

MINUTES
SMITHS GROVE CITY COMMISSION REGULAR MEETING
SMITHS GROVE MUNICIPAL BUILDING
MONDAY, NOVEMBER 23, 2020 7:00PM

Mayor David Stiffey called the meeting to order at 6:59 pm

Members Present: Mayor David Stiffey, Commissioner Bob Buehl, Commissioner Maurice (Buddy) Marr, Commissioner Steve Roney, Commissioner Walter (Bob) Smith, City Attorney Hamp Moore, Police Chief Jason Franks, City Clerk Nancy Howard.

Invocation was given by Chaplain Casey Matthias
All present recited the Pledge of Allegiance to the Flag

Mayor Stiffey recognized Mr. Steven Throneberry of Hensley & Throneberry CPAs and in courtesy to his time schedule, asked that he go ahead and present the 2019-2020 Annual Audit results as noted in New Business on the Agenda.

Steven Throneberry brought 7 copies of the final City of Smiths Grove, KY Annual Financial Report of June 30, 2020, one for each of the Commissioners and 2 for the City Clerk. Mr. Throneberry covered basic requirements of his firm and stated the audit went smoothly and commended the City on the process of collecting all financial information digitally. The ease of uploading the City digital information for the Accounting firm was sited as a strength and steps ahead of other accounts that Hensley & Throneberry works with. The City audit had no significant findings, and the city finances are in sound condition.

The Mayor thanked Mr. Throneberry for the audit presentation and for the ease of the working relationship with his staff and city staff. Commissioner Marr made a motion to accept the 2019-2020 Annual Audit report as presented and Commissioner Smith seconded the motion. The Commission accepted the 2019-2020 Audit Report with a 5 – 0 vote.

READING AND APPROVAL OF MINUTES

Mayor Stiffey asked the Commissioners if there were any corrections or additions to the Regular Meeting Minutes of October 26, 2020. With no changes, the minutes were approved unanimously.

REPORTS

Treasurers Report - September 2020

A motion was made by Commissioner Buehl to accept the Treasurers Report as read and was seconded by Commissioner Smith. The Treasurers Report was approved by 5-0 vote.

Administration Report

Mayor Stiffey reported that Property Tax receipts showed an approximate 60% of Real Estate taxes received and nearly 90% of Tangible taxes received to date for a total of nearly \$50,000.00. The amount received for occupational payroll taxes for the year to date is nearly \$64,000 with an estimate of collecting \$86,000 by the end of the 4th Quarter 2020. The city will then receive a 1% of Net Profit tax at the end of the 1st Quarter of 2021. Mayor Stiffey stated that in the past the Property Tax income was the largest percentage of the City's income and now the Occupational License Tax income will surpass that. With a better income stance, the City has already paid the annual fee of \$9,500 for the

audit. The Clerks are working with the software provider, LandNav, who purchased Data Design. Data Design was our Property Tax software provider. We will ultimately have new software to replace TaxMaster and new software to track the Occupational License income.

The Mayor thanks all who worked on getting the Christmas lights ready and hung; SCRTC for hanging the lights in place, Chief Franks, Commissioner Marr and Commissioner Roney who worked with SCRTC, and also with the Clerks to check the fixtures and assure the bulbs are in good working condition. Commissioner Marr thanked the Mayor for his contribution of putting up all the City Hall lights.

Public Works Report

Commissioner Marr stated there was nothing new to report. The sidewalk repair work was done and there may need to be more work scheduled in the spring. He thanked the Mayor for helping with the sidewalk repair.

Police, Public Safety, Health and Welfare Report

Commissioner Smith stated there was nothing new to report and deferred to Chief Franks. Chief Franks stated that the new 2020 Dodge truck has arrived at the dealership but then there was a recall to execute. The L & W Technology firm stated the emergency equipment for the truck has arrived and will be ready to install on the truck as soon as the pickup truck is completed, estimated mid-December. The Mayor added that the carport for the SUV police vehicle has been ordered, the building permit applied for and that the process is moving towards a mid- January installation to the City Hall parking lot.

Cemetery Report

Commissioner Roney stated that Commissioner Buehl assisted with the installation of battery backup for the Camera System in the Cemetery Chapel. Commissioner Buehl stated the city had to purchase new batteries for the backup system which are able to support the equipment up to 3 days without electricity.

Code Enforcement Report

Commissioner Buehl reported there are 4 properties that Chief Franks has been following up on with code enforcement violations. Per Chief Franks, citations have been given and the Warren County Code Enforcement has been contacted regarding the one residence on 2nd Street with trash/clutter in the front yard and porch. Commissioner Buehl stated he took care of cutting back bushes from the sidewalk at 476 Cave Street since there are no owners to contact. Chief Franks stated that investigation of the 216 Cave Street rental property resulted in contact with the property management firm who said they would work on the clean-up of that property. Mayor Stiffey asked City Attorney Moore if he would update the Commission on the issue with a carport built near the corner of Main St. and 5th Street. Attorney Moore stated that the owner located the carport in an area that encroaches upon the right-of-way and violates set-back building codes. The owner did not acquire a building permit in advance of the building or they would have been notified of such by the Building Code Inspector.

Old Business

Mayor Stiffey stated there were no Committee reports and noted that BRADD has not been holding in-person meetings due to COVID. He also stated the Christmas Parade was cancelled due to the recent COVID increases. Mayor Stiffey introduced the Parking Changes for Main St. and asked Attorney Moore to summarize the phone discussion with himself, Commissioner Marr, Chief Franks and Clerk Howard on the Traffic Code ordinance language. Attorney Moore read the Section 72.04 (F) (1) from the City of Smiths Grove Ordinance which states that the city possesses the power to regulate parking, per the Ordinance. He suggested the City keep an on-going record of city determinations on parking with data such as Where, Date Effective, Whether Signs will be posted, and How the information will be distributed on these changes. He stated that the city might wish to inform the affected residents by having Chief Franks give them notice of the change. Commissioner Marr agreed with Attorney Moore's suggestion, as common courtesy to our residents. Commissioner Marr pointed out the two types of NO Parking signs that have been purchased for this notification. A sign will be posted stating NO PARKING THIS SIDE OF THE STREET, on the **EAST** side, at the corner of each street starting with 2nd Street through 5th Street. The Mayor and Commissioner Marr worked together with KY Transportation rep, Joe Plunk, on this safety issue determination due to increased traffic on this narrow part of Main Street. There is currently NO Parking on either side of Main Street between 5th Street and 6th Street due to the narrowness of the street. The NO Parking on the EAST side of Main Street will be implemented as of December 1, 2020. There was discussion on making Rumsey Street No Parking on both sides due to the narrowness. Commissioner Marr stated that many of the streets in Smiths Grove are narrow and that there is no parking due to the safety issues. All Commissioners were in agreement with making Main Street NO Parking on the East Side between 2nd and 5th Streets.

New Business

Mayor Stiffey introduced the topic of a commission seat vacancy by stating tonight's goal of selecting a candidate for that position, confirming the candidate will accept the position and scheduling to install the Commissioner at the December 7, 2020 meeting with the Swearing-In Oath of Office. Commissioner Marr asked Commissioner Smith to confirm that he was not interested in pursuing the Commission position, which Commissioner Smith confirmed. Mayor Stiffey provided 3 candidates who had made their interest know to the Commission; Shirley Martin, a former Commissioner who had spoken with the Mayor, Eric Schroeder who made contact with Commissioner Buehl and Jesse Varner, a former Commissioner who emailed Clerk Howard with his interest. Each of the Commissioners, who were contacted, and the Mayor gave a brief summary of the candidate's interest in the position and their background. All agreed that the former Commissioners had added to the City's leadership in the past and would do so if selected, but determined that a new, younger resident interested in being on the Commission might provide the City with new insights and allow the Commission to be proactive in succession planning. Commissioner Buehl made a motion to select Eric Schroeder to fill the Commissioner vacancy with Eric Schroeder, effective January 1, 2021 and Commissioner Marr seconded the motion. The Commission voted 5 – 0 to select Eric Schroeder for the Commissioner position, effective January 1, 2021. Mayor Stiffey stated the city would swear Mr. Schroeder in on December 7, 2020, at the next meeting.

Attorney Hamp added a note that seeing the Smiths Grove city flag with the date 1871 prompted the idea that the City might look into planning a Sesquicentennial for the year 2021.

With there being no further business to discuss the meeting was adjourned at 8:35 p.m. by Mayor Stiffey.

APPROVED David L. Stiffey
DAVID L. STIFFEY, MAYOR

ATTEST Nancy Howard
NANCY HOWARD, CITY CLERK

DATE 12-7-20
Minutes were prepared by Nancy Howard, City Clerk