

MINUTES OF THE PARK CITY COMMISSION
SPECIAL CALLED AUDIO-VIDEO TELECONFERENCE MEETING
PARK CITY, KENTUCKY
JANUARY 4, 2021

The Board of Commissioners, City of Park City Kentucky, met in a Special Called Audio-Video Teleconference session on Monday, January 4, 2021 at City Hall in Park City Kentucky, Commissioners personal audio-video teleconferencing by Zoom, and the meeting being live streamed on the Park City Face book page.

Mayor Poteet determined that a quorum was present by a roll call vote with the following Commissioners present and connected to the teleconference: Commissioner Hayden, Commissioner Burgess. Commissioner Parsley was absent. Mayor Poteet called the meeting to order.

Everyone stood for the Pledge of Allegiance led by Commissioner Hayden, and a prayer led by Commissioner Burgess.

Minutes of the December 7, 2020 Special Called Meeting were presented. Motion by Commissioner Hayden, and seconded by Commissioner Burgess, to accept the minutes as presented. Roll Call vote – Poteet – Yea, Hayden - Yea, Burgess – Yea. Motion passed.

Commissioners were presented with the financial report. City Clerk / Treasurer Bunnell reviewed the financial report with the Commissioners. Motion by Commissioner Hayden, and seconded by Commissioner Burgess, to accept the financial report as presented. Roll Call vote – Poteet - Yea, Hayden - Yea, Burgess – Yea. Motion passed.

REPORTS

Mayor – Mayor Poteet stated he had attended several Zoom meetings with BRADD, and BCEA. He reported that he had attended KLC training and Governor's meetings by zoom. He had held the sidewalk bid opening, and met with Palmer Engineering. See attached report.

Code Enforcement – CEO reviewed his report – see attached report.

Maintenance – no report.

Police – Mayor Poteet gave the December Sheriff's Department report. See attached report.

CEA – Lewis Cutliff reported to City Hall that the crews continue to work on water leaks, and other routine maintenance.

Fire Department – Mayor Poteet gave the December report, and reported 584 total runs for 2020. See attached report.

Planning & Zoning – no report.

Cemetery – Clerk Bunnell reviewed the report – see attached report.

Seniors – no report.

Caveland Marketing – Melody Ray reported that the CMA was meeting this week.

Park City Tourist & Convention – Linda Watts reported that the CMA Legislative event was well attended and thanked the city officials that attended. She noted that CMA was having an upcoming Planning Session. She gave a Mammoth Cave National Park update and reported that the Mammoth Cave Ferry should open on 1/3/21, water access is available at the Green River Ferry and Dennison Ferry, and the Echo River Trail is to reopen soon.

UNFINISHED BUSINESS

MUNICIPAL ORDER-TOURIST & CONVENTION APPOINTMENT PREVIOUSLY TABLED

MUNICIPAL ORDER NO. 01-21 – APPOINTMENT TO THE PARK CITY TOURIST & CONVENTION COMMISSION

Motion by Commissioner Burgess, and seconded by Commissioner Hayden, to take Municipal Order No. 01-21, off the table.

Roll Call vote – Poteet - Yea, Hayden - Yea, Burgess – Yea.

Motion passed.

Municipal Order No. 01-21, which appoints Donna Lyons, to fill the unexpired of Leticia Poteet, was presented.

Motion by Commissioner Hayden, and seconded by Mayor Poteet, to accept Municipal Order No. 01-21, as presented.

Roll Call vote – Poteet - Yea, Hayden - Yea, Burgess – Yea.

Motion passed.

NEW BUSINESS

SIDEWALK BID AWARD

Stephen Sewell, with Palmer Engineering, reported that two (2) bids had been received for the Sidewalk Project. They were Scott Murphy in the amount of \$190,282.25 and Charles Deweese Construction in the amount of \$143,529.00. Sewell noted that the Engineer's estimate was \$192,778. Sewell reported that he had reviewed the bid tabs, and recommended to award the bid to Charles Deweese. He noted that the bid information would be submitted to KYTC, the City would need to submit a letter of approved bid, and the company would need to submit their Bond documentation. He noted that the project should begin in the spring.

Motion by Commissioner Hayden, and seconded by Commissioner Burgess, to accept the bid of Charles Deweese Construction for the Sidewalk Project.

Roll Call vote – Poteet - Yea, Hayden - Yea, Burgess – Yea.

Motion passed.

CITY FACILITY CLOSINGS

Mayor Poteet reported that the Covid 19 case rate in the area is still going up, and local schools are still using the hybrid calendar to start the New Year.

Motion by Mayor Poteet, and seconded by Commissioner Burgess, to keep the City Facilities Closed until the April meeting.

Roll Call vote – Poteet - Yea, Hayden - Yea, Burgess – Yea.

Motion passed.

KLC TRAINING

Commissions were informed that KLC would be offering a virtual City Officials Academy on January 19-21, at a cost of \$199 per member.

Motion by Commissioner Burgess, and seconded by Commissioner Hayden, to pay for up to four (4) members to attend.

Roll Call vote – Poteet - Yea, Hayden - Yea, Burgess – Yea.

Motion passed.

FIRE TRUCK PAYMENT

Commissioners were presented with the annual fire truck payment that would be due on 01/08/21, in the amount of \$18,542.08.

Motion by Mayor Poteet, and seconded by Commissioner Hayden, to make the annual fire truck payment as presented. It was noted that this was a budgeted payment.

Roll Call vote – Poteet - Yea, Hayden - Yea, Burgess – Yea.

Motion passed.

TRANSFER OF FUNDS-FIRE DEPARTMENT TO GENERAL FUND

Commissioners were requested to authorize the transfer of \$5,000 from the Fire Department Account to the General Fund Account. They were informed this was a budgeted amount in the Fire Department Account.

Motion by Commissioner Hayden, and seconded by Commissioner Burgess, to approve the transfer of funds as presented.

Roll Call vote – Poteet - Yea, Hayden - Yea, Burgess – Yea.

Motion passed.

TRANSFER OF FUNDS-CARES ACT

Commissioners were requested to authorize the transfer of \$3,197.38 from the General Fund Account to the Fire Department Account. This is to reimburse the Fire Department Account for PPE purchased due to the COVID 19 responses.

Motion by Mayor Poteet, and seconded by Commissioner Hayden, to approve the transfer of funds as presented.

Roll Call vote – Poteet - Yea, Hayden - Yea, Burgess – Yea.

Motion passed.

QUICKBOOKS INVOICE

Commissioners were presented the annual QuickBooks renewal invoice in the amount of \$670.

Motion by Commissioner Hayden, and seconded by Commissioner Burgess, to approve the QuickBooks invoice in the amount of \$670.

Roll Call vote – Poteet - Yea, Hayden - Yea, Burgess – Yea.

Motion passed.

Motion by Mayor Poteet, and second by Commissioner Burgess, to amend the agenda for a QuickBooks purchase.

Roll Call vote – Poteet - Yea, Hayden - Yea, Burgess – Yea.

Motion passed.

City Clerk Bunnell presented a proposal to purchase QuickBooks checks for at least the Cemetery, Municipal Road Aid, and Tourist & Convention checking accounts. The cost is estimated at \$750.

Motion by Mayor Poteet, and seconded by Commissioner Hayden, to spend up to \$750 to purchase the QuickBooks checks.

Roll Call vote – Poteet - Yea, Hayden - Yea, Burgess – Yea.

Motion passed.

CNA SURETY INVOICE

Commissioners were presented the annual CNA Surety Bond renewal invoice in the amount of \$783.86.

Motion by Commissioner Hayden, and seconded by Commissioner Burgess, to approve the CNA Surety Bond invoice in the amount of \$783.86.

Roll Call vote – Poteet - Yea, Hayden - Yea, Burgess – Yea.

Motion passed.

JOINT CITY-COUNTY PLANNING COMMISSION BUDGET CONTRIBUTION

Commissioners were presented the annual Joint City-County Planning Commission Budget Contribution invoice in the amount of \$1,214.

Motion by Commissioner Hayden, and seconded by Commissioner Burgess, to approve the Planning Commission invoice in the amount of \$1,214.

Roll Call vote – Poteet - Yea, Hayden - Yea, Burgess – Yea.

Motion passed.

ORDINANCE NO. 2101-ADOPTING SUPPLEMENT TO THE CODE OF ORDINANCES

ORDINANCE NO. 2101-ADOPTING A SUPPLEMENT TO THE CODE OF ORDINANCES OF THE CITY OF PARK CITY

A proposed Ordinance was presented for the first time, and caused to be read for the first time.

Motion by Commissioner Hayden, and seconded by Commissioner Burgess, to approve Ordinance No. 2101, as presented.

Roll Call vote – Poteet - Yea, Hayden - Yea, Burgess – Yea.

Motion passed.

RESOLUTION NO. 01-21 – TRANSPORTATION FUNDING

Resolution No. 01-21, which recommends the Kentucky Legislature to increase transportation funding for municipalities and updates the road funding formula, was presented.

Motion by Mayor Poteet, and seconded by Commissioner Hayden, to accept Resolution No. 01-21 as presented.

Roll Call vote – Poteet - Yea, Hayden - Yea, Burgess – Yea.

Motion passed.

COMMISSIONER ADMINISTRATIVE FUNCTIONS

Mayor Poteet reviewed the areas of Administrative Functions to be filled by the Commissioners. Motion by Mayor Poteet, and seconded by Commissioner Hayden, to fill the positions as follows: Administration-Mayor Poteet, Public Safety-Commissioner Hayden, Streets, Maintenance, Sanitation-Commissioner Parsley, and Economic Development-Commissioner Burgess.

Roll Call vote – Poteet - Yea, Hayden - Yea, Burgess – Yea.
Motion passed.

MAYOR PRO TEM APPOINTMENT

The Mayor informed the Commissioners that a Mayor Pro-Tem needed to be appointed.
Motion by Commissioner Hayden, and seconded by Mayor Poteet, to appoint
Commissioner Burgess as the Mayor Pro-Tem.
Roll Call vote – Poteet - Yea, Hayden - Yea, Burgess – Yea.
Motion passed.

CITY COMMISSIONER APPOINTMENT

Mayor Poteet reported that the City Commission has an open City Commission seat
due to only 3 city residents elected during the November election. Clerk Bunnell
reported that two (2) city residents had presented their names to City Hall for
consideration: Melody Ray and Chad Hogan.
Motion by Commissioner Hayden, and seconded by Mayor Poteet, to appoint Chad
Hogan to fill the open City Commission position.
Roll Call vote – Poteet - Yea, Hayden - Yea, Burgess – Yea.
Motion passed.

PUBLIC COMMENTS

City Hall, Lions Club Building, Bell's Tavern Pavilion & Playground, and Senior Center
remain Closed until further notice.
Bell's Tavern Park Walking Trail remains Open with 6" Social Distancing

Motion by Commissioner Hayden, and seconded by Commissioner Burgess, to adjourn.
All in Favor - Motion passed.

Mayor, Larry Poteet

ATTEST: _____
City Clerk, Bobby Bunnell