

**CITY OF BARDSTOWN, KENTUCKY  
WORKING SESSION CITY COUNCIL MEETING MINUTES  
08-01-2017  
5:00 PM**

The City Council met in regular session in the Council Chambers with Mayor Heaton and the following Councilmen:

Councilman Buckman - absent  
Councilman Copeland  
Councilman Dones  
Councilman Kelley  
Councilman Sheckles  
Councilman Williams

Councilman Copeland arrived at 5:17 PM.

Others present: City Attorney Tim Butler, Interim City Clerk Mary Riley, City Electrical Engineer Jeff Mills, City Civil Engineer Jessica Filiatreau, CFO Tracy Hudson, Risk Manager Greg Ashworth, Police Detective J. Woodson, Nelson County Gazette Reporter Luke Wathen, WBRT Director Roth Stratton, PLG-TV13 Reporter Matthew Fogle, and Citizens Brent Riley, Gerry Edgell and Lauren and Elizabeth Duerr.

**APPOINTMENT OF CITY CLERK**

Mayor Heaton recommended to the City Council the appointment of Mary Riley to the position of City Clerk.

**COUNCILMAN WILLIAMS MOVED TO APPROVE THE APPOINTMENT OF MARY RILEY TO THE POSITION OF CITY CLERK. THE MOTION WAS DULY SECONDED BY COUNCILMAN DONES AND CARRIED BY A VOTE OF 4 TO 0.**

Mayor Heaton administered the Oath of Office to newly appointed City Clerk Riley, followed by applause and photos.

**MOBILE FOOD VENDOR ORDINANCE DISCUSSION**

City Attorney Butler referred to Ordinance B2014-03, Section "Miscellaneous Regulations", item "H". The Council discussed the definition of "self-contained" and whether this portion of the Ordinance prohibited a mobile food truck from having an external, free standing grill. City Attorney Butler will bring further clarification on this matter. Chief Financial Officer Hudson clarified how the Tourist Commission will receive the restaurant tax from the Mobile Food Vendor businesses. No action was taken.

**CABLE AND INTERNET RATE ADJUSTMENTS**

City Electrical Engineer Mills provided a detailed overview of the proposed changes to the Cable TV and Internet rates. He suggested the first reading of the Ordinance be placed on the agenda of the next Council Meeting.

**MINUTES**

**THE REGULAR MEETING MINUTES FOR 07-25-2017 WERE APPROVED BY UNANIMOUS CONSENT. COUNCILMAN WILLIAMS ABSTAINED.**

**ADMINISTRATIVE**

City Attorney Butler indicated that he will be drafting and circulating for review two (2) proposed changes to M2016-17 Council Travel Policy. Those changes include the removal of the Council travel expenses from the Council meeting minutes and the addition of the City incurring the expense of the Council if they choose to attend the annual KLC Conference in the fall of each year.

**2017 STREET RESURFACING BID**

City Civil Engineer Filiatreau recommended that the award to Mago Construction for the 2017 Street Resurfacing bid be approved.

**COUNCILMAN SHECKLES MOVED TO APPROVE THE BID SUBMITTED BY MAGO CONSTRUCTION FOR THE 2017 STREET RESURFACING PROJECT. THE MOTION WAS DULY SECONDED BY COUNCILMAN KELLEY AND CARRIED BY A VOTE OF 5 TO 0.**

**SECOND READING OF ORDINANCE B2017-11 - CLASSIFICATION AND COMPENSATION PLAN**

City Attorney Butler gave the second reading in summary. The full text follows:

**ORDINANCE NO. B2017 – 11**

**AN ORDINANCE AMENDING AND ADOPTING AS AMENDED AN ORDINANCE STYLED: “AN ORDINANCE CREATING CLASSIFICATION PLAN AND COMPENSATION PLAN.”**

**BE IT ORDAINED BY THE CITY OF BARDSTOWN, COMMONWEALTH OF KENTUCKY:**

That Ordinance B2016-10, previously amended by Ordinance B2016-15, authorizing Positions and the Grade Scale, and setting the ranges of the grade scale for City employees as specified herein, be amended to read as follows:

**AUTHORIZED POSITIONS**

**City of Bardstown - August 2017**

# of Positions	Exempt	Title	Grade
		<u>ADMINISTRATION</u>	
1	Exempt	Human Resources Director / <b><u>Risk Manager</u></b>	122
1		City Clerk / Sexton	114
1		<del>{Executive Assistant to the Mayor}</del> <b><u>Assistant City Clerk</u></b>	108
<del>{1}</del>		<del>{Risk and Facilities Manager}</del>	<del>{111}</del>
1	<b><u>Exempt</u></b>	Preservation Coordinator	114
<b><u>1</u></b>		<b><u>Groundskeeper / Facilities Manager</u></b>	<b><u>109</u></b>
1		<del>{Groundskeeper}</del> <b><u>Maintenance Worker I Admin</u></b>	<del>{108}</del> <b><u>101</u></b>
1		Ordinance Enforcement Officer (Part-time)	105
<del>{1}</del>		<del>{Janitor (Part-Time)}</del>	<del>{101}</del>
		<u>FINANCE</u>	
1	Exempt	Chief Financial Officer	122
1		Accountant	117
1		Billing Clerk	109
1		Meter Section Supervisor	110
1		Tax Administrator	107
<del>{5}</del> <b><u>6</u></b>		Customer Service Representative III	105
		Customer Service Representative II	104
		Customer Service Representative I	103
4		Customer Service Representatives I, II, III (Part-time)	103
1		Assistant Meter Division Supervisor	106
1		Meter Technician	103
		<u>POLICE</u>	
1	Exempt	Police Chief	121
1		Administrative Assistant	106
0		Police Major	117
1		Police Captain	116
1		Police Lieutenant	113

4		Police Sergeant	111
3		Detective	109
1		<b><u>Administrative Assistant</u></b> / Property Room Technician (Part-Time)	<del>104</del> <b><u>106</u></b>
1		Crime Scene Technician (Part-Time)	105
16		Police Officer	109
		Police Officer Recruit	108
		<b><u>PARKS &amp; RECREATION</u></b>	
1	Exempt	Director of Parks & Recreation	120
1		Assistant Director of Parks and Recreation	113
<b><u>1</u></b>		<b><u>Administrative Assistant</u></b>	<b><u>104</u></b>
<del>1</del> <b><u>2</u></b>		Recreation Assistant (PT)	102
1		Grounds Maintenance Superintendent	109
2		Maintenance Worker II Rec	104
		Maintenance Worker I Rec	102
		<b><u>FIRE</u></b>	
1	Exempt	Fire Chief	121
1		Major - Assistant Fire Chief	116
1		Captain – Fire Marshall	112
1		Lieutenant - Training	110
3		Lieutenant – Shift Commander	109
10		Firefighter EMT	107
1		Recruitment / Retention Coordinator	107
7		Firefighter (part time)	106
		<b><u>PUBLIC WORKS AND ENGINEERING</u></b>	
1	Exempt	Director of Public Works and Engineering	128
		<b><u>PUBLIC WORKS</u></b>	
1	Exempt	Superintendent of Public Works	121
1		Assistant Superintendent of Public Works	116
3		Heavy Equip Operator/Foreman	112
9		Maintenance Operator IV	108
		Maintenance / Operator III	106
		Maintenance / Operator II	104
		Maintenance / Operator I	102
4		Sanitation Truck Driver	107
7		Sanitation Worker II	103
		Sanitation Worker I	101
1		Mechanic	110

1		Street Sweeper Operator	105
1		Recycling Specialist	105
		<u>ENGINEERING</u>	
1	Exempt	City Civil Engineer	125
1		GIS Coordinator	116
1		Engineering Assistant	108
<b><u>1</u></b>	-	<b><u>Staff Engineer</u></b>	<b><u>115</u></b>
	Exempt	Chief Wastewater Operator	114
1		MS4 / SSES Inspector	108
5		WWTP Operator IV	109
		WWTP Operator III	106
		WWTP Operator II	104
		WWTP Operator I	103
		WWTP Trainee	102
3		Lift Station Specialist	109
1	Exempt	Chief Water Plant Operator	114
8		WTP Maintenance Specialist / Operator IV	110
		WTP Operator, Class IV	109
		WTP Operator, Class III	106
		WTP Operator, Class II	104
		WTP Operator, Class I	103
		WTP Operator, Trainee	102
1		Lake Patrol, Part Time	101
		<u>ELECTRIC &amp; CABLE TV</u>	
1	Exempt	City Electrical Engineer	126
1	Exempt	Systems Engineer	123
1		Staff Engineer	120
1		Media Specialist (part-time)	109
1	Exempt	Electric Superintendent	122
4		Electric Lineman II	119
		Electric Lineman I	114
		Apprentice Electric Lineman	108
		Electric Groundman	106
1		Utilities Stock Clerk	104
1		Cable Superintendent	121
1		Chief Cable Technician	115
1		Cable Sweep Tech	113
3		Cable Technician III	113
		Cable Technician II	111
		Cable Technician I	110

5	Cable Installer III	109
	Cable Installer II	107
	Cable Installer I	106
1	IT Support Supervisor	112
<del>1</del> 2	IT Support Specialist II	108
	IT Support Specialist I	104
3	IT Support Specialist I (Part-Time)	104
1	Cable/Internet Assistant	108

**Grade Scale**

CITY OF BARDSTOWN GRADE SCALE [FY 17-18]					
<u>Grade</u>	<u>Min.</u>	<u>Max.</u>	<u>Grade</u>	<u>Min.</u>	<u>Max.</u>
101	23,863	35,795	116	49,610	74,415
	11.47	17.21		23.85	35.78
102	25,056	37,584	117	52,090	78,135
	12.05	18.07		25.04	37.57
103	26,309	39,464	118	54,695	82,042
	12.65	18.97		26.30	39.44
104	27,625	41,437	119	57,429	86,144
	13.28	19.92		27.61	41.42
105	29,006	43,509	120	60,301	90,451
	13.95	20.92		28.99	43.49
106	30,456	45,684	121	63,316	94,974
	14.64	21.96		30.44	45.66
107	31,979	47,968	122	66,482	99,723
	15.37	23.06		31.96	47.94
108	33,578	50,367	123	69,806	104,709
	16.14	24.21		33.56	50.34
109	35,257	52,885	124	73,296	109,944
	16.95	25.43		35.24	52.86
110	37,020	55,529	125	76,961	115,441
	17.80	26.70		37.00	55.50

111	38,871	58,306	126	80,809	121,214
	18.69	28.03		38.85	58.28
112	40,814	61,221	127	84,849	127,274
	19.62	29.43		40.79	61.19
113	42,855	64,282	128	89,092	133,638
	20.60	30.90		42.83	64.25
114	44,997	67,496	129	93,547	140,320
	21.63	32.45		44.97	67.46
115	47,247	70,871	130	98,224	147,336
	22.72	34.07		47.22	70.83
NOTE:	-1	5% progressive difference between grades.			
	-2	50% from minimum to maximum with each grade.			
	-3	Annual salary based on 40-hour work week; consider hourly salaries only if work week different from 40 hours			

All ordinances or parts of ordinances in conflict herewith are repealed to the extent of such conflict.

This ordinance shall be in full force and effect following publication as required by law.

**COUNCILMAN WILLIAMS MOVED TO APPROVE ORDINANCE B2017-11 CLASSIFICATION AND COMPENSATION PLAN. THE MOTION WAS DULY SECONDED BY COUNCILMAN DONES.**

**THE MAYOR CALLED THE ROLL AND THE FOLLOWING VOTED:**

COUNCILMAN KELLEY - AYE  
COUNCILMAN COPELAND - AYE  
COUNCILMAN WILLIAMS - AYE  
COUNCILMAN SHECKLES - AYE  
COUNCILMAN DONES - AYE

**MAYOR HEATON THEN DECLARED ORDINANCE NO. B2017-11 ADOPTED. IT WILL BE RECORDED IN ORDINANCE BOOK NO. 10, PAGE NO. \_\_\_\_\_.**

**MUNICIPAL ORDER M2017-10 JOB DESCRIPTIONS NEW AND REPEALED**

City Attorney Butler read the following Municipal Order:

**MUNICIPAL ORDER M2017-10**

**A MUNICIPAL ORDER AMENDING THE JOB DESCRIPTIONS FOR THE CITY OF BARDSTOWN ORIGINALLY ESTABLISHED IN MUNICIPAL ORDER NO. M2015-16, AND AMENDED IN MUNICIPAL ORDERS M2016-04, M2016-09, M2016-19 AND M2016-20.**

**WHEREAS:** The City of Bardstown has created new positions as listed that will require new job descriptions:

- Administration – Human Resources Director / Risk Manager
- Administration – Groundskeeper / Facilities Manager
- Administration – Assistant City Clerk
- Administration – Maintenance Worker I / Admin
- Police – Administrative Assistant / Property Room Technician (PT)

- Parks & Recreation – Administrative Assistant
- Engineering – Staff Engineer

**AND WHEREAS:** The job descriptions for the established positions as listed below will be repealed in their entirety:

- Executive Assistant to the Mayor
- Risk and Facilities Manager
- Groundskeeper
- Janitor (Part-Time)

**NOW, THEREFORE, BE IT ORDERED** by the City Council of Bardstown, Kentucky, that the new job descriptions attached hereto, be adopted in full to represent the true and accurate definition for the position available as an employee of the City of Bardstown and that the repealed job descriptions attached hereto be eliminated in their entirety.

**COUNCILMAN SHECKLES MOVED TO APPROVE M2017-10 JOB DESCRIPTIONS NEW AND REPEALED. MOTION WAS DULY SECONDED BY COUNCILMAN KELLEY AND CARRIED BY A VOTE OF 5 TO 0.**

**MUNICIPAL ORDER M2017-11 JOB DESCRIPTIONS AMENDMENTS**

City Attorney Butler read the following Municipal Order:

**MUNICIPAL ORDER M2017-11**

**A MUNICIPAL ORDER AMENDING THE JOB DESCRIPTIONS FOR THE CITY OF BARDSTOWN ORIGINALLY ESTABLISHED IN MUNICIPAL ORDER NO. M2015-16, AND AMENDED IN MUNICIPAL ORDERS M2016-04, M2016-09, M2016-19, M2016-20 AND M2017-10.**

**WHEREAS:** Several current job descriptions for established positions require amendments that address Exempt status, Supervisory updates and changes to the Special Knowledge, Skills and Abilities category for each Department Head.

**NOW, THEREFORE, BE IT ORDERED** by the City Council of Bardstown, Kentucky, that the job descriptions attached hereto, be adopted in full to represent the true and accurate definition for the position available as an employee of the City of Bardstown.

**COUNCILMAN DONES MOVED TO APPROVE M2017-11 JOB DESCRIPTIONS AMENDMENTS. MOTION WAS DULY SECONDED BY COUNCILMAN KELLEY AND CARRIED BY A VOTE OF 5 TO 0.**

**ADJOURNMENT**

**COUNCILMAN WILLIAMS MOVED TO ADJOURN THE MEETING AT 5:54PM. THE MOTION WAS DULY SECONDED BY COUNCILMAN SHECKLES AND CARRIED BY A VOTE OF 5 TO 0.**

**CITY OF BARDSTOWN**

\_\_\_\_\_  
J. Richard Heaton, Mayor

**ATTEST:**

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Mary Riley, City Clerk