

Meeting Notice & Agenda

MARION CITY COUNCIL

Monday, March 21, 2022 – 5 p.m.

Marion City Hall, 217 South Main Street, Marion, KY

Regular Meeting

Call to Order

Public Comments

Business Agenda

1. Approval of the Minutes of February 14, 2022, Council Meeting
2. Consideration of Resolution #22-01 entitled, "Resolution of the City of Marion Accepting the Grant, Approving the Grant Assistance Agreement, Authorizing the Amendment of the City of Marion's Annual Budget, and Authorizing a Representative to Sign All Related Documents"
3. 2nd Reading of Ordinance #22-03 entitled, "AMENDING MARION CODE OF ORDINANCES"
4. Introduction and 1st Reading of Ordinance #22-04 entitled, "An Ordinance Amending the Pay Plan for Classified City Employees and Non-Elected Officials"
5. Project Updates
 - a. Sewer Plant
 - b. Utility/Administration Hardware/Software
6. Mayor/Council/Staff Comments & Questions
7. Adjourn

To: Mayor and City Council
From: Adam Ledford, City Administrator
Re: Agenda Description
Date: March 21, 2022

Call to Order
Public Comments

Business Agenda

- I. Approval of Minutes for 2/14 Council Meeting
Description:
A council member does not have to be present at the previous meeting to approve the minutes for that meeting. A copy of the minutes is included in your packet. Approval will require a motion/second and called vote of the council.

- II. Resolution #22-01 – Sewer Grant
Description:
This would authorize the Mayor to act on the \$173k awarded the City by the State via funds given to the County to use for Water/Sewer projects. Perry was nice enough to mostly split the funds between Livingston-Crittenden Water and the City. This month will be designated to avoid the need for additional borrowing for the ongoing sewer project. As a resolution is simply requires a motion and 2nd with a called vote.

- III. 2nd Reading of Code Amendment Ordinance - #22-03
Description:
Annually the State and Federal makes laws that impact or alter City Ordinances. This packet will make the appropriate changes to keep City Ordinances compliant with both. A 3rd party is paid to organizing and incorporate these changes annually for the City. The Overall Ordinance is included in your packet. A copy of the changes will be available for review during the meeting if necessary. As an ordinance this will require a motion and second followed by an individual vote of the council.

- IV. Introduction and 1st Reading #22-04 – Salary Adjustments/Position Change
Description:
Pursuant to last meeting's discussion and a conversation with the City's auditor, before you is a Salary ordinance that would establish the Assistant City ABC Officer position. The position would be a part-time, limited hours, and have a focus on extended education while offering some backup support to the ABC Officer. The position would additionally be setup for limited engage reviewed on an annual basis. The ordinance also includes an increase in the equipment operator position in the maintenance department. Currently the water and sewer plants have position

making the same amount as what is proposed with the idea that the positions are in line for advancement in the department. This would establish a similar pathway position for the maintenance department on par with the other two.

V. Project Updates

Description:

Sewer Plant – Project is projected to be completed in Spring 2023. Roughly 45% complete at this time.

Office IT Updates – Equipment has arrived, and install is being setup. Needed to add a Firewall system to beef of security. The item has been added and installation is back on path to occur in April. The City office will be closed to the public 1 day during the 3 day installation/training period.

VI. Mayor/Council/Staff Forum

- The City has returned to standard operations hours.
- Preliminary Budget work is ongoing and the committee will be asked to meet the second week of April.

VIII. Adjournment

**Meeting of the Marion City Council
Monday, February 14, 2022 at 5:00 P.M.**

The Marion City Council met in Regular Session December 20th, 2021 at 5:00 p.m. with Mayor Jared Byford presiding. Council members present were; Phyllis Sykes, Donnie Arflack, Dwight Sherer, D'Anna Browning and Mike Byford. City Employees in attendance were as follows: Adam Ledford, Layten Croft, Chief Ray O'Neal, Heath Martin, Fire Chief Howton and Jonathan James in the City Attorney's absence. A public sign in sheet is attached and made part of these minutes.

GENERAL GOVERNMENT

Bill James approached the Council with a request to put several roads in Greenwood Heights on the paving list for next year's considerations. City Administrator advised Mr. James that, that list would not be looked into until possibly April. Mr. James advised he would be back in April then .

Motion was made by Dwight Sherer, seconded by D'Anna Browning to approve the minutes from January 10th 2022.

Josh Orr with Inside Out Archery approached the Council and formally requested their permission to use city property for archery practice and 3D matches. He advised this club has its own insurance that would cover any accident that occurred. This property is located off of Bridwell Loop near the brush dump. Motion was made by Mike Byford, seconded by Dwight Sherer to give Inside Out Archery permission to use the property. All present members of the council voting yes.

Second reading of Ordinance #22-01 entitled, "AN ORDINANCE OF THE CITY OF MARION, KENTUCKY, AMENDING CHAPTER 35: PERSONNEL POLICIES TO AMEND THE EMPLOYEE HANDBOOK FOR EMPLOYEES OF THE CITY (SECTION 5)". Jonathan James read the summary of said ordinance. Motion was made by Donnie Arflack, seconded by D'Anna Browning with all present members voting yes. Motion carried.

Second reading of Ordinance #22-02 entitled, "AN ORDINANCE OF THE CITY OF MARION, KENTUCKY, AMENDING CHAPTER 35: PERSONNEL POLICIES TO AMEND THE EMPLOYEE HANDBOOK FOR EMPLOYEES OF THE CITY (SECTION 8)". Jonathan James read the summary of said ordinance. Motion was made by Donnie Arflack, seconded by Mike Byford with all present members voting yes. Motion carried.

Councilman, Dwight Sherer, sponsored the first reading of Ordinance #22-03 entitled, "AN ORDINANCE AMENDING MARION CODE OF ORDINANCES". A copy of the ordinances to be amended was made available for the council to review.

City Administrator Ledford presented a proposal to the council to give \$15,000.00 from the ABC fund to help fund the DARE program at the Crittenden School Systems. Discussion was had on when the funds would need to be transferred in order to get the SRO enrolled in the mandatory course to teach the program to the students at the school system. After discussion it was decided that Adam, the Mayor and ABC officer Heath Martin would have to meet with one another to decide how the funds would have to be given. City Administrator Ledford advised this would be on next month's agenda.

City Administrator Ledford advised the council of a few project updates within the City. He advised the Sewer Plant is now 40% complete and that if any of the council members would like a tour of the completed work all they would need to do is ask and the contractors would do so. He also advised all of

the computer hardware for city hall has been received. Mr. Ledford reminded the council that this is the summer of the goal setting session.

OTHER BUSINESS

Councilman Mike Byford advised that he has noticed the house at E. Bellville and Walker St. is being torn down, but that they are taking the old lumber and stacking it on an empty lot down the road.

Councilman Donnie Arflack requested to know if the generator on the hill had been fixed. Mr. Ledford advised yes. He also questioned the KU bill at the new Laundry Building. Mr. Ledford advised that KU has fixed that issue as well.

ADJOURNMENT

There being no further business to come before the council, meeting was adjourned at 5:42 p.m.

JARED BYFORD, MAYOR

ATTEST:

LAYTEN CROFT, ASST. CITY CLERK

EXHIBIT 4

RESOLUTION

RESOLUTION OF THE CITY OF MARION ACCEPTING THE GRANT, APPROVING THE GRANT ASSISTENCE AGREEMENT, AUTHORIZING THE AMENDMENT OF THE CITY OF MARION'S ANNUAL BUDGET, AND AUTHORIZING A REPRESENTATIVE TO SIGN ALL RELATED DOCUMENTS

WHEREAS, the Kentucky General Assembly has appropriated funds for infrastructure projects in Senate Bill 36 of the 2021 Regular Session of the Kentucky General Assembly for the Cleaner Water Program; and

WHEREAS, the City of Marion (the "Grantee") has previously determined that it is in the public interest to acquire and construct certain facilities and improvements to the Grantee's utility system (the "Project"); and

WHEREAS, the Grantee desires funding from the Kentucky Infrastructure Authority (the "Authority") for the purpose of acquisition and construction of the Project; and

WHEREAS, in order to obtain a grant from the Cleaner Water Program for the Project, and administered by the Authority, the Grantee is required to enter into an assistance agreement (the "Agreement") with the Authority.

NOW, THEREFORE, BE IT RESOLVED by the governing body of the City of Marion as follows:

SECTION 1. The Grantee hereby accepts the grant award and approves the Agreement between the Grantee and the Authority to provide the necessary funds to the Grantee for the Project.

SECTION 2. That _____ is hereby designated to be the Grantee's "Authorized Official" for this Project and is hereby directed and empowered by the Grantee to execute the Agreement, related documents and agreements, and to otherwise act on behalf of the Grantee to effect such grant award.

SECTION 3. That the Grantee hereby agrees and commits to include, by amendment to its annual budget and audit process, the receipts and expenditures of funds subject to the Agreement up to and including the date of Project closeout.

SECTION 4. That this resolution shall take effect at the earliest time provided by law.

ADOPTED on _____, 202__.

CITY OF MARION

Authorized Signatory

CERTIFICATE OF RECORDING OFFICER

I, the undersigned, hereby certify that I am the duly qualified and acting Secretary/Clerk of the Grantee, and that the foregoing is a full, true and correct copy of a Resolution adopted by the governing body of said Grantee at a meeting duly held on _____, 202____; and that this official action appears as a matter of public record in the official records or journal of the Grantee; and that said meeting was held in accordance with all applicable requirements of Kentucky law, including Sections 61.810, 61.815, 61.820 and 61.823 of the Kentucky Revised Statutes; and that a quorum was present at the meeting; and that this official action has not been modified, amended, revoked or repealed and is now in full force and effect.

IN TESTIMONY WHEREOF, witness my signature, below, on _____, 202____.

Secretary/Clerk

CITY OF MARION, KENTUCKY
ORDINANCE NO. 22-03

AMENDING MARION CODE OF ORDINANCES

NOW THEREFORE, BE IT ORDAINED by the City Council of the City of Marion, Kentucky, that an Ordinance is hereby adopted and the City of Marion Code of Ordinances is amended as follows:

SECTION 1. Amendment

That the 2022-S-34 supplement to the Code of Ordinances, as submitted by the American Legal Publishing Corporation of Cincinnati, and as attached hereto, be and the same is hereby adopted by reference as if set out in its entirety.

SECTION 2. Repealer

All Ordinances or parts of Ordinances in conflict with the provisions of this Ordinance are repealed to the extent of such conflict.

SECTION 3. Severability Clause

If any section, provision or part of this ordinance shall be adjudged invalid or unconstitutional such adjudication shall not affect the validity of the ordinance as a whole or any section, provision or part thereof not adjudged invalid or unconstitutional.

SECTION 4. Effective Date

This Order shall be in full force and effect upon its passage by law pursuant to Kentucky Revised Statutes.

COUNCIL MEMBERS	YES	NO
Donald Arflack	_____	_____
Phyllis Sykes	_____	_____
Darrin Tabor	_____	_____
Michael Byford	_____	_____

Dwight Sherer _____

D'Anna Browning _____

It appearing that _____ Council Members voted for the adoption of this ordinance, and _____ voted against, with _____ abstaining, the Mayor declared the ordinance adopted.

INTRODUCED AND GIVEN FIRST READING: _____

GIVEN SECOND READING AND PASSED: _____

PUBLISHED IN THE CRITTENDEN PRESS: _____

JARED BYFORD, MAYOR

ATTEST: _____
PAM ENOCH, CITY CLERK

**CITY OF MARION, KENTUCKY
ORDINANCE NO. 22-04**

**AN ORDINANCE AMENDING THE PAY PLAN FOR CLASSIFIED CITY
EMPLOYEES AND NON-ELECTED OFFICIALS**

WHEREAS, the City Council of the City of Marion, Kentucky, desires to amend the pay plan and set compensation for classified city employees and non-elected officials.

NOW, THEREFORE, BE IT ORDAINED BY THE MARION CITY COUNCIL:

Section One: That the pay plan attached hereto as EXHIBIT A shall govern the compensation of all classified city employees, including non-elected officials, full time employees, and employees in categories of employment other than full time, for services rendered on and after April 1, 2022, until amended by ordinance.

Section Two: All ordinances and parts thereof in conflict with this ordinance are hereby repealed to the extent of the conflict.

COUNCIL MEMBERS	YES	NO
Donald Arflack	_____	_____
Phyllis Sykes	_____	_____
Darrin Tabor	_____	_____
Michael Byford	_____	_____
Dwight Sherer	_____	_____
D'Anna Browning	_____	_____

It appearing that _____ Council Members voted for the adoption of this ordinance, and _____ voted against, with _____ abstaining, the Mayor declared the ordinance adopted.

INTRODUCED AND GIVEN FIRST READING: _____

GIVEN SECOND READING AND PASSED: _____

PUBLISHED IN THE CRITTENDEN PRESS: _____

JARED BYFORD, MAYOR

ATTEST: _____

PAM ENOCH, CITY CLERK

EXHIBIT A
CITY OF MARION - EMPLOYEE PAY PLAN
July 1, 2021 - June 30, 2022

Position	Current Pay	New Pay	\$ Increase	% Increase
<i>City Hall</i>				
City Administrator	\$ 66,300.00	\$ 66,300.00	\$ -	0.0%
City Treasurer	\$ 38,250.00	\$ 38,250.00	\$ -	0.0%
City Attorney	\$ 12,607.20	\$ 12,607.20	\$ -	0.0%
<i>Planning & Zoning</i>				
Planning/Zoning Coordinator	\$ 27,040.00	\$ 27,040.00	\$ -	0.0%
<i>Police</i>				
Police Chief	\$ 49,084.00	\$ 49,084.00	\$ -	0.0%
Assistant Chief	\$ 46,028.10	\$ 46,028.10	\$ -	0.0%
Sergeant	\$ 44,828.54	\$ 44,828.54	\$ -	0.0%
Senior Officer	\$ 42,985.74	\$ 42,985.74	\$ -	0.0%
Officer	\$ 42,471.34	\$ 42,471.34	\$ -	0.0%
Assistant ABC Officer	\$ -	\$ 12,000.00	\$ 12,000.00	100.0%
<i>911</i>				
911 Coordinator	\$ 34,000.00	\$ 34,000.00	\$ -	0.0%
FT Dispatcher	\$ 29,079.18	\$ 29,079.18	\$ -	0.0%
<i>Fire</i>				
Chief	\$ 3,078.36	\$ 3,078.36	\$ -	0.0%
Assistant Chief	\$ 1,050.60	\$ 1,050.60	\$ -	0.0%
Fire Fighters (23 total) per run	\$ 39.47	\$ 39.47	\$ -	0.0%
<i>Water & Sewer</i>				
Maintenance Supervisor	\$ 40,912	\$ 40,912.20	\$ -	0.0%
City Clerk	33,970	\$ 33,970.08	\$ -	0.0%
Lead Operator (Wastewater)	44,544	\$ 44,544.42	\$ -	0.0%
Lead Operator (Water)	40,490	\$ 40,489.92	\$ -	0.0%
Operator (Wastewater)	37,150	\$ 37,149.67	\$ -	0.0%
Operator (Water)	34,831	\$ 34,830.96	\$ -	0.0%
Operator (Water)	34,831	\$ 34,830.96	\$ -	0.0%
Equipment Operator	29,436	\$ 34,830.96	\$ 5,395.31	0.0%
Laborer (Wastewater)	23,988	\$ 23,987.90	\$ -	0.0%
Meter Reader	23,988	\$ 23,988.36	\$ -	0.0%
Distribution & Collection Certification Adjustment	1,500	1,500	-	
Operator (Water - Part Time)	\$16.87 per hour	\$16.87 per hour		

CITY OF MARION, KENTUCKY

FINANCIAL STATEMENT

February 2022

Council meeting March 21, 2022

	<u>Balance Dec 1.</u>	<u>Receipts</u>	<u>Expenditures</u>	<u>Balance Dec 30.</u>
General Fund	\$ 1,169,571.73	\$ 223,800.80	\$ 121,150.59	\$ 1,272,221.94
Municipal Aid Fund	\$ 844.38	\$ 17,963.38		\$ 18,807.76
LGEAF Mineral Severance	\$ 4,669.69	\$ 161.83		\$ 4,831.52
Operation & Maintenance Fund	\$ 171,363.23	\$ 155,891.32	\$ 98,097.05	\$ 229,157.50
Sewer Fund	\$ 344.40	\$ 49,650.03	\$ 49,399.15	\$ 595.28
*Consumer Deposits	\$ 19,470.73	\$ 1,675.31	\$ 450.00	\$ 20,696.04
Env. Assess. Building Fund	\$ 2,484,705.55	\$ 593,571.25	\$ 994,599.52	\$ 2,083,677.28
*1988 Sinking Fund	\$ 14,463.47	\$ 2,450.23		\$ 16,913.70
*1993 Sinking Fund	\$ 43,496.87	\$ 2,920.68		\$ 46,417.55
Waterline Sinking Fund	\$ 16,774.71	\$ 5,500.28		\$ 22,274.99
*1988/93 Reserve Fund	\$ 6,421.25	\$ 0.05		\$ 6,421.30
Sewer Project R & I	\$ 22,081.82	\$ 4,000.00		\$ 26,081.82
Police Drug & Alcohol	\$ 9,663.36			\$ 9,663.36
*Revolving Loan Fund	\$ 470,737.61	\$ 2,342.81		\$ 473,080.42
Rest. & Motel Acct.	\$ 34,442.28	\$ 13,317.23		\$ 47,759.51
Alcohol Beverage Fund	\$ 100,969.46	\$ 8,023.04	\$ 3,047.45	\$ 105,945.05
Police Forfeitures	\$ 2,564.00	\$ -	\$ -	\$ 2,564.00

INVESTMENTS

General Fund-----	\$ 482,360.26
General Project Account-----	\$ 29,029.26
Insurance Fund-----	\$ 9,598.04
Municipal Aid Fund-----	\$ 8,387.90
*Consumer Deposits-----	\$ 80,104.26
Operation & Maintenance Fund-----	\$ 30,000.00
1969 Replacement & Improvement Fund-----	\$ 170,371.34
1969 Reserve Fund-----	\$ 54,000.00
*1988 Reserve Fund-----	\$ 50,000.00
Police Equipment Fund-----	\$ -

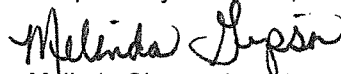
LOANS

1988 Loan-----	\$ 165,288.08
1993 Loan-----	\$ 305,261.81
Sewer Project A04-01-----	\$ 179,073.78
City Hall Lease-----	\$ 510,000.00
Land Lease-----	\$ 14,745.07
Main Street Waterline B10-05-----	\$ 761,936.89
New Sewer Plant A18-003-----	\$4,529,387.17

*Restricted Funds

**Semi-restricted Fund

Respectively submitted,



Melinda Gipson, Asst. Treasurer

City of Marion, KY Tourism Commission
Reconciliation Detail
Farmers Bank Checking Account, Period Ending 02/28/2022

Type	Date	Num	Name	Clr	Amount	Balance
Beginning Balance						71,435.82
Cleared Transactions						
Checks and Payments - 15 items						
Check	01/10/2022	7143	KACVB	X	-300.00	-300.00
Check	01/10/2022	7150	Aramark	X	-100.00	-400.00
Check	02/07/2022	7158	City of Marion	X	-5,581.68	-5,981.68
Check	02/07/2022	7160	City of Marion	X	-1,500.00	-7,481.68
Check	02/07/2022	7157	Superior Trophies	X	-1,282.50	-8,764.18
Check	02/07/2022	7163	Tourist Information ...	X	-525.00	-9,289.18
Check	02/07/2022	7159	City of Marion	X	-457.38	-9,746.56
Check	02/07/2022	7153	The Crittenden Press	X	-255.60	-10,002.16
Check	02/07/2022	7155	A.T.&T. U-Verse	X	-164.73	-10,166.89
Check	02/07/2022	7164	Greg Tabor	X	-150.00	-10,316.89
Check	02/07/2022	7156	Atmos	X	-118.68	-10,435.57
Check	02/07/2022	7154	88 Dip	X	-65.00	-10,500.57
Check	02/07/2022	7162	Petter Business Sys...	X	-34.50	-10,535.07
Check	02/10/2022	Debit	Kentucky Utilities	X	-293.24	-10,828.31
Check	02/15/2022	Debit	Kentucky Utilities	X	-113.93	-10,942.24
Total Checks and Payments					-10,942.24	-10,942.24
Deposits and Credits - 1 item						
Deposit	02/16/2022			X	1,182.00	1,182.00
Total Deposits and Credits					1,182.00	1,182.00
Total Cleared Transactions					-9,760.24	-9,760.24
Cleared Balance					-9,760.24	61,675.58
Uncleared Transactions						
Checks and Payments - 3 items						
General Journal	07/01/2010	AJE 1			-99.17	-99.17
Check	02/07/2022	7161	Helix Creative		-200.00	-299.17
Check	02/08/2022	7165	Kevin Chambliss		-1,000.00	-1,299.17
Total Checks and Payments					-1,299.17	-1,299.17
Deposits and Credits - 1 item						
Check	12/07/2020	7069				0.00
Total Deposits and Credits					0.00	0.00
Total Uncleared Transactions					-1,299.17	-1,299.17
Register Balance as of 02/28/2022					-11,059.41	60,376.41
New Transactions						
Deposits and Credits - 1 item						
Deposit	03/03/2022				70,212.66	70,212.66
Total Deposits and Credits					70,212.66	70,212.66
Total New Transactions					70,212.66	70,212.66
Ending Balance					59,153.25	130,589.07