

To: Mayor and City Council

From: Adam Ledford, City Administrator

Re: Agenda Description

Date: September 18, 2017

Call to Order
Public Comments

Business Agenda

- I. Approval of Minutes for 8/21 Council Meeting and 8/31 Special Meeting
Description:
A council member does not have to be present at the previous meeting in order to approve the minutes for that meeting. A copy of the minutes are included in your packet.
- II. Consideration of Awarding the Sale of the Surplus 1963 Pumper Fire Truck
Description:
In August, the Council approved the sale of the fire truck by sealed bid. On Friday, at 4 pm, the staff will open all sealed bids. When you arrive at the council meeting on Monday, a list of the results will be offered. The council can award the sale to a bidder or reject all bids.
- III. Consideration of 2017 Marion Priority List
Description:
It is time for the Council to finalize a priority list using the report included in your packet as a guide. There is nothing stopping the Council from adding, moving, or removing items from the possible list at this time. Once the list is finalized by the Council, action items will be developed in conjunction with the priorities. Council person Tabor has suggested that some areas included in the list would amount to micromanagement. It is true this is one way to view council action and driving the focus of city government. Another view is that as elected officials, the staff and volunteers of our government seek guidance from the council to drive our efforts. I have seen the impact created when a council is silent on an issue until a committee or staff member presents an idea. If the result is rejection, this tends to create a negative reaction that might have been prevented by some upfront dialogue.
- IV. Consideration of Adjusting the Speed Limit on Country Club Drive
Description:
At our last regular meeting, Council person Byford suggested a discussion on speed limit changes for Country Club Drive. I have discussed the issue with Police Chief O'Neal and Utilities Director Thomas. We will share our opinions with the council as they consider this possibility on Monday. It was clear this suggest considered an improvement over adding stop signs at the school entrance.

V. Mayor/Council/Staff Forum

- This would be the time for any Council Member to share activities or issues going on at the liaison meetings they have attended.
- I am working with Chamber on the development of a new Citywide Event coming in early March 2018. Story drafting is currently underway.
- I have contacted the Street & Alley committee to start organizing a stakeholder review of Country Club Drive. They will be meeting on Wednesday, September 20th.
- The City is waiting for disposition of our application for transportation's discretionary funding.
- The Safe Routes to School project is awaiting a contract from PADD to serve as the administrative agent for the grant. The paperwork for the state is currently being finished by the PADD office.
- The City still has some open board positions.
 - Board of Adjustment
 - Tourism Board
- The tax rates approved by the council on August 31 have already been processed and mailed out to residence. The deadline for payment is in November.
- The City did not receive the CDBG funding for the sewer project in the 2017 cycle. It was largely based on the need for a facilities plan update. Eclipse Engineering has a new plan in the hands of the state awaiting approval. An application for a grant in the 2018 cycle is currently underway. The City will only need to make some minor modifications to their LMI survey along with the new facilities plan to qualify. Since the plant will likely not be a part of the initial 2018 bids (as we start with system updates), the plant should still be available for 2018 funding.
- Jeff Walker, the auditor, will be in town this week to conduct the annual audit. At the conclusion of that process, I will provide an update on his timeline to present to council.
- The Park Board has set another organization meeting on October 5th.
- UPS has notified the City that they are planning to use golf carts in a capacity to deliver packages in Marion. I have provided them with a copy of our ordinance and the application form for permits.
- I will be in Covington the first week of October as I attend the Kentucky League of Cities annual training convention.

IX. Adjournment

**Meeting of the Marion City Council
August 21, 2017**

The Marion City Council met in regular session August 21, 2017 at 6:00 p.m. with Mayor Jared Byford presiding. Council members present were: Phyllis Sykes, Darrin Tabor, Donnie Arflack, Dwight Sherer, D'Anna Sallin, and Mike Byford. City employees in attendance were as follows: Adam Ledford, Melinda Gipson, Pam Enoch, Terri Hart, Brian Thomas, Ray O'Neal, and the city attorney Bart Frazer. A public sign-in sheet is attached and made part of these minutes.

GENERAL GOVERNMENT

Motion by Phyllis Sykes, second by D'Anna Sallin to approve the minutes of the regular council meeting of July 17, 2017, and the special called meetings held on July 31, 2017 and August 8, 2017. Council member Donnie Arflack questioned the August 8, 2017 special called meeting. He stated according to Roberts Rules of Order, the council's procedure was improper, because the original proposal was to repair Country Club Drive, and then close it to through traffic. He stated his original motion was to spend the money to repair the road and then to keep the road closed. Council member Arflack said the contractors had already started the work, when the special meeting was called, and council then decided to reopen the road. The city attorney, Bart Frazer, stated resolutions can be rescinded at any time, and didn't see that the council had made any improper actions. The city administrator, Adam Ledford, said a resolution is different from an ordinance; a resolution can be re-addressed at any time. After a lengthy discussion on this matter, the mayor told council member Arflack that he could make a new motion to close the road and see if anyone would second it, to get a proposal. The mayor then asked for a vote for approval of all three sets of minutes, with five council members voting yes, and council member Donnie Arflack voting no.

Motion by Donnie Arflack, second by Darrin Tabor to take bids on the surplus 1963 pumper fire truck. All voted yes. A copy of proposed bid notice is attached and made part of these minutes. The deadline to turn bids in will be September 15, 2017.

Council member Mike Byford introduced the first reading of ordinance #17-11, entitled, "An Ordinance amending the Code of Ordinances of the City of Marion, Kentucky, by amending Chapter 35: Personnel Policies to adopt a New Employee Handbook for Employees of the City. Council member Donnie Arflack discussed on page 71 of the handbook, to give city employees the option for overtime, or to take comp time for anything over their 40 hours. Council member Phyllis Sykes stated that on page 31 #7 the word "not" needed to be added. The city administrator said once the handbook is approved, copies will be distributed to all staff and a meeting will be scheduled to present the details to them. The city attorney gave the first reading of said ordinance.

Motion by Dwight Sherer, second by D'Anna Sallin to adopt resolution #17-04 authorizing the mayor execution and submission of a loan application. The city administrator stated it was time for the city to extend the loan with the State Revolving Loan Fund for the sewer project. He stated this had been requested by Amy Frogue from the PADD, and until now the loan was extended through the planning and design phases only. All voted yes. A copy of said resolution is attached and made part of these minutes.

Next on the agenda was consideration of a 2017 Marion priority List. Council member Darrin Tabor suggested the council get more training, to know exactly what their duties entail. The main priorities

were the (1) update the Water Plant, (2) condition of storm system, (3) improvement of city streets. The city administrator said he would need a list by October.

Motion by Phyllis Sykes, second by D'Anna Sallin to appoint Wade Berry and Linda Schumann to the Revolving Loan Fund Board, with five council members voting yes, and council member Donnie Arflack voting no.

Council member Mike Byford introduced ordinance #17-12, entitled, "Amending Marion Code of Ordinance". The city attorney gave the first reading of said ordinance.

Council member Dwight Sherer introduced ordinance # 17-13, entitled, "An Ordinance amending Ordinance #17-05- The City of Marion, Kentucky Annual Budget for Fiscal Year 07/01/2017 through 06/30/2018. The city attorney gave the first reading of said ordinance.

OTHER BUSINESS

Council member Darrin Tabor suggested continuing education for the City employees. The city administrator said there was money in the budget to allow training for the employees.

Council member Darrin Tabor stated he didn't expect the city maintenance crew; already being short handed, to allow time to work on Country Club Drive. The utility director, Brian Thomas, stated it would be hard to pour concrete, and get called to a water leak or sewer issue, because it takes time to cure.

Council member Donnie Arflack asked the utility director how much it would cost to repair an additional spot on Country Club Drive, down by the bridge. The utility director said roughly 12,000 to 15,000.

Linda Schumann said it would be nice for the Marion Tourism to post the times of their meetings on the Website.

Council member Dwight Sherer had talked to several out of town people that came to watch the eclipse and didn't hear one negative comment about Marion from them.

Council member D' Anna Sallin commented on people fixing up houses in town on their own.

Council member Mike Byford requested the speed limit on Country Club Drive, which is 45 miles per hour be dropped to 35 mph. The city administrator said he would discuss the matter with the chief of police and the utility director, and bring back information to the council.

ADJOURNMENT

There being no further business to come before the council, the meeting was adjourned at 7:02 p.m.

JARED BYFORD, MAYOR

ATTEST:

PAM ENOCH, CITY CLERK

**Marion City Council
Special Called Meeting
August 31, 2017-5:00 PM**

Pursuant to KRS 132.027, the City of Marion held a public hearing on Thursday, August 31, 2016 at 5:00 p.m. to hear comments from the public regarding proposed 2017 tax rates on real property. The public hearing was closed at 5:01 p.m.

The Marion City council met in special session on August 31, 2017 at 5:01 p.m. with Mayor Jared Byford presiding. Council members present were: Phyllis Sykes, Donnie Arflack, D'Anna Sallin, and Mike Byford. Council members Darrin Tabor and Dwight Sherer were absent. City employees in attendance were as follows: Adam Ledford, Melinda Gipson, Pam Enoch, Terri Hart, Ray O'Neal, and the city attorney Bart Frazer. A public sign-in sheet is attached and made part of these minutes.

The city attorney gave the second reading of ordinance #17-09, entitled, "An Ordinance relating to the tax levy for the year of 2017, City of Marion, Kentucky. Motion by Phyllis Sykes, second by Donnie Arflack to adopt said ordinance with the vote being as follows: Phyllis Sykes yes, Donnie Arflack yes, D'Anna Sallin yes, and Mike Byford yes. Motion carried.

The city attorney gave the second reading of ordinance #17-11, entitled, "An Ordinance amending the code of ordinances of the City of Marion, Kentucky, by amending chapter 35: PERSONNEL POLICIES to adopt a new employee handbook for employees of the city". Motion by D'Anna Sallin, second by Mike Byford to adopt said ordinance with the vote being as follows: Phyllis Sykes yes, Donnie Arflack yes, D'Anna Sallin yes, and Mike Byford yes. Motion carried.

It was the mayor's recommendation to appoint Linda Schumann to the City Ethics Board. Motion by D'anna Sallin, second by Phyllis Sykes to appoint Linda Schumann to the City Ethics Board. All voted yes.

The city attorney gave the second reading of ordinance #17-12, entitled, "Amending Marion Code of Ordinance" by adding the 2017 S31 supplement. Motion by Mike Byford, second by Phyllis Sykes to adopt said ordinance with the vote being as follows: Phyllis Sykes yes, Donnie Arflack yes, D'Anna Sallin yes, and Mike Byford yes. Motion carried.

The city attorney gave the second reading of ordinance #17-13, entitled, "An Ordinance amending ordinance #17-05- The City of Marion, Kentucky annual budget for Fiscal Year 07/01/2017 through 06/30/2018 by increasing the expenditures of Municipal Aid by \$35,500. Motion by D'Anna Sallin, second by Phyllis to adopt said ordinance with the vote being as follows: Phyllis Sykes yes, Donnie Arflack no, D'Anna Sallin yes, and Mike Byford yes. Motion carried.

ADJOURNMENT

There being no further items on the special agenda, the meeting was adjourned at 5:06 p.m.

JARED BYFORD, MAYOR

ATTEST:

PAM ENOCH, CITY CLERK

City of Marion, Kentucky Goal Setting Report

July 17, 2017

Mayor:

Jared Byford

City Council:

Don Arflack

Mike Byford

Dwight Sherer

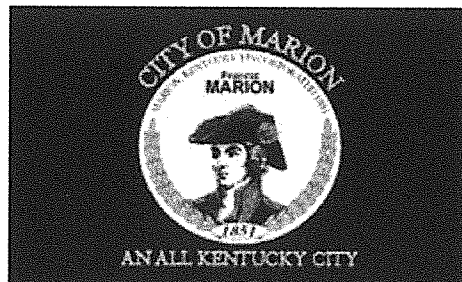
D'Anna Sallin

Phyllis Sykes

Darrin Tabor

City Staff:

Adam Ledford, City Administrator



CITY OF MARION, KENTUCKY

GOAL SETTING SESSION

2017

TABLE OF CONTENTS

Introduction	Page 3
Goal Setting Work Session	Page 3
Major Accomplishments	Page 4
Issues, Concerns, Trends, and Opportunities.....	Page 5-6
On-Going Commitments.....	Page 6
New Priority Projects, Programs, Policies, and Initiatives.....	Page 7
Organizational Effectiveness Initiatives.....	Page 7
Final Comments	Page 7-8
<u>Exhibit A</u> – Significant Initiatives or Programs Considered.....	Page 9-10
<u>Exhibit B</u> - Agenda.....	Page 11
<u>Exhibit C</u> –Questionnaire	Page 12-13

CITY OF MARION, KENTUCKY

GOAL SETTING SESSION

2017

Introduction

The City of Marion was in need of identifying goals and priorities in development of a capital plan. City administration was tasked to organize and facilitate a process that involved the following steps:

1. Prepare a questionnaire to identify recent accomplishments, issues/trends/concerns, potential new initiatives/programs/policies and suggestions to improve organizational effectiveness.
2. Conduct a goal-setting session with the Mayor, City Council and community stakeholders.
3. Preparation of this final report.

Goal Setting Work Session

The Mayor, City Council and community stakeholders held a work session conducted by City administration on July 13, 2017. In attendance and participating at this meeting were Mayor Jared Byford, City Council Members Mike Byford, Don Arflack, D'Anna Sallin, Phyllis Sykes, Dwight Sherer, and Darrin Tabor, and City Administrator Adam Ledford. Also in attendance and participating in the session were the following:

Ray O'Neal	Marion Chief of Police
Garry Gerard	Marion Maintenance Foreman
Greg Tabor	Marion Wastewater Operator
Terri Hart	Marion Code Enforcement Officer
Red Howton	Marion Fire Chief
Linda Schumann	City resident
Pam Enoch	Marion City Clerk
Melinda Gipson	Marion City Treasurer
Perry Newcom	Crittenden County Judge Executive
Brian Thomas	Marion Utility Director
Rebecca Rittenhouse	Field Representative, Governor of Kentucky
Jeff Black	Marion Water Operator
Daryl Tabor	The Crittenden Press Editor
Sarah Mink-Taylor	Marion E911 Coordinator
Elliot West	Local Business Owner

Major Accomplishments

The following were identified as major accomplishments during the past two years:

- Moving forward with new sewer plant
- Hiring a new city administrator
- Fire truck replacement
- Carlisle Street sewer project
- Maintaining employee benefits to retain staff
- Building a farmer's market
- Taking steps to update laws to deal with dilapidated trailers
- Maintaining services with small quality staff
- Establishing elected involvement program
- Paying off fire station
- Establishing a new city employee handbook
- New elected officials
- CAD system for 911
- Maintaining low property taxes
- New snow removal equipment
- New budget working to make this better
- Continued upkeep of Main Street
- Improving water line system
- Extending sewer services
- Improving animal control process
- Conducting a goal setting session
- New E911 center
- New police officers
- Sidewalk improvements
- Police business security checks
- Economic development park
- Supporting city/county park
- Leland Ave resurface

Issues, Concerns, Trends and Opportunities

The following were identified as issues, concerns, trends, and opportunities that may affect future city services, policies, finances or operations:

- Derelict buildings/houses
- Junk & trash at properties
- City staff size too small
- Lack of economic development
- Lack of City staff certificate/leadership/ethics training
- City employee benefit reduction
- City staff salary freeze
- Street improvements
- Unkept yards
- City finances
- Lack of trained workforce
- Loss of population
- Need for housing
- Empty main street prosperities
- Lack of entertainment in town
- Miss-use of city monies for charities
- Updated parks & board
- Business transitioning
- Allocation of city resources
- Replace sewer plant
- High sewer rates
- Loss of jobs
- Need more hotel/motel
- Maintaining parks
- Storm sewer improvements
- Sanitary sewer system improvements
- 641/60 intersection improvement
- Need to offload unused City properties
- Illegal drugs
- Youth walking the streets
- Need more camping
- Aging population
- Repair sidewalks
- Lack of trained elected officials
- More street sweeping
- Future of chamber-main street
- City managing Riverview park needs to end
- Private information leaked from E911
- Miss-use of other agency resources by the City (NCIC)
- Lack of cross-training at City
- Lack of accountability for some City employees

- Age of water treatment plant
- Need to adjust utility rates regularly
- Demolition of old wastewater treatment plant
- Upgrade police laptops
- water system improvements
- Code enforcement centralized under code, not some on police
- Update playground equipment
- New fire truck
- Fire department equipment updates
- Update City maintenance facility
- P&Z only a part time job
- Need for local NCIC
- Low quality education system
- Police response (slow)
- Too many prisoners in town
- Better library
- Full ordinance review and update
- Need for 4 lane highway
- City elected or staff benefiting from sales
- Country Club Drive condition
- Nonfunctional fire hydrants

On-Going Commitments

The following were identified as on-going commitments for the upcoming 24-month period:

- Advocate to State on US 641 improvements
- Advocate to State on US 60 improvements
- Advocate to State on US 641/Country Club Drive bypass
- Sanitary sewer plant replacement project
- Develop economic development plan
- Implementing improvements to derelict properties
- Review code enforcement/property maintenance and enforcement regulations
- Upgrade city website

New Priority Projects, Programs, Policies and Initiatives

The participants reviewed potential projects, programs, policies and initiatives for consideration and selected the following as new priorities for the upcoming 24-month period (in order of priority):

Major Priorities

- Stronger Approach to Addressing the Local Drug Problem
- Review City Staff Size & Department Organization
- Increase Training Program

Intermediate Priorities

- Update the City Water Plant
- Create a City Branding Program
- Address Conditions of Residential Properties
- Address Conditions of Commercial Properties
- Improve the Condition of the Storm Sewer System
- Improve the Condition of City Streets

Low Priorities

- Improve the Condition of the Sanitary Sewer System

Organizational Effectiveness

The participants reviewed a variety of ideas relating to improving organizational effectiveness to accomplish the selected goals and priorities. The following steps to improve organizational effectiveness received the most interest:

- Review City staff size & department organization
- Increase training for staff and elected officials
- Develop stronger city communication to the public

Note: The agenda for the Goal Setting Session and the Preliminary Questionnaire are attached to this report as **Exhibits B** and **C** respectively.

Final Comments

It was a pleasure to facilitate the City of Marion goal setting process. I was very impressed with the level of cooperation expressed by the various individuals and groups attending the session.

It is important to note that the prioritization of projects and initiatives is not “cast in stone.” They can be modified as new circumstances may occur.

It is recommended that city administration follow up with an “action plan” for accomplishing the planning goals. The action plan would define the steps that would be needed to accomplish each goal, identify who is responsible for implementation, and

establish a timeline for accomplishment. The action plan should then be presented to the Mayor and City Council for review and approval. It is also recommended that administration review with the Mayor and City Council the status of implementing the goals on an annual basis.

Submitted by:

Charles Adam Ledford, City Administrator

Exhibit A

City of Marion
Goal Setting Session – 2017

SIGNIFICANT INITIATIVES OR PROGRAMS CONSIDERED

- Housing revelation
- Downtown revitalization
- Street repairs
- Improved incentive package for business recruitment
- Improve benefits for City staff
- Street program
- Better use of tourism revenue for parks and other purposes
- Housing development program
- Increase building code enforcement
- Sidewalk repairs
- Stronger p&z rules
- Develop orientation program for elected officials
- Annexation
- CIP Development
- Update job descriptions
- Improve pay for City staff
- Storm sewer improvement program
- Revenue generating improvements
- Sturgis Road sidewalks
- Improved internal City safety program
- More homeowner pride
- Compensate for holiday pay to 1st response staff
- Charge for dispatching EMS & county
- Improve condition of City Lake area
- Update/create standard operating procedure for E911
- Update E911 resource list
- Rotating schedules in E911
- Tourism develop a sprinkler park
- Annual COLA adjustments to utilities rather than steps
- Add a certified lab at the water and/or sewer plants
- Updating police department
- Consider tax adjustments to improve finances
- Curb & gutter repair
- Website update
- Drug dogs
- Park staff position
- Need for Neighborhood Watch program

- Tougher rules on commercial signage
- Need an event center
- Tenant rights education
- Town hall meetings for topics
- Need for more dispatchers
- Need for uptown parking
- 641 Pothole repairs
- Comp time for staff
- Pay overtime for staff
- A new civic festival
- Update downtown sidewalks
- Improve communication
- Better City staff teamwork
- Identify City goals & priorities
- Commitment to CIP & goal setting session
- Engage citizens more
- Better teamwork between City & County
- City website
- Elected representatives should do more preparation for meetings
- City Facebook page
- Regular employee evaluations
- Application program for community requests
- Council report on committees at meetings
- Establish a quarterly newsletter
- Enlist more volunteers
- Departmental meetings on a regular basis
- Improve the pride
- Agree to disagree
- More personnel presence at city meetings
- Survey what people like and dislike about Marion
- Engage tourism from S. ILL
- Limit public comments at council meetings
- Streamline E911 by eliminating non-department task
- Better delegation

Gas Used 8/31/2017

Adm.	\$0.00
Police	\$379.67
Street	\$0.00
Fire	\$32.83
Water Plant	\$146.43
Maint.	\$333.55
Sewer Plant	\$79.37
Sewer Maint.	\$548.78
Utility Dir.	\$0.00
Planning	\$57.47
TOTAL	\$1,578.10