



Meeting Notice & Agenda

MARION CITY COUNCIL

Monday January 26, 2026 – 5:00 PM

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

Agenda

- I. Call to Order**
- II. Pledge of Allegiance**
- III. Prayer**
- IV. Public Comments**
- V. Minutes**
 - a. Consideration of approving minutes of December 15, 2025, regular meeting
- VI. New Business**
 - a. Consideration of Confirming Mayoral Appointments to:
 - i. 911E Board
 - ii. City/County Park Board
 - iii. City/County Airport Commission
 - iv. Marion Planning & Zoning Commission
 - v. Marion Code Enforcement Board
 - b. Discussion on 10-Year Strategic and 5-Year Capital Planning (CIP)
 - c. Consideration of Subcommittee Proposal
 - d. Consideration of the 2026-2027 Budget Planning Schedule
 - e. Crittenden County Frankfort Trip Discussion
 - f. Discussion on Proposed Improvements by Kentucky League of Cities to Reduce Insurance Coverage Cost
 - g. Introduction and First Reading of Ordinance #26-02 entitled, "AN ORDINANCE OF THE CITY OF MARION, KENTUCKY, AMENDING CHAPTER 35: PERSONNEL POLICIES TO AMEND THE EMPLOYEE HANDBOOK FOR EMPLOYEES OF THE CITY TO ADD CYBERSECURITY"
 - h. Discussion on Ordinance #92 Related to Nuisance Vehicles
 - i. Review of City Financial Status Through Mid Fiscal Year (2025-2026)
 - j. Introduction and First Reading of Ordinance No. 26-01 entitled, "AN ORDINANCE AMENDING ORDINANCE #25-9 ADOPTING THE CITY OF MARION, KENTUCKY ANNUAL BUDGET FOR FISCAL YEAR 07/01/2025 THROUGH 06/30/2026 BY ESTIMATING REVENUES AND RESOURCES AND APPROPRIATING FUNDS FOR THE OPERATION OF CITY GOVERNMENT"
- VII. Continuing Business**
 - a. Consideration of Resolution No. 25-07 entitled, "A RESOLUTION OF THE CITY OF MARION, KENTUCKY, TO ENTER INTO AN AGREEMENT WITH CRITTENDEN-LIVINGSTON COUNTY WATER DISTRICT FOR WATER"
- VIII. Closed Session**
 - a. Consideration of Going into Closed Session Pursuant to KRS 61.810(1)(c) "Discussions of Proposed or Pending Litigation Against or on Behalf of the Public Agency"

IX. Department Reports

- a. City Administrator/Treasurer
- b. Police
- c. Fire
- d. Water Plant
- e. Sewer Plant
- f. Code Enforcement/Planning & Zoning/Board of Adjustment
- g. Public Works

X. Mayor/Council/Staff Comments, Reports, and Questions

XI. Adjourn

To: Mayor and City Council
From: Adam Ledford, City Administrator
Re: Agenda Description
Date: January 26, 2026

I. Call to Order – Presiding Officer: Mayor D’Anna Browning

II. Pledge

III. Prayer

IV. Public Comments: Actionable items presented during public comments are recommended to be assigned to the agenda for the next regular meeting unless emergency action is required. This ensures that a proper evaluation of the issue may be conducted prior to final council action.

V. Minutes

A. December 15, 2025

Your packet includes:

- A copy of the December 15, 2025, Regular Meeting Minutes
- 1. It is unnecessary to abstain from voting if you were not in attendance. A motion and second following by a called vote are required. If you have any proposed corrections you would like to submit prior to the meeting, please contact the office and speak with Cortny. Any proposed modifications will be submitted on the night of the meeting at your location in the council chambers.

VI. New Business

A. Mayor’s Appointment Confirmations

Your packet includes:

- No Documents
- 1. The Mayor will share her appointments with the public. Several appointments were due at the end of the calendar year. It is the role of the Mayor to make an appointment and the role of the council to consider confirmation of that appointment (think of the process as similar to what federal judges go through).
- 2. Potential appointments may occur for:
 - 911E Board
 - City/County Park Board
 - City/County Airport Commission
 - Marion Planning & Zoning Commission
 - Marion Code Enforcement Board
- 3. Upon any discussion about the potential appointments, the council can consider any combination of approval (all at once, one-by-one, or a mix). A motion and second following by a called vote are required.

B. Discussion on 10-Year Strategic and 5-Year Capital Planning (CIP)

Your packet includes:

- A copy of the 2017 Goal Setting & Strategic Plan Program
- A preliminary 2025-26 5-Year CIP Draft
- 1. Standard municipal accounting & management practices include, at a minimum, a 5-Year capital plan to identify projects and equipment. This ensures the city is meeting a responsibility to plan for long-term health of the community and organization. Besides the critical role it plays in planning, it also identifies a separation between one-time purchases (with reserve funds are partially available to support) and annual operating and maintenance expenses in addition to factoring into obtaining federal and state grants (they all include points in their application process for proper planning by the applicant). It will be my proposal to reestablish a capital plan as part of the 2026-27 budget process.
- 2. Industry standards over the last 20 years have additionally recognized the expanded need to plan beyond 5 years, but at a more generic level. The last work towards developing a strategic plan was conducted in 2017. It is typical to conduct a full plan every 5 years while conducting minor evaluation and updates no less than every year. It will be my proposal to engage development of a new plan this summer/fall.
- 3. As a discussion, there is no anticipation of official council action during the January meeting.

C. Subcommittee Proposal

Your packet includes:

- A copy of the signup form
- 1. In years past, this was a program I proposed to better incorporate council members in the operations of city government. I understand a version of it continues but I think the intent had been lost. The expanded role would include a larger involvement earlier in the process of areas a council member has identified as a segment of the city they wish to learn or be active in.
In some cases, it is being at a committee/board/commission meeting where their attendance can provide real-time ideas and opinions on proposed actions. In other cases, the appointment is an actual voting member of the board. Internal organizational appointments may be involved in potential policy before being presented to the full council.
- 2. Since there has already been a version of appointments set previously, we can discuss if this is potentially adding more options for involvement.

D. 2026-27 Budget Planning Schedule

Your packet includes:

- A proposed schedule
- 1. As we turn to 2026, it is time to start preliminary work on the next fiscal year budget. The process usually includes several steps taking place between late January and ending with passing a budget before the June 30th

deadline. The proposed schedule is simply a formal guideline to make everyone aware of the steps and when to expect certain action. Some of the steps are established by state statutes while others are either accounting or municipal standards.

2. I will ask for a vote requiring a motion and second to accept the proposed schedule.

E. Crittenden Frankfort Trip Discussion

Your packet includes:

- A rough schedule for partners meetings during the trip
- 1. During the month of February, the city is part of a team of locals led by Perry Newcomb to conduct a visit to the capital to work on support at the state level for priorities. If you have any subjects or positions you wish to have shared with the listed partners, please let us know.
- 2. No formal action is anticipated on this subject.

F. Discussion on KLC Insurance Cost

Your packet includes:

- A recommended improvement list originally provided to the city during the summer of 2025 (from Ben Cook, KLC)
- 1. I received a visit from Ben Cook in January 2026 to review insurance coverage and cost. During that meeting, he shared recommendations made to the administration last summer that, if implemented prior to March 1, 2026, would have a direct impact on discounts for liability, worker's comp, and property insurance coverage for the city. Action is being taken to incorporate several of the recommendations by the deadline in order to save thousands of dollars and improve safety across the entire organization.
- 2. No formal action is anticipated on this subject.

G. Intro & 1st Reading Ord 26-2 Employee Handbook Update - Cybersecurity

Your packet includes:

- An ordinance amendment
- 1. The US Dept of Homeland Security, Cybersecurity and Infrastructure Security Agency (CISA) recommend a proactive method of projecting customer sensitive information and regular training to improve cybersecurity. As part of improved protections on a local level, I am proposing implementation of a formal policy, codified within the employee manual. The actual procedure used by the staff is a protected document not subject to open records (for obvious security reasons). Every employee will be offered training as part of their onboarding orientation and on an annual basis thereafter.
- 2. The mayor will require an Introduction to perform the 1st reading. The council may take action to modify the ordinance on 1st reading as well.

H. Overview of Nuisance Vehicle Ordinance

Your packet includes:

- A portion of Ordinance 92 on Abandoned & Junk Vehicles
- 1. Tanya will lead an overview of the city's ordinance on abandoned and junk vehicles. This is further public communication in advance of a ramped-up enforcement effort scheduled for 2026. This is one of a number of increased enforcement measures being planned with preliminary communication to notify the public before formal action occurs. A proposed annual contract for towing and impounding for nonconforming vehicles is in the process of development and negotiations prior to formal consideration by the council.
- 2. No formal action from the council is expected on this topic.

I. Mid-Year Financial Review

Your packet includes:

- A PowerPoint presentation covering the points of greatest interest
- A supplemental financial handout
- 1. I will lead a review of the budget through the first half of the fiscal year. The review will focus on minor and serious corrective actions necessary to resolve important matters. Most notably, a projected loss in sewer utility revenues to operating & maintenance expenses between \$290,000 and \$310,000. The ramifications related to our loans with the Kentucky Infrastructure Authority (KIA) warrant a complete overhaul of the financial plan.
- 2. No formal action is anticipated on this subject. It is a precursor to action on the next agenda item.

J. Intro & 1st Reading Ord 26-1 Budget Amendment

Your packet includes:

- An ordinance amending the 2025-26 budget
- 1. After reviewing the Mid-Year financial report, I will recommend considering a significant budget amendment. This amendment is intended to:
 - Update projections based on current and historical data
 - Correct previously made errors & omissions included in the original budget
 - Incorporate changes approved by the council since July 1 of 2025

The goal of this budget amendment is to:

- Avoid a KIA mandated sewer rate increase
- Avoid violations of state statutes and state/federal general accounting principles for municipal government finances
- 2. The mayor will require an Introduction to perform the 1st reading. The council may take action to modify the ordinance on 1st reading as well.

VII. Continuing Business

A. Resolution# 25-07 – Water Purchase Agreement with CLWD

Your packet includes:

- Resolution# 25-07
- A copy of the proposed Agreement with CLWD
- 1. Resolution 25-07 would authorize the mayor to sign an agreement with CLWD to match the wholesale cost being offered to all other wholesale customers.

This is the final reading; adoption is delayed until the ordinance is published.

The council may take different actions

- **Vote:**
A council member may move to approve the ordinance as presented. Along with a second and discussion, the mayor may then call the question. A roll call vote will then be conducted to determine the outcome. If the ordinance fails to obtain a motion or a second, it is deemed dead.
- **Modify the Question:**
Any council member may propose a motion to modify the original question (motion) being considered. The mayor will then ask for a second to the modification, if one is given, the council will then discuss the modification and vote on it before returning to action on the original question (modified or not based on the vote).
- **Table:**
If the council believes the ordinance is not ready for adoption for any reason, but wishes to continue to consider action, a motion may be made to table consideration until the next meeting or at the time they designate.

VIII. Closed Session

A. Consideration of Closed Session Pursuant to Pending Litigation

- The legal advisor will lead the council through the necessary steps to enter and return from closed session.

IX. Department Reports

Your packet includes (may include supporting information):

- City Administrator/Treasurer Report
- Police Report
- Fire Report
- Water Plant Report
- Sewer Plant Report
- Enforcement, BOA, and P&Z Report/Minutes
- Public Works Report
- Tourism Update
- Airport Commission Update
- Park Commission Update

X. Mayor/Council/Staff Forum

- The mayor coordinated to offer a warm location during recent extreme weather conditions.
- The city experienced a minor cybersecurity situation related to email. No sensitive or privileged information or software was exposed.

XI. Adjournment

Meeting of the Marion City Council
Monday, December 15, 2025, at 5:00 PM

The Marion City Council met in regular session on December 15, 2025, at 5:00 PM with Mayor Browning presiding. Council Members present were as follows: Randy Dunn, Wanda Olson, Taylor Davis, Dwight Sherer, Bobby Belt and Cutter Singleton. City Employees present were as follows: Chief Bobby West, Adam Ledford, Layten Croft, Cortny Cosby, Greg Tabor, Jeff Black, Tanya Byers and Legal Service Officer Bart Frazer.

Public Comments

Mayor Browning wished everyone a Merry Christmas.

Ric Carder expressed concerns about the condition of streets within the city and inquired about the leaf pickup. Mayor Browning advised that it was pothole season, but we have been able to repave several streets so far. Greg Tabor stated he was still waiting for a part before the leaf vac will be operational again.

Robert Horrack questioned why maintenance was still reading meters. Cortny Cosby advised maintenance has a list of all meters, they are in the process of confirming addresses with meter numbers. Cortny added there are several meters that have yet to be changed and those require manual reading. Mayor Browning stated that the meter transition has not been as smooth as what we were hoping for.

General Government

A motion was made by Bobby Belt, seconded by Randy Dunn to approve minutes from the regular meeting on November 17, 2025. All present members voted yes. Motion carried.

Jeff Walker, a representative from Walker and Associates, presented the 2024-2025 audit. Jeff wished everyone a Merry Christmas and began the presentation stating this had been an interesting past few years and added that we have overcome so much. Jeff stated no issues were found, he received great staff cooperation and mentioned the Management Discussion and Analysis (MDA) made by the City Manager Adam Ledford that compared each year. Jeff stated that page 22 gave a breakdown of revenues for Water and Sewer and noted several other pages. Jeff advised the council that he was always available for any questions. Mayor Browning asked when the sewer plant would be paid off. Layten Croft advised 2055. Mayor Browning stated that Jeff was an independent third-party auditor. Jeff advised that the audit was a public record. Mayor Browning stated she would like to see an ordinance that requires the audit to be available online. A motion was made by Dwight Sherer, seconded by Randy Dunn to accept the 2024-2025 audit as presented. All present members voted yes. Motion carried.

Alan Robinson, a representative from Eclipse Engineering, presented a project description plaque to Adam Ledford for the new wastewater treatment plant. Alan explained that the plaque was to be displayed in the new WWTP to show what the plant does and how it works. Alan stated the new WWTP has been successfully treating sewage for a year and a half now. Alan provided an update on water grant projects, stating there was a water line replacement on Country Drive and added that it would be sewed and fixed this spring. Alan stated that the water meter replacement project was still incomplete, 1431 have been switched and about 81 are remaining, all of the bigger 1- and 2-inch meters remain. Alan stated that once the installation is complete, meter reading will be done remotely from City Hall. Cutter Singleton asked Alan when the project would be complete. Alan stated all in all the project would be completed this spring. Chief Bobby West questioned how much the replacement batteries would cost and what their life expectancy would be. Alan advised the battery life would be about 10 years, and the cost would be between \$100-\$200 each. Bobby Belt suggested a plan or sinking fund to save for battery replacements. Dwight Sherer asked if the meters would read incorrectly when they begin to go bad. Alan replied no that does not happen. Mayor Browning asked about decommissioning the old wastewater plant and expressed concerns about mosquitos. Greg Tabor suggested using dirt to fill the pits. Adam Ledford suggested an FFA Fishery, if the school was interested, it would require very little retro fitting and stated that he knew of two sewer plants that have successfully made the transition.

Mayor Browning began the discussion on Resolution No. 25-07 "A RESOLUTION OF THE CITY OF MARION, KENTUCKY, TO ENTER INTO AN AGREEMENT WITH CRITTENDEN-LIVINGSTON COUNTY WATER DISTRICT FOR WATER". Mayor Browning explained last summer was rough, expressed she wanted the agreement to state a specific amount of water per day, and to prevent us from being cut off when the county has a leak. Mayor Browning also expressed concerns that we would then be forced to purchase water when it was

not needed. Bobby Belt questioned the odds of a 5-year contract taking us to the new plant. Cutter Singleton asked what happens if we get in the same situation as last summer and asked about an alternate source. Taylor Davis asked Jeff Black what the worst-case scenario would be in the water plant. Jeff Black stated losing the high-water service pumps or the electrical system. A motion was made by Taylor Davis, seconded by Wanda Olson to table Resolution No. 25-07 "A RESOLUTION OF THE CITY OF MARION, KENTUCKY, TO ENTER INTO AN AGREEMENT WITH CRITTENDEN-LIVINGSTON COUNTY WATER DISTRICT FOR WATER. All present members voted yes. Resolution was not passed.

Mayor Browning provided the second reading of ORDINANCE NO. 25-18 "AN ORDINANCE AMENDING §91.99 PENALTY FOR VIOLATION OF CHAPTER 91: STREETS AND SIDEWALKS ORDINANCE FINE SCHEDULE". A motion was made by Wanda Olson, seconded by Randy Dunn to approve ORDINANCE NO. 25-18 "AN ORDINANCE AMENDING §91.99 PENALTY FOR VIOLATION OF CHAPTER 91: STREETS AND SIDEWALKS ORDINANCE FINE SCHEDULE". Roll call: Randy Dunn: yes; Wanda Olson: yes; Taylor Davis: yes; Dwight Sherer: yes; Bobby Belt: yes; Cutter Singleton: yes. All present members voted yes. Motion carried.

Mayor Browning provided the second reading of ORDINANCE NO. 25-19 "AN ORDINANCE AMENDING §92.99 PENALTY FOR VIOLATION OF CHAPTER 92: NUISANCES FINE SCHEDULE". A motion was made by Taylor Davis, seconded by Wanda Olson to approve ORDINANCE NO. 25-19 "AN ORDINANCE AMENDING §92.99 PENALTY FOR VIOLATION OF CHAPTER 92: NUISANCES FINE SCHEDULE". Roll call: Randy Dunn: yes; Wanda Olson: yes; Taylor Davis: yes; Dwight Sherer: yes; Bobby Belt: yes; Cutter Singleton: yes. All present members voted yes. Motion carried.

Mayor Browning provided the second reading of ORDINANCE 25-20 "AN ORDINANCE AMENDING ORDINANCE 25-10 AMENDING THE PAY PLAN FOR CLASSIFIED CITY EMPLOYEES AND NON-ELECTED OFFICIALS". Mayor Browning explained this amendment grants the City Treasurer a 5.9% salary increase. Wanda Olson asked if the increase was only for the City Treasurer. Mayor Browning responded yes. A motion was made by Bobby Belt, seconded by Dwight Sherer to approve ORDINANCE 25-20 "AN ORDINANCE AMENDING ORDINANCE 25-10 AMENDING THE PAY PLAN FOR CLASSIFIED CITY EMPLOYEES AND NON-ELECTED OFFICIALS". Roll call: Randy Dunn: yes; Wanda Olson: yes; Taylor Davis: yes; Dwight Sherer: yes; Bobby Belt: yes; Cutter Singleton: yes. All present members voted yes. Motion carried.

Adam Ledford presented the 2025-2026 year to date budget including the Alcohol Beverage Fund, Tourism Fund, LGEO fund, Municipal Aid Fund and Water & Sewer Funds. Adam advised if anyone had any questions about the MDA included in Jeff Walker's audit that was presented tonight to let him know. Adam reminded everyone that our regular council meeting will be the 4th Monday in January.

Mayor Browning thanked Cortny Cosby for suggesting we waive late fees in December due to delays related to meter installation.

Chief Bobby West stated January 8, 2026, Rome Dickerson will graduate from the police academy. Mayor Browning replied stating Rome was a great hire.

The Fire Department advised they have obtained a new fire truck located in Marshall County, the truck is a newer model than they previously considered.

Jeff Black stated that we had 78 days of water left with no rain, the chlorine levels are up, and manganese levels are down.

Tony Jackson was not present for an update.

Tanya Byers provided a Code Enforcement/ Planning and Zoning update with the corresponding packet. Dwight Sherer asked Tanya for the list of people she was unable to contact. Tanya advised she will print the list after this meeting.

Other Business

Cutter Singleton questioned when the council would revisit the conversation about the City Administrator's salary increase. Mayor Browning advised in 6 months.

Bobby Belt stated that he had a meeting with Kyle Poat from the State Highway Department about changing the 4-way stop, it did not go as planned. Bobby stated he would be looking into other options.

Dwight Sherer requested an update on the creek cleanout project. Mayor Browning advised the creek clean out project was a big idea with several complications.

Randy Dunn reported a water leak between S Main Street and Chapel Hill Road. Greg Tabor stated he would look into it.

Mayor Browning announced a Christmas Market that will take place in 2026 after the annual Christmas parade, the market will be located on East Carlisle Street. Mayor Browning also stated that she would like to see another snow day celebration soon.

Adjournment

There being no further business to come before the council, a motion to adjourn was made by Wanda Olson, seconded by Randy Dunn. The meeting was adjourned at 6:44 PM.

MAYOR D'ANNA BROWNING

ATTEST: CORTNY COSBY, CITY CLERK