

**MINUTES OF THE  
DANVILLE CITY COMMISSION**

The Board of Commissioners of the City of Danville, Kentucky convened in a Regular City Commission Meeting in the Public Meeting room at City Hall on Monday, June 26<sup>th</sup>, 2023 at 5:30 p.m.

**COMMISSIONERS PRESENT:**

Mayor Atkins  
Commissioner Caudill  
Commissioner Hollon  
Commissioner Peek  
Commissioner Serres

**OTHERS PRESENT:**

Earl Coffey, City Manager  
Stephen Dexter, City Attorney  
Ashley Raider, City Clerk  
Josh Morgan, City Engineer  
Tony Gray, Police Chief  
Anthony Wireman, Network Technician  
Leigh Compton, Finance Director  
Melanie Crossfield, Community Liaison  
Bridgette Lester, Codes Director  
Margaret Calhoun  
Steve Southerland  
Bill Stocker  
Glo Lewis  
Steve Cline  
Janet Hamner  
Wilma Brown  
Others

Mayor Atkins announced that a quorum was present and called the meeting to order the time being 5:31 p.m.

Commissioner Serres led the Commission in a moment of silence for families that are battling addiction and those affected by gun violence. Bridgette Lester led the Commission in the pledge of allegiance.

**APPROVAL OF THE AGENDA:**

Commissioner Caudill made a motion to omit item #22. The motion was seconded by Commissioner Peek and unanimously approved upon voice vote.

Mayor Atkins introduced Linda Hudman as the Interim Executive Director for the Housing Authority.

**HEAR THE PUBLIC – AGENDA ITEMS ONLY:**

No public comment.

**1. RETIREMENT RECOGNITION – BRIDGETTE LESTER:**

Tony Gray addressed the Commission to recognize Bridgette Lester's retirement. Commissioner Serres made a motion to approve the retirement of Bridgette Lester. The motion was seconded by Commissioner Hollon and unanimously approved upon voice vote.

**2. APPOINTMENT OF ABC ADMINISTRATOR:**

Commissioner Caudill made a motion to appoint Police Captain Jonathan Mullins as ABC Administrator. The motion was seconded by Commissioner Peek and unanimously approved upon voice vote.

**3. CROWN ACT PRESENTATION:**

Melinda Weathers and Cheryl Burton addressed the Commission to present the CROWN Act. Commissioner Caudill made a motion to direct staff to prepare a draft ordinance and to have a public listening session regarding the CROWN Act. The motion was seconded by Commissioner Hollon and unanimously approved upon voice vote.

**4. RESOLUTION #2023-06-26-01 – POLICE RENOVATION DESIGN FEE INCREASE:**

Commissioner Caudill made a motion to approve resolution #2023-06-26-01 as presented. The motion was seconded by Commissioner Serres and unanimously approved upon voice vote.

**5. RESOLUTION #2023-06-26-02 – JENNIE ROGERS ENERGY SAVINGS CONTRACT:**

Commissioner Caudill made a motion to approve resolution #2023-06-26-02 as presented. The motion was seconded by Commissioner Serres and unanimously approved upon voice vote.

**6. APPROVAL OF THE MINUTES OF THE PREVIOUS MEETINGS:**

Commissioner Peek made a motion to approve the minutes of the previous meetings with the removal of Earl Coffey's name as he was absent from the previous meeting. The motion was seconded by Commissioner Caudill and unanimously approved upon voice vote.

**6A. RESOLUTION #2023-06-26-08 – MEADOW LN. CEMETERY DEED APPROVAL:**

Commissioner Hollon made a motion to approve resolution #2023-06-26-08 as presented and authorize the filing of a quiet title action. The motion was seconded by Commissioner Peek and unanimously approved upon voice vote.

**7. 1<sup>ST</sup> READING – ORDINANCE #2016 – ZONE CHANGE 60 WESTRDIGE DR.:**

Commissioner Peek made a motion to approve the 1<sup>st</sup> reading of ordinance #2016 as presented. The motion was seconded by Commissioner Caudill and unanimously approved upon roll call vote.

**8. 1<sup>ST</sup> READING – ORDINANCE #2017 – ZONE CHANGE 0 BAUGHMAN AVE.:**

Commissioner Caudill made a motion to approve the 1<sup>st</sup> reading of ordinance #2017 as presented. The motion was seconded by Commissioner Hollon and unanimously approved upon roll call vote.

**9. 1<sup>ST</sup> READING – ORDINANCE #2018 – ZONE CHANGE 496 & 498 DILLEHAY ST.:**

Commissioner Serres made a motion to approve the 1<sup>st</sup> reading of ordinance #2018 as presented. The motion was seconded by Commissioner Hollon and unanimously approved upon roll call vote.

**10. RESOLUTION #2023-06-26-03 – BOYLE CO. HEALTH DEPT. CONTRACT APPROVAL:**

Commissioner Peek made a motion to approve resolution #2023-06-26-03 as presented. The motion was seconded by Commissioner Caudill and unanimously approved upon voice vote.

**11. RESOLUTION #2023-06-26-04 – FY 24 AUTHORIZED POSITIONS LIST:**

Commissioner Hollon made a motion to approve resolution #2023-06-26-04 as presented. The motion was seconded by Commissioner Caudill and unanimously approved upon voice vote.

**12. 1<sup>ST</sup> READING – ORDINANCE #2019 – FY 24 COMP/CLASS PLAN:**

Commissioner Caudill made a motion to approve the 1<sup>st</sup> reading of ordinance #2019 as presented. The motion was seconded by Commissioner Peek and unanimously approved roll call vote.

**13. RESOLUTION #2023-06-26-05 – CEMETERY BUYBACK – HAMNER:**

Commissioner Serres made a motion to approve resolution #2023-06-26-05 as presented. The motion was seconded by Commissioner Hollon and unanimously approved upon voice vote.

**14. RESOLUTION #2023-06-26-06 – KLC GENERAL INSURANCE TRUST AGREEMENT:**

Commissioner Peek made a motion to approve resolution #2023-06-26-06 as presented. The motion was seconded by Commissioner Caudill and unanimously approved upon voice vote.

**15. RESOLUTION #2023-06-26-07 – KLC WORKERS' COMP TRUST AGREEMENT:**

Commissioner Caudill made a motion to approve resolution #2023-06-26-07 as presented. The motion was seconded by Commissioner Peek and unanimously approved upon voice vote.

**16. RESOLUTION #2023-06-26-08 – MEADOW LN. CEMETERY DEED APPROVAL:**

This item was moved to 6A.

**17. CITY MANAGER REPORT:**

See attached report.

Commissioner Peek made a motion to approve pool passes for the local high school students at the Bunny Davis Pool. The motion was seconded by Commissioner Caudill and unanimously approved upon voice vote.

Commissioner Serres made a motion to authorize the Mayor and City Attorney to sign the application for the FAA grant that the airport is applying for. The motion was seconded by Commissioner Hollon and unanimously approved upon voice vote.

**HEAR THE PUBLIC:**

No public comment.

**COMMISSIONER COMMENTS:**

Mayor Atkins addressed the Commission and mentioned that City Engineer, Josh Morgan had an interview that was featured in LINK Magazine.

Commissioner Peek addressed the Commission and thanked staff for working with the fair board. She also thanked the Police Department for making it a smooth and successful week.

**18. PAYMENT OF THE BILLS:**

Commissioner Hollon made a motion to approve the bill list as presented in the amount of \$488,125.37. The motion was seconded by Commissioner Peek and unanimously approved upon voice vote. A breakdown of the departments is as follows: General fund - \$151,724.41; General Capital - \$106,296.20; Parks & Rec - \$35,804.16; Parks & Rec Capital - \$221.25; Cemetery - \$697.07; Stormwater - \$221.25; Utility - \$88,908.77; Utility Capital - \$94,750.00; Parking - \$4,623.95; Debts & disbursements - \$4,878.31

**19. 2<sup>ND</sup> READING – ORDINANCE #2014 – FY 22-23 BUDGET AMENDMENT:**

Commissioner Peek made a motion to approve the 2<sup>nd</sup> reading of ordinance #2014 as presented. The motion was seconded by Commissioner Caudill and unanimously approved upon roll call vote.

**20. OCCUPATIONAL LICENSE UPDATE:**

Leigh Compton addressed the Commission to give an update on occupational licenses. No action needed.

**21. RESOLUTION #2023-06-26-09 – ADDITIONAL PAVING PROCUREMENT:**

Commissioner Serres made a motion to approve resolution #2023-06-26-09 as presented. The motion was seconded by Commissioner Hollon and unanimously approved upon voice vote.

**22. RESOLUTION #2023-06-26-10 – UTILITY BURIAL PROCUREMENT:**

This item was removed from the agenda.

**23. RESOLUTION #2023-06-26-11 – TENNIS COMPLEX CHANGE ORDER #2:**

Commissioner Caudill made a motion to approve resolution #2023-06-26-11 as presented. The motion was seconded by Commissioner Serres and unanimously approved upon voice vote.

**24. RESOLUTION #2023-06-26-12 – KU LED CONVERSION AGREEMENT:**

Commissioner Serres made a motion to table this item. The motion was seconded by Commissioner Peek and unanimously approved upon voice vote.

**25. 2<sup>ND</sup> READING – ORDINANCE #2015 – RIGHT-OF-WAY ORDINANCE:**

Commissioner Caudill made a motion to approve the 2<sup>nd</sup> reading of ordinance #2015 as presented. The motion was seconded by Commissioner Peek and unanimously approved upon roll call vote.

**EXECUTIVE SESSION:**

Commissioner Serres made a motion to move into executive session at 8:22 p.m. for personnel pursuant to KRS 61.810(1)(f), for property acquisition pursuant to KRS 61.810(1)(b), and for a specific economic development proposal pursuant to KRS 61.810(1)(g). The motion was seconded by Commissioner Caudill and unanimously approved upon voice vote.

**REGULAR SESSION:**

Commissioner Caudill made a motion to move back into regular session at 9:46 p.m. The motion was seconded by Commissioner Hollon and unanimously approved upon voice vote.

**ACTION:**

Commissioner Caudill made a motion to approve the staff's recommendation and hire Gavin Hensley to the position of Equipment Operator II in the Public Works department with the usual probationary measures. The motion was seconded by Commissioner Peek and unanimously approved upon voice vote.

Commissioner Hollon made a motion to accept the resignation of Samantha Miller from the position of Utility Clerk. The motion was seconded by Commissioner Peek and unanimously approved upon voice vote.

**ADJOURN:**

Commissioner Caudill made a motion to adjourn at 9:47 p.m. The motion was seconded by Commissioner Serres and unanimously approved upon voice vote.

To view the meeting in its entirety please go to [www.danvilleky.org](http://www.danvilleky.org) and search for videos.

APPROVED:

  
MAYOR J.H. ATKINS

ATTEST:

  
ASHLEY RAIDER, CITY CLERK

## City Commission Meeting Follow-up

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## Important Dates

TBD: Parks and Recreation City Workshop (July 12th?)

TBD: Comprehensive Plan Discussion (July 12<sup>th</sup>?)

July 4<sup>th</sup>: City Hall closed, Fire Works at dusk (9pm)

July 10<sup>th</sup>: Regular Commission Mtg

July 24<sup>th</sup>: Regular Commission Mtg

July 18<sup>th</sup>: Joint City/County Comp Plan mtg (tentative)

## Disruptions In Normal Operations

Downtown Streetscape Project – ongoing

Software Transition – Utility Billing

## Future City Commission Meeting Agenda Items

Bond Ordinance

Downtown Master Plan

Codes Lien assessment process

Facility Use Agreement with School Districts – playgrounds, fields, and courts.

## Special Activities

- FY22 Audit – Auditing active and ongoing

## Project Updates

- Request Authorization – Pool Passes: propose one day pool pass for local HS students with IDs.
- FAA Grant – Danville Airport board