

CITY OF HENDERSON – RECORD BOOK

Record of Minutes of Called Work Session *Meeting on* February 28, 2023

A Special Called Work Session of the Board of Commissioners of the City of Henderson, Kentucky, was held on Tuesday, February 28, 2023, at approximately 3:45 p.m., prevailing time, (immediately following the 3:00 p.m. Regular Meeting) in the third-floor Assembly Room of the Municipal Center, 222 First Street, Henderson, Kentucky.

There were present Mayor Brad Staton presiding:

PRESENT:

Commissioner Robert N. Pruitt
 Commissioner Rodney Thomas
 Commissioner Austin P. Vowels
 Commissioner Nicholas E. Whitt

CITY STAFF MEMBERS included: William L. “Buzzy” Newman, Jr., City Manager; Eric Shappell, Acting City Attorney; Maree Collins, City Clerk; Heath Cox, Assistant City Manager; Holli Blanford, Public Information Officer; Robert Gunter, Finance Director; Trace Stevens, Parks, Recreation & Cemeteries Director; Connie Galloway, Human Resources Director; Sean McKinney, Police Chief; Jordan Webb, Emergency Communications Director; Scott Foreman, Fire Chief; Steve Davis, Code Administrator; Dylan Ward, Project Manager; Dawn Winn, Assistant Finance Director; Josh Dixon, Fire Division Chief; Shelly Melloy, Accounting Manager; Travis Owens, Assistant IT Director; Victor Carson, IT Network Administrator I ; Dawn Kelsey, City Attorney (via Zoom); and Marty Wilson, Police Officer

ALSO PRESENT: Tom Williams, Henderson Water Utility Senior Project Manager; Eric Chambers, Brandstetter Carroll Inc.; and Dwight Williams

THE FOLLOWING AGENDA ITEMS WERE DISCUSSED:

**Discussion and Review
 of New Fire Station #1**

- ✓ Eric Chambers, Brandstetter Carroll Inc., detailed the Site Plan Concept, indicating that the Plan had been revised from the previous review. Rotation of the building to allow better traffic flow within the property with bays coming off of N. Adams Street and coming out into the property so that trucks can either go out Second Street or First Street. This will lessen truck traffic on Second Street as trucks will go out the First Street side most of the time.
- ✓ Mr. Chambers detailed the new smaller Floor Plan layout explaining that there are still distinct areas, just smaller footprint. There is a reception/main lobby for the public to come into the building. This area includes a triage room so that someone requesting a medical check could be provided privacy. Adjacent to the lobby area will be administration offices, a training room, and a conference room. Living quarters including bedrooms, laundry room, kitchen, dining area, dayroom area, fitness area, locker room and restrooms are adjacent to the office and training areas. A vestibule separates the bays to eliminate contamination of the living and working areas. Four bays are included with storage and gear cleaning/decontamination areas. This area has a mezzanine for a training tower.
- ✓ Mr. Chambers presented the Elevation Concept with two Options for window and finishing designs. One option is a more modern take on the traditional and the other option is more traditional, more relatable to downtown buildings and historical features.

DISCUSSION WAS HELD relating to safety options for when a truck exits during school hours and heavy traffic situations; children’s safety issues were discussed in detail; the inclusion and location of a ‘baby drop box’; that several thousand square feet of space was cut from approximately 24,000 sf to just under 19,000 sf and repositioning the building saves money as well as better suits the location; that the Gateway Committee will need to approve the design once the Option has been chosen; costs will be updated and presented once this Option has been

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chosen; costs are still a moving target due to several factors including that this is still in the beginning design phases and many more decisions will effect costs as the project progresses; that Bowling Green had just bid out a similar project that came in at \$418 per sf; and how much had been budgeted for the project.

A poll was taken on which of the two options to pursue: Option 1 – more modern take on the traditional or Option 2 - traditional. The pleasure of the Board was to have staff move forward with Option 2.

Discussion and Review of Bond Issuances

- ✓ Robert Gunter, Finance Director, reported that estimating interest rates of 3.7% on a \$10 million bond, the General Fund can absorb that expense of \$730,000.00 annually. Currently Bond Obligations, which includes \$10.2 million bonded in 2020 for the fire station and sports complex, with interest totals payments of \$1,070,251.63 for FY 2023. The 2017C Bonds will be paid in FY2027 reducing the Total to \$849,814.87.
- ✓ Mr. Gunter reported on the additional Sports Complex projects as well as other scheduled Capital projects including Fire Station #1, Barret Blvd extension, Wathen Lane, Countryview Drainage, Inner City Improvements Plan projects, three Fire Trucks, Fire Station #2, purchase of HMPL property, completion of a Park Shelter in Newman Park, and Green River Road Sidewalks project. These projects are estimated to total \$33,528,000.00 between December 2022 and the Fall of 2025.
- ✓ Mr. Gunter detailed estimates of issuing \$10 million bonds in 2023, \$5 million bonds in 2024 and \$4 million bonds in 2026 for long term debt items and paying for short life-span items, like furnishings/furniture, out of General Fund/Reserves.

DISCUSSION WAS HELD relating to the sports complex naming rights paying for some of the additional field and lighting projects; that there is \$4.6 million left from the last bond issued in 2020; the Barret Blvd. extension is on schedule to go to bid in March; the fact that we have a lot of projects going on at the same time and not only expense is a factor but staffing is also a concern; finding out that costs for these projects are not really out of line with other similar projects; that there might be an opportunity for funds from the state through their COVID monies for the fire station project – staff will pursue that opportunity and report back; and Mr. Gunter indicated that the draw schedule has been revised based upon these various large projects over the next three years and pointed out that nearly \$3.2 million will probably come from reserves unless other funding is obtained or it is bonded.

Mid-Year Budget Review

- ✓ Robert Gunter, Finance Director, reported that some expenditures, either unforeseen repairs, carried over from the prior year, items that exceeded budget, or new appropriations since the FY2023 budget ordinance was approved making it necessary to now move forward with an amended budget ordinance. The items included:
 - Fire vehicles: \$680,000.00 to allow the bidding for a new fire truck with an 18–24-month delivery-add to budget but will not be needed until 2024 or later.
 - Sports Complex: \$7.4 million. Difference between the contract and what we already have in budget
 - Bond issuance costs for HWU, HMPL, and future City Bonds: \$750,000.00
 - Distribution to HWU \$4,030,000.00 for ARPA funds
 - Police vehicles: additional \$97,000.00 for the third unbudgeted police vehicle with equipment for three.
 - Police mobile command center: \$51,000.00
 - Police flock cameras: \$9,000.00
 - Police weapons: \$50,000.00
 - Police body cameras: \$200,000.00
 - 911 Fund: CAD system \$299,000.00
 - Fire training grounds \$15,000.00 funded by a State grant from prior year.

CITY OF HENDERSON – RECORD BOOK

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- Fire training manikins and yoga classes: \$5,000.00
- Fire: AED’s \$12,000.00
- Fire: 2-portable radios \$11,000.00
- Fire: blackline monitors with monitoring contract \$28,000.00
- Sanitation Fund: \$771,000.00 for collection carts
- Sanitation Fund: \$30,000.00 for tippers for trucks
- Gas Fund: \$251,000.00 for ERTs
- Parks: \$30,000 for Pickleball group-court improvements
- ✓ William L. Newman, Jr. City Manager, indicated that the PILOT payments have not been included in this presentation and are expected to be brought for review soon.
- ✓ Mr. Gunter concluded that even with all of these amendments the City is expected to end in the black. He stated that “the future looks bright.”

NO FORMAL ACTION WAS TAKEN BY THE BOARD OF COMMISSIONERS.

MEETING ADJOURN:

MOTION by Commissioner Pruitt, seconded by Commissioner Thomas to adjourn.

The vote was called. On roll call, the vote stood:

Commissioner Vowels ----- Aye:	Commissioner Pruitt --- Aye:
Commissioner Thomas ----- Aye:	Commissioner Whitt --- Aye:
Mayor Staton ----- Aye:	

WITHOUT OBJECTION, Mayor Staton declared the work session adjourned at approximately 4:50 p.m.

ATTEST:

Maree Collins, CKMC
City Clerk.

Bradley S. Staton, Mayor
March 14, 2023