



# City of Taylor Mill

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## Memorandum

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DATE: April 23, 2018  
TO: All City Commissioners and Interested Parties  
FROM: Daniel L. Bell, Mayor  
RE: Special Meeting

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The City of Taylor Mill will hold a special meeting on Wednesday, April 25, 2018 at 7:00 p.m. The purpose of the meeting is to discuss the appointment of an Interim CAO upon receipt of the resignation of the current CAO, effective May 18<sup>th</sup>, 2018, and to discuss the position transition, and issues involving the hiring of a permanent replacement. The meeting will be held at the Taylor Mill Municipal Building located at 5225 Taylor Mill Road, Taylor Mill, KY, 41015.

For additional information please contact Ms. Jill Bailey, City Administrator, at 581-3234. Thank you.

*Daniel L. Bell*

**City of Taylor Mill**  
**SPECIAL COMMISSION MEETING**  
**Wednesday, April 25, 2018**

**CALL TO ORDER:**

The meeting was called to order at 7:00 p.m. by Mayor Bell. In attendance were: Mayor Bell, Commissioner Frietch, Commissioner Kreimborg, Commissioner Murray, Commissioner Peace, City Administrator Jill C. Bailey, and City Attorney Frank Wichmann.

Mayor Bell: Okay, I want to call this Special Meeting April 23, 2018 of the Taylor Mill City Commission and this Special Meeting for the City of Taylor Mill is to - the purpose is - of the meeting is to discuss the appointment of an interim CAO upon receipt of the resignation of our current CAO effective May 18, 2018 and we'll discuss the position transition and issues involving the hiring a permanent replacement and that is the meeting as we talk. So, let the uh minutes know that we have a quorum and everybody's here and we can proceed. Now, as uh, as the Mayor I thought I would try to throw things uh out here for discussion. First thing I did is I provided each of you with a position, a uh, a description of the position. And the second thing I did, and just for discussion, so don't panic too much, I put out a little proposal as some concepts as to what we might want to try to do. Obviously that's up for discussion and it's up for a vote, but I just thought I'd throw that out there and I don't know if you want to begin by looking at that initial proposal and then Frank has some comments on it. He's already saw some, a couple flaws in it, so we can do that. So, um, I'll just read my proposal as written for the record and Gena, here is my proposal for the record. And uh basically, and there is some terminology that Frank will want to address I'm certain. He just discussed it with me. What I'm proposing is, is that Steve Knauf should be, the word promoted now would be something we might want to change, but the acting interim CAO, or providing him with additional duties as a CAO in addition to his Police Chief duties. Uh, Frank can clarify that after I finish. From May 19th, as of May 19th, and the term if you will that he will act in this regard would be from May 19th of 2018 to December 31st, 2018. And I point out that by extending his uh his appointment or as Frank will discussed the verbiage better than I am here, to December 31st we will allow a newly elected Commission to begin the search for a permanent replacement or offer Steve the job on a full time basis. By December 31st, 2018, a new Commission will have the ability to either extend Steve and offer or begin interviewing for a new CAO. We certainly will know what Chief Knauf's capabilities are and how it fits certainly by that time giving him a chance to become, uh, show his ability to make that happen. The other part of the proposal is that since he would be essentially doing two (2) duties, and I'll turn this over to Frank in a minute, he can explain where I went wrong in this proposal, and I had an opportunity to say that we need to increase his salary because he'll be doing effectively two (2) jobs, and I threw a number out there and that number can be discussed, can be changed, can be lowered or or uh increased. And then uh what I also did for ya is the third piece of paper is I gave you the county administrator and manger's salary across the city's in Northern Kentucky. The one thing I want you to know is the City of Crescent Springs as seventy night thousand five hundred fifteen (\$79,515.00), that's a part time position for that gentleman. Alright, so that's the discussion. I'll open it up for discussion.

Commissioner Kreimborg: Chomp at the bit.

Mayor Bell: Now Frank would you mind uh giving them the error of my ways on that proposal?

Mr. Wichmann: I wouldn't call them error, Mayor the problem is semantical distinction more than anything else. But you need to understand that Kentucky law prohibits one (1) person from holding two (2) separate municipal offices. So, it would be incorrect to uh identify the office to which your suggesting Steve be appointed as a interim CAO. He is now the Chief of Police, that is an office in Kentucky, uh for him to take another office he would have to resign as the Chief of Police. He's obviously not in a position to do that. The alternative is to add duties to his position as a Chief of Police and you can certainly do that.

Mayor Bell: So we can change that. All I did was throw that out there for point of discussion.

Mr. Wichmann: He might not want to take the additional duties.

*(Laughter)*

Mayor Bell: Well, I've talk to him as he is interested.

Mr. Wichmann: Okay.

Commissioner Kreimborg: Hey Frank, Frank, excuse me. How is then that in Fort Mitchell, Steve Hensley was the Police Chief and City Administrator at the same time?

Mr. Wichmann: I don't think he really was. I think Steve has talked to him and am I correct Steve that's the way they did it, what I described? They simply imposed additional duties on him. They might have called him something, but he was he was still Chief of Police.

Chief Knauf: Yea, they did that in Independence as well with Chief Shawn Butler. Uh he remained in his official capacity as the Chief of Police with additional duties as the City Administrator assigned.

Mr. Wichmann: Right. And I think there's one other one, Florence and Villa Hills in the same situation?

Chief Knauf: Uh, are you, uh Corky Brown, right?

Mr. Wichmann: Corky Brown, yea.

Ms. Bailey: Yes, that is correct. Corky did serve in that capacity.

Chief Knauf: Mmhm, forgot about that one.

Mr. Wichmann: Okay.

Mayor Bell: Alright, so thanks for clarifying that. We can certainly clarify that language without question. And uh, that's fine with me. Any other comments?

Commissioner Murray: My-My issue is that you, you want the new Commission to do the search. You don't want to do any searching by this Commission? You want to take no resumes?

Mayor Bell: Well that's uh, Dan, that was a proposal I threw out. What I did, was what you recall I sent everyone an email outlining a process.

Commissioner Murray: Right.

Mayor Bell: Okay, for a search. And that process can be part of that uh proposal if you like. The only reason I said that uh we might want to wait until December is, let the new Commission, new Mayor, whoever, uh would be able to pick the person of their choice instead of inheriting somebody.

Commissioner Murray: I, uh, I agree with that one hundred percent.

Mayor Bell: Okay, that's the only reason I put uh December 31st.

Commissioner Murray: I thought we could do the *(muffled)* never mind. I thought we could do the all the ground work now and say when the new Commission comes in, say here's what we have. If they like it, they can go with it. If they don't like it, they can say well, then we'll start all over again. But I'm just trying to make it as seamless as possible.

Mayor Bell: *(muffled)*

Ms. Bailey: The only thing that I would add from a City Administrator's standpoint um there are administrators out there who may be qualified and interested in the position...

Commissioner Peace: Right now.

Ms. Bailey: ...Who are particularly concerned about what the election will bring and...

Commissioner Murray: Exactly.

Ms. Bailey: ...and if any instability in that. So, your application pool might be stronger uh from November, from past November once they know the outcome vote.

Commissioner Frietch: I think it's pretty protocol once you take a resignation, it doesn't matter if it's public or private sector, that you take a resignation and the person, you put that back out there and you have a two (2) week time frame of accepting applications and then you have a time frame where you review. Now, we're far off, we're only in April right now, we're far off from election.

Mayor Bell: Well, April 25th.

Commissioner Frietch: You know, just, just for instance, I mean, Fort Wright didn't hesitate and they're going to be a part of the election in November as well. I mean, who's to say that the Commission isn't going to be exactly the same in November?

Mayor Bell: Well, it will be. But anyway, to answer your question about protocol...

Commissioner Frietch: So why are we lagging cause we should really have someone in place by July 1st for the new fiscal year.

Commissioner Peace: And I don't know why you wouldn't.

Commissioner Frietch: I don't see that being uh a problem with that timeline.

Commissioner Peace: You had, you had a two (2) week, a two (2) week period, at Fort Wright, ran a position and they filled the position. Twenty (20) or thirty (30) applicants. They had a full field of applicants and had a difficult time choosing Ms. Bailey. Uh, I don't see why those same applicants wouldn't be here. This resignation didn't take place in October. It took place in April. So it's right in the middle of a Commission, a seat Commission. I don't know why you would not endeavor to have this position filled by the new fiscal year. There's absolutely no reason why you wouldn't do it, why you wouldn't post a job on Friday and keep rolling.

Commissioner Kreimborg: I don't think it was a two (2) week period in Fort Wright because...

Commissioner Peace: They had a two (2) week period.

Commissioner Kreimborg: Jill applied four (4) days after the closing date and they took her. So that was more than two (2) weeks.

Commissioner Peace: They had a two (2) week period.

Commissioner Kreimborg: And Jill applied four (4) days after the two (2) week period.

Commissioner Peace: Posted March 9th. So let's stretch it to three (3) weeks then if they got late comers.

Mayor Bell: I made a proposal. I think it's the best way for us to go. Uh, I think...

Commissioner Peace: (muffled). Why wouldn't you fill it?

Commissioner Kreimborg: What's the rush?

Mayor Bell: Well that's what we'll need three (3) votes for.

Commissioner Frietch: I think we need to exhibit to the residents of Taylor Mill that we have stability here at the City Building.

Mayor Bell: I think we do. We have an Assistant City Administrator.

*(multiple voices speaking at once)*

Commissioner Peace: No. No. What you're saying is you don't have enough work for a Police Chief and a City Administrator for the rest of the year. That's what you're saying.

Mayor Bell: No, I'm not saying that.

Commissioner Peace: I can see it done as a temporary measure until you get a hire in place, but you don't march the rest of the year. Guys, you don't do that. It happened in April, you post the job, it's pretty straight forward. You post it, you interview. You want to make it three weeks? Make it three weeks. But you don't, you don't wait until the end of the year to do it. I don't understand the logic behind that.

Mayor Bell: Well I didn't think you would. But uh...

Commissioner Peace: Maybe I'm a slow learner.

Mayor Bell: The problem, the issue I have is is that I know the process. In my career I have interviewed hundreds of people. And uh yes, we will get several resumes, but the vetting those resumes, I'd plan an email I outlined to you. I should have made a copy of that email. Um, that uh, the AD District will help us in creating the ad. I even said that I would do a state wide search using KLC, Kentucky League of Cities. I said that we can do that. Now by the time you get and and when you do that, you're not going to get just thirty (30) resumes. You're going to get ninety (90) or sixty (60) or ninety (90). And that takes time to review those resumes, read them, then you pair that down to a seeable number like how many people you actually want to interview and then you set up interview schedule. Now to me, I disagree with you. It takes longer than three (3) weeks to do that. I'm just saying. That's just my opinion based on my experience. And I have, like I said, interviewed hundreds of people from all over the United States. So, you can take what it's worth, but I can tell you, it's going to take, I will say, two (2) months, at least sixty (60) days, minimum, to do all the recruiting, the vetting, the review of the resumes. Remember, we're all part-time. We don't have, certainly in Fort Wright's case, they picked three (3) council people to do the process. I know all three (3) of them. They had more resumes than you can imagine.

Commissioner Peace: Yea, I'm sure. I'm certain of it.

Mayor Bell: So, my thinking was by the time we do that, you're talking about, I wanted, I wanted to go through the budget process, I wanted to get into the next second half or the new first half of the fiscal year. And I thought if we're going to do that, why don't we extend it and just let Steve do the combo job until December. And in the meantime, I can certainly start the resume process, but when you send out an ad to bring, to ask for a job position, people want to know within, you know, they want to know within a week that (a) you received the resume, (b) you're reviewing it, and then they'll have to have a letter sent to out saying that you would like to interview them or you would say thank you very much for your time, we appreciate your qualifications uh uh, don't quite meet what we're looking for. I've sent letters like that as well.

Commissioner Peace: Fort Wright did it in two (2) weeks. Two (2) weeks, let's say three (3). They posted it for two (2) weeks. They turned it around fast and they have, they have, we'll be hitting for the same pool of people. I don't get it. We have to, we have to step up.

*(multiple voices speaking at once)*

Commissioner Frietch: Mayor Bell, I believe that Fort Wright had five (5) people not three (3), my understanding. I can look it up.

Mayor Bell: I thought uh Pat told me three (3).

*(multiple voices speaking at once)*

Commissioner Frietch: Well, three off the council probably, but there were a couple others involved.

Mayor Bell: I was talking about the council.

Commissioner Frietch: Okay, well, ours is a little bit different because we're not a council, we are a commission, so we all need to be doing it together because we all appoint the City Administrator position. So, we all need...

Mayor Bell: It depends on how you want to vet the sixty (60) plus resumes you're gonna, whose gonna do that? Pair them down.

Commissioner Peace: Let's get them first.

Commissioner Frietch: Yea, we'll have to see who uh who applies. Is there a reason why we would get sixty (60) and Fort Wright received thirty (30)?

Mayor Bell: Well Dan I haven't heard from you. What do you want to do buddy?

Commissioner Murray: Well, I have no problem waiting. I understand both sides. But my issue is I hate to hire somebody when the Commission goes through a big change and they're gone. I mean. They put their life uh on uh in this City and then all of a sudden they don't have a job.

Commissioner Frietch: I just don't think that's going to happen. That typically doesn't happen at Cities.

Mayor Bell: I didn't think Jill was going to quit either. So.

Commissioner Murray: But I, I um, I had a bad idea, when I saw Fort Wright come up and I said...

Commissioner Peace: *(laughter)* And you saw the writing on the wall.

Commissioner Murray: Yeah, but uh, here's my issue. Why don't we, why don't we try to do this, try to make both sides? I want to get the budget done and I don't want Ms. Bailey or Steve for that matter messing around with any kind of resumes and anything. Let's get as much as the budget done so that in the June meeting, we can have the first of July, I have no problem, with us going three (3) weeks taking resumes and then we take another two (2) to three (3) weeks. One (1) week of pairing them down and another week or two (2) of getting uh, who we think.

Commissioner Peace: And that's with the idea of getting the budget done before Jill leaves.

Commissioner Murray: I think we need to concentrate on budget right away and get Jill helping Steve and up to speed and then uh the first of July we'll put it in the paper and then you can advertise for three (3) weeks and then take it from there.

Commissioner Kreimborg: Dan, I think that's fair. I agree with you.

Commissioner Peace: That moves, that moves the heat off of it and gets the budget done so we can take advantage of the three (3) weeks we have left I guess.

Commissioner Murray: We got, we got take advantage of everything, Jill's knowledge, while she's here and uh, and uh, by doing that we uh uh threw...I have no problem uh...My biggest issue and I, I don't want to be a part of a crowd that hires somebody in September and then there's a big upheaval and they're looking for a job in December or you know, January, however you want to see it. But I think uh we got to concentrate on the budget now and let's move from there.

Commissioner Frietch: Okay, okay so I understand that. So, if you're saying July 1st, how about we set a time...

Mayor Bell: Whoa, whoa, whoa, whoa whoa. July. Don't forget about the holiday weekend.

Commissioner Frietch: And I am I'm looking at a calendar right now.

Commissioner Peace: Well, so, so, we're not sticking to the calendar here.

Commissioner Frietch: So, so, June 29th is a Friday. Fridays to Fridays are good. So we can say June 29th through three (3) weeks which will take us to Friday, July 20th. Does that sound reasonable?

Commissioner Murray: I have no problem with that. Anybody else got any issue with that?

Mayor Bell: Well, the only thing I want to remind you is that is depending on the number of resumes we get, and we look, having been through this process, there's such a thing as choosing a candidate out of a bad batch. So, if you don't get the candidate that you feel is the one that you like and you prefer and that everybody can agree on, then you're back to square one to have to resend the resumes. Now, if you're gonna take one (1) out of whatever you get, that could be problematic for the Commission.



Commissioner Murray: Is there any law that says we have to?

Commissioner Kreimborg: No. But I think we start...

Mayor Bell: Absolutely not, but once you send out those requests for resumes, those people deserve a review of their resume. They deserve in, in my case we used to do phone interviews first and then after a phone interview we would do a personal, uh face to face interview. And then if those that we choose not to do a phone interview on, we would send them a letter. That all takes, that's all not done in...

Commissioner Murray: I get that, Dan. I, I don't disagree with that, but if, if we look at all the resumes we get, say we get forty-five (45) and we go, there's not a good one in here. I'm not going to say resubmit, I'm going to say, call them up and say thank you for your time, thank you for your effort, but uh, but we're not choosing you. And then we put it back in the paper for another three (3) weeks. I mean.

Commissioner Frietch: I really think we're going to get a lot of qualified individuals to be able to interview. I, I really do. I mean if Fort Wright pulled in that many, and it just so happens Fort Wright to be the recent one, that's the only reason we're referencing it for, as an example here.

Commissioner Peace: A similar sized city.

Commissioner Frietch: Similar sized city, absolutely. So...

Commissioner Kreimborg: Let's face it, let's face it though, they got a lot of applicants, doesn't mean a lot of qualified applicants. They jumped all over Jill when Jill came along.

Commissioner Frietch: They narrowed it down to four (4) and it was reported that it was a really tough choice between the four (4).

Commissioner Kreimborg: From what they had to work with, but as soon as Jill applied they jumped all over her.

Audience: Yeah, exactly.

Commissioner Frietch: Okay.

Commissioner Murray: Okay, so where we stand at?

Commissioner Frietch: So, so we have that time frame, you were saying the three (3) weeks, right, from Friday the 29th to Friday, July 20th and then we take two (2) weeks to sort through them.

Commissioner Murray: Then maybe another two (2) weeks to interview them. One (1) week of phone interview and of the ones you really like, you can bring them in for a face to face interview the following week.

Commissioner Frietch: So the second two (2) weeks of going through would be from that Friday cutoff July 20th, through Friday, August 3rd, that's two (2) full weeks.

Mayor Bell: I hate to bring this up, but the first thing an applicant, before they consider sending their resume in, the first thing they're going to do, they're going to find out, here's a question I get every time I interview somebody. Why did the last person leave? And of course, I don't think she's leaving in very good circumstances. And I'm going to do an exit interview and I'll make that public to all the Commissioners, Jill will tell me why she's leaving, she will tell me the issues. I'm just telling you what we do. That's protocol and procedure.

Commissioner Frietch: Frank, is that procedure or would the entire Commission be part of the exit interview since she reports to the entire Commission?

Mayor Bell: Well, I'm the liaison for the Administration. So you can do an exit interview for the Police Department and Dan can do the Fire.

Commissioner Frietch: I asked Frank what's the proper protocol for that position for exit interview.

Mr. Wichmann: I don't think there is any protocol. There's no requirement for an exit interview at all. Jill doesn't have to give you an exit interview.

Mayor Bell: That's correct. But I want to do

*(multiple voices speaking at once)*

Commissioner Frietch: So, in order, in order to be transparent all through here...

Mayor Bell: Well no, no that's not true. She doesn't have to do the interview, and she, and you can be here Sarah if you'd like. I'm just telling you that I want to do an exit interview. Okay. I think it's fair.

Commissioner Frietch: I think it's fair, too.

Mayor Bell: I think people who are going to come to work for Taylor Mill want to know why Jill left. I got to tell you that's the first question I always got regardless of what kind of person I was hiring.

*(multiple voices speaking at once)*

Commissioner Frietch: Are we getting into the interview process here? I think we're getting into the interview process here.

Commissioner Peace: We're trying to establish dates. I don't care why she left, it's not important. We got to hire someone to replace her.

Mayor Bell: But it is important because it'll determine the type of resume you're going to get.

Commissioner Peace: Well, we'll find out. We'll find out, let it determine. Let it determine.

Commissioner Kreimborg: When they found out why she left they may not want to come and work here.

Commissioner Peace: Maybe not.

Mayor Bell: *(laughter)* Hey, I'm good with whatever, but I can tell you, uh, I would like to move that date. Instead of July whatever, I'd like to move it to at least July 15th.

Commissioner Peace: No. Don't don't, no. Why? The fiscal year starts...

Mayor Bell: No, I think, I would push it back for you Phil if you were going to be gone.

Commissioner Frietch: Well, that's just taking in resumes.

Commissioner Peace: I'd adjust my schedule for something that important. *(laughter)*

Mayor Bell: You can't adjust the schedule when you have it already booked. I remember you went on vacation one time...

Commissioner Peace: Yeah, Yeah, I remember that and you guys had me fly home for a kangaroo court in the fire house. I remember that one. And I remember you leaned over to me and you said just know, just for the record Phil, this is nothing personal. And then you proceeded to put the screws to me. So yeah, I remember that.

Mayor Bell: Now that's...what he just said is an outright lie.

Commissioner Kreimborg: That wasn't during this Commission.

Mayor Bell: It's an outright double lie. I never said that to him.

Commissioner Peace: You leaned over to me...

Mayor Bell: You can't prove it.

Commissioner Peace: ...Just so you know this is nothing personal. Not an assertion.

Mayor Bell: No, you, you're making an assertion that you have absolutely no proof of.

*(multiple voices speaking at once)*

Commissioner Kreimborg: Just to make it clear, just to make it clear this is the real reason why Jill's leaving.

*(clapping)*

Commissioner Peace: Well, it is what it is.

Mayor Bell: Well, I'm gonna, I'm gonna, I'm gonna ask for a motion and I'm...

Commissioner Frietch: Well we can't do a motion yet because we're still in discussion here. We...

Mayor Bell: Well I know, are you finished? Tell me what your discussion is.

Commissioner Frietch: No. Okay, so...

Commissioner Peace: Move it to the end of June.

Commissioner Frietch: So, so, um, Commissioner Murray offered up a timeline and so looking at a calendar, the timeline would be June, Friday, June 29th to Friday, July 20th, that's two weeks to accept applications. Advertise and accept. Um, or actually, yeah, advertised on Friday, June 29th and then...

Commissioner Murray: I thought we were going to three (3) weeks, I thought we're...

Commissioner Frietch: I'm sorry, I'm sorry that is, I'm sorry that is three (3) weeks. I'm sorry. Yeah. June 29th to July 20th is three (3) weeks to accept applications. And then you said two (2) weeks to vet through them, so that would be July 20th to August 3<sup>rd</sup> and then another two (2) weeks for interviews from August 3<sup>rd</sup> to August 17th and then deliberate and extend an offer within a week given you know we get good applicants, extend an offer no later than August 24th because you have a whole week there to discuss the applicants. Get together a night or two if we have to or...

Commissioner Murray: How long you going to be out of town, Dan?

Mayor Bell: Two (2) weeks.

Commissioner Murray: In July, the first part?

Mayor Bell: Uh no, the last week in June and the first week of July.

Audience Member: All you're doing is accepting resumes. (Laughter)

Commissioner Frietch: Yeah, so that's...

Commissioner Murray: So, I know we're just accepting resumes but if you're that, if you're that uh, we can make it uh the first week in July, the three weeks from the first... That basically makes all of July we we accept resumes and then we take the timeline to August and then it'll probably be the first week of September. And then we have Labor Day, so we might want to make it the week after.

Commissioner Frietch: No we don't need to push it back that far.

*(multiple voices speaking at once)*

Commissioner Peace: So so so, Commissioner Murray, Commissioner Murray, let's roll it back a little bit. We have, we have the uh the budget taken care of, which you can be accepting resumes while you working on the budget. You are not actively working it. Once you posted it, they're coming in and you're not actively working it.

Commissioner Murray: I, I get that, but I still, I don't want to do anything that might take away from Ms. Bailey and Knauf, Chief Knauf's time. I want, I want to get the budget as solid as possible while they're here.

Commissioner Peace: I, that that's true, but she leaves on the 18th of May.

Commissioner Murray: Right.

Commissioner Peace: But that leaves half of May and all of June that you can be accepting applications. Right? Because the budget work, anything we are going to glean, is already been glean at that point. You know, we're still working on the budget, but the application could be, we could be out, we could post it and have them coming in in that period of time.

Commissioner Murray: The issue with that Phil is that you have that time but I don't want Steve then to get tied into the process of uh uh hiring. I want, I, we don't have the I, I, Ms. Bailey told me it's going to take two (2) weeks or so just to get Steve up to speed on the budget. Then another two (2) weeks to uh look, not not settle, but look at the department budgets, so I don't want, I want to make the transition as smooth as possible and...

Commissioner Peace: Agreed,

Commissioner Murray: I don't want, I want Steve to concentrate on the budget and I don't want any other stuff messing him up. I, I just I don't see what a couple weeks is...

Commissioner Frietch: Okay. So here's the timeline pushing it up a week...

Commissioner Kreimborg: You're asking, you're asking Chief Knauf to to step up to the plate and take over in this position and you want him to be as comfortable as he can be and have as much uh institutional knowledge as he can get from Jill.

Commissioner Peace: I don't have a problem with that.

Commissioner Kreimborg: In the meantime, it, so to bring somebody else in very quickly when he's not even up to speed with where he should be and maybe hire somebody else, then we're bringing somebody in to a situation where they're not going to be up to speed with where they need to be when they come in here because we don't have a person...

Commissioner Peace: For the record, his up to speed ends on the 18th of May. At that point...

Commissioner Kreimborg: That's up to you.

Commissioner Peace: No, no, no, that's when when she leaves so that's when the coming up to speed ends.

Commissioner Kreimborg: It's still a learning process.

Commissioner Peace: Well, I, I get, you'll never, you'll never be done. I'm sure Jill was still learning up until right now. You never give up learning on it. My point is, the transition of knowledge is done on the 18th of May. Then, yes we have a budget to work on, but I don't know what what the interim CAO would have to do with uh resumes coming in. Right? We're going to compile them and then we're all going (mumbled) and everyone's going to go through them, right? It's, I don't I don't know what the interim CAO would be involved in that.

Commissioner Murray: Well yeah, but come come uh June we're going to have the department's wish list.

Commissioner Peace: That's true.

Commissioner Murray: And we're gonna know exactly how much the pensions going to hit us and we're going to have to uh concentrate on that. I, we're gonna...

Commissioner Peace: So I understand, I understand where you're at.

Commissioner Murray: And I, I, that's why I want, I don't understand what a week or two (2) is going to make.

Commissioner Frietch: Okay, so here's here's your proposal for pushing it up a week. Okay. Pushing it up a week would be Friday, July 6th for three (3) weeks to Friday, July 27th. Okay, and then review and vet the applications from Friday, July 27th for two (2) weeks to August 10th and then from August 10th to August 24th would be two (2) weeks for interviews and then by the 31st extend an offer that leaves another whole week. And that is before the holiday that's great timing and we're not pushing things up.

Commissioner Murray: And then, first of the month, I, I...

Commissioner Peace: And you kept everything separate.

Commissioner Kreimborg: And that's the ideal situation.

Commissioner Murray: I think so. I, I have no issue, I think that's nice.

Commissioner Kreimborg: That's not set in stone.

Commissioner Murray: I'm, I'm good with that.

Mr. Wichmann: I need a motion.

Commissioner Frietch: Well, do we, do we do that now or do we, and I'm just asking for the chronological process.

*(multiple voices speaking at once)*

Mayor Bell: I don't think you put a...

Commissioner Frietch: Are we supposed to um accept the resignation effective the 18th before we start doing the process of the timeline?

Mayor Bell: No, we'll do that on May the 9th.

Mr. Wichmann: If you do the acceptance at the next meeting, the resignation as submitted.

Commissioner Frietch: Okay, so that is that this meeting?

Multiple Commissioners: No.

Mr. Wichmann: No, the next regular meeting.

Commissioner Frietch: Oh, regular meeting, okay.

Commissioner Murray: That's why we had this meeting.

Commissioner Frietch: Okay, I just didn't know with that specific process was. Okay. Okay. I make a motion...

*(multiple voices speaking at once)*

Mayor Bell: Well, I, I, I want to say, I want to say one more thing and that is I think putting a, a, a, drawing a line in the sand on who you're going to offer the job to is ludacris. You offer the job to someone when when a when you get the proper resume and did the proper, the proper vetting and um you review the resumes, uh so if that takes an extra week or ten (10) days or whatever it takes, that's when you do it. You don't say I'm going to have an offer by a certain day. You don't put that in stone.

Commissioner Peace: Well, no, clearly, clearly Dan, if we, if we get forty-five (45) resumes and none of them work we have to go back to the drawing board.

Mayor Bell: That's my point.

Commissioner Peace: But, but, but the dates are suggested dates. Clearly if no body applies, you're going to start over again.

Commissioner Kreimborg: Suggested. That's the word.

*(multiple voices speaking at once)*

Commissioner Peace: If you have to extend it, you have to extend it.

*(multiple voices speaking at once)*

Commissioner Murray: We don't have to stick by those dates.

Commissioner Peace: No, those suggested, that that's a plan.

Commissioner Murray: It's a plan.

Mayor Bell: Well I don't know, I don't want to have somebody come up and say well you said you're going to have somebody by a certain date and you don't.

Audience Member: Who would say that?

Mayor Bell: Like you would say that.

Commissioner Peace: Well, Dan, Dan, obviously you have to have a candidate who works.

Mayor Bell: Absolutely. That's why I, that's why I wanted to extend it out as far as I could.

Commissioner Peace: No we've, we've extended it out.

Mayor Bell: Not far enough.

Commissioner Peace: I think it works.

Mayor Bell: Well, I don't think so. But again, as always, three (3) votes.

*(multiple voices speaking at once)*

Commissioner Frietch: I make a motion to uh for a timeline of advertising and accepting applications and uh vetting them and extending an offer for the position CAO um potential timeline to be advertisement Friday, July 6th through Friday, July 27th, um vetting of the applications Friday, July 27th through Friday, August 10th, and uh interview timeline to be August 10th through the 24th and uh deliberate for another week and extend an offer no later than August 31st, potential timeline.

Commissioner Peace: Is that a motion?



Commissioner Murray: Yeah.

Commissioner Frietch: Yup.

Commissioner Peace: I'll make a second.

Mayor Bell: Okay, I have a motion and a second. Roll call vote please.

Ms. Forsyth: Commissioner Frietch

Commissioner Frietch: Yes.

Ms. Forsyth: Commissioner Peace

Commissioner Peace: Yes.

Ms. Forsyth: Mayor Bell

Mayor Bell: No.

Ms. Forsyth: Commissioner Kreimborg

Commissioner Kreimborg: Maybe. *(audience laughter)* Yes.

Ms. Forsyth: Commissioner Murray

Commissioner Murray: Yes.

Mayor Bell: Okay, now Frank, tell them about the ordinance for Steve.

Mr. Wichmann: Um, the, the uh, personnel policies that you have do not include in the duties and functions of the Chief of Police, the duties and function of the City Administrator and that's done by ordinance so you're going to need an ordinance amending the position of the Police Chief to include on an interim basis, the duties and functions of the City Administrator. And you'll also, nobody has addressed yet the uh monetary consideration. Whether he's going to get paid extra, or how much.

Mayor Bell: Can we do that at the next meeting?

Mr. Wichmann: I...

Commissioner Peace: Why wouldn't you do it now?

Commissioner Frietch: I also have a question about the job description.

Mr. Wichmann: Okay.

Commissioner Frietch: Do we, do we just accept the job description as it is now or should it be, I just thought maybe there was a few things in here that aren't current. This is from 1997. It hasn't been updated.

Mr. Wichmann: I would suggest in order to be expeditious that you enact an ordinance under an emergency basis which means that you only have to have one reading, adopting the functions and job description of the CAO as it exists today. You get it done. If you want to review them and change that the following meeting, you can do that, but right now you, you're in a situation where you have to get something done quickly.

Commissioner Peace: Yup.

Mr. Wichmann: So I would simply adopt what is there now and then uh,

Commissioner Frietch: Cause I don't think, we don't do parking appeals here or anything like that now, do we? Parking appeals or citations.

*(multiple voices speaking at once)*

Ms. Bailey: Yes.

Mr. Wichmann: Yes, we do.

Commissioner Frietch: Personnel Administrator and Citation Officer? Or am I thinking outside the box because I'm so detailed I'm thinking...

Ms. Bailey: There is still uh a parking appeal process I believe on the back of the parking citation. I have not done a parking appeal here in quite a few years, but it is still with the position.

Commissioner Frietch: Okay. We do it here, rather than it being done at the court house?

Chief Knauf: It's here.

Ms. Bailey: I do it in my office.

Commissioner Murray: It's a City ticket, not a...

Chief Knauf: It's a City citation. It's done here. We rarely have...

*(multiple voices speaking at once)*

Commissioner Frietch: Okay. Okay. Now I was thinking the whole big ball of wax citation. You're just talking...

Ms. Bailey: City citations.

Commissioner Murray: Just like them two (2) reckless young ladies up in Taylor Creek the other week. And uh.

Commissioner Peace: Oh yes. Yes, hoodlums. Hoodlums. *(laughter)*

Mayor Bell: My final comment is, is one of the reasons I voted no on that was is we have a competent administrator in Steve Knauf. He is currently the Assistant CAO. Without question. And I think that the rush to judgement on bringing somebody in to replace Jill, you're talking a few weeks here and there I don't think it's a big deal because we have very competent person and that's why I voted no. Mostly on the time frame, not on necessarily doing the interview. So, uh, that's my statement.

Commissioner Peace: So, so going back to the job description, we're going to leave it alone for now. I think that seems like the smart thing to do. And you're talking about compensation, uh I, I don't have a problem with what Mayor Bell put out with a fifteen thousand (\$15,000.00) per year. Break it down on a monthly basis. Was that twelve fifty (\$1,250.00) a month. I -

Mayor Bell: They get paid every two (2) weeks.

Commissioner Peace: Well, okay, I'm just saying you break it down on a monthly basis. I don't, I don't have a problem doing that. I wouldn't want the job.

*(laughter)*

Commissioner Kreimborg: I wouldn't either.

*(laughter)*

Commissioner Peace: I wouldn't want to do both jobs. It'd be tough. It'd be tough.

Commissioner Murray: So we don't, we don't have any problems with salary tonight.

Mr. Wichmann: No.

Commissioner Murray: But will it be May 9th?

Commissioner Kreimborg: You need to make sure he's good with that.

Mr. Wichmann: I will prepare an ordinance *(muffled)* with provisions that are in this document.

*(multiple voices speaking at once)*

Commissioner Peace: Steve, you're good with this?

Chief Knauf: What's that?

Commissioner Peace: With the number the Mayor had asked.

Chief Knauf: I was hoping it would be a little higher.

*(laughter)*

Chief Knauf: No, I'm serious. I'm serious.

Mr. Wichmann: You got a motion and it did pass.

Chief Knauf: That's a lot of work, a lot of responsibility. I was thinking more twenty thousand (\$20,000.00).

Commissioner Murray: *(muffled)*

Commissioner Peace: Well we'll have to discuss it then.

Chief Knauf: Please?

Commissioner Peace: Well, we'll certainly have to discuss that then. So, so I just asked Chief Knauf about the uh the number and he is not satisfied with the uh number so we'll need to discuss that. If you're putting it into an ordinance you need to know what that number is.

Mr. Wichmann: I have to put it into an ordinance.

Commissioner Peace: Right. So we, and there's not an agreement on the number.

Mr. Wichmann: Yes.

Chief Knauf: Well I didn't say I wasn't satisfied. It's going to be a tremendous amount of work so I was thinking more of twenty thousand dollars (\$20,000.00). Of course, anything's negotiable. And of course at the end of the day I work for you and I get that, so I'm in delicate water here.

Commissioner Kreimborg: Well, I, I thought about it too and I'm personally good with twenty thousand (\$20,000.00) for, to take over the Police Chief and City Administrator job for twenty thousand dollars (\$20,000.00) a year more.

Commissioner Peace: You'll be here a lot. You'll be here a lot. *(laughter)*

Chief Knauf: Exactly, and you won't be disappointed in my work ethic.

Commissioner Murray: So you want to change the number for twenty for the next meeting?

Commissioner Peace: I, if you don't want to annualize or monthly, I don't have any deep reservations with it.

Commissioner Murray: Okay, so let's, when you make the ordinance Frank, uh twenty thousand (\$20,000.00) instead of fifteen.

Mr. Wichmann: I will do that. I will also bring one with a blank in it.

*(laughter)*

Commissioner Peace: You've got some time to persuade.

*(multiple speakers - laughter)*

Commissioner Peace: Wait, can't blame you for trying.

Mayor Bell: Alright, so we're all in agreement, or at least most of us are in agreement, there's no other business, that's the only thing we can talk about.

Commissioner Peace: Well, well there is, there is, it has to do with this. We're moving forward with this, we have a timeline, we have the money, and uh you're going to take care of the ordinance. Talking about the budget, as part as this transition, timing when we're obviously we have to accelerate this, right? We don't have the luxury of waiting until the end of June. So, I want to get an idea on when we're going to get the raw budget, Commissioners, and start digging through it. Cause, again, we want, if we have questions, we want to be able to go through them while you're still here.

Ms. Bailey: um, I really don't think you have enough time for that. Um, my plan is to have a completed document to the Police Chief by my last day on the 18th. So, we'll have prepared that together, and I'll provide him that documentation and um, but, I'm I'm not sure at this point, we're still transitioning this week. We'll start next week on the budget, but we'll have budget amendment to prepare, a budget amendment to prepare, as well as budget amend-as the actual budget, so, um, we'll certainly make every effort but I'm not sure we can.

Commissioner Peace: Yeah, yeah, anything we have in front of us and we can pick your brain on it.

Ms. Bailey: Sure. Sure.

Commissioner Murray: Jill, will that be a whole budget?

Ms. Bailey: Mmhm. I'll have a completed document for you just like I would normally do. A completed document.

Commissioner Murray: Okay. Alright, that's pretty good. I was, I was wondering if we had the departments.

Ms. Bailey: Yeah, I received the final department head's budget today, or yesterday, um, so I have all of them. You'll get a copy just like you normally do as far as I'm concerned now, you

know, that's the plan. I will present it to you. I'll package it up and hand it off to the Chief and it'll be finished the 18th so.

Commissioner Murray: (*muffled*) We can't ask for more than that.

Commissioner Frietch: I thought you had all those by April 19th.

Ms. Bailey: We have a late submission.

Commissioner Murray: I know the police, I mean the fire, sorry Steve, the fire didn't have their's til uh Monday.

Ms. Bailey: I believe it was yesterday I got it they did not turn it on Monday.

Commissioner Murray: You got it yesterday? Okay, it was supposed to be Monday. They had it at the printers, but had a printing problem.

Ms. Bailey: They had a printing problem.

Commissioner Murray: Well okay, they had Tuesday, so.

Ms. Bailey: I think, I uh, it was either today, my days are running together and it might have been today but I have it. It came yesterday or today.

Commissioner Murray: Alright. I'm, I'm just saying I know the Fire Department were a day behind.

Mayor Bell: I'll be talking with Jill about the Administration part of the budget, so.

Commissioner Frietch: So Frank I have a question. Um, due to some different things going on the last couple of months, what does does the, and we were talking about the position description, does the CAO have more supervisory over department heads above and beyond Commissioner Liaisons?

Mr. Wichmann: Yes by your ordinance.

Commissioner Frietch: By our ordinance?

Mr. Wichmann: Yes.

Commissioner Frietch: So, it's, it's not by a KRS Statute, it's by ordinance. Correct?

Mr. Wichmann: It's a combination. The statute provides that the Commissioners are liaisons with departments unless there's a City Administrator and then the City Administrator is the supervisor. You have an ordinance appointing the City Administrator that replicates that statute.

Commissioner Frietch: Okay, so it's possible for the Commission to review that ordinance and address it during this transition to another CAO. Cause I find that a little odd that Commission, Commissioners don't have some supervisory over departments. Because a couple Commissioners up here have a lot of activity with department heads and then there's another Commissioner that doesn't have as much activity.

*(multiple voices speaking at once)*

Commissioner Peace: So Frank...

Mayor Bell: What do you mean by activity Sarah? I want to know what you mean by activity. I'm trying to follow you.

Mr. Wichmann: Well the answer is if you appoint a City Administrator, you have that position. That City Administrator is the supervisor of all the department heads.

Commissioner Frietch: But it's above and beyond the Commissioner Liaison's supervisory of the department heads?

Mr. Wichmann: Yes.

Commissioner Frietch: According to city ordinance.

Mr. Wichmann: According to the statute and the ordinance. Now if a majority of the Commissioner disagree with a City Administrator, then their decision controls. The City Administrator is subject to a majority of the Commission.

Commissioner Frietch: Yup, yup I got that.

Mr. Wichmann: Okay. The City Administrator is the supervisor of the department heads. The liaison is uh, as the word indicates, it's she's a liaison to uh get information, convey information back and forth from the department to the City Administrator to the City Commission. It's uh it's uh information gathering function rather than a supervisory function.

Commissioner Frietch: Okay so so so so I guess that's what I'm getting at is the information part. Like talking about hey what's going, you know like Phil Peace happens to drive through the streets with Marc Roden, right, and I know Commissioner Murray meets with the Fire Department and he discusses things going on so, that would be okay across the board for all Commissioners?

Mr. Wichmann: To speak with department heads and get information from them? Certainly.

Commissioner Frietch: Yeah.

Mr. Wichmann: Yes.

Commissioner Frietch: Like not just like one thing once a month, but I mean what's going on like some activity that was going on.

Mr. Wichmann: It's a continuing process.

Commissioner Frietch: Okay.

Mr. Wichmann: It could be daily if you want. Department Heads are obligated to provide a department the Commissioner, the liaison Commissioner, whatever information they want about the department.

Commissioner Frietch: Okay. I just, I needed to be clear on that.

Mr. Wichmann: Okay.

Commissioner Frietch: Thank you.

Commissioner Kreimborg: Motion to adjourn.

Mayor Bell: Any other comments?

*(multiple voices speaking at once)*

Mayor Bell: Alright, I head a motion to adjourn. Do I hear a second? Do I hear a second?

Commissioner Murray: I second.

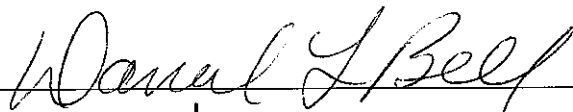
Mayor Bell: A second by Commissioner Murray. All in favor?

All: I

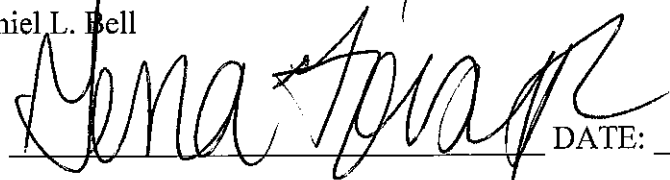
Mayor Bell: Opposed? Meetings adjourn.

The meeting adjourned at 8:50 p.m.

The next Commission Meeting will be Wednesday, May 9, 2018 at 7:00 pm.

  
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Mayor Daniel L. Bell

ATTEST:  \_\_\_\_\_ DATE: 5/14/18