

A Special Meeting of the Brandenburg City Council was held May 23, 2023 at 5:00pm @ Brandenburg City Hall.

**PRESENT:**

Bryan C. Claycomb, Mayor  
Amy Haynes, City Clerk  
Brian Haag, Chief  
T.J. Hughes, PWD

**COUNCILMEMBERS**

Charlotte Ford  
Bruce Fackler  
Bill Basham  
Bradley Johnston  
Ginger Coomes  
Mark Spry

**VISITORS:** WVIH – Gene Webster, Meade Co Messenger, Julia Youles

The Special Meeting was called to order @ 5:00pm by Mayor Bryan Claycomb, followed by the pledge of allegiance and prayer led by Bruce Fackler. City Clerk Amy Haynes called roll.

**Discussion of Proposed 2023-2024 Budget:**

Councilperson Fackler began the discussion asking about the increase to the water minimum bill amount. The change is a flat rate increase of \$5.15 on a minimum bill, with the other rates for usage staying the same. His concern was that there is a large group of citizens who only use the minimum of 2000 gallons or less that are elderly or on a fixed income. Mayor Claycomb stated that the City must run like a business, and in reality the City is expending more that we are taking in. The flat rate increase will help to minimize the shortfalls in revenue, rather than the standard 2% across the board. Councilperson Spry asked why are we only looking to “break even”. His thoughts are that if there is an emergency which required immediate money expenditures would the City be able to cover the costs. The Mayor reiterated that the City does have reserves for such emergencies, but this rate increase was to cover the regularly yearly expenditures. The sewer rates will be increased by 2% across the board.

Councilperson Coomes then asked about a professional fees expense under water/sewer for a grant writer position. Mayor Claycomb stated that the City currently has several grants underway, and many more opportunities hopefully in the future to apply for grants, and it is simply too much work to add on to our existing positions. He noted that Meade County is hiring the grant writer, and we would contribute to the salary in order to utilize their services as well.

Councilperson Ford asked for further information on the \$20,000 allotted for the Senior Citizens Center. The Mayor explained that both he and the Judge have agreed to this amount to help with the basic needs for the building, such as utility bills, upkeep, etc.... He stated that they are working with the board of directors for the Senior Citizens Center on implementing a new meal service with the help of the area development board to open the building back up for its intended uses. He stated that the City would not necessarily be out the \$20,000, but wanted to allot the amount. The financials of the center will be reviewed before any funds are expended. This would all start on a 6-month trial basis after everything with the meals, TACK, and Lincoln Trail is set up. Mayor Claycomb also took a moment to thank the Messenger for getting the word out on the Senior Citizens Center project.

Councilperson Johnston asked about the allotment to Capital Projects. Mayor Claycomb assured the Council that no projects would be approved without approaching the Council for approval. He wanted to reiterate it was not a blank check to be spent as only he sees fit.

**Discussion of Personnel Policy Update:**

City Clerk Amy Haynes noted that the Kentucky League of Cities had helped with the update of the personnel policy, and we then took their recommendations and adapted to our specific needs. The Mayor then stated that he firmly believed that we must first implement a pay scale which was more with today's economy, in order to let existing and prospective employees know of the progression in their positions with the City. He noted that in lieu of cost of living increases for FY 2023-2024, each employee has been plugged into their rightful spot in the new pay scale, which allows for an average 4% pay raises for all employees.

Councilperson Johnston stated that his only concern was with the various grades allowed for some positions. For example, he felt that all department heads would be at the top end of the grades at grade 13, rather than the 11-13 pay grades suggested. After some discussion the Council agreed that all of the department heads should be a Grade 13 on the pay scale. The Council then suggested a couple of other grade changes for personnel, which will be changed before the second reading of the Ordinance in June.

The Council then reviewed page 107 which refers to the allotted positions in each department. Chief Haag asked that rather than allotting 3 part-time positions, he would like to allot 2 additional full-time positions and 1 part-time position, which is all contingent on future budgeting. The Council agreed to the change.

Councilperson Johnston then asked if when employees are reviewed would they be allowed to move up more than 2 steps at a time. After some discussion it was decided that the employees would be reviewed yearly in January by both the Mayor and the appropriate Dept. Head, and no more than 2 steps would be allowed as an increase.

**Summary of Personnel Policy Ordinance #614** was read aloud by City Clerk Amy Haynes.

**First Reading of Amending Budget Ordinance #612** was read aloud by City Clerk Amy Haynes.

**First Reading of Adopting Budget Ordinance #613** was read aloud by City Clerk Amy Haynes.

**First Reading of Amending Wa/Sw Rates Ordinance #615** was read aloud by City Clerk Amy Haynes.

**Resolution #2023-03** was read aloud by Mayor Claycomb. A motion was made by Bill Basham, seconded by Mark Spry, to approve the Resolution as read. Vote of motion was unanimous.

**Resolution #2023-04** was read aloud by Mayor Claycomb. A motion was made by Bruce Fackler, seconded by Ginger Coomes, to approve the Resolution as read. Vote of motion was unanimous.

**Other Business:** Mayor Claycomb shared a brief bio on the new public works employee hired this week.

A motion was made by Mark Spry, seconded by Bruce Fackler to adjourn the special meeting. Vote of motion was unanimous.

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Amy M. Haynes, City Clerk

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Bryan L. Claycomb, Mayor