

AGENDA
MEETING OF THE CITY COUNCIL
VERSAILLES MUNICIPAL BUILDING
January 7, 2025 AT 5:30 P.M.

1. Prayer
2. Pledge
3. Roll Call
4. Approval of December 17, 2024 Meeting Minutes
5. Public Comment
6. Council Vacancy
7. City Attorney Confirmation
8. Municipal Order 2025-1 A Municipal Order Amending The City's Personnel Policies Adopted In Municipal Order 2019-4, As Amended
9. Municipal Order 2025-2 A Municipal Order Amending The Battalion Chief/Training Officer Position For The Versailles Fire Department
10. Municipal Order 2025-3 A Municipal Order Creating The Position Description For Communications And Events Coordinator And Repealing Municipal Order 2023-16
11. Municipal Order 2025-4 Municipal Order Appointing Council Member To Preside At City Council Meetings, Approve Ordinances And Promulgate Administrative Procedures In Absence Of Mayor
12. Quote- Roof Line Lights (Phase 2)
13. Mayor Miscellaneous
14. Council Miscellaneous/Committee Reports
15. Department Directors
16. Adjournment

SUBJECT TO REVISION

**DECEMBER 17, 2024
PAGE ONE
MINUTES OF REGULAR COUNCIL MEETING
VERSAILLES MUNICIPAL BUILDING/5:30 P.M.**

ROLL CALL: MAYOR LAURA DAKE PRESIDED OVER THE MEETING. ALSO PRESENT WERE COUNCIL MEMBERS CHANTEL BINGHAM, MARY BRADLEY, GARY JONES, AND ANN MILLER. COUNCIL MEMBER LISA JOHNSON WAS ABSENT. CITY ATTORNEY BILL MOORE WAS ALSO PRESENT.

DEPT. HEADS: BART MILLER, MIKE MURRAY, T.A. RANKIN, AND ELIZABETH REYNOLDS WERE PRESENT REPRESENTING THEIR RESPECTIVE DEPARTMENTS.

MOTION BY BINGHAM, SECONDED BY JONES TO APPROVE AND ADOPT THE MINUTES OF THE DECEMBER 3, 2024 REGULAR COUNCIL MEETING.

The vote was as follows: Bingham, Jones, and Miller voting aye. Council member Bradley abstained.

Mayor Laura Dake presented Resolution 2024-13 honoring the life of John Long. She noted that Mr. Long had retired in April of this year after serving over 27 years as a Telecommunications Officer for Versailles-Midway-Woodford County 911. Mayor Dake expressed her sympathy to his wife, Connie Long, who was in attendance at the meeting, and to his son and grandchildren.

Council member Miller praised John's professionalism and knowledge whenever he answered the call to dispatch.

Police Chief Murray stated that he had worked with John for many years and praised his friendship. He also referenced John's knowledge of music and ability to always "name the song".

MOTION BY BRADLEY, SECONDED BY JONES TO APPROVE AND ADOPT RESOLUTION 2024-13 HONORING THE LIFE OF JOHN LONG.

The vote was as follows: Bingham, Bradley, Jones, and Miller voting aye.

Public Comment

Lillie Cox thanked everyone for recognizing John Long, noting that he was her cousin and a close friend to her late son.

Connie Long also thanked the Mayor and council.

Reverend Floyd Greene addressed the council by first congratulating and pledging his support to recently appointed Mayor Dake. He asked that the council continue to support the Storm Shelter Project that is a FEMA grant project with First Baptist Church. He stated that they are hopeful to move forward soon with the building.

Rev. Greene also followed up on the EV Charging Station Committee meeting that he is interested in regarding his role with Supernova that he spoke to the council about on November 19th. Mayor Dake responded that the committee will be meeting in early January and Rev. Greene and Connie Godfrey with Supernova will be invited to attend.

Rev. Greene also congratulated Police Chief Murray on his upcoming retirement,

Mayor Dake referenced the agenda item "Council Vacancy", noting that it relates to the remainder of her council term which expires at the end of December. She stated that the first agenda of January will have the same agenda item for the term of January 2025 through December 2026. There was no council discussion regarding the current vacancy.

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Rich Pictor, Executive Director of Parks and Recreation, addressed the council to provide a Special Projects Update for 2025. He noted that the next projects on the list include a multi-purpose turf field, turf infields at Fields 2 and 7, and upgrading the current youth ball field lighting. He stated that they are researching and hoping to apply for grants for the Huntertown Interpretive Park walking path, basketball courts, and individual neighborhood parks.

Mr. Pictor also noted that a piece of playground equipment and a bench from the Big Spring Park project were able to be salvaged and used at the Merewood park and a bench will be relocated to Stonegate park.

Michael Simon, Personnel Services Attorney with Kentucky League of Cities, was present to provide information on the upcoming state law allowing medicinal cannabis and how it affects the City as an employer. Mr. Simon stated that the City has to essentially make a decision and they have three options: prohibit use completely, accommodate for all, or accommodate for all except for police officers. He noted that all CDL employees are prohibited no matter which option the city chooses to go with, otherwise federal grants could be rescinded. Mr. Simon stated that Kentucky cities are overwhelmingly opting to prohibit completely. After further discussion, Mr. Simon stated that prohibiting the use of medicinal cannabis would simply be adding a sentence to the current personnel policy which is approved by municipal order. He also stated that Kentucky League of Cities, as the City of Versailles insurer, does not have a preference or opinion on which option the City chooses.

MOTION BY BINGHAM, SECONDED BY BRADLEY TO AMEND THE CITY OF VERSAILLES PERSONNEL POLICY TO COMPLETELY PROHIBIT THE USE OF MEDICINAL CANNABIS BY CITY EMPLOYEES.

The vote was as follows: Bingham, Bradley, Jones, and Miller voting aye.

City Attorney Moore stated that he would draft a Municipal Order accordingly.

Mr. Moore presented Municipal Order 2024-15 which fills the vacancy on the Board of the Versailles Public Properties Corporation with Public Works Director Bart Miller.

MOTION BY BINGHAM, SECONDED BY JONES TO APPROVE AND ADOPT MUNICIPAL ORDER 2024-15 FILLING THE VACANCY ON THE BOARD OF THE VERSAILLES PUBLIC PROPERTIES CORPORATION.

The vote was as follows: Bingham, Bradley, Jones, and Miller voting aye.

Public Works Director Miller presented the following quotes for the Pump Replacement at the Merewood Sewer Lift Station:

Clark Electric	\$9,443.00
Straeffler Pump & Supply	\$9,628.00

He recommended the low quote as provided by Clark Electric.

MOTION BY BINGHAM, SECONDED BY JONES TO APPROVE AND ACCEPT THE QUOTE AS PRESENTED BY CLARK ELECTRIC IN THE AMOUNT OF \$9,443.00 FOR THE PUMP REPLACEMENT AT THE MEREWOOD SEWER LIFT STATION.

The vote was as follows: Bingham, Bradley, Jones, and Miller voting aye.

Mayor Dake presented a request to advertise for RFQs for the Safe Streets and Roads for All Grant. She stated that the grant was awarded to construct 4-5 quick build demonstration projects that would then be tested to determine if they would make the area safer. The proposed areas include: Lexington Road/Laval Heights intersection, the entrance/exit of Woodford Plaza onto Lexington Road, and the intersection of U.S. 60 and Midway Road. The RFQ has been drafted by Mary Beth Robson, Engineer with Planning and Zoning.

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MOTION BY MILLER, SECONDED BY BINGHAM TO APPROVE THE REQUEST TO ADVERTISE FOR RFQ's FOR THE SAFE STREETS AND ROADS FOR ALL GRANT TO COMPLETE QUICK BUILD DEMONSTRATION PROJECTS.

The vote was as follows: Bingham, Bradley, Jones, and Miller voting aye.

MOTION BY BRADLEY, SECONDED BY MILLER TO APPROVE THE APPOINTMENT OF PAUL PINKSTON TO THE RECREATION BOARD FOR A TERM OF JANUARY 1, 2025 THROUGH DECEMBER 31, 2028.

The vote was as follows: Bingham, Bradley, Jones, and Miller voting aye.

MOTION BY MILLER, SECONDED BY BINGHAM TO APPROVE THE REAPPOINTMENT OF MATT MYERS TO THE ARCHITECTURAL REVIEW BOARD FOR A TERM OF JANUARY 1, 2025 THROUGH DECEMBER 31, 2026.

The vote was as follows: Bingham, Bradley, Jones, and Miller voting aye.

MOTION BY BRADLEY, SECONDED BY JONES TO APPROVE THE REAPPOINTMENT OF BABS BACKER TO THE CODE ENFORCEMENT BOARD FOR A TERM OF JANUARY 1, 2025 THROUGH DECEMBER 31, 2027.

The vote was as follows: Bingham, Bradley, Jones, and Miller voting aye.

Mayor Dake stated that there are two openings for members of the public to serve on the Human Rights Commission, if anyone is interested they can contact her by phone or by email.

Council member Bingham, who also serves as the Executive Director of the Versailles Housing Authority, asked the council to consider increasing the reimbursement paid to the board members who attend the regular monthly meetings from \$25.00 to \$50.00 per month.

MOTION BY BRADLEY, SECONDED BY JONES TO INCREASE THE REIMBURSEMENT PAID TO THE CITY OF VERSAILLES APPOINTED MEMBERS OF THE VERSAILLES HOUSING AUTHORITY BOARD FROM \$25.00 PER MONTH TO \$50.00 PER MONTH CONTINGENT UPON THEIR ATTENDANCE OF THE MONTHLY BOARD MEETINGS.

The vote was as follows: Bradley, Jones, and Miller voting aye. Council member Bingham abstained.

Council member Bingham, as Executive Director of the Versailles Housing Authority, presented pictures detailing the upcoming Housing Authority Façade makeover. Mrs. Bingham stated that a HUD grant is funding the first of phase of a five year plan for the façade refurbishing which will include seven buildings this year. The project will increase the property value to the homes around them and improve the overall look of the homes.

Mayor Miscellaneous

Mayor Dake announced the upcoming "Meet the Mayor" Open House on Thursday, December 19th 12:00pm – 4:00pm at City Hall. She noted that she is paying for the event personally and there will be no taxpayer dollars used. Mayor Dake said there will be light refreshments from four local caterers as well as a box for people to offer suggestions or provide information.

She announced the annual Menorah Lighting will be held at City Hall on December 30th at 4:00pm.

Mayor Dake also announced the Council Swearing-In for 2025-2026 will be held December 30th at 5:00pm at City Hall.

She noted that the Woodford County High School Ribbon Cutting is tomorrow, December 18th at 4:00pm.

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Mayor Dake announced that Assistant Police Chief Rob Young will be serving as Interim Police Chief beginning January 1, 2025.

She also announced that Public Works Director Miller had received word that the City had been awarded a \$2,500 Plant for the Planet Grant.

Council Miscellaneous/ Committee Reports

Council member Bradley stated that the Water and Sewer Committee had met and had two recommendations for the council.

MOTION BY BRADLEY, SECONDED BY MILLER TO APPROVE A SEWER ADJUSTMENT FOR 419 ELM STREET HEIGHTS IN THE AMOUNT OF \$256.50.

The vote was as follows: Bingham, Bradley, Jones, and Miller voting aye.

MOTION BY BRADLEY, SECONDED BY MILLER TO APPROVE A UTILITY ACCOUNT CREDIT FOR A POSSIBLE LEAK DUE TO SIDEWALK REPAIR AT 516 BEECH STREET IN THE AMOUNT OF \$200.00.

The vote was as follows: Bingham, Bradley, Jones, and Miller voting aye.

Council member Bingham stated that she had received a request from Simpson United Methodist Church to have two parking spots on Church Street designated as handicap spots. She stated that the address of the church is 100 Simmons Street and the address of the annex is 108 Simmons Street. Public Works Director Miller had recommended that the spaces only be handicap during certain hours/days such as Sunday morning.

Council member Miller stated that a Street and Stormwater Committee meeting had been scheduled for December 11th and this was one of the agenda items but the meeting was not held due to no quorum. Ms. Miller noted that she did discuss it with Assistant Public Works Director Dan Knight and the spots cannot be marked as handicap because the size does not meet ADA compliance requirements. She stated that they will discuss it further in committee.

Council member Bingham thanked everyone for working with her during her two years on council. She stated that she had learned a lot and grown a lot.

Department Directors

Public Works Director Miller congratulated Chief Murray on his upcoming retirement and noted that they go back a long time, to high school! Mr. Miller praised Chief Murray's follow through and stated that he will be missed.

Mr. Miller also stated that the City will be picking up leaves through the end of the year/first of January.

Fire Chief Rankin asked for the council's permission to approve the Versailles Fire Department being a sub-recipient of a regional federal grant (with Winchester, Jessamine County, and Lexington) for hazardous material radiation detection equipment. He noted that the total cost to the city, if awarded the grant, would be the shipping costs of approximately \$3,000.

MOTION BY BRADLEY, SECONDED BY BINGHAM TO APPROVE CHIEF RANKIN TO ENTER INTO A GRANT APPLICATION AS A SUB-RECIPIENT ON A REGIONAL FEDERAL GRANT FOR HAZARDOUS MATERIAL RADIATION DETECTION EQUIPMENT.

The vote was as follows: Bingham, Bradley, Jones, and Miller voting aye.

Chief Rankin thanked Council member Bingham for her support of public safety during her time on the council.

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Chief Rankin praised Police Chief Murray as a “stand up fellow” and wished him well in his retirement.

He announced that the Woodford County School Board voted last night to approve the MOU for the Fire Science Program.

City Clerk Elizabeth Reynolds also congratulated Chief Murray and referenced the friendships everyone at City Hall had developed with him over the years.

Council members Bradley and Bingham praised Chief Murray for his work for the Versailles Police Department.

Deputy Johnny Mills, Emergency Management, stated that Chief Murray was excellent to work with and always led by example.

Mr. Mills reminded everyone to stay situation aware during upcoming winter weather.

Chief Murray asked for council approval to surplus two guns and a gun light mount for purchase by a retiring police officer. He noted that the fair market value on the guns was provided by Keesler Police Supply at \$285 per handgun and the price of the light mount was determined by the pricing on ebay of \$45.

MOTION BY BINGHAM, SECONDED BY BRADLEY TO APPROVE THE REQUEST TO SURPLUS, AND SELL TO RETIRING POLICE CHIEF MIKE MURRAY, TWO HANDGUNS AND A LIGHT MOUNT FOR THE TOTAL PRICE OF \$615.00.

The vote was as follows: Bingham, Bradley, Jones, and Miller voting aye.

Chief Murray thanked the council for their support since his appointment as Chief. Mayor Dake adjourned the meeting without objections.

APPROVED:

LAURA DAKE, MAYOR

ATTEST:

ELIZABETH C. REYNOLDS, CITY CLERK

CITY OF VERSAILLES, KENTUCKY
MUNICIPAL ORDER NO. 2025-1

TITLE: A MUNICIPAL ORDER AMENDING THE CITY'S PERSONNEL
POLICIES ADOPTED IN MUNICIPAL ORDER 2019-4, AS AMENDED.

Whereas, City Council has previously adopted City Personnel Policies to create a drug and alcohol-free workplace for employees of the City; and

Whereas, the Kentucky General Assembly has recently decriminalized the use of cannabis for medicinal purposes; and

Whereas, the City, as an employer, has the right to permit and accommodate the use of medicinal cannabis, or to prohibit and not accommodate the use of medicinal cannabis by its employees; and

Whereas, the City Council has determined that it is necessary and appropriate to revise and update the City's Personnel Policies to reflect the Council's decision on this issue.

NOW THEREFORE, BE IT ORDERED by the City of Versailles, Kentucky as follows:

1. The Section of the Personnel Policies describing the City's policies as a Drug and Alcohol Free Workplace (Employee Handbook, beginning at page 36), is hereby amended as follows:

- (A) Under the heading of "Prohibited substances addressed by this policy, include the following:"

Section 8(d) is hereby amended to read as follows:

d. Pursuant to KRS 218B.040, the city exercises its right under the statute to not permit or accommodate the use of medicinal cannabis. Therefore, an authorized cardholder is prohibited from utilizing medicinal cannabis while employed by the city. The appropriate use of legally prescribed drugs and nonprescription medications other than cannabis is not prohibited. However, any HSAL (heightened safety awareness level) employee taking any legal substance which carries a warning label indicating that mental functioning, motor skills, or judgment may be adversely affected must report this information to a supervisor, and the employee is required to provide a written release from their doctor or pharmacist indicating that the employee can

perform their safety-sensitive functions. The employee's physician or pharmacist will make a reasonable determination as to whether or not the medication may impair with the safe performance of an employee's HSAL job duties only after they have reviewed the employee's job description. If, after the HSAL employee consults the prescribing physician or pharmacist, it is determined that the prescribed or over-the-counter medication may temporarily impair the HSAL employee's ability to perform HSAL duties safely, it shall be the responsibility of the HSAL employee, prior to initiating usage, to submit a Prescription Drug Notification (Appendix F) to their department director or immediate supervisor who shall in turn, submit it to the human resources officer as soon as possible.

Introduced and fully adopted at a meeting of the City Council of the City of Versailles, Kentucky held on January 7, 2025.

APPROVED:

LAURA DAKE, MAYOR

ATTEST:

ELIZABETH REYNOLDS, CITY CLERK

CITY OF VERSAILLES, KENTUCKY
MUNICIPAL ORDER 2025-2

TITLE: A MUNICIPAL ORDER AMENDING THE BATTALION CHIEF/TRAINING
OFFICER POSITION FOR THE VERSAILLES FIRE DEPARTMENT

Section 1. The following position description is adopted:

CITY OF VERSAILLES
POSITION DESCRIPTION

Class Title: Battalion Chief/Training Officer

Department: Fire

Supervisor: Fire Chief

Supervises: Supervise All Departmental Personnel in the Absence of the Fire Chief and Assistant Chief. Supervise all junior firefighters, interns, and students of the fire science pathways.

Class Characteristics: Under general direction, assists the Fire Chief and Assistant Fire Chief in planning, organizing, directing, coordinating, and evaluating all activities and programs of the department to provide continuous fire safety (including suppression and training) for the City; performs related duties as required.

General Duties and Responsibilities:

Essential:

1. Assists the Fire Chief in planning, organizing, directing, coordinating, and evaluating departmental training activities and programs, ensuring that all required training is provided.
2. Analyze the challenges of firefighting and make recommendations to the Fire Chief for training programs and activities.
3. Establishes required training programs in the most advanced methods of firefighting, safety, and prevention activities.
4. Serves as lead instructor for the department; secures instructors from external organizations/agencies; assists company officers with training activities.
5. Maintains all training records; posts training schedules; makes sure the training is complete.
6. Procures and issues training resources; ensures that all members of the department are aware of and fully understand training resources.
7. Assists with developing rules, regulations, policies, and procedures, including standard operating procedures; develops training programs to assist departmental

- personnel in studying and understanding all rules, regulations, policies, and procedures.
8. Prepares, maintains, and submits all required records, reports, data, statistics, and information regarding training activities and programs; forwards reports as required to the Assistant Chief.
 9. Serves as an adjunct instructor and is responsible for instructing and coordinating all aspects of the Fire Science Pathway with Woodford County Public Schools as long as the program exists.
 10. Ensures all members and the fire department comply with KY Fire Commission training incentive programs.
 11. Oversees daily operations of the fire science and junior firefighter programs.
 12. **Respond to scenes of fire, accident, rescue, civil defense, natural disasters, and other emergencies.**
 13. **Rescues victims in life-threatening situations; climbs ladders, ropes, stairs, hills, etc., using various equipment to gain access to and rescue victims; administers first-aid when necessary.**
 14. **Respond to special duty calls; assist in storm damage, flooding, search and rescue operations, and area disasters such as tornadoes.**
 15. **Drives pumper, ladder truck, and other equipment to emergency scenes.**
 16. Performs other duties as assigned.

Non-essential: None.

DESIRABLE QUALIFICATIONS

Training and Experience: Graduation from high school or equivalent supplemented by five years of experience as a career firefighter; one year of supervisory experience in career firefighting is preferred, but not required.

Special Knowledge, Skills, and Abilities:

Knowledge:

1. Thorough knowledge of training requirements for fire departments.
2. Thorough knowledge of modern firefighting methods of suppression, inspection, and prevention.
3. Thorough knowledge of the use and maintenance of firefighting equipment.
4. Thorough knowledge of modern firefighting equipment, principles, methods, and techniques.
5. Thorough knowledge of federal, state, and local laws and ordinances, including National Fire Protection Association codes and standards of fire suppression, prevention, and inspection.
6. Thorough knowledge of departmental standard operating procedures, rules and regulations.
7. Thorough knowledge of the citywide personnel policies and procedures.
8. Thorough knowledge of first-aid methods and practices.

9. Thorough knowledge of the operation and maintenance characteristics of vehicles, firefighting, rescue equipment, and related apparatus.
10. Thorough knowledge of the geography of the City, including the location of streets and roads, fire hydrants, and the location and interior plans of major buildings.
11. Thorough knowledge of the principles of hydraulics and their application to the operation of fire apparatus.
12. Thorough knowledge of training requirements for junior firefighters and fire science students enrolled in the WCPS fire science pathway.

Skills:

1. Skill in responding courteously and informatively to citizen requests for services, information, and problems.
2. Ability to teach to a wide variety of audiences.

Abilities:

1. Ability to plan, organize, direct, coordinate, and evaluate departmental training and safety programs.
2. Ability to schedule resources for maximum productivity, to evaluate Instructors and training programs, and enforce work standards.
3. Ability to accept and share responsibility for training and safety.
4. Ability to prepare and maintain required reports.
5. Ability to deal courteously and tactfully with the public.
6. Ability to establish and maintain effective working relationships with other emergency service organizations, City officers and employees, and the general public.
7. Physical strength and agility to perform firefighting duties for extended periods, often under adverse weather conditions.

ADDITIONAL INFORMATION

Instructions: Somewhat general; many aspects of work are covered specifically, but must also use some of own judgment.

Review of Work: Work is reviewed through written and oral reports.

Analytical Requirements: Problems require analysis based on precedent.

Physical Requirements of the Job: Work involves sitting, standing, stooping, and walking; extreme physical demands at the scene of emergencies for long periods of time; lifting heavy objects (more than 25 pounds); exposure to extreme weather conditions for extended periods of time; exposed to high places, confined spaces, noise, machinery and its moving parts, fumes, chemicals, and toxic substances.

Tools, Equipment, and Vehicles Used: Departmental training equipment; all types of fire and rescue apparatus; normal office equipment.

Contacts: Frequent public and internal contacts requiring tact and diplomacy are requirements of the job.

Confidential Information: Heavy.

Mental Effort: Heavy.

Interruptions: Frequent.

Special Licensing Requirements: Must possess and maintain a valid driver's license.

Training/Certification Requirements: Must possess all credentials to meet minimum qualifications for Kentucky Department of Education Adjunct or Provisional Instructor Status. Must possess certification as IFSAC Firefighter 1, Firefighter 2, Instructor level 2, KY State EMT-B or higher, and 300-hour firefighter by Commonwealth of Kentucky Fire Commission's Office, or must obtain and maintain all certifications within 1 year after appointment to the position.

Availability: Must be available by communications at all times except when not permissible.

Additional Requirements: Must meet job-related physical and psychological requirements in effect at the time of appointment, and must pass any job-related mental, psychological and/or physical qualifying examination that may be prescribed. See KRS Chapter 95 for additional requirements.

Overtime Provision: Not Applicable.

Grade: 30

Introduced and fully adopted at a meeting of the City Council of the City of Versailles, Kentucky held on January 7, 2025.

APPROVED:

LAURA DAKE, MAYOR

ATTEST:

ELIZABETH REYNOLDS, CITY CLERK

CITY OF VERSAILLES, KENTUCKY
MUNICIPAL ORDER 2025-3

TITLE: A MUNICIPAL ORDER CREATING THE POSITION DESCRIPTION FOR COMMUNICATIONS AND EVENTS COORDINATOR AND REPEALING MUNICIPAL ORDER 2023-16

Section 1. The following position description is adopted:

COMMUNICATIONS AND EVENTS COORDINATOR

Class Title: Communications and Events Coordinator

Department: General

Supervisor: Mayor

Supervises: None

Class Characteristics: Under the general direction of the Mayor, plans, organizes, directs, coordinates and evaluates all activities and programs related to city-sponsored community events; downtown development, promotion and communications; and external relations. Will serve as Main Street Manager under the Kentucky Main Street Program, if the City of Versailles becomes a member.

General Duties and Responsibilities:

Essential:

1. Manage the Versailles Market and Entertainment District ("the District")'s pavilion and stage areas and maintain active calendar of diverse community events.
2. Nurture and maintain relationships with Legacy Partners.
- 3.
4. Work on aesthetics of downtown buildings and public spaces, including, but not limited to, street pole banners and flowers.
5. Recruit new and support existing vendors and businesses downtown.
6. Organize Christmas events and decorations.
7. Organize Fourth of July events.
8. Organize Halloween events and decorations.
9. Create a volunteer committee and, with this committee's help, coordinate volunteers for city events.
10. Manage City of Versailles' social media presence across all relevant platforms.
11. Communicate with existing businesses and other stakeholders before, during and after city events to be held in the District.
12. Work with economic development consultant and others to create marketing material for business attraction and expansion.
13. Organize annual employee events such as Health Fair, Christmas Lunch, etc.
14. Actively seek outside sponsors to help fund city events.
15. Other duties as assigned by Mayor.

Non-essential:

1. As time allows, explore the possibility of creating a local Main Street Program under the Kentucky Main Street Program, a nonprofit entity focused on downtown aesthetic improvements, promotion, and economic development.

DESIRABLE QUALIFICATIONS

Training and Experience: Graduation from high school or equivalent supplemented by at least five years of experience in either event planning or communications/marketing. College degree preferred, but not required.

Special Knowledge, Skills and Abilities:

Knowledge:

1. Knowledge of existing Versailles events, businesses and related entities.
2. Knowledge of basic budget management.
3. Knowledge of basic online organizational tools.
4. Knowledge of social media platforms.

Skills:

1. Recruit "talent," vendors, volunteers, and others to participate in, or help with, city-sponsored events.
2. Demonstrate organizational capability by developing and maintaining a calendar of city events, working with multiple vendors, preparing a social media and promotion (marketing) schedule, scheduling volunteers, etc. Communicate effectively both verbally and in writing.
3. Prepare and disseminate positive, city-oriented social media content regularly. Listen actively to messages, respond appropriately, and use tone of voice to convey respect.

Abilities:

1. Ability to work with minimum supervision.
2. Ability to work with a variety of stakeholders.
3. Ability to manage several tasks at one time.
- 4.

ADDITIONAL INFORMATION

Instructions: Very general; must use own judgment most of the time.

Processes: Must frequently refine existing methods and develop new techniques, concepts, or programs within established limits or policies.

Review of Work: Job performance is monitored by the Mayor.

Analytical Requirements: Analyze event statistics, economic impacts, and social media feedback.

Tools, Equipment and Vehicles Used: Computer and cell phone.

Physical Demands: Work is performed in an office or remotely, with some work outside. Frequent movement to various sites within the core of the city. Intermittent sitting, standing, walking, climbing, bending, carrying, stretching and stooping required. Must be able to lift objects up to 25 lbs.

Contacts: Frequent written and spoken communication with the public, external stakeholders and internal staff that requires clarity, tact, and expediency.

Confidential Information: Some use of confidential information.

Mental Effort: Heavy.

Interruptions: Constant.

Special Licensing Requirements: Must possess and maintain a valid driver's license issued by the Commonwealth of Kentucky.

Availability: Must be available to work events, including after hours and weekends, and attend City Council meetings periodically.

Certification Requirements: None.

Overtime Provision: Exempt.

Grade: 33

This Municipal Order repeals Municipal Order 2023-16 creating the job description of Special Projects Coordinator.

Introduced and fully adopted at a meeting of the City Council of the City of Versailles, Kentucky held on January 7, 2025.

APPROVED:

LAURA DAKE, MAYOR

ATTEST:

ELIZABETH REYNOLDS, CITY CLERK

CITY OF VERSAILLES
MUNICIPAL ORDER 2025-4

MUNICIPAL ORDER APPOINTING COUNCIL MEMBER TO PRESIDE AT CITY COUNCIL MEETINGS, APPROVE ORDINANCES AND PROMULGATE ADMINISTRATIVE PROCEDURES IN ABSENCE OF MAYOR

WHEREAS, by virtue of the authority granted to the Versailles City Council in KRS 83A.042(2) and KRS 83A.060(2) and through other Kentucky law and existing ordinances, the City Council has the right, authority and obligation to appoint one of its members to preside at meetings of the City Council in the absence of the Mayor; and

WHEREAS, KRS 83A.130(10) requires the Mayor's authority to approve ordinances and promulgate administrative procedures may only be delegated to an elected official.

NOW THEREFORE, the Council does hereby order that:

1. In the absence of the Mayor, Council member _____ shall be authorized to preside at the meetings of the City Council; to approve or disapprove ordinances, and to promulgate administrative procedures.

2. Municipal Order 2023-1 is hereby repealed.

Adopted at the City Council meeting held on January 7, 2025.

APPROVED:

LAURA DAKE, MAYOR

ATTEST:

ELIZABETH REYNOLDS, CITY CLERK

Christian Electric Plus

(859) 333-3817

2703 Scotts Ferry East Road
Versailles KY, 40383

City of Versailles - Main Street - String Lights II

Estimate For:

Mr. Knight

City of Versailles

Totals

Work

- Install outlets as able close to roof line of Historical Society, WH Graddy Building, and Thoroughbred Square with photocell control
- Run needling piping for dedicated circuit to not be combine into anything on there properties.
- Terminate connections and confirm function

\$ 6,500.00

- Install COV spec String lights off provided plugs around historical society, front of WH Graddy, Versailles Presbyterian lower section, and Thoroughbred Square.
- Install using one screw in clip per bulb

\$ 11,066.00

Total \$ 17,566.00

18-Dec-24

Payment Terms Net 30

Quote is Valid for 30 Days