

KMCA Membership Meeting

Thursday, August 25, 2022

1:00 p.m. EST

Paintsville, Ky



AGENDA

1. Call to Order
2. Minutes *(attached)*
 - a. April 21, 2022 Membership Meeting
3. Treasurer's Report *(attached)*
4. Unfinished Business
5. New Business
6. President's Report
 - a. Certification Celebrations
 - b. Update from IIMC
7. Committee Reports *(attached)*
8. Region Reports *(attached)*
9. Other Comments and/or Member Comments
10. Adjourn

Upcoming Trainings:

- | | |
|-------------------------|--|
| September 20 – 23, 2022 | KLC Annual Conference & Expo (Owensboro, Ky) |
| April 26 – 28, 2023 | Spring Conference (Owensboro, Ky) |
| May 14 – 17, 2023 | IIMC Annual Conference (Minneapolis, MN) |



KENTUCKY MUNICIPAL CLERKS ASSOCIATION

Membership Meeting

Thursday April 21, 2022

2:30 p.m. EST/ 1:30 p.m. CST

Executive Board Members Present:

President - Kathy Walker - Nicholasville (Bluegrass)

Vice President - Ashley Jackson - Bowling Green (Barren River)

Treasurer – Katie Hehman- Lakeside Park (NKY)

Secretary - Toni Burton - Hodgenville (Lincoln Trail)

Governing Board Members Present:

1. Call to Order:

President Kathy Walker called the meeting to order at 1:05 p.m. CST/ 2:05 p.m. EST.

2. Approval of Minutes:

Elizabeth Reynolds made the motion to approve August 20, 2021 KMCA membership meeting minutes. Second by Barbie Bryant. By unanimous vote, motion carried.

3. Treasurers Report:

A copy of the treasurer's report was submitted in the packet prior to the meeting. Treasurer Katie Hehman reported the following balances for the KMCA accounts:

- General Fund has \$35,513.00 dollars
- Education Fund has \$101,644.35
- Education Savings Account \$19, 855.75
- CD's \$46,363.89

Lori Burnett made the motion to approve the Treasurer's report as presented. Seconded by Ariel O'Reel. By unanimous vote, motion carried.

4. Unfinished Business:

There was no unfinished business.

5. New Business:

- a. President Walker shared the proposed budget for the 2022-2023 fiscal year. Joy Curtis made the motion to approve the 2022-2023 budget as presented. Second by Claudia Meeks. By unanimous vote, motion carried.

- b. President Walker received a donation request from Region V to purchase a gift for outgoing Region V Director Janice Bates. Debbie Batliner made the motion to approve the donation. Second by Joy Curtis. By unanimous vote, motion carried.

6. President's Report:

- a. President Walker recognized clerks who had received certifications from KMCA or IIMC.
- b. President Walker shared that she was contacted about KMCA hosting the 2027 IIMC conference. After some discussion, it was decided that there was not enough time to put together an adequate bid for the 2027 IIMC Conference as bids were June 6th.
- c. President Walker reminded everyone that National Municipal Clerk's week is May 1st – 7th.

7. Committee Reports:

Committee Reports were attached to the packets. Additionally, the following was reported at the meeting:

- Education Committee approved the education budget for the 2022-2023 fiscal year.
- Public Relations Committee has created new and/or updated handouts.
- Clerk of the Year committee shared information on policy changes
- Scholarship committee recognized the following recipients of the Kitty Johnson and the David B. Smith scholarships for 2022:

Kitty Johnson Scholarship Recipients

- Gwen Brown – West Buechel
- Martha Jane Hamby – Earlington
- Kristi Taul – Irvington
- Stacy Corwin – Crestview Hills
- Adam Vergason – Cloverport
- Laura Centers – Sadieville
- Alternate 1: Stephanie Tarter – Alexandria
- Alternate 2: Robin Adams – Berea
- Alternate 3: Sherri Osbourne – West Buechel

David B. Smith Scholarship Recipients

- Sherri Osbourne – West Buechel
- Dianna Layne – Winchester
- Marcia Finley – Cloverport
- Mona Simmons -Glasgow
- Kathryn Adamson – Flemingsburg
- Robin Adams – Berea
- Alternate 1: Susan Ellis – Covington

8. Region Reports:

Region reports were attached to the packets.

Additionally, Debbie Batliner with the KIPDA region added that they have started to meet in person and are struggling with keeping clerks active. Any other regions with ideas on increasing participating are encouraged to share.

9. Other Comments and or Member Comments:

- Ashley Jackson recognized President Walker for her service to the KMCA.
- Bethany Cooper announced Kim Blue as the 2022-2024 KMCA Vice President.

10. Swear in the 2022-2024 KMCA Officers:

Morgain Patterson administered the oath of office to the 2022-2024 KMCA Officers:

- President: Kathy Walker – Nicholasville (Bluegrass)
- Vice President: Kim Blue – Madisonville (Pennyrile)
- Secretary: Ashley Jackson – Bowling Green (Barren River)
- Treasurer: Katie Hehman – Lakeside Park (NKMCA)

11. Adjourn:

Joy Curtis made the motion to adjourn. Second by Ashley Jackson. By unanimous vote, motion carried.

Respectfully submitted,

Toni Burton
City of Hodgenville
KMCA Secretary

Approval Date

President's Signature

Kentucky Municipal Clerks Association

BUDGET - FYE 2023

May 1, 2022 - April 30, 2023

Revenues		Budget	Actual	Remaining (\$)
Balance Carried Forward from Prior Year General Fund		\$29,000.00	\$30,216.62	\$13,000.00
Membership Dues		\$13,500.00	\$220.00	\$13,280.00
Associate Dues		\$50.00	\$0.00	\$50.00
Other		\$0.00	\$0.00	\$0.00
Total Current Revenues		\$13,550.00	\$220.00	\$13,330.00
Total Funds Available		\$42,550.00	\$30,436.62	\$26,330.00
Expenses		Budget	Actual	Remaining (\$)
Regional Dues Reimb	100	\$1,500.00	\$0.00	\$1,500.00
KLC Membership	102	\$275.00	\$0.00	\$275.00
Spring Conference	300	\$3,500.00	\$0.00	\$3,500.00
Region V Conference Donation	302	\$0.00	\$0.00	\$0.00
Region V Donation for Hosting IIMC Conf	303	\$0.00	\$0.00	\$0.00
Public Relations / Marketing	310	\$1,500.00	\$206.53	\$1,293.47
Board / Committee Expenses	320	\$1,000.00	\$0.00	\$1,000.00
IIMC MCEF Donation	400	\$300.00	\$300.00	\$0.00
Website	500	\$500.00	\$0.00	\$500.00
President Travel - IIMC	600	\$2,500.00	\$1,058.64	\$1,441.36
President Travel - General	601	\$350.00	\$0.00	\$350.00
President Travel - Region V	602	\$1,200.00	\$0.00	\$1,200.00
Region V Rep IIMC	701	\$0.00	\$0.00	\$0.00
Region V Rep Travel - Region V	702	\$0.00	\$0.00	\$0.00
Presentations (Plaques, COY Gift)	800	\$500.00	\$0.00	\$500.00
Postage / Printing	900	\$350.00	\$0.00	\$350.00
Clerks Handbooks	901	\$0.00	\$0.00	\$0.00
Bond Insurance	902	\$0.00	\$0.00	\$0.00
Misc. Expenses	999	\$1,250.00	\$0.00	\$1,250.00
Total Expenses		\$14,725.00	\$1,565.17	\$13,159.83
Balance			\$28,871.45	

Report Updated: August 22, 2022

GENERAL FUND ACCOUNT

May 1, 2022- April, 2023

[illegible]

Kentucky Municipal Clerks Association

EDUCATION BUDGET

FY 2022 - 2023

Revenues	KMCI	KMCI Actual	Difference (\$)	MMCA	MMCA Actual	Difference (\$)	Total Budget	Actual	Difference
Balance Forward	\$41,000.00	\$51,953.23	-\$10,953.23	\$41,000.00	\$51,953.22	-\$10,953.22	\$82,000.00	\$103,906.45	-\$21,906.45
Education Contributions/Kitty Johnson*	\$1,900.00	\$0.00	\$1,900.00	\$0.00	\$0.00	\$0.00	\$1,900.00	\$0.00	\$1,900.00
Fundraising	\$2,000.00	\$771.36	\$1,228.64	\$150.00	\$0.00	\$150.00	\$2,150.00	\$771.36	\$1,378.64
Registration Fees	\$42,000.00	\$0.00	\$42,000.00	\$16,500.00	\$0.00	\$16,500.00	\$58,500.00	\$0.00	\$58,500.00
Hospitality Suite Donations	\$500.00	\$0.00	\$500.00	\$0.00	\$0.00	\$0.00	\$500.00	\$0.00	\$500.00
Interest	\$100.00	\$0.00	\$100.00	\$0.00	\$0.00	\$0.00	\$100.00	\$0.00	\$100.00
Unexpected Revenue (ex. KMMC Applications)	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Total Revenues	\$87,500.00	\$52,724.59	\$34,775.41	\$57,650.00	\$51,953.22	\$5,696.78	\$145,150.00	\$104,677.81	\$40,472.19
Expenses									
Institute Director	\$7,500.00	\$0.00	\$7,500.00	\$7,500.00	\$0.00	\$7,500.00	\$15,000.00	\$0.00	\$15,000.00
AV Equipment	\$1,000.00	\$0.00	\$1,000.00	\$150.00	\$0.00	\$150.00	\$1,150.00	\$0.00	\$1,150.00
Meeting Facility	\$0.00	\$0.00	\$0.00	\$1,050.00	\$0.00	\$1,050.00	\$1,050.00	\$0.00	\$1,050.00
Speaker and Graduate Gifts	\$350.00	\$0.00	\$350.00	\$175.00	\$0.00	\$175.00	\$525.00	\$0.00	\$525.00
Meals	\$24,000.00	\$0.00	\$24,000.00	\$7,400.00	\$0.00	\$7,400.00	\$31,400.00	\$0.00	\$31,400.00
Institute Director-Travel (Including IIMC)	\$800.00	\$554.23	\$245.77	\$1,200.00	\$554.22	\$645.78	\$2,000.00	\$1,108.45	\$891.55
Education Committee Chair-KMCI Travel	\$500.00	\$0.00	\$500.00	\$0.00	\$0.00	\$0.00	\$500.00	\$0.00	\$500.00
Spring Conference KLC Scan	\$500.00	\$0.00	\$500.00	\$0.00	\$0.00	\$0.00	\$500.00	\$0.00	\$500.00
Educational Instructors	\$5,000.00	\$0.00	\$5,000.00	\$3,000.00	\$0.00	\$3,000.00	\$8,000.00	\$0.00	\$8,000.00
Educational Instructors Expenses	\$600.00	\$0.00	\$600.00	\$1,000.00	\$0.00	\$1,000.00	\$1,600.00	\$0.00	\$1,600.00
Educational Materials	\$200.00	\$0.00	\$200.00	\$300.00	\$0.00	\$300.00	\$500.00	\$0.00	\$500.00
Postage	\$250.00	\$0.00	\$250.00	\$250.00	\$0.00	\$250.00	\$500.00	\$0.00	\$500.00
Postcards/Brochures	\$150.00	\$0.00	\$150.00	\$150.00	\$0.00	\$150.00	\$300.00	\$0.00	\$300.00
Hospitality Suite	\$500.00	\$0.00	\$500.00	\$0.00	\$0.00	\$0.00	\$500.00	\$0.00	\$500.00
Plaques	\$600.00	\$0.00	\$600.00	\$0.00	\$0.00	\$0.00	\$600.00	\$0.00	\$600.00
Kitty Johnson Scholarship	\$3,500.00	\$0.00	\$3,500.00	\$0.00	\$0.00	\$0.00	\$3,500.00	\$0.00	\$3,500.00
Event Insurance	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Refunds	\$1,500.00	\$0.00	\$1,500.00	\$1,500.00	\$0.00	\$1,500.00	\$3,000.00	\$0.00	\$3,000.00
General Supplies	\$100.00	\$0.00	\$100.00	\$75.00	\$0.00	\$75.00	\$175.00	\$0.00	\$175.00
Unexpected Expenses	\$1,500.00	\$0.00	\$1,500.00	\$723.00	\$0.00	\$723.00	\$2,223.00	\$0.00	\$2,223.00
Total Expenses	\$48,550.00	\$554.23	\$47,995.77	\$24,473.00	\$554.22	\$23,918.78	\$73,023.00	\$1,108.45	\$71,914.55
Ending Fund Balance	\$38,950.00	\$52,170.36	-\$13,220.36	\$33,177.00	\$51,399.00	-\$18,222.00	\$72,127.00	\$103,569.36	-\$31,442.36

*KMCI budgeted rev. = total of Ed. Cont. and fundraising

Education Fund Balance: **\$103,569.36**

Report Updated: Monday, August 22, 2022

Kentucky Municipal Clerks Association
EDUCATION FUND ACCOUNT

May 1, 2021 - April 30, 2022

[illegible]

EDUCATION SAVINGS FUND -- MONEY MARKET

May 1, 2022 - April, 2023

[illegible]

CERTIFICATE OF DEPOSIT @ CITY NATIONAL BANK

Matures: January 3, 2023

[illegible]



COMMITTEE REPORTS

BYLAWS COMMITTEE REPORT

Committee Members: Kim Blue, Julia Atkins, Nancy Baker, Debbie Batliner, Jenifer Megerle, Belinda Nitschke and Stephanie Settles.

No new business to report.

CERTIFICATION MENTORSHIP COMMITTEE

No new business to report.

CLERK OF THE YEAR AWARD COMMITTEE

Committee Members: Bethany Cooper, Stephanie Settles, Amy Beth Able

Our 2022 Clerk of the Year was announced at the 2022 Spring Conference in Elizabethtown. Ashley Jackson, City of Bowling Green, was selected as this year's KMCA Clerk of the Year. Other nominees were Kim Blue, City of Madisonville; Kathy Walker, City of Nicholasville; and Julia Atkins, City of Lawrenceburg.

We thank each of these clerks for their dedication and hard work as Clerks and as members of KMCA!

Submitted by Bethany Cooper. Clerk of the Year Committee Chair

COMMUNICATIONS COMMITTEE REPORT

Committee Members: Lori Burnett, Joe Christofield, Becka Cox, Julia Atkins, Bethany Cooper, Amy Cox, Mona Simmons and Raven Warren-Trainer

No new business to report.

EDUCATION COMMITTEE REPORT

Committee Members: Stephanie Settles, Belinda Nitschke, Debbie Batliner, Bethany Cooper, Amy Cox, Ashley Jackson, Dianna Layne, Melissa Sies. Ex-Officio: Kathy Walker, KMCA President, and Cassie Cooper, Institute Director.
Education Committee Update

The entire education committee was invited this year to participate with Kentucky Municipal Clerk Institute if their schedule allowed.

Education Committee has a zoom meeting scheduled for August 17, 2022.

Overall, it appears from the reviews and feedback received that institute was a success.

Legislative committee has extended the request to the Education committee to begin planning a City Clerk Legislative Day again.

Submitted by: Stephanie Settles, Education Committee Chair

ELECTION COMMITTEE REPORT

Committee Members: Bethany Cooper, Kim Blue, Becka Cox, Ashley Jackson and Kathy Walker.

No new business to report.

LEGISLATIVE COMMITTEE REPORT

Committee Members: Sherry Hoffman, Stephanie Settles, Kim Blue, Cassandra Cooper, Amy Guenther, Nyoka Johnson, Sarah Bishop Moore, Sherri Osbourne, Kathy Walker

The Legislative Committee compiled the below legislative issues and submitted the requests to KLC for consideration. The first request is already on this year's legislative agenda and request #11 may be able to be included. The rest will be reviewed by KLC. If the requests cannot be addressed this session, they will be presented next June to the KLC Board for consideration. Thank you to everyone who reached out to us.

- Amend KRS 424.145 and change the publication requirements for counties under the population of 80,000 to match the requirements of those with a larger population
- Amend KRS 61.168 to include pictures in the body cam video KRS and flow chart
- Amend KRS 61.878 to clarify the definition of preliminary documents in open records requests
- Amend KRS 82.083(4)(h) by removing "as determined by an independent appraisal"; also amend KRS 82.083(3) by removing the requirement to "make a written determination" to dispose an item as garbage
- Correct the 2022 lien fee legislation so that cities and state pay the same amount to file and release liens
- Take authority away from the State regarding City expanded jurisdictions and HVAC; make it local control; the State can be a part of the process and regulate it but the control should remain with the cities
- Loosen the education and training requirements to become a certified building inspector due to the current shortage
- Correct the unfair fund allocations from the State; certain funds for cities of specific sizes are distributed to the county government and the city must rely on the county to give them their share; Ex. LGEA funds
- Address alleyways that are abandoned, not maintained, and/or neglected by the current owner and allow cities to close the alley without owner consent.

- Institute mandatory officials training for elected officials such as Mayors, Council, Commissioners, etc. similar to Board of Adjustment members
- Amend KRS 424.260 to add a provision to allow cities and counties to not go through the standard procurement process for specialty and very specific items that only one vendor may manufacture or produce Include that the Department of Housing, Building, and Construction, when corresponding with a city employee, also send a copy of the letter to the Mayor like other State departments do
- Amend the requirement of mailing tax bills to the current property owner if different than the January 1 Owner
- Revisit record retention schedules due to lack of record space

It is not too late to submit a legislative issue to a committee member. We can add your request to the list for consideration next June. The committee's next goal is to work with the Education Committee on Legislative Day in Frankfort. This was an event that Stephanie Settles worked hard on in the past, but due to COVID, the event was canceled. Members will be updated about legislative issues and Legislative Day.

Submitted by Sherry Hoffman, Committee Chair

PIN COMMITTEE:

Committee Members: Melissa Sies, Nancy Baker, Crystal Douglas, Claudia Fernandez, Robin Morency, and Mona Simmons

No new business to report.

PUBLIC RELATIONS COMMITTEE REPORT

Committee Members: Beth Davis, Lori Burnett, Joe Christofield, Cassaundra Cooper, Claudia Fernandez, Marcia Finley, Dianna Layne, Robin Morency, Raven Warren-Trainor.

No new business to report.

SCHOLARSHIP COMMITTEE

Committee Members: Tracie Hoffman (City of Georgetown), Tristan Klein (City of Morgantown), Nancy Baker (City of Crab Orchard), Sarah Moore (City of Auburn), Lora Basham (City of Hawesville), Sherri Osbourne (City of West Buechel), Crystal Douglas (City of Calvert City), Amy Guenther (City of Fort Mitchell) and Marcia Finley (City of Cloverport).

The Scholarship Committee has collected a total of \$1,977.87 from split-the-pot at Spring Conference and Institute, and \$1,775 from the silent auction at Spring Conference. Thank you to all who contributed to the scholarship fund!

Submitted by Ashley Jackson, Chair.



REGIONAL REPORTS

BARREN RIVER

BRMCA hold regular meetings (bi-monthly) at various locations throughout the BRADD area. Our newly elected officers took over after the KMCA Spring conference. Coming up at our August 17, 2022, the association we will meet and several are looking forward to attending the KMCA Academy.

Submitted by: Lori Burnett, Region Rep and Ashley Jackson, President

BLUEGRASS / BUFFALO TRACE / GATEWAY

The Bluegrass Clerks Association meets with the Gateway Clerks and Buffalo Trace Clerks Associations every other month.

Ms. Katie Adamson, Buffalo Trace Clerks President welcomed a baby boy.

There were three clerks that received scholarships for the Institute in July from the Bluegrass/Gateway/Buffalo Trace Clerks Associations – Robin Adams, Berea; Elizabeth Florence, Millersburg, and Irene Walker, Perryville.

Several clerks in our regions attended the 2022 Kentucky League of Cities Summer Summit held at the Campbell House in Lexington, Kentucky. Maysville City Clerk Lisa Dunbar was a guest speaker for the event.

As everyone knows, the flooding in Eastern Kentucky has left major problems for those citizens. Please reach out to the clerks in those cities to see if there is anything we can do. Just a phone call may be a blessing.

A major fire in Millersburg also devastated the downtown area June 24, 2022. Please reach out to Elizabeth and show your support. Ms. Stephanie Settles, Paris City Clerk was very instrumental in assisting Elizabeth during her first weeks on the job as City Clerk as the previous City Clerk Cora Ham Coffey unexpectedly passed away.

Submitted by: Joy L. Curtis, MMC; President, Bluegrass Clerks Association

GREEN RIVER

Green River – The GRMCA held a meeting on June 29 and planning is underway for the 2023 KMCA Spring Conference to be held in Owensboro. Hotel registration info coming soon!

Submitted by: Beth Davis, Green River Region President

KIPDA

No report.

LAKE CUMBERLAND

No Report

LINCOLN TRAIL

No Report

NORTHERN KENTUCKY

Here is the NKMCA Region Report:

Director: Gina Rawe (Independence)
Vice Director: Jeanne Pettit (Highland Heights)
Secretary: Maura Russell (Fort Wright)
Treasurer: Amy Guenther (Fort Mitchell)
Regional Rep: Belinda Nitschke (Edgewood)

NKMCA currently has 62 members and holds regular meetings on the third Thursday of each month, we average 20-25 members per meeting.

Mary Scott retired as City Clerk of Bellevue after 44 years of dedicated service. Donna Leger retired as City Clerk of Dayton after nearly 37 years of service. Jenifer Megerle (Erlanger) was named NKMCA 2021 Outstanding Municipal Clerk of the Year.

Submitted by: Belinda Nitschke, NKMCA Regional Representative

PENNYRILE

The Pennyrile Municipal Clerks Association meets once every quarter. Some members of the Pennyrile Clerks met with the Purchase Area for a retirement luncheon at Pattis for Tammie Johnson of the City of Mayfield.

Submitted by: Kim Blue, PMCA President

PURCHASE

Purchase Area Clerks

Some of the Purchase Area and Pennyrile Clerks got together on Friday, August 5 for a retirement luncheon for Tamie Johnson with City of Mayfield. We would like to congratulate Tamie!

Submitted by: Bethany Cooper, PMCA President