

**City of Lakeview Heights
385 Circle Drive
Morehead, KY 40351**

**MEETING OF THE CITY COMMISSION
Saturday, October 24, 2020
@8:30am**

A meeting of the City Commission was held at the Robert Stivers Community Building, 385 Circle Drive, Lakeview Heights, with the following present:

Commission Members Present:

Sam Mason, Mayor
Bob Camuel, Commissioner
Jim Fluty, Commissioner
James Hood, Commissioner
Tim Miller, Commissioner

Others Present:

Amanda Mason

Commission Members Absent:

None

CALL TO ORDER

Mayor Mason called the meeting to order at 8:30am.

NEW BUSINESS

Joshua Farrow, Executive Director Gateway Area Development District

Mayor Mason called Josh Farrow (Title) Gateway so he could join the Commission by phone to discuss Corona Virus Relief Fund (fund available, guidelines, application. Farrow discussed Corona Relief Fund which is a result of the CARES act. Farrow indicated that each state receives an allocation of money, and then individual cities and counties were 'awarded' a share based on their population. Due to Lakeview's population of 226, the City of Lakeview Heights was provided a \$16251 allocation. Farrow explained that the application outlines different categories of expenses on which the monies may be spent.

The City of Lakeview Heights must submit the resolution for coronavirus relief fund transfer from city to county and application to the department of local government by November 1. The Department of Local Government will process the paperwork, and then we can submit specific documentation for reimbursement of expenses. Farrow specifically mentioned that electronics used for tele-meeting, cleaning supplies, etc. are considered 'preapproved' for reimbursement. Mayor Mason asked for additional suggestions or examples that other cities have purchased. Farrow indicated that Salt Lick is purchasing PPE. Sharpsburg, whose community center is currently open, purchased a floor scrubber (but their building is used and cleaned every day). Also included were protective cases used to carry

electronic equipment. Mayor Mason asked how detailed the list of possible purchased items for reimbursement needed to be. Farrow indicated that many cities have provided an itemized list along with an approximate item value.

Farrow also mentioned that the Department of Local Government is allowing some cities funds for electronic signage (for the purposes of mass notifications for health-related concerns/announcements). Mayor Mason asked Farrow to determine if tele-conferencing software memberships (Zoom, etc.) could be reimbursed. Farrow said he would look into it and let us know.

Mayor Mason asked Farrow what happens if we do not exhaust all of these funds. Farrow said unused funds may be recaptured, but that is not 100% known. This is a rumor, but there is uncertainty. Therefore, providing them with the itemized list asap is important so those funds can be earmarked for Lakeview's expenses to be reimbursed. Eligible expenses can also be incurred through 12/2020.

Mayor Mason asked if leftover funds (not spent) could be used in other places. Farrow indicated that Gateway is looking for funds to help with the Gateway Community Kitchen (freezer and stove = \$57,000) with leftover funds from cities. Once equipment bids are in, they will prorate that amount out to participating communities. City governments would cut Gateway a check and then cities would ask for reimbursement through DLG.

Farrow shared that region wide since pandemic hit (around mid-March) through the end of September, 35,756 meals have been prepared for region residents (5 counties). Anyone over the age of 60 can get a home delivered meal. This number includes all generated directly from the Gateway kitchen in Frenchburg, as well as from a subcontractor who has been helping with the large quantity of meals distributed. 16,640 meals along with 3860 drive through meals, have been prepared from the Gateway kitchen in Frenchburg.

Of those meals, Rowan County has 44 daily home delivered meal participants and 40 Mom's meals (subcontractor) participants. The Gateway kitchen is also averaging 11 in-person participants from Rowan on a daily basis (M, T, TH, F). Rowan County has the highest number of participants signed up for home delivery meals.

Commissioner Miller asked if funds could be used for marketing purposing to communicate these services for those who are need. Farrow indicated that the home delivery services will end in December, so he was unsure if that would be a possibility. If the funds dissipate in December, some of those individuals will be removed from the delivery services. Rowan County and City of Morehead contribute funds to Gateway to ensure that any Senior Citizen in Rowan County who needs a meal receives a meal.

The City of Lakeview must submit an itemized list of items and initiate the application. Gateway will assist with the process. Mayor Mason asked what the turnaround time would be between application submission and funds ready for reimbursement.

Farrow explained that if Lakeview can get an itemized list together by Monday their office will process it and sent it to the DLG by Wednesday. The DLG would get an MOU within a day, and everything would hopefully be under contract by Friday. Once under contract, the City of Lakeview Heights can submit documentation for reimbursement. We may be reimbursed for items within two weeks. (This depends on how many requests for reimbursement are received.)

Mayor Mason asked if we go through Farrow for reimbursement. Farrow indicated that he would help, or we could submit to Billie Renee Johnson, who is over the program.

Farrow will send contact information to Mayor Mason for those senior citizens who may need to use the meal services. Mayor Mason will collect that information and share with residents.

Coronavirus Relief Funds Application and Expenditures

Fluty asked why we had not considered these funds before now. Mayor Mason indicated that when the information was first distributed, the list of eligible expenses did not include items that would benefit our city (besides cleaning supplies) such as first responders pay, etc.

Commissioner Miller asked if we could have items for people to borrow to view and/or participate in virtual meetings. Clerk Mason asked about use of digital signage. Commissioners discussed vandalism and whether it would be worth the investment. Sanitation stations at the park were also discussed. Stations would have to hold up in all weather. Mayor Mason has investigated those options and has prices.

Commissioner Miller asked if we could purchase equipment to allow us to broadcast meetings to the public even when we met face-to-face (for those residents who wished to attend meetings, but health concerns kept them from being able to be present). Mayor Mason suggested purchasing a microphone and camera to mount to allow electronic broadcast to residents.

Commissioner Miller indicated that we should have proper explanation (and back-up) for justification purposes for items we wish to purchase. Mayor Mason ensured that the application would include solid explanation and justification as to why the items were necessary.

Commissioner Miller mentioned considering higher quality Chromebooks, as well. Mayor Mason wanted the commission to make sure they were aware of the software and warranty expenses associated with each device as well, which will increase the cost associated with each technology item. The commission discussed the need for technological devices to be of higher quality to ensure that it would meet the commission's needs and last as long as possible.

Commissioner Fluty mentioned that the city may want to consider a better form of communication for city-wide announcements. REMIND (or a similar app) could possibly be used. Commissioner Miller talked about the need to initially communicate this information face-to-face to ensure it is communicated and understood.

Discussion continued, and the following items were suggested to include on the itemized list of items for which the City of Lakeview Heights would seek reimbursement approval:

Electronic Equipment:

Apple iPad Pro - \$1000 each (Costco)

Microsoft Surface Pro - \$1200

Desktop Computer - \$650

Camera/Microphone - \$200
Dell Touchscreen Laptop - \$789

Miscellaneous:

500 PPE
200-250 Sanitizer (individual bottles)
6 Gallon Jugs of Sanitizer
4 wall mount sanitizer stations
Air Purifier
Storage Cabinet
Answering Machine
Laminator
Ink
Paper
Laser Jet Printer
Caution Tape

Cleaning Supplies:

Gloves
Sponges
Clorox Wipes
Clorox Sprays
Paper Towels
Toilet Cleaner

Resolution on Authorizing Coronavirus Relief Funds Transfer from City to County

Mayor Mason read the Resolution to the commission and explained that the resolution basically means that any unused funds would be given back to the county to be used as needed. Mayor Mason spoke with Farrow about providing half of our unused funds to the county to be used for EMS, etc. and then give the other half to the Gateway Community Kitchen. Farrow said yes, but that Harry Clark had already indicated that those extra funds from Lakeview would still go to the Gateway Community Kitchen. Mayor Mason verified with Mr. Clark that those funds would ALL be sent to the kitchen, as they had a greater need.

Commissioner Fluty inquired whether it had been run by Paul Stokes. Mayor Mason said it had not, but it was the standard resolution/form that was sent to every city within the state.

Commissioner Miller made a Motion to approve the resolution for coronavirus relief fund transfer from city to county. Commissioner Fluty made a second to the motion. The motion passed with the following votes:

Commissioner Fluty	Aye
Commissioner Camuel	Aye

Commissioner Hood	Aye
Commissioner Miller	Aye
Mayor Mason	Aye

With no further business pending and through unanimous consent, the meeting was adjourned at 10:24am.

Sam Mason, Mayor

Amanda R. Mason, City Clerk/Treasurer