

**CITY OF SHEPHERDSVILLE  
REGULAR COUNCIL MEETING MINUTES  
MONDAY NOVEMBER 27, 2023  
6:00 PM**

The invocation was done by Reverend Randy Pace

The Pledge of Allegiance was recited.

Mayor José Cubero called the meeting to order at 6:02 PM

**Council Present:** Bonnie Enlow, Mike Hibbard, Paula Mangus, Jennifer Mendez, Brad Whittaker, and Faith Portman.

**APPROVAL OF MINUTES**

Minutes for the November 13th, 2023, Regular Meeting were presented for approval.

**Motion to Approve:** Paula Mangus    **Second:** Jennifer Mendez

Ms. Enlow: Yes                      Mr. Whittaker: Yes                      Ms. Mendez: Yes

Ms. Portman: Yes                      Mr. Hibbard: Yes                      Ms. Mangus: Yes

**Carried:** 6 Yes – 0 No

**PRESENTATIONS:**

Mayor Cubero read Proclamation 23-03 a Proclamation of the City of Shepherdsville, Bullitt County, Kentucky Proclaiming November 2023 as Native American Heritage Month and present it to the Kentucky Native American Heritage Commission.

**OLD BUSINESS:**

- A. ATTORNEY KATHERINE DOZIER PERFORMED THE **SECOND** READING OF SUMMARY ORDINANCE **023-061** AN ORDINANCE AMENDING ORDINANCE 021-034 OF THE CITY OF SHEPHERDSVILLE RELATED TO ADOPTING A POLICY AND PROCEDURE MANUAL FOR NON-ELECTED AND APPOINTED EMPLOYEES OF THE CITY OF SHEPHERDSVILLE RELATING TO EMPLOYMENT MATTERS OF JOB CLASSIFICATION, HIRING, PROMOTION, DISCIPLINE, AND OTHER EMPLOYMENT ISSUES.

**Motion to Approve:** Bonnie Enlow    **Second:** Faith Portman

Ms. Enlow: Yes                      Mr. Whittaker: Yes                      Ms. Mendez: Yes

Ms. Portman: Yes                      Mr. Hibbard: Yes                      Ms. Mangus: Yes

**Carried:** 6 Yes – 0 No

**NEW BUSINESS:**

- A. ATTORNEY KATHERINE DOZIER PERFORMED THE **FIRST** READING OF SUMMARY ORDINANCE **023-062** AN ORDINANCE ADOPTING THE BULLITT COUNTY TOURISM OVERLAY BOUNDARY MAP AND THE SPECIAL OVERLAY DISTRICT—KY 245 TOURISM DISTRICT AS SET FORTH IN BULLITT COUNTY FISCAL COURT ORDINANCE 21-07 ADOPTED ON APRIL 6, 2021, AND THE AMENDMENTS THERETO.

Mayor Cubero said the guidelines are extensive and is what we want to see on the Bourbon Trail. He thinks this will provide a good partnership with the county.

Bonnie said she had tried to get the previous council involved, and she would like to sponsor this ordinance.

**B. ATTORNEY KATHERINE DOZIER PERFORMED THE FIRST READING OF SUMMARY ORDINANCE 023-063 AN ORDINANCE AMENDING ORDINANCE 021-034 OF THE CITY OF SHEPHERDSVILLE RELATED TO ADOPTING A POLICY AND PROCEDURE MANUAL FOR NON-ELECTED AND APPOINTED EMPLOYEES OF THE CITY OF SHEPHERDSVILLE RELATING TO EMPLOYMENT MATTERS OF JOB CLASSIFICATION, HIRING, PROMOTION, DISCIPLINE, AND OTHER EMPLOYMENT ISSUES.**

Mayor Cubero explained that the city will be contracting an HR Company (HR Alliance) to help with adhering to federal guidelines.

Bonnie Enlow asked why more wording/changes were added when the policy and procedures manual has already been approved by KLC.

Mayor Cubero said it is just a legal process.

Brad Whittaker asked if the changes were recommended by the HR Company.

Katherine Dozier said that was correct and the biggest change that is being made is the chain of command when an employee has an issue. That chain of command will begin with the employee's direct supervisor, then their supervisor, and then HR.

Bonnie Enlow said that is how it was voted on before.

Brenda Weidekamp said that the city did not have HR before, so they were not part of that ordinance.

Bonnie Enlow said that is fine to add HR but did not know why the other processes were being taken out.

Mayor Cubero said the only thing added is the HR level. He suggested meeting with Marci from HR Alliance to further discuss.

Jennifer Mendez said she thinks it reads more concisely now than before. The verbiage has been simplified and put in order.

Bonnie Enlow said that she got that, however she thinks more alternatives were offered before.

Katherine Dozier said they removed the city clerk, the mayor, and the city attorney.

Mayor Cubero said in any business you will have a chain of command to follow.

Bonnie Enlow asked about HR being able to fire someone since that would conflict with the Civil Service Commission.

Mayor Cubero said they just make recommendations, that he will have final approval.

Katherine Dozier said the mayor would have final approval over that. She said the biggest change is taking the city clerk, the mayor, and the city attorney out of that chain.

Bonnie Enlow and Faith Portman agreed that they were fine with that, however Bonnie wanted to make sure that if an employee needs to talk to the mayor that they will have that opportunity.

Mayor Cubero said he understands that however, he wants to have a process in place with someone who will give him professional advice before going through the Civil Service.

Faith Portman was concerned about an employee who might have a conflict with their direct supervisor.

Katherine Dozier told her that the employee would then go directly to HR.

Mayor Cubero said the whole idea is to try and resolve an issue within.

Katherine Dozier told Bonnie that if an employee did not feel like their supervisor was helpful, then they could move up the chain of command.

Brad Whittaker asked if there was a mechanism in place now where employees can access an HR professional.

Mayor Cubero told him that is the plan as soon as the ordinance is passed.

Brenda Weidekamp told him that she would provide contact information to all the employees for HR Alliance.

Brad Whittaker asked who an employee would need to go to if they had a sexual harassment complaint.



Katherine Dozier told him nothing had been taken away from that section, the only change was that HR had been added. An employee can go to whomever they feel comfortable with to report that concern.

Mayor Cubero thanked the council and said he would set up a meeting with HR Alliance to answer any further questions.

**PLANNING AND ZONING UPDATE: None**

**BOARD OF ADJUSTMENTS: None**

**DEPARTMENT HEAD REPORTS:**

Chief Schmidt said everyone is getting ready for Light Up on Saturday.

Chief Troutman reported that they have been working on the fire truck for Light Up.

Tom LaFollette said he was proud to be part of the city because there are a lot of great things happening.

**COUNCIL COMMENTS:**

Bonnie Enlow asked if any playground equipment had been ordered. Mayor Cubero told her they have not because a final plan has not been decided upon yet. He hopes to have that finalized by January or February. Bonnie said she would like to see groundbreaking taking place by spring of next year. Mayor Cubero informed her that the drain line will need to be put in before groundbreaking can begin. He is unsure when that will begin and told her there is a process. Bonnie stated that she realizes there is a process however it has been a year and people are wondering about the timeline. She also inquired about the basketball courts and if the drain line is what is holding those up as well and the mayor told her nothing can get done until the drain line is complete. Bonnie also asked about a Municipal Order that was in her packet, she was concerned because she said that it was her understanding that the council is supposed to make Municipal Orders. Katherine told her that all surpluses are done by Municipal Orders. Bonnie said she would have to research that because she feels that a surplus should not be done as a Municipal Order. The mayor said he will look it up and get back to her.

Jennifer Mendez said she is excited about her Candyland float for the parade.

Faith Portman asked when the demo on the Stout's building would begin. Mayor Cubero informed her that we are waiting for Louisville Water to shut off the water, the Fire Department has been in contact with a representative there. She also asked about adding a swing to the park. Mayor Cubero said that would be fine, he will meet with her to find a good location.

Mike Hibbard informed everyone that the Beautification Committee will be hanging wreaths and adding small trees on Buckman Street. They are all battery operated and set on a six-hour timer. He said he hopes the public enjoys them. He also thanked everyone on the Beautification Committee.

Paula Mangus said she is excited about Light Up and spoke about the booths that the Beautification Committee will have inside Journey Church.

**ADJOURN**

**Motion to Adjourn:** Faith Portman

**Second:** Mike Hibbard

Ms. Enlow: Yes

Mr. Whittaker: Yes

Ms. Mendez: Yes

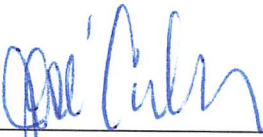
Ms. Portman: Yes

Mr. Hibbard: Yes

Ms. Mangus: Yes

**Carried:** 6 Yes – 0 No

**Time:** 6:46 p.m.

  
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Mayor José Cubero

  
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City Clerk Brenda Weidekamp