



Kentucky League of Cities

# COAII

## CITY OFFICIALS ACADEMY

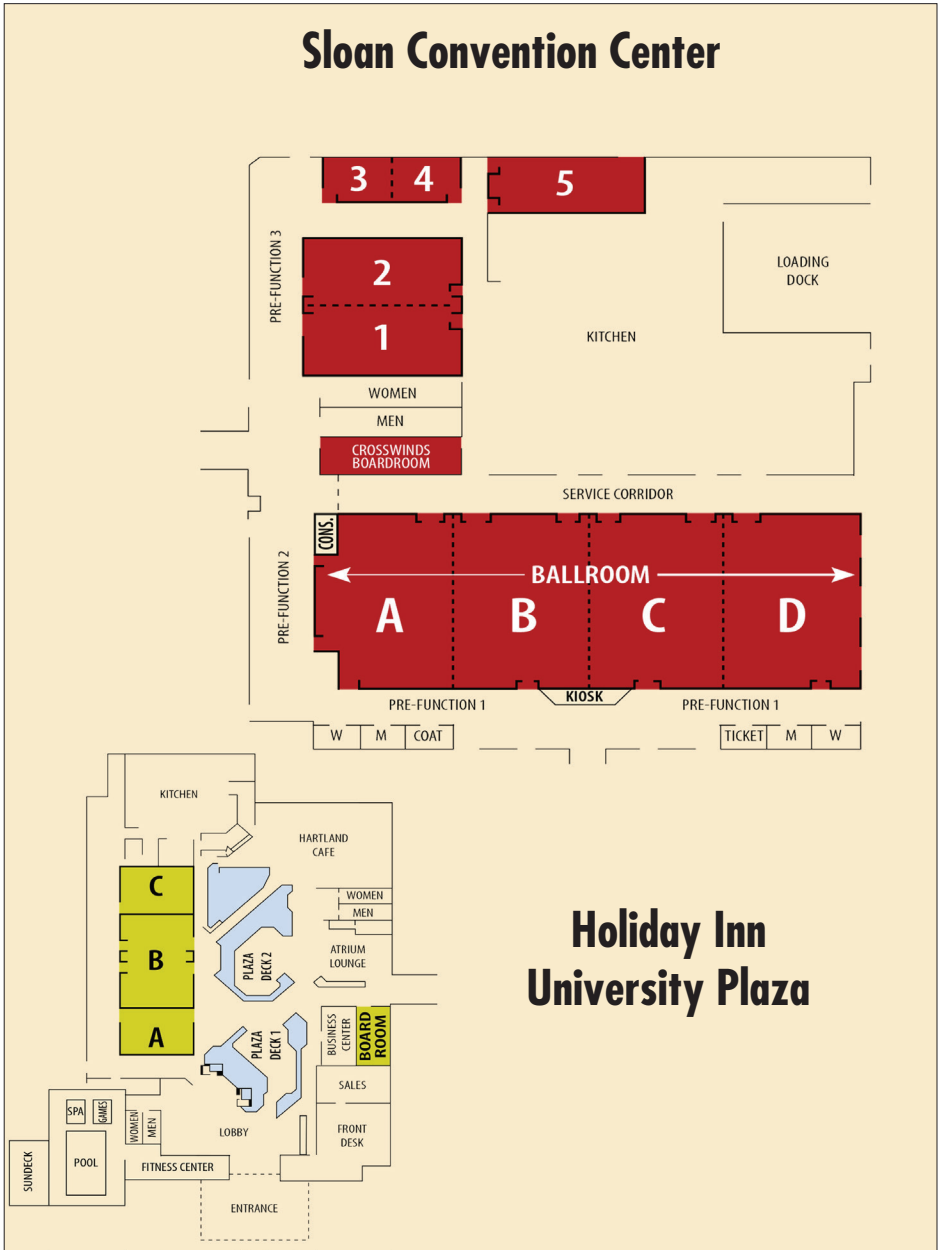
**MAY 23 - 25, 2018**

**Holiday Inn University Plaza &  
Sloan Convention Center  
Bowling Green, KY**

This information-packed conference is a follow-up to the popular City Officials Academy and is perfect for the seasoned city official as well as those who are new to city government. Attendees can earn 13.5 hours of City Officials Training Center credit and/or Training Incentive Program (HB 119) credit. Kentucky Municipal Clerks can earn 2.75 CMC education points or 2.25 MMC advanced education points after completing the learning assessment. Additionally, the courses have been submitted to the Kentucky Bar Association for CLE credit.

800.876.4552 [klc.org](http://klc.org)





## Holiday Inn University Plaza

12:30 p.m. – 2:00 p.m.

**Registration**

2:00 p.m. – 3:30 p.m.

**Legislative Update**

J.D. Chaney, KLC Deputy Executive Director

This session will provide an update on any new legislation that impacts how cities operate. There will be discussion on what cities can expect in the upcoming year and how to fulfill any new legal obligations.

3:30 p.m. – 5:00 p.m.

**Peer Networking**

By Form of Government

This informational session is your chance to spend time networking with peers from other cities operating under the same form of government. You can ask questions and provide suggestions to colleagues on how to survive and thrive in your elected or appointed positions.

**Breakout Sessions**

Manager Form of Government

J.D. Chaney, KLC Deputy Executive Director

Mayor – Council Form of Government

Morgain M. Sprague, KLC Director of Municipal Law and Training

Commission Form of Government

Chris Johnson, KLC Municipal Law Attorney

5:30 p.m. – 7:00 p.m.

**Reception**

*Sponsored by Kerrick Bachert*



**KERRICK BACHERT**  
ATTORNEYS AT LAW

**Breakfast On Your Own**

8:00 a.m. – 9:00 p.m.

**Registration**

9:00 a.m. – 9:15 a.m.

**Welcome Remarks**

J.D. Chaney, KLC Deputy Executive Director  
Jim Barnes, KLC President and Mayor of Richmond

9:15 a.m. – 10:15 a.m.

**Hacker War Stories v1**

Keynote Speaker: Tim Roberts

Tim Roberts is senior security consultant (aka ethical hacker, penetration tester) with NTT Security specializing in red team, social engineering and covert physical security threat services. He will share his experience and discuss common risks and vulnerabilities that have led and continue to lead to data center compromises, convincing security guards to hand over keys, bypassing physical and electronic access controls and gaining access to highly sensitive data.

10:15 a.m. – 10:30 a.m.

**Break**

Sponsored by Enterprise Fleet



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10:30 a.m. – 12:00 p.m.

**Advanced Open Meetings/Open Records Issues**

Mary Ann Stewart, Adams, Stepner, Woltermann & Dusing, PLLC



In this session, you will learn the intricacies of conducting an open meeting and when and how to conduct a closed meeting. This session will also address the scope of the Open Records Act, how it is enforced and what rules and regulations your city should have in place to govern open records requests.

12:00 p.m. – 1:30 p.m.



**Lunch and Learn – Advanced Ethical Dilemmas**

*Sponsored by Precision Concrete Cutting*



Andrea Shindlebower Main, KLC Personnel Services Specialist

What would you do if you thought a council or commission member was voting on an issue where there might be a conflict of interest? What if you saw a city official driving a city vehicle on what seemed like a personal errand? What if you received a Christmas gift that seemed expensive from a citizen who appreciated your help? City officials are frequently faced with ethical dilemmas just like these. In this session, we will review the law on city ethics, evaluate common scenarios, review how our choices impact city government and discuss the best course of action based on the situation.

1:30 p.m. – 1:45 p.m.

**Break**

*Sponsored by Enterprise Fleet*



FLEET MANAGEMENT

1:45 p.m. – 2:45 p.m.

**Municipal Budgets**

Dawn Harlow, KLC Chief Financial Officer

Are you on information overload with numbers? In this session, you will learn how to read a budget, what the convoluted numbers mean and what questions to ask when approving budget changes from year to year.

2:45 p.m. – 3:45 p.m.

**Annexation**

Chris Johnson, KLC Municipal Law Attorney

Expanding the boundaries of a city is an exciting, but complicated, adventure. This session will focus on the legal process of expanding a city’s boundaries into adjacent areas not already incorporated into the municipality. We will discuss the dos, but more importantly, the don’ts of the annexation process.



3:45 p.m. – 4:00 p.m.

**Break - Sponsored by**  
*Enterprise Fleet*



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4:00 p.m. – 5:00 p.m.

**From ADA to FMLA, Employment Law  
Questions Answered**

Sherri Keller, Fogle, Keller, Walker, PLLC

This session will focus on the primary employment law issues faced by city officials, including, but not limited to ADA, FMLA, and Workers' Compensation. There are many overlapping considerations that makes compliance with these laws increasingly difficult. The goal of this session is to make the sometimes inconsistent and complicated policies easier to navigate.

7:30 a.m. – 8:30 a.m.

**Breakfast Buffet**

8:00 a.m. – 8:30 a.m.

**Registration**

8:30 a.m. – 9:30 a.m.

**Police Officer Bill of Rights Update**

Kristen Worak, Keuler, Kelly, Hutchins, Blankenship &amp; Sigler, LLP

Police discipline issues have been dominating the local and national news for the past few years. This session will provide insight into what is required prior to disciplining law enforcement officers as well as common pitfalls associated with doing so. This session will also focus on legal changes that may impact your city.

9:30 a.m. – 10:30 a.m.

**Subdivision Regulation Issues (HOA)**

Scott Bachert, Kerrick Bachert, Attorneys at Law

Subdivision regulations provide uniform guidelines for physical improvements that will be installed on developed property, such as streets, utilities and sewers. Where there are regulations, there will be issues. This session will explore those issues and the standards that apply.

10:30 a.m. – 10:45 a.m.

**Break***Sponsored by Enterprise Fleet***FLEET MANAGEMENT**

10:45 a.m. – 11:45 a.m.

**Vacancies, Appointments & Removal Powers  
(When Things Go Wrong at City Hall)**

Morgain M. Sprague, KLC Director of Municipal Law and Training

By and large, city officials seek office with a servant's heart. But at times, life creeps in requiring an official to leave office or the occasional bad actor manages to win an election. In this session, we will delve into the legal options available for cities when things go wrong.

11:45 a.m. – 12:45 p.m.

**Understanding Franchise Fees**

Linda K. Ain, The Law Firm of Linda K. Ain

This session will focus on how cities can use franchises to both collect revenue and regulate utility construction in city rights-of-way. Electric, gas, and water franchises will be discussed. There will also be special attention on the recent changes in Kentucky law regarding a city's right to collect cable and telecommunications franchise fees.

12:45 p.m.

**Closing Remarks**

J.D. Chaney, KLC Deputy Executive Director



**SERVICES:**

- Legal Inquiry Help Desk
- *City Officials Legal Handbook*
- Articles
- How-To Guides
- Model Ordinances and Policies
- Case Law, Statute, and Attorney General Opinion Monitoring
- Training
- Personnel Services Program
- Certified City of Ethics Program
- Legal Advocacy Program
- City Attorney Listserve

**TOPICS:**

- Incorporation
- Home Rule Authority
- Form of Government
- Annexation
- Classification
- Open Records
- Open Meetings
- Ethics
- Personnel
- Constitutional Issues
- Police & Fire
- Ordinances
- Budgets
- Audits & Reports
- Public Purpose Spending
- Taxes & Fees
- Finance & Investment
- Alcoholic Beverage Control
- Planning & Zoning
- Boards & Commissions
- Federal/State/County Relations
- Utilities

**Visit [klc.org](http://klc.org) for more legal resources:**

- Legal FAQs – an updated listing of our most asked questions.
- Legal News and Articles – summaries of important legal decisions and other information.
- Legal HR Blog – view recent and past posts and watch for them in *KLC DirectLine*, our electronic newsletter.
- *KLC City Officials Legal Handbook* – order or download at [klc.org](http://klc.org).

**J.D. Chaney, KLC Deputy Executive Director**  
[jchaney@klc.org](mailto:jchaney@klc.org)

Hails From: Richmond, KY  
Joined KLC: 2001

What He Does For You: J.D. started his legal career at KLC as a law clerk, and over the next 17 years has battled for Kentucky's cities on every front: as manager of the Legal Services Department, then as Chief Governmental Affairs Officer, and now as KLC Deputy Executive Director. Years of answering your legal questions led to an encyclopedic knowledge of municipal law and the topics that matter most to KLC members, which in turn has led to KLC's stellar record of legislative success in Frankfort. As Deputy Executive Director, J.D. now not only oversees his division (including legislative services, legal services, research, communications, community development and training), but also helps ensure KLC as a whole stays true to its mission of serving as the united voice of cities. Despite his many roles, he still finds time to pick up the phone and answer your legal questions.

**Morgain Sprague, KLC Director of Municipal Law and Training**  
[msprague@klc.org](mailto:msprague@klc.org)

Hails From: Lexington, KY  
Joined KLC: 2017

What She Does For You: Morgain came to KLC with 18 years of legal experience. Possessing a diverse background in employment, police, civil rights, administrative, and regulatory law she relished the challenge to add municipal law to her toolbox. During her tenure at KLC, she has worked with her staff in updating publications, writing informative articles for our members, developing and providing training to cities throughout the commonwealth, and answering hundreds of calls on a variety of legal topics. Most rewarding to Morgain is helping our city officials find solutions to any issue they face.



**Chris Johnson, Municipal Law Attorney**  
[cjohnson@klc.org](mailto:cjohnson@klc.org)

Hails From: Ashland, KY  
Joined KLC: 2014



**What He Does For You:** If you call KLC's legal department, odds are it will be Chris's voice that greets you. Chris is KLC's day-to-day member response attorney, which means there isn't an issue he hasn't heard, handled, trained on or written about. He also brings an impressive background as a prosecutor and assistant attorney general to the legal services team, which has quickly led to a unique expertise in city police department legal issues and litigation strategy. Chris also implements KLC's popular Reverse Salt Auction Program and acts as a liaison for the Local ABC Administrators Association.

**Andrea Shindlebower, Personnel Services Specialist**  
[ashindlebower@klc.org](mailto:ashindlebower@klc.org)

Hails From: Well, Ohio... but she's lived in at least seven different Kentucky cities, and Lexington happily claims her as its own.  
Joined KLC: 2002



**What She Does For You:** What *hasn't* she done for you? Andrea served as a legal analyst for 12 years, providing assistance and training on every municipal law topic imaginable, and along the way becoming the premier expert on Kentucky city personnel requirements. In 2014, she transitioned to KLC's Personnel Services Specialist, developing a catalog of personnel and human resource services uniquely designed for our member cities. She also developed and implements KLC's Certified City of Ethics Program, and in her spare time still manages to answer whatever other legal requests come her way. Only a handful of leagues in the nation offer any sort of personnel services or ethics programs, and you can thank Andrea for making KLC one of them.

**Cassie Cooper, Senior Training Manager**  
**ccooper@klc.org**

Hails From: Paintsville, KY  
Joined KLC: 2018



With over five years of legal experience in local government and a background in marketing, communications and training, Cassie brings a diverse resume to KLC. As the new Senior Training Manager, she is trying to boost the already stellar training program KLC has built over the past several years. In 2018 alone, KLC is offering over 40 trainings, seminars and conferences around the state covering a range of the most popular and needed topics for city officials. Her goal is to make sure that every city official in Kentucky is provided with the training they need to make them stronger leaders and greater resources to their respective cities.

**Save the Date!** Please visit [klc.org](http://klc.org) to register for these trainings.

**June 28-29 - Lexington**  
**KLC Blighted, Abandoned & Dilapidated (BAD) Property Conference**

**July 16-20 - Lexington**  
**Kentucky Municipal Clerks Institute**

**August 1 - Berea**  
**HB 55 Planning & Zoning**

**August 22-24 - Dale Hollow**  
**Kentucky Master Municipal Clerks Academy**

**September 17-20 - Louisville**  
**2018 KLC Annual Conference & Expo**

**November 14 - Owensboro**  
**HB 55 Planning & Zoning**

## **The City Officials Training Center (COTC)**

The City Officials Training Center (COTC) is a voluntary continuing education program administered by KLC. City officials can complete the three achievement levels by attending KLC training events and submitting outside training credit from other municipal training. City officials can also now become a Certified Municipal Officer by completing additional specialized training. There is no charge to enroll. If you attend KLC training events, your credit is tracked automatically.

Every workshop, peer networking session, and general session during COA II is available for COTC credit on an hour-by-hour basis. COA II participants are eligible for 13.5 credit hours (including 1 hour of ethics) through the City Officials Training Center/HB 119. Additionally, the courses have been submitted to the Kentucky Bar Association for CLE credit.

## 2018 COA II Sponsors

### Breaks

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FLEET MANAGEMENT

### Wednesday Night Reception

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### Thursday Lunch and Learn

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## 2018 COA II Sponsors

# Thank You!

Enterprise Fleet Management

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Kentucky League of Cities Community  
Development

Kentucky League of Cities Insurance Services

Kentucky Rx Card

Kerrick Bachert, PSC

Perfection Group, Inc.

Precision Concrete Cutting

REACH Alert

Republic Services

Sophicity

Strand Associates, Inc.

Summit Engineering, Inc.

# Save the Date!



## 2018 KLC Conference & Expo

September 17 - 20, 2018

Louisville Marriott Downtown  
Kentucky International Convention Center  
Louisville, KY



100 East Vine Street, Suite 800  
Lexington, KY 40507  
1.800.876.4552

[klc.org](http://klc.org)

