

MINUTES City of Stamping Ground

Date: July 2, 2024 **Time:** 6:00 p.m.

Place: 3374 Main Street in City Hall

- Mayor:** Keith Murphy
Police Commissioner: Jennifer Jones
Economic Development Commissioner: David Clark
Public Works' / Parks Commissioner: Kendra Murphy
Streets' Commissioner: Billy Swartz
Police Chief: Don Whitlock, Asst. Chief John Giles
Fire Chief: Robert Hendricks
Attorney: Joe Hoffman
Financial Consultant: Melissa Bayer
City Clerk: Michelle Randolph (minutes)
Commissioners Absent: None

Opening: Call – to – Order ***Pledge:** Keith Murphy & **Prayer:** David Clark*

Agenda: **1- Citizen Concerns, 2- New Business, 3- Unfinished Business, 4- Department Reports, 5- Approval of June 18th Minutes, 6- Executive Session [Tentative], 7- Closing Remarks, 8- Meeting Adjourns**

Agenda Item	<u>Discussion/Concerns (All Motions in BOLD)</u>	Action item Follow-up
-1- Citizens' Concerns	None	
-2-	NEW BUSINESS	
Employee Handbook Buffalo Springs Initiative	<p>Everyone discussed the process of updating the employee handbook. As well as discussing key points that need reviewed and updated. The biggest key points being looked at are how Sick days and Vacation days accrue. Commissioner Jones and Commissioner Swartz took home a huge portion of the handbook to read over to look for things that may need to be updated.</p> <p>Sarah and Channing discussed wanting the ability to write grants for the city, whit the Commission's approval. They discussed moving forward with the Buffalo Springs Initiative building. They explained their meeting with two Amish gentlemen to view the Buffalo Square property and again at City Hall to discuss a potential layout of the building. Attorney Hoffman was willing to provide his services for the Initiative but advised Sarah and Channing to get their own lawyer. He then provided advice on the issue. The Commission discussed this, to which there were no spoken disagreements. They were advised to consult their own counsel/lawyer. The citizens provided a rough draft of a Volunteer Agreement that would allow them to create an EIN number under the name Buffalo Springs Initiative. Attorney Hoffman agreed to review and edit as needed.</p>	

	<p>Motion by <u>Mayor Murphy, 2nd by Commissioner Jones to proceed to develop the 501C-3 application.</u></p>	<p>Motion Passed 4 – 1</p>
	<p>Motion by <u>Mayor Murphy, 2nd by _____ to approve to provide City Attorney Hoffman to consult with the developers.</u> <u>Mayor Murphy said that motion died due to lack of second.</u></p>	<p>Motion Died 0 – 0</p>
	<p>Motion by <u>Commissioner Swartz, 2nd by Commissioner Jones to have Attorney Hoffman review and rewrite the Buffalo Springs Initiative Volunteer Agreement as needed.</u></p>	<p>Motion Passed 4 – 1</p>
<p>Pavilion Request</p>	<p>Mayor Murphy read the rules listed on the Pavilion Agreement. The commission discussed liability issues and how it could affect the city.</p>	<p>Motion Passed 5 - 0</p>
<p>Motion by <u>Mayor Murphy, 2nd by Commissioner Murphy to update and add to the Pavilion Agreement that there are no inflatables or bouncy houses allowed at the park/pavilion or Buffalo Square when renting the spaces.</u></p>		
<p>-3- UNFINISHED BUSINESS</p>		
<p>Waste Removal Bid Ad</p>	<p>Attorney Hoffman provided and reviewed bid forms. The bid deadline is August 5th and open bids at the first meeting in August on the 6th. The waste removal contract will start September 1st. The ad needs to be advertised within 21 days before the bid opens on August 6th. Bidders will need to contact City Hall to request a bid form.</p>	<p>Motion Passed 5 - 0</p>
<p>Motion by <u>Commissioner Swartz, 2nd by Commissioner Clark to approve the waste removal bid form and the August 5th as the bid deadline.</u></p>		
<p>-4- DEPARTMENT REPORTS</p>		
<p>POLICE DEPT. Chief Don Whitlock</p>	<p>Chief Whitlock and Asst. Chief Giles discussed the following:</p> <ul style="list-style-type: none"> - They are in the process of doing what they need to purchase the truck. - Parade cancelation plans, if needed. - Flock camera helped find a missing person. They arrived in less than two minutes. - Working on adding cameras in exchange for taking the raven mics down. As the ravens are not as useful as expected. The cost should not change. - Current cameras are working now. - Got digital speed sign down and now need a key to unlock to be able to see issue. 	

FIRE DEPT. Chief Robert Hendricks	Chief Hendricks discussed: - He has three volunteers to work the parade. - Quarterly report indicates they responded to or were a part of 82 incidents. - Waiting for electrician to finish hooking up generator. - The last of the Training Center Grant money will purchase electric.	
ECON. DEV. David Clark	Commissioner Clark stated that the Business Directory would be mailed out to citizens soon. He said there have been positive results from previous mailings. **He also reported that there is still no solid movement with the old grocery store. ** A citizen stated he did not need a full discussion at this time but wanted the Commission to consider whether ABC sales on Sundays would benefit the city. He also asked what is required of the developer when developing a subdivision, as there is one that doesn't have any trees or landscape.	
PUBLIC WORKS' / PARKS Kendra Murphy	Commissioner Kendra Murphy stated that Steven Popp is going purchase a new pump for the spring at the park.	
STREETS Billy Swartz	None	
-5- Approval of June 18, 2024 Minutes	Motion by Commissioner Clark, 2nd by Commissioner Murphy to approve the June 18, 2024 Minutes.	Motion Passed 5 - 0
-6- Executive Session	N/A	
-7- Closing Remarks	Mayor Murphy said that a citizen asked him to check what the regulations are on pools/hot tubs/bodies of water located on one's property. He read aloud the regulations that state any body of water more than two foot deep must have a fence around it. He advised the homeowner to speak with Code Enforcement and his home insurance company. The mayor reviewed an invoice for the Fire Department, which had been previously approved for payment.	
-8- Meeting Adjourns at <u>8:30</u> p.m.	Motion by Mayor Murphy, 2nd by Commissioner Jones to adjourn.	Motion Passed 5 - 0

Meeting Minutes will be approved at the July 16, 2024 Meeting.

Mayor

City Clerk