

REGULAR MEETING MINUTES City of Stamping Ground

Date: April 10, 2025 **Time:** 6:00 p.m.

Place: 3374 Main Street in City Hall

Mayor: Pro Tem Dale Perry
Police Commissioner: Jennifer Jones
Economic Development Commissioner: Cody Meadows
Public Works' / Parks Commissioner: Ken Koger
Streets' Commissioner: Pro Tem Dale Perry
Fire Commissioner: Dale Perry
Police Chief: Don Whitlock, **Asst. Police Chief:** John Giles
Fire Chief: Robert Hendricks ; **Asst. Fire Chief:** Andrew Tackett
Attorney: Joe Hoffman
Financial Consultant: Melissa Bayer
City Clerk: Reda Conn, **Asst City Clerk:** Michelle Randolph
Minutes By: Michelle Randolph

Personnel Not Present: Don Whitlock, Robert Hendricks, Andrew Tackett, Melissa Bayer, and Reda Conn.

Opening: Call – to – Order *Pledge& Prayer: Mayor Pro Tem Perry*

Agenda: **1- Public Concerns, 2- Executive Session 3- New Business, 4- Unfinished Business, 5- Department Reports, 6- Approval of March Financials, 6- Approval of March 25, 2025 Minutes, 7- Closing Remarks, 8- Meeting Adjourns**

Agenda Item	<u>Discussion/Concerns (All Motions in BOLD)</u>	Action item Follow-up
<p align="center">-1- Public Concerns</p>	<p>➤ None</p>	
<p align="center">-2- Executive Session</p>	<p>Go into Executive Session In pursuit of KRS 61.8101(f) on discussions which might lead to the appointment, discipline or dismissal of an employee, Motion by Commissioner Koger, 2nd by Pro Tem Perry to go into Executive Session.</p> <p>Motion by Commissioner Koger, 2nd by Commissioner Jones to come out of Executive Session.</p>	<p align="center">Vote 4 - 0 P</p> <p align="center">Vote 4 - 0 P</p>

NEW BUSINESS

SGE Robotics Club ➤ The Stamping Ground Elementary Robotics Club and parents were present at the meeting. The club members spoke about what they do as a team. They will be traveling May 10th to Worlds in Dallas, Texas.

➤ **Commissioner Meadows** presented the City’s donation to the team and took a picture with them.

BOA Resignation Letter ➤ **Pro Tem Perry** stated that we had a resignation from the Board of Adjustments. We will need to appoint someone for the BOA position as well as, Code Enforcement, Commissioner and Mayor.

Motion by Commissioner Jones 2nd by Pro Tem Perry to accept BOA resignation.

Vote
4 - 0
P

Hang City Hall Flag ➤ The city had an unnamed veteran donate a USA flag to replace the tattered flag hanging at City Hall.

➤ **Commissioner Koger** stated that he would find someone to hang the flag.

.Gov Emails ➤ **Pro Tem Perry** recommended all Chiefs and Asst. Chiefs have and use .gov emails.

➤ **All Commissioners** agreed.

➤ Asst. Clerk Michelle will create .gov emails for all Chiefs and Asst. Chiefs.

City Clerk Training Date 4/15/25 ➤ **Pro Tem Perry** explained the clerks have a needed training to attend, regarding a report they have to submit. This will be a zoom call on 4/15 at 2pm.

Motion by Commissioner Jones 2nd by Commissioner Koger to close City Hall April 15th from 2:00 to 4:30 pm.

Vote
4 - 0
P

WesBanco CD ➤ This CD reached the maturity date. The date to transfer the CD was missed. The CD will be at WesBanco for another 7 months.

WesBanco Safe Deposit Box ➤ Discussed moving the Safe Deposit Box from WesBanco to Community Trust Bank.

Motion by Commissioner Koger 2nd by Commissioner Jones to open safe deposit box to Community Trust Bank.

Vote
4 - 0
P

Road Funding Update – HB 546/HJR 46 ➤ **Pro Tem Perry** reached out to Representative Hampton and Representative Grossl. We are waiting on the Secretary of State still has to sign off on the law before we can receive the funding.

Tornado Shelter Signage

- **The Commission** discussed:
 - The need for signs showing where the tornado shelter is located as well as parking. The signage should be in English and Spanish.
 - Need to work with Mike Hennigan to have a plan on who will open and man the shelter.
 - No pets are allowed in the shelter.
 - Mr. Rob Jones stated he will bring up signage issues to the county. He also stated that he thought it went well and that it was money well spent by the county.

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UNFINISHED BUSINESS

Savings Account

- Asst. Clerk Michelle expressed the need to pull from the savings account.
- **Pro Tem Perry** stated that once we appoint a Mayor we will close the SOH and BOA accounts to avoid signing paperwork twice.

Motion by Commissioner Koger 2nd by Commissioner Jones to transfer \$12,000 from savings to the General Fund account.

**Vote
4 - 0
P**

First Reading of Cannabis

- **Attorney Hoffman** read the first reading by summary of the Cannabis ordinance.

First Reading of Ordinance 2025-002

- **Attorney Hoffman** read the first reading of the Personnel Policy ordinance by summary.

Paying Contractors

- **Pro Tem Perry** stated if he gets phone calls regarding another Commissioner's department, he redirects them to the Commissioner over that department.
- Before the clerks pay an invoice for any service, the Commissioner responsible for that department should ensure that the work was completed.

Next Workshop Date

- The next workshop will be held on Saturday, April 12th at 9am.

DEPARTMENT REPORTS

POLICE DEPT.
Chief Don Whitlock and Commissioner Jennifer Jones

- **Asst. Chief Giles** reported:
 - Need the Commission to get in touch with Mr. Parker on SRO as soon as possible to work on getting a contract before the new school year.
 - Have had 301 calls for service. They were at 207 this time last year.
 - He confirmed they are logging any and all ABC related stops.

FIRE DEPT.
Chief Robert Hendricks and Commissioner Dale Perry

- **Commissioner Perry** reported:
 - Stated that Chief Hendricks and Asst. Chief Tackett were not able to attend the meeting.
 - The department is working on separating and reporting how many city runs they go on verses county runs.

PUBLIC WORKS'
Commissioner Ken Koger

- **Commissioner Koger** reported:
 - He showed the example brick he was sent by the company that will be putting names on the bricks.
 - Anyone can purchase a brick and put whatever they want on the brick. A little extra \$ they can put a drawing on it.
 - We don't have a 501C-3. However, any public agency is allowed to run their own campaign.
 - People can donate trees to the project as well.
 - Commissioner Koger will open the website for donations. When we get enough bricks for the project, they will automatically close donations and the company will automatically start making the bricks.
 - There will be a timeframe for donations and all details will be public once Commissioner Koger has more info.
 - He stated that back door on City Hall is rotting out. He got an estimate to replace door. It will be about \$825 for awning to protect the door and about \$1,150 for door. Both will go out to bid.
 - Cedar Grove Baptist Church is going to cut off the limb on the tree at Buffalo Square Saturday April 12th. The tree has some life left so he is going to wait to cut the whole tree down.
 - Discussed a way to allow volunteers to help out with small things like hanging the flag, but have insurance to avoid liability.
 - **Pro Tem Perry** discussed that someone had sat a dumpster on Buffalo Square and it left ruts in the ground. Discussed if it cost to fill in ruts in ground we would be able to ask the citizen to pay cost. **Attorney Hoffman** stated that we would be able to do that.

STREETS
Mayor / Mayor Pro Tem Dale Perry

- **Pro Tem Perry** reported:
 - There is a business owner wanting to put up a sign on the corner of Commonwealth Drive and Main. He is working to see if there are any issues with the owner doing so.
 - He will call district 7 to get hole patch on Main Street in front of the school.

- As well as looking into fixing the radius in front of Scott Village that is crumbling near Burch Street.
- There was a discussion about Mulberry Street getting mor traffic and it has a hole on the corner close to Main Street that needs to be patch as well.

ECON. DEV.
Commissioner
Cody
Meadows

➤ **Commissioner Meadows** reported:

- Stated the Buffalo Springs Subdivision needs to be addressed.
- Asked **Attorney Hoffman** to write a letter to send out to businesses to remind them to pay their business licenses. He stated he would write up a letter.
- **Asst. Chief Giles** stated that if the Commission appoints the Police Department to enforce business license rules, then they will enforce. **Attorney Hoffman** stated that he thought this was the best way to enforce the license rules.
- **Attorney Hoffman** stated that the certificate/license should be provided by the City Clerk. The business should post in the window of their work vehicle.
- **Pro Tem Perry** and Mr. Rob Jones discussed the possibility of Georgetown/Scott County having a statement on their website notifying anyone conducting business in Stamping Ground that they will need a Stamping Ground business license in addition to the Scott County license.
- It was suggested to the Commission that it might not be worth the money and trouble to have a business license fee.
- Stated that it needs to be in our contractor’s contracts that they must have a business license.
- A citizen asked if the ABC Admin would have the ability to ask for their business license when doing their ABC inspections. The ABC Admin can have that ability if the Commission and/or ordinance says they can. Mr. Kevin Kidwell stated that as long as it is a business selling alcohol he would be ok with asking them for their regular city business license, as long as the Commission told him he could do so.

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Approval of
March
Financials

Motion by Commissioner Koger 2nd by Commissioner Jones to approve March Financials.

Vote
4 - 0
P

Approval of
March 25,
2025 Minutes

Motion by Commissioner Meadows 2nd by Commissioner Jones to approve March 25, 2025 Minutes.

Vote
4 - 0
P

<p>-7- Closing Remarks</p>	<p>➤ None</p>
<p>-8- Meeting Adjourns at <u>8:45</u> p.m.</p>	<p>Motion by <u>Commissioner Koger</u> 2nd by <u>Commissioner Meadows</u> to <u>adjourn.</u></p> <p style="text-align: right;">Vote 4 - 0 P</p>

Meeting Minutes will be approved at the May 27, 2025 Meeting.

Mayor Pro Tem

City Clerk