

REGULAR MEETING MINUTES City of Stamping Ground

Date: April 22, 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: Melissa Bayer, Reda Conn

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

Agenda: **1- Public Concerns, 2- New Business, 3- Unfinished Business, 4- Department Reports 5- Executive Session [Tentative], 6- Approval of March 21, April 10 and April 12, 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>➤ A citizen explained he was doing dirt work on Locust Fork, preparing to build. He stated that he had heard a rumor that our police officer had been rude to one or more of the workers and he wanted to clear it up for the Commission and the public, that this was not true. He stated that the police officer was polite while doing his job.</p>	
<p align="center">-2-</p>	<p align="center">NEW BUSINESS</p>	
<p>Spending Freeze</p>	<p>➤ Commissioner Meadows explained the need to freeze unessential monies and asked that no one spend money unless it's essential for business.</p> <p>Motion by Commissioner Meadows, 2nd by Commissioner Koger to freeze unessential spending until July 1st, 2025.</p>	<p align="right">Vote 4 - 0 P</p>
<p>Women On Missions</p>	<p>➤ A group from Penn Memorial Baptist Church, Women On Missions, had a representative at the meeting. They announced they will be starting a new food bank, and the first distribution date is May 4th, located at Penn Memorial Baptist Church. They are looking forward to being able to help people in the community. They will be accepting donations.</p>	

CTB & WesBanco CD's

- **Pro Tem Perry** discussed the CDs we have and how much money they have, just so the Commission knows what we have just in case we may need the money.
- He also stated that we to add Mayor, Pro Tem and clerks to the WesBanco CD.

Motion by Commissioner Meadows, 2nd by Commissioner Koger to have someone's name added to the WesBanco CD.

**Vote
4 - 0
P**

Motion by Commissioner Meadows, 2nd by Commissioner Koger to remove Bill Swartz as the authorized signature from the WesBanco CD and add Michelle Randolph to the WesBanco CD.

**Vote
4 - 0
P**

BOA

- **Pro Tem Perry** stated that we do not have any candidates, but we do have a position open for Board of Adjustments that needs to be filled.

Code Enforcement

- **Pro Tem Perry** stated that Kristy Koger has volunteered for the Code Enforcement position.

Motion by Pro Tem Perry, 2nd by Commissioner Meadows to appoint Kristy Koger as our Code Enforcement Board Member.

**Vote
3 - 0
P**

Commissioner Koger recused himself from the vote.

ABC Investigator

- **Pro Tem Perry** stated that we have an open position for ABC Investigator.

Ethics Board

- **Pro Tem Perry** stated that they had a resignation letter from one of the Ethics Board members and that we need to fill the position.

Motion by Pro Tem Perry, 2nd by Commissioner Jones to accept the Ethics Board Resignation letter.

**Vote
4 - 0
P**

Central Bank Name Change

- It was stated we need to remove Reda Conn from the Central Bank account and add Michelle Randolph's name to the account. This is the account all four Chief's credit cards are on.

Motion by Commissioner Meadows 2nd by Commissioner Koger to remove Reda Conn's name from the Central Bank account and add Michelle's name to the account.

**Vote
4 - 0
P**

Durango PD ➤ **Commissioner Jones** stated that they found a buyer for the Durango. **Attorney Hoffman** stated that it would have to be surplus. **Pro Tem Perry** suggested they wait to see how the SRO works out before they decide to sell the Durango. **Commissioner Jones and Pro Tem Perry** will be meeting with someone about the SRO on Thursday April 24th at 8:30.

SWI ➤ **Chief Whitlock** explained that SG PD will empty the Drug Drop Box at the end of every month and dispose of condense properly. In doing this we will not need SWI's services any longer.

Motion by Commissioner Koger 2nd by Commissioner Jones to eliminate service with SWI provided we don't have a contract with SWI and provided there are no penalties to do so.

**Vote
4 - 0
P**

Workshop Pay ➤ **Pro Tem Perry** stated that the ordinance says the Commission has to be paid for any and all meetings. This includes regular, special and workshop meetings.

Uattend Timeclock ➤ **Commissioner Koger** stated that he looked into using Uattend timeclock. It has payroll, W-2, check stub, tax fillings and geofence abilities. The platform is \$27 per month. The Commission discussed the program.

KLC Employee Benefits Renewal ➤ **Pro Tem Perry** explained the documentation provided by KLC needs to be signed and returned to KLC to renew employee benefits.
➤ **All Commissioners** agreed that Pro Tem Perry needed to sign.

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UNFINISHED BUSINESS

Second Reading of Personnel Ordinance 2025-003 ➤ **Attorney Hoffman** read the second reading of ordinance by summary.
Motion by Pro Tem Perry, 2nd by Commissioner Koger to accept ordinance 2025-003 as read.

**Vote
4 - 0
P**

Business License Ordinance ➤ **Commissioner Meadows** started a discussion on amending the Business License Ordinance. He will send full copies to all Commissioners and Attorney Hoffman; of a revised ordinance he drafted. He discussed some of the different scenarios the ordinance draft covers. Many parts of the current ordinance are outdated.
➤ **The Commission** agreed to update one portion of the ordinance at a time.
➤ **Attorney Hoffman** explained that if a business does not have a business license they can not pay for the next year's license until June 1st. For example, if they pay for a new license in May of 2025 they will receive a 24-25 license and will need to pay in June for the 25-26 license.

Social Media ➤ **Pro Tem Perry** stated that he was in the process of looking for the social media ordinance/policy that was passed in 2020. He found the minutes reflecting the Commission in 2020 did accept a social media policy. He stated he'd like to work with Michelle Randolph to start the city a Facebook page the week of April 25, 2025 if the Commission approves.

Motion by Commissioner Meadows, 2nd by Commissioner Koger to have Pro Tem Perry and Asst. Clerk Michelle create a Facebook page for the city.

**Vote
4 - 0
P**

Gutters ➤ **Pro Tem Perry** stated that he thought if we don't get what is needed from the company doing the gutters on City Hall that we should pick another bid to go with. There were no disagreements to take this action.

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DEPARTMENT REPORTS

POLICE DEPT. ➤ **Chief Whitlock** had nothing further to report as they previously cover all topics he needed to cover.
Chief Don Whitlock and Commissioner Jennifer Jones

FIRE DEPT. ➤ **Chief Hendricks and Asst. Chief Tackett** reported:
Chief Robert Hendricks and Commissioner Dale Perry

- Explained the grant that the last Commission authorized.
- Stated they missed the last meeting due to being a big conference. There were 140 volunteers there. He expressed their gratitude and how proud they were to be there. This is a conference they will continue to attend in the future.
- Stated that they had 21 active volunteers on the roster between January and March. There are 38 total volunteers on the roster. If someone is inactive they don't remove them from the roster for multiple reasons.
- He explained how and when they use their radios. That they are certainly needed. Discussed with the Commission about the dispatching process as well as safety measures during the process.
- They do have HIPA training.
- They had had:
 - 77% of their calls were rescue or medical related
 - 5% were fire related
 - 7% were weather related
 - Less than 2% were false alarms
 - 2% were good intent calls
 - 4% were service calls and
 - 3.5% were hazardous material related calls.

- Out of 56 runs in the quarter they had:
 - 21 of those runs were made inside the city limits
 - 7 of those runs were made east of city limits
 - 18 of those were north
 - 9 of those were south
 - 1 of those was west
- They invited anyone to come join them at their trainings to see how they operate and to ask questions about what they do.
- They automatic mutual aid for surrounding counties.

PUBLIC WORKS'
Commissioner Ken Koger

- **Commissioner Koger** reported:
 - The spring in the park just got cleaned out.
 - Three trees in the park will be cut down soon, as they are a hazard.

STREETS
Mayor Pro Tem Commissioner Dale Perry

- **Pro Tem Perry** reported:
 - He spoke to Ms. Grossel about the funds to pave Commonwealth Drive. He explained that she told him there is no match required on the funds discussed, however if the city goes over budget, the city will be responsible for the allocations the state doesn't cover.
 - **Chief Whitlock** pointed out that there are two pot holes in front of the school that can potentially be an issue. They discussed if it is on school property or on the state highway.

ECON. DEV.
Commissioner Cody Meadows

- **Commissioner Meadows** reported:
 - He had already discussed the business license ordinance.
 - There are a couple of businesses that may be coming to town soon.
 - **Attorney Hoffman** stated that he is working on putting together letters to send out letting businesses know they still need to pay their business license.
 - **Chief Whitlock** asked what the proper procedure is if someone doesn't come get their business license. They will work on this.
 - **Attorney Hoffman** and Michelle Randolph spoke about the delinquent property tax letters they sent out so far.
 - **Commissioner Meadows** said that he went to P & Z about the street lights in the new addition of the subdivision and received no answers as of yet.
 - **Commissioner Meadows and Commissioner Koger** stated that they looked into and will continue to look for options we have to get a parking lot put where the empty lot is.

-5- Executive Session	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 Commissioner Jones to go into Executive Session.	Vote 4 - 0 P
	Motion by Commissioner Koger, 2nd by Commissioner Jones to come out of Executive Session.	Vote 4 - 0 P
	Motion by Commissioner Koger, 2nd by Commissioner Meadows to defer the appointment of Mayor to the Governor.	Vote 4 - 0 P
-6- Approval of March 21, April 10, April 12, 2025 Minutes	Motion by Commissioner Meadows, 2nd by Commissioner Jones to approve the March 21, 2025 Minutes.	Vote 4 - 0 P
	➤ The Commission had a brief discussion to see if they all had a chance to read over the April 10 th minutes.	
	Motion by Commissioner Jones, 2nd by Commissioner Koger to table the approval of the April 10, 2025 Minutes until the May 8, 2025 meeting.	Vote 4 - 0 P
	Motion by Commissioner Meadows, 2nd by Commissioner Jones to approve the April 12, 2025 Minutes.	Vote 4 - 0 P
-7- Commission Closing Remarks	➤ None	
-8- Meeting Adjourns at 8:25 p.m.	Motion by Commissioner Koger, 2nd by Pro Tem Perry to adjourn.	Vote 4 - 0 P

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

Mayor Pro Tem

City Clerk