

**SPECIAL MEETING MINUTES City of Stamping Ground**

**Date:** August 14, 2025      **Time:** 6:00 p.m.

**Place:** 3374 Main Street in City Hall

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

**Personnel Not Present:** Robert Hendricks, Melissa Bayer

**- Call – to – Order 1- Pledge 2- Invocation 3- Roll Call 4- Public Concerns 5- Approval of June 24, 2025 Minutes 6- Department Reports 7- New Business 8- Announcements 9- Adjourn**

Agenda Item	Discussion/Concerns (All Motions in <b>BOLD</b> )	Action item Follow-up
<p align="center"><b>-4-</b></p> <p><b>Public Concerns</b></p>	<ul style="list-style-type: none"> <li>• Steven Popp stated:               <ul style="list-style-type: none"> <li>○ He is working with <b>Commissioner Brown</b> on areas where the streets and sidewalks have grass and dirt build up.</li> <li>○ He discussed with the <b>Commission</b> about replacing the pump for the fountain in the park. Issue will be revisited.</li> <li>○ He will leave a leaf blower at the pavilion for anyone to use.</li> </ul> </li> </ul>	
<b>-5-</b>	<b>APPROVAL OF MINUTES</b>	
<p>Approval of June 24, 2025 Minutes</p>	<p><b>Motion by <u>Commissioner Koger</u> 2<sup>nd</sup> by <u>Commissioner Meadows</u> to approve June 24, 2025 minutes, with two corrections being made.</b></p> <p><b><u>Commissioner Brown and Commissioner Perry abstained from the vote.</u></b></p>	<p align="center">Vote 5 – 0 P</p>
<b>-6-</b>	<b>DEPARTMENT REPORTS</b>	
<p><b>POLICE DEPT. Chief John Giles and Commissioner Jennifer Jones</b></p>	<p><b>Chief Giles reported:</b></p> <ul style="list-style-type: none"> <li>• He would like to use the 30 day trial offered for a radar that reflects statistics on the traffic in the area where it is placed.               <ul style="list-style-type: none"> <li>○ There were no objections to <b>Chief Giles</b> testing the radar.</li> </ul> </li> </ul> <p><b>Motion by <u>Commissioner Meadows</u> 2<sup>nd</sup> by <u>Mayor Jones</u> to approve purchase of ammo as Attorney Hoffman stated was on the memorandum of agreement with a total of \$5,300.</b></p>	<p align="center">Vote 5 – 0 P</p>

<p><b>FIRE DEPT.</b>  <b>Chief Robert Hendricks and Commissioner Dale Perry</b></p>	<p><b>Assistant Chief Tackett reported:</b></p> <ul style="list-style-type: none"> <li>• The departments numbers of runs and hours of training.</li> <li>• He stated that Michelle Randolph has communicated with them about the roof and will proceed as needed to work towards the repairs of the Fire Department roof.</li> </ul>	
<p><b>PUBLIC WORKS'</b>  <b>Commissioner Ken Koger</b></p>	<p><b>Commissioner Koger reported:</b></p> <ul style="list-style-type: none"> <li>• The Bricks program is almost ready. He stated anyone wanting to order a brick will need to mail or bring the order form and a check to City Hall until he can get the online payment set up and operating.</li> <li>• Researched what company other cities use to build and maintain their websites. He is looking into more details about CivicPlus Municipal Websites.</li> <li>• Looking into changing from our bank to People's Bank.</li> </ul>	
<p><b>STREETS</b>  <b>Mayor Pro Tem / Commissioner Dale Perry</b></p>	<p><b>Commissioner Brown reported:</b></p> <ul style="list-style-type: none"> <li>• Talking to tourism about flag poles and banners. It is possible that Tourism might be able to help with the cost.</li> <li>• Stated streets signs that she is working to get replaced. Estimated cost is \$1,919.29.</li> </ul> <p><b><u>Motion by Mayor Jones, 2<sup>nd</sup> by Commissioner Meadows to purchase the signs at the estimated cost of \$1,919.29.</u></b></p> <p><b><u>Commissioner Perry voted against the motion.</u></b></p>	<p><b>Vote</b>  <b>4 – 1</b>  <b>P</b></p>
<p><b>ECON. DEV.</b>  <b>Commissioner Cody Meadows</b></p>	<p><b>Commissioner Meadows reported:</b></p> <ul style="list-style-type: none"> <li>• He is waiting to hear from the Revenue Cabinet about an appointment to discuss having the ability for business to purchase a Stamping Ground business license at the same time as their Scott County business license. <b>Mayor Jones and Commissioner Meadows will be going to meet with them to further discuss the details.</b></li> <li>• Cilantro Bar and Grill will be opening very soon.</li> </ul> <p><b><u>Motion by Mayor Jones, 2<sup>nd</sup> by Commissioner Koger to waive any and all fees for participants in the 227 Yard Sale to allow them the use of Buffalo Square and the park on August 30th.</u></b></p>	<p><b>Vote</b>  <b>5 – 0</b>  <b>P</b></p>
<p><b>Finance &amp; Administration</b></p>	<ul style="list-style-type: none"> <li>• <b>Approval of July Finances</b></li> </ul> <p><b><u>Motion by Commissioner Koger, 2<sup>nd</sup> by Commissioner Brown to approve July Finances.</u></b></p> <ul style="list-style-type: none"> <li>• <b>Close for Clerk/CPA Meeting 8/28, 8/29 or 9/5.</b> <ul style="list-style-type: none"> <li>○ It will be discussed at the next meeting.</li> </ul> </li> <li>• <b>Savings</b></li> </ul>	<p><b>Vote</b>  <b>5 – 0</b>  <b>P</b></p>

- **Cancel Printer, Stamp Machine and Credit Card Machine**

**Motion by Commissioner Perry, 2<sup>nd</sup> by Mayor Jones to cancel Toshiba printer and replace, to cancel Pitney Bowes stamp machine, and to cancel the credit card machine and all subscriptions to go with it and replace with Square contingent upon attorney approval.**

- **Property Tax Rate Form**
  - Attorney Hoffman explained the tax rates and the procedure.
- The Commission discussed QuickBooks' functionality. If we deactivate all Contractors in QuickBooks this will save over \$2,000 per year. Our current version of QuickBooks does not have the ability to track the budget.
  - Discussed other program options. There were none that they wanted to explore.

**Motion by Mayor Jones, 2<sup>nd</sup> by Commissioner Perry to upgrade our subscription to QuickBooks to the next level immediately.**

**Vote  
5 - 0  
P**

-7-

**NEW BUSINESS**

**Heart Association**

**Motion by Mayor Jones, 2<sup>nd</sup> by Commissioner Koger to donate \$300 from General Fund to the Heart Association.**

**Vote  
4 - 1  
P**

**Commissioner Perry voted against the motion.**

**RFPs**

**The Commission discussed the potential of advertising the following RFPs:**

- CPA Position

**Motion by Commissioner Meadows, 2<sup>nd</sup> by Mayor Jones to publish an RFP for the CPA position.**

**Vote  
5 - 0  
P**

- Head Clerk Position
  - Discussed details wanted and needed in the advertisement.
  - Will be voted on at the next meeting.
- Parks: Fans & Water Pump
  - Discussed and will revisit at a later date.
- Street Signs Installation
  - Discussed and will revisit at a later date.
- Parking Lot
  - Commissioner Perry expressed that if we vote to build a parking lot we need to ensure we follow through with it.
  - Commissioner Meadows stated that he would like to have the same person come and survey the lot again.

**Motion by Commissioner Meadows, 2<sup>nd</sup> by Mayor Jones to have the lot surveyed with a cost up to \$1,000.**

**Vote  
5 - 0  
P**

BOA Appointee	<ul style="list-style-type: none"> <li>The position was still open.</li> </ul>	Vote 5 - 0 P
Zach's Business License	<p><u>Motion by Commissioner Meadows, 2<sup>nd</sup> by Mayor Jones to waive Zach's business license fee this year.</u></p>	Vote 5 - 0 P
City Hall Renovations	<ul style="list-style-type: none"> <li>Commissioner Perry stated that he was exploring options to get the materials donated to do renovations to City Hall. <ul style="list-style-type: none"> <li>Plan to do it in 3 stages, wall over the kitchen, wall to separate the room from the office and files, and the lights.</li> </ul> </li> <li>The Police Department is in need of new cabinets in their kitchen.</li> </ul>	
Ammo Grant	<ul style="list-style-type: none"> <li>Discussed and the <i>Commission</i> agreed to have Chief Giles proceed with the Police Department ammo grant.</li> </ul>	
Amazon Account	<p><u>Motion by Mayor Jones, 2<sup>nd</sup> by Commissioner Perry to purchase Amazon Business Prime for PD, FD and City Hall to share, with a cost up to \$180.</u></p>	Vote 5 - 0 P
Chief's Credit Cards	<ul style="list-style-type: none"> <li>The <i>Commission</i> discussed whether they wanted both Chiefs to have credit cards and not the Assistant Chiefs or not.</li> </ul>	
	<p><u>Motion by Commissioner Perry, 2<sup>nd</sup> by _____ to only allow the Chiefs to have credit cards and to cancel the Assistant Chief's credit card.</u></p>	Vote -- -- Failed
	<p><u>Vote failed due to lack of a second.</u></p>	
Forensic Audit Discussion	<ul style="list-style-type: none"> <li>The <i>Commission</i> discussed wanting to do the audit and why.</li> <li>There were no disagreements to move forward with finding out the cost of the audit and the process.</li> </ul>	
UTV's Discussion	<ul style="list-style-type: none"> <li>Discussed and will wait to see what Scott County passes on the subject before we make a decision on the issue.</li> </ul>	
P&Z Zoning Review	<ul style="list-style-type: none"> <li>Discussed what changes we want to make in this process.</li> </ul>	
	<p><u>Motion by Commissioner Meadows, 2<sup>nd</sup> by Mayor Jones to accept and proceed with the P&amp;Z Review.</u></p>	Vote 5 - 0 P
	<p><u>Commissioner Perry voted against the motion.</u></p>	

<p><b>-9-</b> <b>Announcements</b></p>	<p><b>None</b></p>	
<p><b>-10-</b> <b>Meeting Adjourns at 9:06 p.m.</b></p>	<p><b>Motion by Commissioner Koger, 2<sup>nd</sup> by Mayor Jones to adjourn.</b></p>	<p><b>Vote 5 - 0 P</b></p>

**Meeting Minutes will be approved at the October 9, 2025 Meeting.**

  
 \_\_\_\_\_  
**Mayor**

  
 \_\_\_\_\_  
**Asst. City Clerk**