

**SPECIAL MEETING MINUTES City of Stamping Ground**

**Date:** August 26, 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:** Andrew Tackett, Melissa Bayer

**- Call to Order 1- Pledge 2- Invocation 3- Roll Call 4- Public Concerns 5- Approval of June 26, 2025 Minutes 6- Department Reports 7- Unfinished Business 8- Announcements 9- Adjourn**

Agenda Item	<u>Discussion/Concerns (All Motions in <b>BOLD</b>)</u>	Action item Follow-up
<p align="center"><b>-4 -</b> <b>Public Concerns</b></p>	<ul style="list-style-type: none"> <li>A local business was present to speak on their concern with not having enough available parking.                             <ul style="list-style-type: none"> <li><b>The Commission</b> discussed several options and possible improvements that might be feasible.</li> </ul> </li> </ul> <p><b>Motion by Commissioner Koger 2<sup>nd</sup> by Commissioner Brown to accept removing the two signs that designate “City Hall Parking Only”, to open up them up for anyone to park there.</b></p> <ul style="list-style-type: none"> <li>Jailer Broyles presented the inmate work crew program to the Commission. He stated they have done work for the City in the past. The inmates are preapproved. A Deputy has to be with them at all times. The program is not paid for with tax money. They may be able to help us with many different projects.</li> </ul>	<p align="right">Vote <b>5 – 0</b> <b>P</b></p>
<p align="center"><b>-5- APPROVAL OF MINUTES</b></p>		
<p><b>Approval of June 26, 2025 Minutes</b></p>	<p><b>Motion by Commissioner Meadows, 2<sup>nd</sup> by Commissioner Perry to approve June 26, 2025 minutes.</b></p>	<p align="right">Vote <b>5 – 0</b> <b>P</b></p>

DEPARTMENT REPORTS

<p><b>POLICE DEPT.</b>  <b>Chief John Giles and Commissioner Jennifer Jones</b></p>	<p><b>Chief Giles reported:</b></p> <ul style="list-style-type: none"> <li>• The statistics he found with the radar. Between 10pm and 2 pm is when we have the biggest speeding issue.</li> <li>• Stated that the ordinances for parking tickets needs to be revised.</li> <li>• Discussed bow and arrow target practice issue behind school. <ul style="list-style-type: none"> <li>○ <b>The Commission</b> discussed the need to visit the possibility of having an ordinance to help with similar issues.</li> </ul> </li> </ul>
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<p><b>FIRE DEPT.</b>  <b>Chief Robert Hendricks and Commissioner Dale Perry</b></p>	<p><b>Chief Hendricks reported:</b></p> <ul style="list-style-type: none"> <li>• Training has improved.</li> <li>• <b>Commissioner Perry and Chief Hendricks</b> discussed having a requirement for firefighters to attend training.</li> <li>• <b>Commissioner Perry</b> asked if they have any gear they need to order and should proceed to order before it gets close to the end of the fiscal year.</li> </ul>
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<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 brick program is up and running.</li> <li>• Discussed he had budgeted for an awning over the back door. <ul style="list-style-type: none"> <li>○ <b>The Commission</b> had no disagreements that it is under \$1,000 that Commissioner Koger could go ahead and hire the business he received a quote from to install an awning over the back door.</li> </ul> </li> <li>• His meeting with website company got cancelled and he will not be able to meet for this one either and asked if someone else would be able to. <b>Commissioner Perry and Commissioner Meadows</b> stated they might be able to be at the meeting.</li> </ul>
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<p><b>STREETS</b>  <b>Commissioner Megan Brown</b></p>	<p><b>Commissioner Brown reported:</b></p> <ul style="list-style-type: none"> <li>• Need to put out an RFP for Snow Removal as the contract is up. <b>Commissioner Brown and Attorney Osborn</b> will work on the RFP.</li> <li>• Has not received any responses yet on the RFP to put up street signs.</li> <li>• Stated she would like to put together an event, such as a chili cook off. With the goal being an event for the Commission to meet the public.</li> <li>• Looked into getting a bad pot hole fixed.</li> </ul>
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<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>• Still working on getting business license. I</li> <li>• Trying to work with the city/county to have them give business licenses for Stamping Ground. Waiting to hear from them to schedule a date to discuss moving along with doing so.</li> <li>• <b>Commissioner Perry</b> stated that he received a call from a property owner in the city limits that was told the city supported putting in a junk yard if the owner chose to sell the property. He stated that <b>the Commission</b> did not agree to that.</li> </ul>
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<p><b>Finance &amp; Administration</b></p>	<p><b>Close For Clerk CPA Meeting</b></p>
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- Michelle asked to close City Hall for a half day September 11, 2025 and one full day in September to train and prep for audit with our CPA.

Vote  
5 - 0  
P

**Motion by Mayor Jones, 2<sup>nd</sup> by Commissioner Koger to close city hall September 18<sup>th</sup> and close for half a day on September 11<sup>th</sup>.**

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**UNFINISHED BUSINESS**

**Second Reading of the Property Tax Rate Ordinance**

- Attorney Hoffman read the second reading of the property tax rate ordinance.

**Motion by Mayor Jones, 2<sup>nd</sup> by Commissioner Koger to accept the property tax rate ordinance as read.**

Vote  
5 - 0  
P

**CPA Ad**

- The Commission discussed what needed to be put in the ad for CPA.
- There were no disputes to publishing an RFP for a CPA in the newspaper.

**Head Clerk RFP**

- The Commission discussed what needed to be put in the ad for Head Clerk.
- There were no disputes to publish an RFP for Head Clerk in the newspaper.
- Applications for the Head Clerk position are due by September 22.
- The Commission appointed Commissioner Brown and Commissioner Perry to receive and review any Head Clerk applications. They will communicate with Attorneys.

**Parking Lot Follow Up**

- Commissioner Meadows stated that Mr. Day surveyed the empty lot where we plan to build the new parking lot.
- The next step is to put out RFP for contractors to do work.
- Commissioner Meadows explained the steps that he would like the contractor to take when building the parking lot. He would like to put that in the RFP. The Commission had no disagreements to creating an RFP.
- The Attorneys will look to see if there are any permits needed to start digging, for the parking lot.
- Mayor Jones tasked Commissioner Koger with helping Commissioner Meadows with the parking lot.

Vote  
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**BOA Appointee Follow Up**

- Tonya Morrow inquired about the BOA position. It is a 3 year term.

**Motion by Commissioner Perry, 2<sup>nd</sup> by Commissioner Koger to appoint Tonya Morrow as the third BOA member.**

Vote  
5 - 0  
P

**Forensic Audit Discussion**

- Mayor Jones stated that she will call KLC about the cost and possibly find someone to do the audit.

<b>Stakeholder Committee for Planning and Zoning</b>	<ul style="list-style-type: none"> <li>• <b>Commissioner Meadows</b> nominated Mr. Duncan for the Committee. Mr. Duncan stated that he would like to participate.</li> <li>• <b>Commissioner Meadows</b> stated that he spoke to Mr. Holden and he preferred that there be two Commissioners on the Committee. Committee needs at least 3 to 5 members.</li> <li>• <b>Commissioner Meadows</b> and <b>Commissioner Perry</b> stated that they are not interested in being on the Committee.</li> <li>• <b>Commissioner Koger</b> and <b>Commissioner Brown</b> agreed to participate.</li> <li>• Ashleigh Perry would also like to participate.</li> <li>• Any persons of interest can email Robert Duncan at <a href="mailto:rdk9505.rd@gmail.com">rdk9505.rd@gmail.com</a> or Ashleigh Perry at <a href="mailto:Ashleigh.perry@me.com">Ashleigh.perry@me.com</a></li> <li>• <b>The Commission</b> will further discuss who else might be interested at a later date.</li> </ul>	
<b>-8- Announcements</b>	None	
<b>-9- Meeting Adjourns at 8:35 p.m.</b>	<b>Motion by Commissioner Perry, 2<sup>nd</sup> by Commissioner Meadows to adjourn.</b>	<b>Vote 5 – 0 P</b>

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

  
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Mayor

  
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Asst. City Clerk