

**Mayor**  
J. Byron Chapman

**Commissioners**  
Paul Hayden  
Amy Oliver  
Mark Stigers  
Ron Wolf



**City Clerk**  
Brittany Veto  
(502) 245-2762  
[cityofmiddletownky.org](http://cityofmiddletownky.org)

**Middletown City Commission  
Regular Meeting Minutes  
City Hall – 11803 Old Shelbyville Road  
March 13<sup>th</sup>, 2025 – 6:00 p.m.**

**1. Call to Order**

**2. Pledge of Allegiance**

**3. Roll Call-** City Clerk Brittany Veto called the roll:

- Commissioner Amy Oliver – Present
- Commissioner Paul Hayden – Present
- Commissioner Mark Stigers – Present
- Commissioner Ron Wolf – Present
- Mayor Byron Chapman – Present
- Also present: Treasurer Tracy Dohn

**4. Minutes**

- a. A motion to approve the February 13, 2025, meeting minutes with amendments was made by Commissioner Stigers and seconded by Commissioner Wolf. Motion carried unanimously.

**5. Treasurer's Report**

- a. Tracy Dohn presented reports. Investments are doing well despite market volatility. The investment strategy is conservative, with only 19% in the S&P 500. Surplus of \$80,000 above budget projections. Motion to approve treasurers report made by Commissioner Oliver, seconded by Commissioner Hayden. Motion carried unanimously.

**6. Middletown Cemetery Association, Inc., Board of Trustees**

- a. A motion to approve the Cemetery Fund Treasurer's Report was made by Commissioner Stigers and seconded by Commissioner Oliver. Motion carried unanimously.

**7. Announcements/Updates**

- a. Easter Egg Hunt- April 19, 10 AM–2 PM. Includes a food truck, Kona Ice, bubble car, and bike/helmet giveaways. Bounce houses contingent on weather cancellation clauses (being confirmed).
- b. Concert Series- Scheduled performances from May to August. Discussion on variety and band rotation to avoid overbooking same performers. Additional event planning updates will now be on every agenda.

8. **Presentations-** No presentations were presented during this section of the meeting.

9. **Reports**

- a. **Middletown Police Department-** Chief Rob Herman reported that the Middletown Police Department is retiring its K9 officer, Rico, due to a medical issue unrelated to duty. Efforts are underway to replace him with a new, younger “green” dog, with initial funding supported by the Police Foundation and additional fundraising in progress. The department continues managing false alarm responses and discussed the potential for a progressive fine system, though resource limitations make enforcement difficult. Chief Herman also noted the department’s full transition to Taser 7 units, with older equipment donated to the Spencer County Sheriff’s Office and announced the receipt of a grant covering body armor for two officers, saving the department approximately \$3,200.
- b. **Middletown Operations/Public Works Department-** Chris Stansbury provided updates on ongoing public works projects, including playground renovations set for completion by early April, the removal of a hazardous tree at 12411 Aquarius Rd, and discussions on installing additional pet waste stations and trash receptacles in park areas.
- c. **Middletown Business License & OCC Registration-** Treasurer Tracy Dohn reported that tax reconciliations are underway, with Ann diligently processing submissions.
- d. **Middletown Historic Museum-** The Middletown Historic Museum reported that the part-time staff member hired last fall will be leaving, with their final day set after pending checks clear. The position will not be immediately refilled, and museum operations will be managed by volunteers until the next budget cycle. No formal action was taken regarding the dismissal.
- e. **Middletown Chamber of Commerce-** The Chamber provided updates on website improvements and the integration of CRM systems to enhance functionality. Details were shared on the upcoming Golf Scramble and newly added Pickleball tournament, including sponsorship levels. Additionally, discussions were held on how the city’s sponsorship would be recognized in marketing materials.
- f. **Kentuckiana Regional Planning & Development Agency-** ARPA Report- The final report is expected by the end of April, with KIPDA receiving positive feedback for their support and oversight of the reporting process.
- g. **Fire Department-** No action
- h. **Events-** The Commission discussed upcoming community events, including the Easter Egg Hunt on April 19, the summer concert series lineup, and planning efforts for the Family Fun Festival, Light Up Middletown, and the Halloween event.

10. **General Public Comment-** No public comment

## 11. Contracts/Municipal Orders/Ordinances/Resolution

- a. **Municipal Order 03-13-2025-A-** A Municipal Order Relating To Approval Of Grant Funding For The Chamber Of Commerce- \$5,500
  - A motion was made by Commissioner Oliver, seconded by Commissioner Hayden, to grant \$5,500 to the Chamber of Commerce. Motion carried with Commissioner Wolf opposed. (See EXHIBIT "A")
- b. **Signed Lease Addendum Community Center 2025-** No action
- c. **UPDATED Application of Funding**
  - Approved with corrections in formatting and procedure clarification.
- d. **Discussion- Crumb Rubber Modified Grant-** Park Benches
  - Motion made by Commissioner Oliver to apply for the Kentucky Rubber Modified Grant for four recycled park benches and seconded by Commissioner Stigers, motion passed unanimously.
- e. **Resolution 03-13-2025-A-** A Resolution in Support of the Middletown Police Foundation and its Partnership with KIPDA for Grant Assistance
  - The Commission approved a resolution endorsing the Middletown Police Foundation's partnership with KIPDA for grant writing services. Motion made by Commissioner Wolf and seconded by Mayor Chapman, motion passed unanimously. (See EXHIBIT "B")
- f. **Declaration of Surplus Property**
  - The Commission approved the declaration of surplus property for outdated Taser equipment, including batteries, cartridges, and holsters, which are no longer compatible with the department's new Taser 7 units. These items will be donated to the Spencer County Sheriff's Office to support their law enforcement needs. Motion made by Commissioner Stigers and seconded by Commissioner Hayden passed unanimously. (See EXHIBIT "C")

## 12. City Attorney Report

- a. Discussion on Senate Bill 61 regarding Airbnb regulations and its potential impact on local ordinances.
- b. Consideration of legal avenues for controlling subdivision developments within Middletown's historic district.

## 13. Adjournment

- a. Motion made by Mayor Chapman and seconded by Commissioner Hayden. Adjourned at 7:45pm.

Attest:

Brittany Veto, City Clerk



J. Byron Chapman, Mayor





CITY OF MIDDLETOWN  
MUNICIPAL ORDER  
03-13-2025-A  
A MUNICIPAL ORDER RELATING TO APPROVAL OF GRANT FUNDING FROM  
THE CITY OF MIDDLETOWN FOR  
MIDDLETOWN CHAMBER OF COMMERCE (\$5,500)

WHEREAS, the City has received an Application for Grant Funding from the Middletown Chamber of Commerce; and

WHEREAS, the application has been reviewed by the Attorney for the City, who has determined that the Grant complies with established precedent as an expenditure for a public purpose, in that the Applicant has shown that the grant will be used to fund the deposit for the golf scramble and pickleball tournament for the purpose of raising funds for the Relationships, Inspiration, Support & Education Program benefitting the members of the Middletown Chamber of Commerce; and

WHEREAS, the City of Middletown has historically supported this event and recognizes the benefit of fostering economic development and strengthening business relationships within the community.

BE IT ORDERED BY THE CITY OF MIDDLETOWN:

Section 1. The City Commission specifically finds that a public purpose is fostered by the grant. The Commission finds that the public purpose conditions are that the grant will be used to fund community development programs that will take place within the City of Middletown and benefit City of Middletown residents, as set out in the Applicant's application for funding of 01/16/24, which requests funding for the deposit for the golf scramble and pickleball tournament.

Section 2. That the City approves the funding request in the amount of \$5,500 to be the Presenting Sponsor of the event.

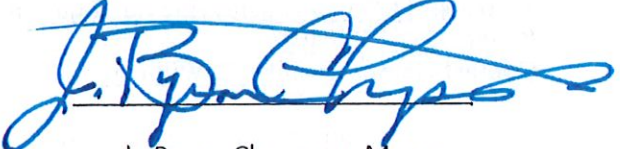
Section 3. That such funding request is conditioned upon:

1. The funds shall be used for the purpose of assisting in the funding of community development events within the City of Middletown, specifically for the deposit on the golf scramble and pickleball tournament.
2. The City shall only pay invoices directly, up to the amount stated in Section 2 and only for those items detailed in the Application referenced herein.

3. The use of the funds shall be monitored by the Mayor, or his designee.
4. An account of event expenses must be provided to the City within 30 days after the event.


Section 4. The City Commission finds that funds exist in the City Budget to fund this application for a grant, which shall be expensed through city account number 525.2.

Adopted this 13<sup>th</sup> day of March 2025



J. Byron Chapman, Mayor

ATTEST:



Brittany Veto, City Clerk

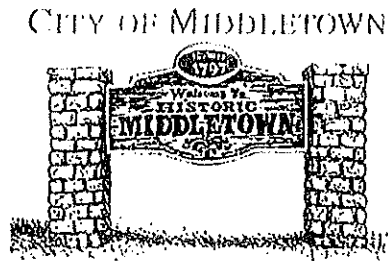
Those in Favor: 4

Those Opposed: 1

Commissioner  
Walt

Mayor  
J. Byron Chapman

Commissioners  
Paul Hayden  
Amy Oliver  
Mark Stigers  
Ron Wolf



11803 Old Shelbyville Road  
Middletown, Kentucky 40243  
502-245-2762  
Website: cityofmiddletownky.org  
Email: clerk@cityofmiddletownky.org

## APPLICATION OF FUNDING

(Please type or print)

**Name of Organization:** The Middletown Chamber  
**Address:** 11803 Old Shelbyville Rd, Louisville, KY 40243  
**Phone:** 502-245-0404  
**Contact Name:** Jennifer C. Williams

**Purpose of organization requesting funds:** The Middletown Chamber is passionate about helping our small businesses in the community to grow personally through our R.I.S.E. Mission, which focuses on relationships, inspiration, support & education.

**Total cost of the project:** \$ 20,000-21,000 Golf Scramble & Pickleball Tournament

**Amount of funding requested from the City of Middletown:** \$5,500.00 to be the presenting Sponsor

**Are you requesting funding upfront or will you submit receipts after the event?** Upfront  
*If requesting money upfront, an account of event expenses must be provided to the city within 30 days after the event.*

**List sponsor(s) of event:** The City of Middletown and various supporting Chamber members participating in the event.

**Date, time and location of event:**

May 12, 2025 7:30 am at Lake Forest Country Club, 14000 Landmark Drive, Louisville, Ky 40245

**Specific description of how funds will be utilized:** The funds will be used to cover the deposit for the cost of the Golf Scramble and Pickleball Tournament. That will provide the city with 2 teams of players for the Golf Scramble. This includes breakfast, lunch and golf carts. Pickleball will also be available if someone does not golf. The City will be recognized as the Top Platinum Sponsor and will be presented on all advertising as such with the opportunity to speak and set up on a hole if desired.

**Describe in detail how the funds will benefit Middletown residents:**

This annual event provides an opportunity for everyone in the community to come together to form relationships and promote the growth of our community. Business growth is important in providing the residents of our community the ability to shop, eat and conduct business in their local environment. The Golf Scramble provides an opportunity for residents and businesses to strengthen their relationships. Our past players have been loyal supporters of the Chamber and the City. Together everyone prospers!

**How will the City of Middletown receive acknowledgement/recognition of sponsorship?**

☒ Advance promotion: Recognition on all social media, marketing materials, sponsorship banner and website. Hole Sponsorship at 4 holes.

☒ banner ☒ flyers ☒ program

If yes -- which social media platforms? Website, linked in, facebook

☒ verbal recognition throughout the event?

*Please send a copy of all promotional materials to the City Clerk at [clerk@cityofmiddlesboro.org](mailto:clerk@cityofmiddlesboro.org) or 11803 Old Shelbyville Road, Middletown, KY 40243*

Has the City of Middletown provided funding, for any purposes within the past two (2) years to the organization?  
Yes ☒ No ☐ If Yes, provide details: Yes, they have always been our top Sponsor.

The undersigned, the authorized officer or agent of Jennifer C. Williams, hereby certifies that the proceeds of any disbursement from the City of Middletown will be used solely for the purposes set forth herein and further that The Middletown Chamber does not discriminate against any person or entity.

Jennifer C. Williams

2/28/25

Print Name

Date Submitted

Signature

502-245-0404  
Phone

**Complete return mailing address:** P O Box 43546, Louisville, KY 40253

You can email completed form, no more than 120 days prior to your event or less than 45 days prior to your event, to:  
[clerk@cityofmiddlesboro.org](mailto:clerk@cityofmiddlesboro.org)

**Note: *You must be in compliance with all City of Middletown Ordinances, including property tax, business license and OCC tax, in order to obtain funding.***

CITY OF MIDDLETOWN, KENTUCKY  
RESOLUTION NO. 2025-03-13-A

A RESOLUTION IN SUPPORT OF THE MIDDLETOWN POLICE FOUNDATION AND ITS PARTNERSHIP  
WITH KIPDA FOR GRANT ASSISTANCE

WHEREAS, the Middletown Police Foundation strengthens community-police relations by providing critical resources such as training, equipment, public education, and officer support; and

WHEREAS, these resources directly enhance the effectiveness of the Middletown Police Department (MPD) and contribute to a safer community; and

WHEREAS, the Kentuckiana Regional Planning and Development Agency (KIPDA) offers grant-writing and administrative support through its Community and Economic Development division to assist local government initiatives; and

WHEREAS, collaboration between the Middletown Police Foundation and KIPDA will help secure funding that benefits MPD and the broader community;

NOW, THEREFORE, BE IT RESOLVED BY THE CITY OF MIDDLETOWN, KENTUCKY:

1. The City of Middletown supports the mission of the Middletown Police Foundation.
2. The City endorses and encourages the Foundation's collaboration with KIPDA for grant assistance.
3. A copy of this resolution shall be provided to the Middletown Police Foundation and KIPDA.

RESOLVED AND ADOPTED this 13<sup>th</sup> day of March, 2025.

CITY OF MIDDLETOWN, KENTUCKY

Attest:

  
Brittany Veto  
City Clerk

By: 

Byron Chapman  
Mayor



CITY OF MIDDELTOWN, KENTUCKY

DECLARATION OF SURPLUS PROPERTY

WHEREAS, the City of Middletown, Kentucky, owns certain items of personal property that are no longer needed for public use; and

WHEREAS, the City has determined that the following equipment associated with the previously returned Taser X2 units is obsolete, no longer necessary for municipal purposes, and appropriate for surplus declaration pursuant to KRS 82.083; and

WHEREAS, the City seeks to make these items available for disposition in accordance with state law, which may include transfer to another law enforcement agency in need of such equipment;

NOW, THEREFORE, BE IT RESOLVED by the City of Middletown that the following items are hereby declared surplus property:

- 108 New Duty Cartridges
- 38 Duty Cartridges (previously carried)
- 41 Training Cartridges
- 9 Batteries (7 used / 2 new)
- 23 Holsters (20 used / 3 new)

BE IT FURTHER RESOLVED that the City shall dispose of the surplus property in accordance with KRS 82.083, which may include transfer to another governmental entity, sale, donation, or other lawful method of disposition.

Adopted this 13<sup>th</sup> day of March, 2025.

  
J. Byron Chapman, Mayor

Attest:   
Brittany Veto, City Clerk

