

Mayor
J. Byron Chapman

Commissioners
Paul Hayden
Amy Oliver
Mark Stigers
Ron Wolf



City Clerk
Brittany Veto
(502) 245-2762

**Middletown City Commission
Regular Meeting Minutes
City Hall – 11803 Old Shelbyville Road
July 10th, 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
- Treasurer Tracy Dohn- Present

4. Minutes

- **June 12, 2025 Regular Meeting:** Motion to approve by Commissioner Oliver, seconded by Commissioner Hayden. Motion passed unanimously.
- **June 26, 2025 Special Meeting:** Motion to approve by Commissioner Hayden, seconded by Commissioner Oliver. Motion passed unanimously.

5. Treasurer's Report

- No report submitted. Due to the Fourth of July holiday, reports will be included in the August meeting.

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

- No report submitted. Due to the Fourth of July holiday, reports will be included in the August meeting.
- Treasurer reported a \$5,000 donation to the cemetery fund from the estate of May Jones. No further action taken.

7. Announcements/Updates

- The summer concert featuring Rockland Road is scheduled for Sunday at 5:30 p.m. at Wetherby Park. Free hot dogs, drinks, chips, and music will be available.

8. Presentations

- New Fire Chief Pat Walsh and Deputy Chief Kevin Fletcher were introduced. Chief Walsh shared his excitement about serving Middletown.

9. Reports

a. Middletown Police Department:

Chief Herman reported:

- The recent Middletown Police Foundation car show was a success. A new K-9 is currently in training and is expected to arrive in September. Two new officers, Sam Rogers and Adam Payne, have been hired, and the department anticipates filling the two remaining vacancies in September.

b. Public Works Department:

Chris Mann reported:

- Public Works reported several project updates. A new skid steer and trailer were purchased under budget, and salt dome construction is progressing with delivery expected soon. Generator installation is underway and should be completed within three to four weeks. Playground lighting and church repairs have been delayed. The Tucker Station drain project is now complete. Road paving bids are due by July 24. Static electricity issues at the park are being monitored, and new signage has been installed, with repainting and landscaping efforts currently underway.

c. Business License & OCC Registration:

- No report submitted.

d. Middletown Historic Museum:

- Attendance has increased since school let out.

e. Middletown Chamber of Commerce:

- Ribbon cutting scheduled Thursday at Prime IV Hydration.

f. 2025 Event Planning:

- Planning for Light Up Middletown is ongoing.

10. General Public Comment

- A resident voiced concerns regarding Wetherby Park: Requested pedestrian safety improvements, updated restrooms, and more parking. He expressed difficulty accessing meeting minutes and agendas online. The City Clerk directed the resident to the new website and invited them to the August 28 special meeting

11. Contracts/Municipal Orders/Ordinances/Resolution

a. MO 07-10-2025-A – Circle K:

Project deferred. Updated renderings, drainage data, and parapet wall plans requested.

b. Updated Request for Funding Form: **(EXHIBIT “A”)**

Motion to approve checklist as part of application packet made by Commissioner Stigers, seconded by Commissioner Oliver. Motion passed unanimously.

c. ORD 06-26-2025-A: An Ordinance Updating Chapter 31 of the Unified Code Ordinance **(EXHIBIT “B”)**

Motion to approve second reading made by Commissioner Wolf, seconded by Commissioner Stigers. Roll call vote passed unanimously.

- d. **Declaration of Surplus Equipment: (EXHIBIT "C")**
Motion to declare radios as surplus and transfer to Spencer County made by Commissioner Hayden, seconded by Commissioner Oliver. Motion passed unanimously.
- e. **MO 07-10-2025-B: MO RELATING TO THE POSITION OF ABC OFFICER- (EXHIBIT "D")**
Motion to extend contract for ABC Officer George Stewart through June 30, 2026 made by Commissioner Haydon, seconded by Commissioner Oliver. Motion passed unanimously.

12. Attorney Report

- 12601 Old Henry:
Awaiting updated landscape and lighting plans.
- Paving Bids:
Bids to be opened on July 24 at 10:00 a.m. and reviewed at special meeting.

13. Executive Session (KRS 61.810(f))

- Motion to enter executive session made by Commissioner Haydon, seconded by Commissioner Oliver. Motion passed unanimously.
- Motion to exit executive session make by Commissioner Oliver, seconded by Commissioner Hayden. Motion passed unanimously.
- Upon return, motion made by Commissioner Stigers, seconded by Commissioner Oliver to approve Municipal Order 07-10-2025-C:
 - o Hire TaCia starting July 28 at \$26/hour, with a 90-day probationary period and potential increase to \$28/hour. Motion passed unanimously. TaCia accepted the position at the rate of \$26 per hour after Commissioner Wolf confirmed the pay rate with her.

14. Adjournment

- a. Motion to adjourn carried. Meeting concluded at approximately 7:15 PM.

Attest:

Brittany Veto, City Clerk

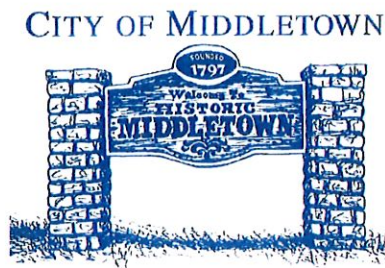


J. Byron Chapman, Mayor



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: _____

Address: _____

Phone: _____ Contact Name: _____

Purpose of organization requesting funds: _____

Total cost of the project: _____

Amount of funding requested from the City of Middletown: _____

Note: Budget considerations are capped at \$5,000 per event per fiscal year.

Are you requesting funding upfront or will you submit receipts after the event? _____

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: _____

Date, time and location of event: _____

Specific description of how funds will be utilized:

Describe in detail how the funds will benefit Middletown residents:

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

_____ Advance promotion: (describe) _____

_____ banner _____ flyers _____ program _____ t-shirt

_____ advertisements

If yes – which social media platforms? _____
_____ verbal recognition throughout the event?

Please send a copy of all promotional materials to the City Clerk at clerk@cityofmiddletownky.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: _____

The undersigned, the authorized officer or agent of _____, 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 _____ does not discriminate against any person or entity.

Print Name

Date Submitted

Signature

Phone

Complete return mailing address: _____

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@cityofmiddletownky.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 – Post-Event Compliance Checklist

GENERAL REPORTING

- ☐ Event report submitted with a summary of how the event went
- ☐ Description of event attendance and community impact
- ☐ Details of how the event benefited Middletown residents

SPONSORSHIP PROMOTION RECAP

- ☐ List of all methods used to acknowledge City of Middletown sponsorship provided
- ☐ Copies or images of banners, flyers, programs, t-shirts, advertisements, etc. submitted
- ☐ Screenshots or links to social media promotions showing City recognition
- ☐ Confirmation of verbal recognition during event, if applicable

FINANCIAL DOCUMENTATION

- ☐ Complete financial breakdown of event expenses submitted
- ☐ Receipts and supporting documents attached
- ☐ Proof that City funds were used only for approved purposes

DEADLINE COMPLIANCE

- ☐ All documentation submitted within 30 days after the event

ORDINANCE COMPLIANCE

- ☐ Confirmation that organization remains in compliance with City of Middletown ordinances
- ☐ No outstanding property tax, business license, or OCC tax issues

CONTACT CONFIRMATION

- ☐ Primary contact information still valid (phone, email, mailing address)

CITY OF MIDDLETOWN
ORDINANCE NO. 06-26-2025-A
AN ORDINANCE OF THE CITY OF MIDDLETOWN, KENTUCKY
RELATING TO UPDATING CHAPTER 31 OF THE CODIFIED ORDINANCE

WHEREAS the City of Middletown Ordinance Chapter 31 contains references and positions that have been superseded or changed, and

AND WHEREAS, the City Commission desires to update Chapter 31 to correct the assignment of the duties of the ABC Administrator and also to update the position of Director of Operations and the position of Citation Officer to reflect the fact that the city has created a Code Enforcement Board and Code Enforcement Officer,

NOW THEREFORE, BE RESOLVED.

Section 1: The following section of City ordinance Chapter 31 shall hereby be amended as follows:

§ 31.42 DIRECTOR OF OPERATIONS.

The Director of Operations shall be involved in supporting and helping the City of Middletown maintain daily, weekly tasks, and special events to help maintain the city's works and, whenever possible, enrich and beautify the city. The Director of Operations is responsible for the regular supervision and management of all the physical assets of the city, including, but not limited to, all buildings, roads and park. The Director of Operations shall also be the Code Enforcement Officer for the City and supports the City Mayor and Commission in communication with the citizenry.

§ 31.38 CODE ENFORCEMENT OFFICER.

- (A) There is hereby created a nonelected city office to be known as Code Enforcement Officer.
- (B) (1) No person shall be appointed as a Code Enforcement Officer unless he or she is:
 - a. At least 21 years of age;
 - b. A high school graduate or has received a General Equivalency Diploma (GED); and
 - c. Sober, moral and sagacious
 - d. No person who has been convicted of a felony is eligible for appointment.
- (C) Before entering upon his or her duties of office, a Code Enforcement Officer shall take the oath as prescribed by Kentucky Constitution, § 228.
- (D) If required by the City Commission, a bond in an amount that may be fixed by the City Commission, shall be filed with the City Clerk.
- (E) The office or position shall be classified as full or part-time and paid as determined by the City Commission.
- (F) The appointment shall be made by the Mayor with the approval of the City Commission. The Code Enforcement Officer shall serve at the pleasure of the Mayor and City Commission. The Code Enforcement Officer shall file a monthly report with the Mayor on the first day of each month reporting on activities for the previous month. The Mayor may delegate to the Chief of

Police or other officer or employee of the city the superintendence over the Code Enforcement Officer position.

(G) The Code Enforcement Officer shall not have the powers of peace officers to make arrests or to carry deadly weapons, but may issue citations unless otherwise restricted by the City Commission upon observance of:

- a. Non-moving motor vehicle offenses;
- b. Violations of ordinances except for moving motor vehicle offenses and except for offenses which constitute a violation of the State Penal Code; and
- c. Any other duties prescribed by the City Commission and not contrary to law.

(H) The procedure for citations issued by a Code Enforcement Officer shall be as provided in KRS 431.015.

(I) The Code Enforcement Officer shall have those powers and perform those duties as set out in KRS 65.8801 to KRS 65.8839.

(J) Nothing contained herein shall limit the power of a Code Enforcement Officer to make an arrest as a private person as provided in KRS 431.005.

(K) Acting under an Interlocal Cooperation Act Agreement, the city may jointly appoint a Code Enforcement Officer with another party to the agreement.

§ 31.39 ALCOHOLIC BEVERAGE CONTROL ADMINISTRATOR.

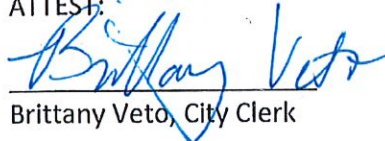
(L) Pursuant to KRS 241.160, the statutory duties of City Alcoholic Beverage Control Administrator are hereby assigned to the duly appointed and qualified City Clerk.

Section 2. This Ordinance shall take effect upon its passage, approval and publication as required by law.

First Reading: 6/26/25
Second Reading: 7/15/25
Passed and approved: 7/15/25


J. Byron Chapman, Mayor

ATTEST:


Brittany Veto, City Clerk

Those in favor:

5

Those opposed:

0

CITY OF MIDDLETOWN, KENTUCKY
DECLARATION OF SURPLUS EQUIPMENT AND DISPOSITION

WHEREAS, the City of Middletown, Kentucky, is the lawful owner of certain radio equipment no longer suitable for its operational needs; and

WHEREAS, the equipment consists of three (3) Motorola XTL1500 mobile radios which are not encryption capable and therefore no longer compatible with the City's communication systems; and

WHEREAS, the Spencer County Sheriff's Office has expressed a need for such equipment and is able to utilize it in its law enforcement operations;

NOW, THEREFORE, BE IT DECLARED AND ORDERED:

1. That the above-referenced equipment is hereby declared surplus property and is no longer necessary for City of Middletown operations.
2. That the City authorizes the disposition and transfer of the three (3) Motorola XTL1500 mobile radios to the Spencer County Sheriff's Office at no cost pursuant to KRS 82.083(4)(a).
3. That this declaration and disposition shall be recorded and maintained in the City's inventory records in accordance with applicable laws and procedures.

APPROVED AND DECLARED this 15th day of July, 2025.



J. Byron Chapman
Mayor, City of Middletown

ATTEST:



Brittany Veto
City Clerk

Those in Favor 5
Those Opposed 0

CITY OF MIDDLETOWN
MUNICIPAL ORDER NO. 07-11-2025-B
MUNICIPAL ORDER RELATING TO THE POSITION
OF ALCOHOL BEVERAGE CONTROL OFFICER

WHEREAS, the City of Middletown desires to renew the contract of George Stewart, Louisville Code Enforcement and Mediation, LLC, for the position of Alcohol Beverage Control Officer,

NOW THEREFORE, BE IT ORDERED BY THE CITY OF MIDDLETOWN:

1. The City Commission does hereby renew the contract of George Stewart, Louisville Code Enforcement and Mediation, LLC, as Alcohol Beverage Control Officer, subject to the conditions listed herein:
 - (a) The contract is extended to June 30th 2026. Pay shall \$735.00 per month, based on 21 hours per month, at the rate of \$35.00 per hour.
 - (b) Duties are as set out in the attached contract. The city's ABC Administrator will be the ABC Officer's immediate supervisor.
 - (c) The services performed will be as an independent contractor, pursuant to the attached contract.

Adopted at a meeting of the City Commission held on 10th of July 2025.


J. Byron Chapman

Attest: 
Brittany Veto, City Clerk

Have Seen and Agreed to: 
George Stewart

In Favor: 5
Opposed: 0