



## **MINUTES**

City of Oak Grove Special Steering Committee Meeting  
Tuesday, March 18, 2025, at 9:30 a.m.  
Oak Grove City Hall – Council Chambers  
8505 Pembroke Oak Grove Rd.  
Oak Grove, Kentucky 42262

The Oak Grove Steering Committee met in special session on Tuesday, March 18, 2025.

### **Call To Order**

Chairperson Melissa Lynch called the meeting to order at 9:35 a.m.

### **Roll Call**

Chairperson/Committee Member Melissa Lynch, Committee Member Janet Edwards, Committee Member Traci Cunningham, Committee Member Theresa Jarvis, and Committee Member Roger Joiner were present. Committee Member Jean Leavell was absent. There were two citizens that attended this Special Steering Committee meeting.

### **Approval of Special Steering Committee Minutes- September 16, 2024**

#### **Motion**

Committee member Theresa Jarvis made a motion to approve the September 16, 2024, Special Steering Committee meeting minutes. Committee member Roger Joiner seconded the motion. There was no discussion. A voice vote was conducted with all in favor, allowing the motion to pass.

### **Election of Chairperson and Vice Chairperson**

#### **Motion**

Committee Member Janet Edwards made a motion to keep Chairperson/Committee Member Melissa Lynch as the Chairperson of the Steering Committee. Committee Member Theresa Jarvis seconded the motion. There was no discussion, all were in favor which allowed the motion to pass.

Committee Member Janet Edwards made a motion to elect Committee Member Roger Joiner as the Vice Chairperson. Committee Member Theresa Jarvis seconded the motion. There was no discussion, all in favor, allowing the motion to pass.

### **Unfinished Business**

n/a

## **New Business**

### **Time Capsule Dedication Ceremony**

Chairperson Melissa Lynch stated that she has received the stone to mark the location of the Time Capsule. Melissa stated that she was going to inform the Mayor and City Council that news later at the City Council meeting. Melissa also stated that she has put up the honorary plaque of Miss Lisenbey at the Community Center. Committee Member Janet Edwards suggested having a brunch in the Gym after the ceremony. Janet Edwards suggested that they should inform the Mayor, City Council Members, Magistrates, Department heads, etc. of this ceremony so they might attend.

### **Motion**

Chair/Committee member Melissa Lynch made a motion to tentatively set a date for the Time Capsule dedication to be held on May 9, 2025, at 11:00am, at the Community Center. Brunch in the Gym to immediately follow the dedication ceremony. It was seconded by Committee Member Janet Edwards. All in favor, allowing the motion to pass.

### **Jim McKnight-Flag Dedication**

Committee Member Janet Edwards passed a picture around to show the Committee Members what she suggests for this plaque to look like and what it is made of, and what information should be inscribed on it. Janet stated that she would propose it to be held on his birthday, April 10, 2025, which would be symbolic. Committee member Janet Edwards also stated that a lot would depend on the mayor, as she is the one who is ordering his plaque. Committee member Janet Edwards stated that the committee would need to coordinate with Mrs. McKnight and her family, to make sure they could be in attendance. Committee member Janet Edwards asked the committee if this is something the Steering Committee should be doing? Or should the mayor be doing this? Chairperson/Committee member Melissa Lynch stated that it's up to the mayor if this is to be a joint effort, or if she would like to do it solely. Chairperson/Committee member Melissa Lynch stated that the Steering Committee was created for events such as this. Committee member Janet Edwards stated that she would be contacting first the mayor, then Mrs. McKnight to see if the committee can do it on that date. No motions were made.

### **Wade's Way Park Re-opening**

Committee member Janet Edwards stated that she has been coordinating with Finance Director, Matt Egbert on this because he has been working on getting the playground equipment. Committee member Janet Edwards stated that there is a "National Playground Safety Week" from April 21, 2025, through April 25, 2025, which would be cool to have a re-opening of Wade's Way Park. Committee member Theresa Jarvis asked if the playground has been put together yet? Committee member Janet Edwards stated that she didn't know, as Finance Director Matt Egbert was supposed to be at this meeting but could not attend. Committee member Janet Edwards suggested that maybe get a grill out there, maybe cook hotdogs. Committee member Janet Edwards stated that she would like this re-opening to be on a Saturday if possible so that a bunch of kids could attend. Committee member Tracy Cunningham asked how much equipment is being purchased? what type of equipment is being ordered? Committee member Janet Edwards stated that she didn't know exactly that it is pretty much going to be a big re-haul. Chairperson/Committee member Melissa Lynch stated that on April 26, 2025, the Fire Chief and Police Chief are having an event where citizens can go look at the Fire Department truck and the Police Cars, etc. Committee Member Theresa Jarvis suggested that maybe they can combine both into one event. Committee member Janet Edwards thought that having the two events together really would be a cool idea. Then Committee member Janet Edwards asked what Committee member Tracy Cunningham thought about that idea, and Tracy thought that would be cool too. Committee member Theresa Jarvis stated that they have a budget and could help with the food as well. Chairperson Melissa Lynch stated that she has already spoke with Mr. Fahey about the hot dogs, he is on "stand-by". Committee member Theresa Jarvis noted that they could decorate the park up cute. Committee member Janet Edwards stated that she would

be calling the Fire Chief and Police Chief and asking if they would agree to having these events together, and where they would like the location. Committee member Janet Edwards stated that she would send an email out to the Committee to let them know what she found out. Committee member Tracy Cunningham stated that she thought Wade's Way Park would be the better location as it would bring more people out. Committee member Theresa Jarvis agreed.

### **Budget for New Fiscal Year**

Chairperson/Committee member Melissa Lynch suggested that the Steering Committee to ask for some more funds from the budget to be able to do things. Committee member Janet Edwards reminded the Committee that they were able to allocate \$10,000.00 in their budget, and that they have a new line item which is called Community Activities and events and stated that she couldn't remember the name exactly, and this year Janet would like to ask for \$20,000.00. Committee member Theresa Jarvis stated that even if we don't use all of the \$20,000.00, it goes back into the general fund. Committee member Janet Edwards stated that she will send an email to Finance Director Matt Egbert asking for \$20,000.00 in the budget for 2025.

### **Motion**

A motion was made by Committee Member Janet Edwards to request \$20,000.00 to be allocated this fiscal year to be used by the Steering Committee for events for the year. The motion was seconded by Committee member Theresa Jarvis. There was some discussion, all in favor, allowing the motion to pass.

### **Holiday Events for 2025**

\*Committee member Theresa Jarvis stated that there are some people that would like to get back the "Community Cares". Committee member Tracy Cunningham agreed that Community Cares was a great program. Chairperson/Committee member Melissa Lynch asked the Steering Committee if they wanted to discuss any Holidays that they want to focus on for the year. Committee member Theresa Jarvis stated that there have been complaints of lack of planning ahead of time and missing the chance to celebrate holidays. The Committee agreed. Committee member Janet Edwards stated that there are a couple of holidays like Memorial Day, fourth of July, Veterans Day, 911, Halloween and Christmas. Committee member Tracy Cunningham stated that holidays like Easter and that is what the Community Cares used to be in charge of.

Committee member Janet Edwards wanted to know how the flags were holding up because she likes when those little flags are all on the hill in front of the Community Center. Chairperson/Committee member Melissa Lynch said that they were in pretty good shape, some we had to put back together, but still in good shape. Committee member Janet Edwards stated that she would like the flags to be up for Memorial Day. Committee member Theresa Jarvis asked the Committee if she, referring to the mayor, plans on putting the flags up on 41A? Committee member Janet Edwards stated that it was talked about in Council, and it was brought up about putting up bundts instead of flags on 41A. Committee member Janet Edwards went on to explain what that was and went on to say something that looks like a flag but doesn't have the same requirements of hanging a flag because flags get destroyed so quickly, that it gets to be disrespectful. Committee member Theresa Jarvis stated that during her administration as the mayor, flag hangers were bought to hold the flags so that they would not be destroyed so easily, due to the flags being draped and not hanging. Committee member Theresa Jarvis stated that there is a box of flags somewhere that she purchased. Committee member Tracy Cunningham stated that some flags were given to Tourism also. Committee member Theresa stated that there were holiday flags in the box. Committee member Theresa Jarvis stated that there are brackets already on the poles on 41A, along with brackets on Hugh Hunter, not many because they might have broken off. Chairperson/Committee member Melissa Lynch suggested that flags be put by both exits (86,89), coming in the city and leaving the city, out front of the city hall, and the community center. Committee member Melissa Lynch suggested painting a flag on the grass again as was

done in prior years. Committee member Janet Edwards stated that she would send an email to the mayor asking about locating the brackets and the flags. Committee Member Janet Edwards suggested a “ghost tour” for Halloween. The Steering Committee spoke of details as to how it might be planned. Committee member Janet Edwards suggested that Chairperson/Committee member Melissa Lynch, and Committee member Roger Joiner to talk about the Steering Committee on Committee member Tracy Cunningham’s Podcast. Chairperson/Committee member Melissa Lynch suggested that all members think of more ideas and bring it forward to the next Steering Committee meeting, of what can be done at “911”, 4<sup>th</sup> of July, and Christmas time. Committee member Roger Joiner suggested that the committee thinks of ideas for the 250<sup>th</sup> year celebration of the country on the 4<sup>th</sup> of July 2026.

**Founder Day in 2028**

Committee member Janet Edwards stated that 1828 was the year that the city of Oak Grove, KY was founded. In the year 2028, will mark 200 years-Bi-Centennial for the city of Oak Grove. Committee member Janet Edwards thought that this should be a big celebration, yet not to resemble the 50<sup>th</sup> year celebration that was had last year. A citizen attending the meeting suggested having a mural painted on the Community Center wall and the committee loved the idea.

**ADJOURNMENT**

**Motion**

Committee Member Theresa Jarvis made a motion to adjourn. Committee Member Janet Edwards seconded the motion. There was no discussion. A voice vote was conducted, and the motion passed. This meeting adjourned at 10:44 a.m.

**APPROVED BY:**

\_\_\_\_\_  
Melissa Lynch  
Chairperson, Steering Committee

\_\_\_\_\_  
Date

**ATTEST:**

\_\_\_\_\_  
Lisa L Beckman  
Deputy City Clerk

\_\_\_\_\_  
Date