



## **MINUTES**

City of Oak Grove Special Steering Committee Meeting  
Thursday, April 24, 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 Thursday, April 24, 2025.

### **Call To Order**

Chairperson Melissa Lynch called the meeting to order at 9:39 a.m.

### **Roll Call**

Chairperson Melissa Lynch, committee member Janet Edwards, and committee member Jean Leavell were present. Committee member Traci Cunningham, committee member Theresa Jarvis, and committee member Roger Joiner were absent. Code enforcement officer Brendon Wadland, and steering committee secretary Lisa L Beckman were in attendance. No citizens were present.

### **Approval of Special Steering Committee Minutes- January 28, 2025**

### **Motion**

Committee member Jean Leavell made a motion to approve the March 18, 2025, special steering committee meeting minutes. Committee member Janet Edwards seconded the motion. There was no discussion. A voice vote was taken with all in favor, allowing the motion to pass.

### **Unfinished Business**

n/a

### **New Business**

n/a

### **Time Capsule Dedication Ceremony**

Chairperson Melissa Lynch clarified the date of the dedication ceremony for the Time Capsule as being held on May 9, 2025, at 11:00 am, with lunch to immediately follow. Lunch will be held in the community room, located inside the community center. The committee discussed the guest

list and agenda for the dedication ceremony, to include discussion on possible speakers. Committee member Janet Edwards suggested that the unveiling of the marker should be right after chairperson Melissa Lynch conveys her closing speech. Committee member Janet Edwards suggested that the mayor and community center director, Melissa Lynch, should be the two to unveil the marker. Committee member Janet Edwards said it would be nice if the marker cover had the city seal on it, in which after the unveiling, the cloth should be displayed inside the community center, or city hall. Committee member Jean Leavell stated that she would provide the fabric for the above-mentioned cover. The committee members unanimously stated that they would like the fabric to be white in color. Chairperson Melissa Lynch suggested to have all the steering committee members, city council members, the mayor, and the dignitaries to sign the cover for all to see. This suggestion was very agreeable with the steering committee. After a short discussion regarding the guest list, committee member Janet Edwards stated that she would create the invitations for the guest list. Chairperson Melissa Lynch spoke of the menu for the luncheon, to include sandwiches, chips and drinks. The committee decided that between them, they can supply food for the luncheon, with an estimated sixty (60) attendees.

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

Committee member Janet Edwards stated that she would like to table this agenda item, that she would need more information from the city financial director, Matt Egbert. Committee member Janet Edwards stated that she would be contacting the finance director via email on this matter. Chairperson Melissa Lynch and committee member Jean Leavell agreed.

#### **Stencils for the 4<sup>th</sup> & Butterfly Festival**

Chairperson Melissa Lynch will be ordering the stencils, and both herself and committee member Janet Edwards will create the lawn art (stars) on the hill at the community center, and at valor hall for the director of tourism, Traci Cunningham. Chairperson Melissa Lynch stated that the Butterfly Festival is usually the first Saturday in September, and that she would like a preliminary date and time to be established for the stencil art to take place, to have the stencil art completed preferably by the first of September. Committee member Janet Edwards suggested using the stencils for all the holidays through-out the year. The committee happily agreed. Chairperson Melissa Lynch stated that if any residents would like a stencil in their yard, we would accommodate them. Chairperson Melissa Lynch stated that there will have to be a residential sign-up sheet requesting stencils, with a twenty-four (24) hour turn-around and the understanding that the residents would provide their own paint. Committee member Janet Edwards stated that maybe some city businesses might like a few stencils at their locations. Committee member Janet Edwards stated that she will get with the finance director regarding the steering committee's budget. Chairperson Melissa Lynch asked the committee if there was more discussion on this topic and the committee declined. There was no further discussion regarding this topic at this meeting today, yet it was noted that more discussion to come in future steering committee meetings.

#### **Oak Grove Bicentennial-2028**

Chairperson Melissa Lynch and the committee members decided that they will research this further. Melissa Lynch said that this topic will be discussed in future meetings with the information that has been gathered from the steering committee members. Chairperson Melissa Lynch asked if there was more discussion, and the committee did not respond.

**Adjournment**

**Motion**

Committee member Janet Edwards made a motion to adjourn. Committee member Jean Leavell seconded the motion. There was no discussion. A voice vote was taken, all in favor, allowing the motion to pass. This meeting adjourned at 10:16 a.m.

**Prepared by**

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

\_\_\_\_\_  
Date

**Approved by:**

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

\_\_\_\_\_  
Date

**Attest:**

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

\_\_\_\_\_  
Date