Wednesday, July 15, 2026
Special Committee of the Whole Meeting Minutes
Oak Grove Council Chambers

CALL TO ORDER

Chairperson/Committee Member Janet Edwards called the meeting to order at 4:30 p.m. CST / 5:30 p.m. EST

ATTENDANCE

Committee Members Attendance:

- Janet Edwards – Chairperson/Committee Member-Present
- John Campbell – Vice Chairperson/Committee Member-Present
- Isaiah Spencer – Committee Member-Present
- Jean Leavell-Committee Member-Present
- Richard Baker-Committee Member-Present
- Edward Cook – Committee Member-Present

Additional Attendance:

- City Clerk Lorelynn Fisher
- Lt. Jeff Locklear
- City Attorney Lee Wilson
- Public Works Director Brian Ahart
- Community Center/Parks and Recreation Director Eric Hauser
- Accounting Support Specialist (Payables and Receivables) AJ Lewis
- 2 Citizens were present for the meeting.

Motion: Committee Member Jean Leavell moved to dispense with formalities
Second: Vice Chairperson/Committee Member John Campbell
Vote: Voice vote
Result: Passed

APPROVAL OF MINUTES – JUNE 4, 2026

Motion: Committee Member Edward Cook
Second: Vice Chairperson/Committee Member John Campbell
Vote: Voice vote
Result: Passed

AGENDA

1. <u>Accounting Support Specialist (Payables and Receivables)- *(Committee to discuss the proposed updates and revisions to the job description):*</u>

- Committee Member Jean Leavell stated that the auditors recommended separating the responsibilities into two separate positions. Chairperson/Committee Member Janet Edwards discussed the possibility of having a part-time employee to help fill the gap between the two positions as needed.
- Lewis stated that she is currently responsible for accounts receivable for both the Water Fund and the General Fund and accounts payable for the General Fund.
- Vice Chairperson/Committee Member John Campbell emphasized the importance of finding a solution that allows the organization to invest in its future needs.
- Ahart questioned how duties would be handled if one employee were unavailable and noted that having the Director perform these responsibilities could create a segregation of duties concern. Chairperson/Committee Member Janet Edwards advised that cross-training employees may be a possible solution.
- Lewis explained that the implementation of the new Tyler software system has added additional steps to the processes. She stated that prior to Tyler, the previous Edmunds software system did not create the same level of challenges; however, the new system requires more time to complete tasks. Lewis noted that smaller administrative duties, such as filing, are sometimes being overlooked due to the extensive workload and range of responsibilities currently assigned to her.

Motion: Vice Chairperson/Committee Member John Campbell moved to have this item of business sent to the Job Description Committee and to see if a part time position is included in the current budget
Second: Committee Member Edward Cook
Vote: Voice vote
Results: Passed

2. <u>Wades Way Park Rental Agreement - (Committee to review/discuss proposed draft rental agreement)</u>

- Chairperson/Committee Member Janet Edwards stated that there are no Kentucky Revised Statutes (KRS) prohibiting the rental of city facilities for private events. Edwards stated that she does not believe the entire park should be restricted and suggested that any restrictions apply only to specific areas, such as the sports fields or pavilion.
- Committee Member Edward Cook expressed concerns regarding residents who live in Oak Grove potentially being displaced or unable to access the area during private events.
- Vice Chairperson/Committee Member John Campbell stated that he would like to move forward with allowing rentals and noted that the revenue generated could help support the Community Center, including costs associated with event cleanup.

- Committee Member Jean Leavell discussed concerns from a previous event that impacted traffic flow on the roadway and noted that parking continues to be an issue. Leavell stated that, unless the City makes significant improvements to expand parking capacity, there may need to be limitations on the number of attendees allowed for events.
- Committee Member Richard Baker stated that all requests and decisions regarding rentals should go through the Director and emphasized the need for improved communication throughout the process.
- Leavell further noted that park upkeep continues to be a cost to the city.
- Community Center/Parks and Recreation Director Eric Hauser stated that he believes the wording and language used in the rental agreement are important for maintaining accountability. He provided the following recommendations for revisions to the agreement: Add language stating that damages exceeding the deposit amount will be the responsibility of the renter and that the deposit may be retained if the allocated rental time is exceeded, in accordance with the damage deposit policy. Add additional rules regarding parking, including requiring vehicles to be parked only in authorized spaces or designated grass areas. Revise entrance requirements to specify that gates must remain open and may not be closed during events. Update language regarding marijuana/substances to reference "mind-altering substances" and clarify that illegal substances are prohibited. Under the liability section, add emergency contact information, including calling 911 for emergencies, contacting the non-emergency number at 270-439-4602, and notifying the Community Center at 270-640-7575. Add an "Official Use Only" section to the rental agreement for administrative purposes.

  Motion: Vice Chairperson/Committee Member John Campbell moved to send to city council
  Second: Chairperson/Committee Member Janet Edwards

  Motion: Vice Chairperson/Committee Member John Campbell moved to retract his initial motion and moved to send discussion of a master rental agreement to city council for more discussion
  Second: Chairperson/Committee Member Janet Edwards
  Vote: Voice vote
  Results: Passed

3. <u>Grant Incentive Guidelines - *(Committee to review these guidelines for the business incentive grant)*</u>

- Chairperson/Committee Member Janet Edwards stated that she believes the program should be referred to as the "ACORN Grant".
- General discussion was held regarding the proposed grant guidelines, including the application period from January 1 through March 31, advertising the program beginning in November, and other related procedures.

- City Attorney Wilson advised against including the specific guidelines within the ordinance and recommended that the city adopt the guidelines separately through official action to allow for flexibility and future revisions as needed.

Motion: Vice Chairperson/Committee Member John Campbell moved to accept the guidelines with changes
Second: Committee Member Edward Cook
Vote: Voice vote
Results: Passed

Motion: Vice Chairperson/Committee Member John Campbell moved to have the grant called the "ACORN Grant"
Second: Committee Member Edward Cook
Vote: Voice vote
Results: Passed

4. **Truck Enforcement on Hugh Hunter Road and Walter Garrett Lane**-***(Committee Discussion)***

- Vice Chairperson/Committee Member John Campbell stated that repairs were already needed on Walter Garrett Lane due to the current traffic conditions. He suggested establishing a truck weight limit and installing signage that includes penalties for violations to make enforcement possible.
- Committee Member Richard Baker expressed concerns about how such restrictions could be effectively enforced.
- Lt. Jeff Locklear stated that implementation would be challenging initially, as it would take time for the trucking industry and the public to become aware of the new restrictions. He noted that enforcement itself would not be a problem; however, any fines collected would be paid to the court rather than the city.
- Vice Chairperson/Committee Member John Campbell emphasized the importance of identifying solutions now to eliminate or reduce future roadway problems.
- Chairperson/Committee Member Janet Edwards stated that she believes an ordinance should be created to limit truck traffic based on public safety concerns.
- City Attorney Lee Wilson stated that enforcing vehicle size restrictions would be manageable and expressed confidence in the Police Department's ability to do so. However, he noted that enforcing weight limits would be more difficult. Wilson further stated that the city has broad discretion under the Kentucky Revised Statutes (KRS) to regulate truck traffic.
- Committee Member Edward Cook recommended tabling the discussion until staff can determine the cost of implementing the necessary signage and enforcement measures. He requested that the matter be brought back before the Committee of the Whole for further discussion.

Motion: Committee Member Edward Cook moved to suspend definitely until next C.O.W. meeting
Second: Committee Member Jean Leavell
Vote: Voice vote
Results: Passed

5. Proposed Ordinance 2026-XX -*(An Ordinance of The City of Oak Grove, Kentucky, Establishing Regulations Governing the Sale, Service, Licensing, and Control of Alcoholic Beverages within the City Limits of Oak Grove, Kentucky) &* Proposed Ordinance 2026-XX *(An Ordinance of The City of Oak Grove, Kentucky, Repealing Several Ordinances Relating to Alcoholic Beverage Regulations in The City of Oak Grove, Kentucky)*

- The proposed ordinance would modify the permitted hours for the sale of alcoholic beverages. Under the proposed change, licensed premises authorized to sell alcoholic beverages would be permitted to operate and conduct alcoholic beverage sales between the hours of 6:00 a.m. and 12:00 a.m. (midnight), Central Standard Time, Monday through Sunday, unless otherwise restricted by state law or the provisions of the ordinance.
- Committee discussion focused on the potential impact the proposed change would have on local businesses. The general consensus was that the revised operating hours would not have a significant impact on most businesses. Discussion also included Valor Hall and the Casino, with discussion noting that, based on the type of licenses held by those establishments, they may not be affected by the proposed changes.

Motion: Vice Chairperson/Committee Member John Campbell moved to send both these proposed ordinances to city council
Second: Committee Member Isaiah Spencer
Vote: Voice vote
Results: Passed

ADJOURNMENT

Motion: Vice Chairperson/Committee Member John Campbell moved to adjourn the meeting
Second: Committee Member Isaiah Spencer
Vote: Voice vote
Results: Passed
Time: Approximately 6:15 p.m. CST/ 7:15 p.m. EST

APPROVED:

_______/s/__________________________ __ | __08.06.26__________________
Janet Edwards | DATE
Chairperson

ATTEST:

_______/s/__________________________ | __08.06.26__________________
Lorelynn Fisher, MMC, CKMC, | DATE
City Clerk

*The minutes were approved during a Regular Committee of the Whole Meeting on August 6, 2026. The original signed document is available at City Hall.