

**MINUTES**  
**SMITHS GROVE CITY COMMISSION REGULAR MEETING**  
**SMITHS GROVE MUNICIPAL BUILDING**  
**MONDAY, MAY 28, 2024, 7:00pm**

Mayor Stiffey called the meeting to order at 7:00 pm

Members Present: Mayor David Stiffey, Commissioner Maurice (Buddy) Marr, Commissioner Jennifer Cartwright, Commissioner Eric Schroader, Commissioner Bob Buehl, City Attorney Hamp Moore, Police Chief Jason Franks, City Clerk Nancy Howard

Members Absent: None

Invocation was given by Commissioner Buehl.

All present recited the Pledge of Allegiance to the Flag

Mayor Stiffey recognized visitor Jade Grabeel, Operations Coordinator, Warren County Parks & Recreation. Jade thanked the Commission for the PACE Marathon coordination and said it went well. The runners enjoyed the course and the community businesses and Jade hopes this becomes an annual event.

**READING AND APPROVAL OF MINUTES**

Mayor Stiffey asked the Commissioners if there were any corrections or additions to the Regular Meeting Minutes of April 22, 2024. With no changes, the minutes were approved unanimously.

**REPORTS**

**Treasurers Report – April 2024**

A motion was made by Commissioner Buehl to accept the Treasurers Report as read and was seconded by Commissioner Cartwright. The Treasurer's Report was approved by 5-0 vote.

**Administrative Report-** The Mayor requested a pay rate increase of \$25 per month for the Assistant Sexton, Raymond Wurst. Currently he is at \$175 per month and this increase would be \$200 per month or annually \$2,400.00. Mayor Stiffey made the motion to approve this increase and Commissioner Buehl seconded the motion. The pay increase was approved with a 5-0 vote.

Mayor Stiffey explained that Deputy Chief Elhubishi is currently at \$27 per hour pay and he requests that the pay be increased by a dollar which would then be equal to Sergeant Bessette's pay rate. Deputy Chief Elhubishi is on track, since his hire date of 1-3-2024 to receive increases that will put his pay amount in between that of Chief and Sergeant. Commissioner Cartwright made the motion to increase Deputy Chief Elhubishi's pay to \$28 an hour with Commissioner Schroader seconding the motion. The Commission approved the pay increase with a vote of 5-0.

**Public Works Report**

Commissioner Marr reported that Scotty's completed the work on Lawson and Wayne Streets, and patching at the Cemetery and Beeler Ave. He said Scotty's will provide bids on Broadway St., 6<sup>th</sup> Street and Beeler Ave., Harris St. between Wayne and Kentucky Street, all for after July 1 in the new budget. The alleyways were graded, and Commissioner Marr was advised there was plenty of gravel on the alleyways. Commissioner Marr reported that there are more streetlights turning blue and WRECC is aware.

## **Police, Public Safety, Health and Welfare Report**

Commissioner Schroader deferred to Chief Franks who commented on the success of the PACE Marathon and thanked Jade Grabeel for her leadership.

## **Cemetery Report**

Commissioner Buehl reported that he had not checked on the Cemetery Chapel ceiling, but the roof work was completed and invoiced. Diana Stiffey, resident, commented that she had been in the Chapel, and it looks good. Commissioner Buehl thanked the Smiths Grove Women's Club for their distribution of American flags in the Cemetery for Memorial Day. Commissioner Cartwright, as a member of the club, commented on the projects of the club and invited others to participate.

## **Code Enforcement Report**

Commissioner Cartwright stated it appears that Smiths Grove was fortunate to miss the worst of the recent storms. Chief Franks stated that due to weather, this is the worse year for residents failing to mow their yards in a timely manner. He reminded everyone that corner lots with overgrown shrubbery, blocking sidewalks or views are the responsibility of the property owners. He had several properties with violations to follow up including the Warren Co Water District property behind City Hall. Commissioner Cartwright thanked those who participated in the city street clean-up prior to the PACE Marathon.

Chief Franks stated that they continue to enforce the Golf Cart Ordinance and have residents who are stopped from riding on sidewalks on Main Street or crossing Main in an unsafe manner. He informed the Commission that there have been changes to the Kentucky Statutes regarding golf carts which now require SEAT BELTS for all riders. The Smiths Grove Ordinance will therefore require updating.

## **NO COMMITTEE REPORTS**

## **OLD BUSINESS**

Mayor Stiffey asked that the Commission approve the following invoices which were paid.

1. Scotty's for a total of \$66,684.70 of which \$27,500 was paid from the Street Bank Account, \$38,685 paid from the Main Account-charged to Street Maintenance, and Cemetery Improvement for \$500.
2. Reynolds Striping & Sealing – Total of \$15,375 of which \$14,925 was paid from the Cemetery Improvement Fund for sealing the cemetery roads and \$450 from Main Acct for striping on 1<sup>st</sup> Street.
3. Commissioner Marr made a motion to approve the expenditures, Commissioner Buehl seconded, and the Commission approved with 5 -0 vote.

## **NEW BUSINESS**

1. Mayor Stiffey stated that the Clerks' shared computer required replacement for a cost of \$1,748.41 from ISTT along with the transfer of the property tax software, TaxMaster which is supported by Catalis (Data Design) for a cost of \$975.00. Commissioner Cartwright made a motion to approve these costs, Commissioner Buehl seconded, and the Commission approved by 5-0 vote.
2. Mayor Stiffey introduced the Stewart Richey Construction quote to improve the Police Department Security by replacing the entrance door and adding window barriers for \$5,587.50. Chief Franks explained these changes were suggested by recent safety/security audits along with our recent purchase of 2 cameras for monitoring the entrance and parking area. Commissioner Marr made the motion to approve the purchase of the door and window barriers, Commissioner Schroader seconded, and the Commission approved with a 5-0 vote.



3. Mayor Stiffey also noted that the Police Bulk Storage unit, previously approved at April's meeting is scheduled to arrive and the cost is \$4300.00.
4. Mayor Stiffey introduced the 2024-2025 Budget by reading his annual Budget Message and then the Ordinance 2024-001 in its entirety. Commissioner Schroeder made a motion to accept the budget as read with Commissioner Cartwright seconding the motion. The Commission voted to accept the 2024-2025 Budget as read with a vote of 5-0. A second reading will occur on June 24, 2024, Commission meeting.

With there being no further business to discuss the meeting was adjourned at 7:42 pm by Mayor Stiffey.

APPROVED   
DAVID L. STIFFEY, MAYOR

ATTEST   
NANCY HOWARD, CITY CLERK

DATE 6-24-24  
Minutes were prepared by Nancy Howard, City Clerk