

**Mayor**  
J. Byron Chapman

**Commissioners**  
Paul Hayden  
Amy Oliver  
Mark Stigers  
Ron Wolf



**City Clerk**  
Brittany Veto  
(502) 245-2762  
[cityofmiddletownky.org](http://cityofmiddletownky.org)

**Middletown City Commission  
Regular Meeting Agenda  
City Hall – 11803 Old Shelbyville Road  
September 11<sup>th</sup>, 2025 – 6:00 p.m.**

**1. Call to Order**

**2. Pledge of Allegiance**

- a. The meeting was called to order by Mayor Chapman at 6:00 p.m. on September 11, 2025, the 24th anniversary of 9/11.

**3. Roll Call**

- 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**

- August 14, 2025 Regular Meeting- Motion to approve by Commissioner Oliver, seconded by Commissioner Stigers. Motion passed unanimously.
- August 28, 2025 Special Meeting- Motion to approve by Commissioner Wolf, seconded by Commissioner Hayden. Motion passed unanimously.

**5. Treasurer's Report**

- a. Motion to approve the treasurer's report made by Commissioner Oliver, seconded by Commissioner Hayden. Motion passed unanimously.

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

- a. Motion to approve the treasurer's cemetery report made by Commissioner Stigers, seconded by Commissioner Wolf. Motion passed unanimously.

**7. Announcements/Updates**

**8. Presentations**

- a. Middletown Lions Club
  - Representatives highlighted the club's history, global mission, and community impact.

- President Bob Tish thanked the City for its support and shared updates on charitable contributions, including \$5,000 to Visually Impaired Preschool Services.
  - The Commission commended the Lions Club for its service and partnership with Middletown.
- b. Recognition of Sergeant Wolf
- Representative Jason Nemes presented Sergeant Wolf with the Army Commendation Medal for his service in Operation Atlantic Resolve.
  - The Mayor and Commission recognized and honored Sergeant Wolf for his contributions and welcomed him back to the community.
- c. Light Up Middletown – HP Productions
- Budget discussion noted \$25,000 spent last year.
  - Commissioners reviewed HP Productions’ proposal (\$44,000 full package).
  - Consensus to add selected enhancements: electric train, Santa’s post office for letters, improved Santa meet-and-greet with festive decorations.
  - Chamber of Commerce and businesses along Main Street will be encouraged to participate with extended hours and decorations.

## 9. Reports

- a. [Middletown Police Department](#)
- National Night Out booth was successful.
  - Firehouse Subs grant equipment now deployed.
  - Upgraded security camera system installed.
  - Discussion on increased speeding on Highway 15. Options discussed included redeployment of the speed machine, improved signage, and pedestrian-activated crosswalks.
- b. [Middletown Operations/Public Works Department](#)
- Gas line installation nearing completion.
  - Delivery of salt containers scheduled; fencing installation pending.
  - Steeple repairs to begin next week.
  - Drainage and sidewalk issues under review.
  - Willow fountain project delayed; possible conversion to a sundial and garden discussed.
  - Tree removals and sidewalk repairs underway.
- c. [Middletown Business License & OCC Registration](#)
- Treasurer reported ongoing progress and strong compliance.
- d. [Middletown Historic Museum](#)
- Continued record-breaking attendance. Volunteers recognized for festival support.
- e. [Middletown Chamber of Commerce](#)
- Update provided; participation in upcoming city events discussed.
- f. [2025 Event Planning](#)
- No significant updates beyond festival follow-up.

## 10. General Public Comment (3-minute Time Limit)

*(The City Commissioners welcome public comments on any City-related topic. To speak, please sign in. If commenting on an agenda item, include the item number next to your name. Staff may follow up if needed.)*

- A resident praised the resurfacing of St. Clair Drive, calling it a “first-class job.”

## 11. Contracts/Municipal Orders/Ordinances/Resolution

- a. ORD 08-14-2025-A: An Ordinance Setting Closure Time for City Parks- 2<sup>nd</sup> Reading-
  - Motion made by Commissioner Stigers seconded by Commissioner Wolf to approve the second reading of ORD 08-14-2025-A. Motion passed unanimously by roll call vote. *(Exhibit “A”)*
- b. Municipal Order 09-11-2025-A: Development plan of property located at 115 Juneau Drive (Abound Credit Union) Case #25-DDP-0043
  - A motion to approve Municipal Order 09-11-2025-A was made by Mayor Chapman, seconded by Commissioner Hayden. The motion included conditions requiring final construction and lighting plan approvals by the City, extension of the sanitary sewer line along Juneau Drive, specific monument signage height and size requirements, prohibition on outdoor advertising such as banners or balloons, approval of a landscape plan, and tree protection measures for the existing mature tree on the property. Motion passed unanimously. *(Exhibit “B”)*
- c. Website and email discussion- .Gov vs .Org
  - A motion to transition the City’s official domain from .org to .gov and adopt a standardized email format using first initial + last name was made by Commissioner Wolf, seconded by Commissioner Oliver. The motion also directed that existing .org addresses remain active as aliases to forward email during the transition. City Clerk to verify [middletownky.gov](mailto:middletownky.gov) is available. Motion passed unanimously.
- d. Sign Permit Discussion
  - A motion to approve the attached sign applications for the pre-existing sign structure at 12001–12003 Shelbyville Road on the preexisting structure that has been used for attached signage for this business for many years was made by Commissioner Oliver, seconded by Commissioner Stigers. Approval was conditioned on all current and future signage complying with the City’s sign ordinance. Motion passed unanimously.
- e. MO 09-11-2025-C: Middletown Disaster Plan
  - A motion to postpone action on Municipal Order 09-11-2025-C (Middletown Disaster Plan) until the October regular meeting to allow additional time for review was made by Commissioner Wolf, seconded by Commissioner Oliver. Motion passed unanimously.

## 12. City Attorney Report

- a. Code Enforcement Board Penalty Structure:
  - Recommended simplifying Code Enforcement Board penalties to a flat fine range (\$100–\$500) instead of the current chart, to avoid conflicts with other ordinances. Draft changes will be prepared for review.

## 13. Executive Session 61.810 (f) Discussions or hearings which might lead to the appointment, discipline, or dismissal of an individual employee

- a. Action Item- Municipal Order 09-11-2025-B:
  - Motion to go into executive session made by Commissioner Hayden, seconded by Commissioner Stigers. Motion passed unanimously. No action was taken in executive session. Motion to leave executive session was made.
  - Motion made by Commissioner Oliver seconded by Commissioner Wolf to approve MO 09-11-2025-B hiring Damon Sistrunk. Motion passed unanimously. *(Exhibit “C”)*

## 14. Adjournment

- A motion was made to adjourn the meeting. Motion passed unanimously.

CITY OF MIDDLETOWN  
ORDINANCE 08-14-2025-A  
AN ORDINANCE SETTING CLOSURE TIME FOR CITY PARKS

WHEREAS, the City Commission finds that establishing a closing time for the parks and the cemetery in the City is needed to limit the opportunity for vandalism, or other criminal behavior occurring in those areas after dark,

AND WHEREAS, establishing a closing time for certain public areas in the city keyed to sunrise and sunset allows the city's police to have a necessary tool to keep activity limited to daylight hours when there is less opportunity for vandalism, or other criminal behavior,

NOW THEREFORE, BE RESOLVED BY THE CITY OF MIDDLETOWN,  
KENTUCKY:

SECTION 1:

City of Middletown Park/Cemetery Closing Hours:

- (A) No person shall be in any park or cemetery during the hours the park or cemetery is closed. No person shall park, nor shall any owner of a vehicle allow a vehicle they own to be parked in any city park or the cemetery during the hours when closed. Alcohol is not allowed to be possessed by any person in any city park or the cemetery, with the exception of city-approved events at which serving alcohol has been specifically approved and permitted by the city.
- (B) All parks and cemeteries in the city are closed from sunset to sunrise, except for scheduled events, including, but not limited to:
  - (1) Wetherby Park.
  - (2) Crosby Park.
  - (3) Middletown Historic Cemetery.
  - (4) Cross Creek Park.
  - (5) Marcella Wilhite Park.
- (C) Criminal or civil penalty. Pursuant to the city's prosecutorial discretion, the city may enforce this ordinance through its police or its Code Enforcement Officer as criminal, civil or abatement actions as follows:
  - (1) Misdemeanor. Any person who is violating any of the provisions of this chapter shall be guilty of a misdemeanor and subject to a fine of no less than \$100 and no more than \$500. Each day during which any such offense is committed, continued, or allowed shall be a separate offense.

- (2) Civil fine. Fine in an amount of no less than \$100 per day and no more than \$500 per day. Each day of non-compliance shall constitute the imposition of a per day fine.
- (3) Abatement. Any vehicle or other personal property abandoned or illegally parked anywhere on any public area designated in this ordinance may be removed at the direction of the city to a tow lot or storage area designated by the city. Vehicles may be reclaimed by the owner at the owner's expense including all towing and storage charges and payment of all fines imposed by the city. The impoundment of the vehicles shall be subject to the notice and sale provisions set out Ordinances 72.25, 72.26 and 72.27. The City shall hold any other abandoned personal property for 30 days before disposal.

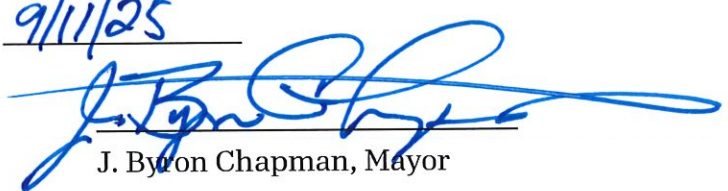
SECTION 2:

This Ordinance shall take effect upon its reading, passage, approval, and publication according to law.


First reading: 08-14-2025

Second Reading: 09-11-2025

Passed and Approved:

9/11/25  
  
J. Byron Chapman, Mayor

ATTEST:

  
Brittany Veto, City Clerk

"Aye" Votes 5

"Nay" Votes 0

**CITY OF MIDDLETOWN  
MUNICIPAL ORDER NO. 09-11-2025-A**

A MUNICIPAL ORDER RELATING TO THE APPROVAL OF A DETAILED DEVELOPMENT  
PLAN AND BINDING ELEMENTS ON PROPERTY LOCATED AT 115 JUNEAU DR,  
EASTVIEW SUBDIVISION, PLAT BOOK 05-056 AND BEING IN THE CITY OF  
MIDDLETOWN.

(CASE NUMBER 25-DDP-0043- Abound Credit Union).

**WHEREAS**, the City Commission of the City of Middletown has received and reviewed the findings and recommendations of the Louisville Metro Development Review Committee as contained in the Minutes dated August 6, 2025, Case No. 25-DDP-0043, as provided in KRS 100.211, and

**WHEREAS**, the Louisville Metro Development Review Committee has recommended to the City Commission of the City of Middletown that the proposed Detailed Development Plan, with certain binding elements, on the following described property, be approved, and

**WHEREAS**, the owners of the property herein described have agreed to certain Binding Elements, now, therefore,

**BE IT ORDAINED BY THE CITY OF MIDDLETOWN:**

**Section 1.**

That subject to full compliance with the restrictions of the Binding Elements contained in Section 2 herein, the proposed Detailed Development Plan on property more particularly described in the legal description contained in Case Number 25-DDP-0043; BE AND HEREBY IS APPROVED. In support of said approval, the City of Middletown does hereby adopt as its own all the findings in favor of said approval in the minutes of Case No. 25-DDP-0043.

**Section 2.**

The following Binding Elements shall apply with respect to the property more particularly described in the Planning Commission record, Case 25-DDP-0043:

1. The development shall be in accordance with the approved district development plan, all applicable sections of the Land Development Code (LDC), and agreed upon binding elements unless amended pursuant to the LDC. Any changes/additions/alterations shall be submitted to the Planning Commission and to the City of Middletown for review and approval.

2. Vehicular access shall be limited to as shown on the approved development plan. No additional access points shall be permitted.
3. Outdoor lighting shall be directed down and away from surrounding residential properties. Fixtures shall have a 90-degree cutoff, and light levels shall not exceed 0.5 foot-candles measured at the property line.
4. Before any permit (including but not limited to building, parking lot, change of use, or alteration permit) is requested:
  - a. The development plan must receive full construction approval from Louisville Metro Public Works, Metropolitan Sewer District, and the City of Middletown.
  - b. The property owner/developer must obtain approval of a detailed landscaping and screening plan as described in Chapter 10 of the LDC prior to requesting a building permit. Such plan shall be installed prior to occupancy and maintained thereafter.
  - c. The Mayor is hereby authorized by the City Commission (at the Mayor's option) to review and approve any subsequent City of Middletown plan approvals detailed herein if compliant.
5. The full width of Juneau Drive shall be repaved when the sanitary sewer line is extended, which repaving shall extend the full length of the line extension.
6. Parking areas visible from a public right-of-way shall be screened from view with landscaping, berms, or other treatments as shown on the approved landscape plan.
7. Monument Style Sign Restriction. Two freestanding monument style business sign shall be permitted on the site. One along the Shelbyville Road arterial roadway frontage. Such sign shall not exceed 80 square feet in area and shall not exceed 12 feet in height as measured from grade. The second monument sign shall be along the Juneau Drive roadway frontage to not exceed 6ft in height and 60 sq ft. The base of both signs shall be a minimum of 80% of the width of the sign face. The signs shall be located outside of all required sight triangles, shall not encroach into any right-of-way, and shall comply with all setback requirements of the Land Development Code. Illumination shall be non-flashing and constant in intensity and color. No roof, pole, pylon, or portable signs shall be permitted, nor outdoor advertising signs, pennants, balloons, or banners.
8. There shall be no outdoor music (live, piped, radio, or amplified), outdoor entertainment, or outdoor PA system audible beyond the property line.

9. Rooftop equipment shall be screened by parapet walls or architectural treatments consistent with the approved elevations.
10. Any drainage or detention basin improvements shall be maintained in good condition and in compliance with MSD and City of Middletown standards. If work within easements requires removal of landscape materials, they shall be replaced per the approved landscape plan.
11. The applicant, developer, or property owner shall provide copies of these binding elements to tenants, purchasers, contractors, subcontractors, and other parties engaged in development of this site. These binding elements shall run with the land and the owner and occupant shall at all times be responsible for compliance.
12. A certificate of occupancy must be received from the appropriate code enforcement department and the City of Middletown prior to occupancy. All binding elements requiring action and approval must be implemented prior to issuance of a certificate of occupancy unless specifically waived.
13. Any road bond release must be approved by an authorized representative of the City of Middletown. Direct contact information for owners, developers, and construction supervisors must be provided and updated during construction.
14. The site, including detention basins, shall be kept mowed, picked up, and maintained to the standards of the Middletown nuisance ordinances, regardless of construction phase.
15. No outdoor construction shall occur on Sundays before 1:00 p.m. Dumpster and trash collection shall occur only between 7:00 a.m. and 7:00 p.m.
16. The City of Middletown has a business license and occupational tax. Applicant shall inform tenants, contractors, and subcontractors that they are required to register, obtain a license, and pay any occupational tax required.
17. Pursuant to KRS 91A.080, insurance companies which issue policies on risks located within the City of Middletown shall designate the City as the property taxing jurisdiction for insurance premium taxes.
18. The Applicant, its successors and assigns, hereby consent and agree that the City of Middletown has full right and authority to take any and all appropriate legal action to enforce these binding elements and inspect the premises for compliance.



19. All binding elements and/or conditions of approval stated in this municipal order are accepted in total without exception by the entity requesting approval of this development item.

Section 3.

This Municipal Order shall take effect upon its passage and approval.

PASSED AND APPROVED: 

J. Byron Chapman, Mayor

ATTEST: 

Brittany Veto, City Clerk

In favor: 5


Opposed: 0

I HEREBY ATTEST THAT I, AS THE AUTHORIZED REPRESENTATIVE OF THE APPLICANT/DEVELOPER HEREIN, HAVE READ, FULLY UNDERSTAND, AND FULLY AGREE TO ALL THESE BINDING ELEMENTS AND CONDITIONS OF APPROVAL.

BY: MARC PRASCH

ITS: COO

Contact Email and Phone: meprasah@aboundcv.com 800-285-5669 x 3086

Signature: 

**CITY OF MIDDLETOWN**  
**MUNICIPAL ORDER NO. 09-11-2025-B**  
**A MUNICIPAL ORDER RATIFYING THE HIRING AND APPOINTMENT OF AN**  
**OCCUPATIONAL TAX SPECIALIST**

That the City Commission does hereby ratify and confirm the hiring and appointment of Damon Sistrunk as Occupational Tax Specialist, subject to the following conditions:

(a) Employment shall commence on the 30th day of September, 2025. Pay shall be hourly at a rate of \$29.00 per hour, in accordance with the City's personnel pay classification ordinance. Future pay shall be determined annually by the City Commission as part of the budget process.

(b) Hours of work, schedule, and supervision shall be under the direction of the Mayor, serving as Personnel Officer pursuant to the City's Personnel Ordinances. All employment terms and conditions shall be governed by the City's Personnel Policies and Procedures. Employee is expected to work no fewer than 20 hours and no more than 25 hours per week.

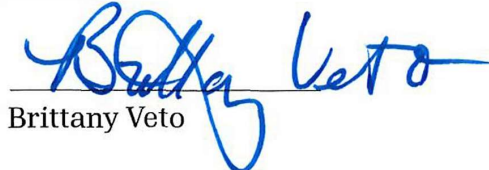
(c) Duties and responsibilities shall align with the City's job description for the Occupational Tax Assistant position, which includes but is not limited to:

- Assisting business owners with licensing and occupational tax requirements
- Processing applications, preparing tax bills, and maintaining accurate records of Middletown businesses
- Performing delinquency follow-up and ensuring regulatory compliance
- Providing customer service in person, by phone, and online
- Supporting other office functions and staff, including OpenGov data management

(d) This hiring is contingent upon successful completion of a three-month probationary period. A performance review will be conducted at the conclusion of the 90-day period, and if performance is acceptable pay increase to \$31.00 hr

  
J. Byron Chapman, Mayor

Attest

  
Brittany Veto

Those in Favor 5  
Those Opposed 0