

CITY COUNCIL MEETING
EMINENCE CITY MUNICIPAL BUILDING

DECEMBER 8, 2025
EMINENCE, KENTUCKY

The City Council of the City of Eminence, Kentucky met in regular session on Monday, December 8, 2025, at 6:00 p.m. with Mayor Fred Downey and the following members present: Lee Ann Armstrong, Bobbi Jo Frazier, Karen Paris, Phillip Smith, Justin Wayman, and Connie Nation. Also, in attendance were City Attorney Chelsey Brammell, City Clerk Robin Mullins, Police Chief Scott Wilcoxson, Public Works Director Troy Popp, Utility Clerk Donna Rangel, Detective Brett Downey, Henry County Local Representative Joe Durbin, Magistrate Ed Frederick, Magistrate Carl Tingle, Residents DeAnne Downey, J.R. Ellis, Missy Ayers, Fire Chief Steve Lucas, and Destiny Kelley Petitt.

Mayor Downey called the regular meeting to order at 6:00 p.m.

Pledge of allegiance held.

OLD BUSINESS

Subject: Minutes – The minutes of the regular meeting held on November 10, 2025, were reviewed. Mayor Downey asked for any additions or corrections to the minutes. Motion made by Member Smith and seconded by Member Nation to approve the minutes as presented. On a call for votes, all members present voted “Yea”.

REPORTS:

Subject: Police Department Report (Copy Attached Hereto) – Police Chief Wilcoxson presented the monthly activity report to council.

Police Chief Wilcoxson reported that Cram the Cruiser ran from November 1st through the 22nd and the Cruiser was filled up twice. Food was distributed to three blessing boxes in town and the last load was given to the Hope Center.

Police Chief reported thirty-four applications had been received for Shop-With-A-Cop. Twenty-Seven Children will be taken on December 13th because the youngest children that could be accommodated by our staff was five (5) years old. We plan to do something for children under five next year.

Also, Chief Wilcoxson reported he and Sgt. Corley attended the Accreditation Manager Class in Frankfort put on by KACP and KLC.

Subject: Public Works Report (Copy Attached Hereto) – Utility Clerk Rangle presented the monthly activity report.

Mayor thanked the Public Works Department for Snow Removal on Tuesday, December 2nd, the guys were out at 3:30 a.m. and the roads were cleared by 6:00 a.m.

Member Paris thanked the Publics for their help with the decorations and Light Up Eminence.

Public Works Director Popp thanked the Police Department for their help on the water break on Elm Street.

Subject: Administrative Report (Copy Attached Hereto) – City Clerk Mullins presented the monthly administrative report.

Clerk Mullins presented October 2025 Check Disbursements.

Clerk Mullins reported the administrative office had completed training on the Laserfiche software.

Member Frazier asked if we could do a code red call the next time the office is closed for training.

Member Smith asked what the Safety Grant was used for. Clerk Mullins reported it was for the Employee Handbook Update and the Park Improvements we did last summer.

Subject: Fire Report (Copy Attached Hereto) – Mayor Downey presented the monthly activity report.

NEW BUSINESS:

Subject: Acceptance Audit Fiscal Year End June 30, 2025 – Motion made by Member Smith and seconded by Member Frazier to accept the Audit Fiscal Year End June 30, 2025, as presented. On a call for votes, all members present voted, “Yea”.

Subject: Wording Change On Impact Fee Budget – Troy Popp explained the expenditure in the budget for \$50,000.00 is for Distribution Valve Upgrades & Replacement and he needed to change it to water line relocation. The line he is going to relocate is the line in North Main St. in front of the Post Office that has a leak every year.

Distribution Valve Upgrade & Replacement → Water Line Relocation

Motion made by Member Frazier and seconded by Member Smith to change the wording in the Impact Fee Budget from Distribution Valve Upgrade & Replacement to Water Line Relocation. On a call for votes, all members present voted, “Yea”.

Subject: First Reading on Ordinance Amending Accessory Dwelling Units – Attorney Brammell held the First Reading on an Ordinance Amending Accessory Dwelling Units. No Action Needed.

Subject: CBDG Resolutions –

- 1. Resolution No. 2025-005 Anti-Displacement & Relocation**
- 2. Resolution No. 2025-006 Procurement Policy**
- 3. Resolution No. 2025-007 Non-Discrimination Policy**

4. Resolution No. 2025-008 Procedures for Compliance with 504 Regulations
5. Resolution No. 2025-009 Title VI Implementation Plan

Motion made by Member Armstrong and seconded by Member Paris to approve Resolution No. 2025 Anti-Displacement Plan, Resolution No. 2025-006 Procurement Policy, Resolution No. 2025-007 Non-Discrimination Policy, Resolution No. 2025-008 Procedures for Compliance with 504 Regulations and Resolution No. 2025-009 Title VI Implementation Plan. On a call for votes, all members present voted, "Yea".

Mayor's Update - Mayor Downey reported that Mr. Johnson found another facility to lease in LaGrange, so we needed to decide what to do with the building on Eminence Terrace.

Motion made by Member Wayman and seconded by Member Paris to sell the building on Eminence Terrace. On a call for votes, the following members voted:

Member Wayman	"Yea"	Member Paris	"Yea"
Member Armstrong	"Yea"	Member Nation	"Yea"
Member Smith	"Nay"	Member Frazier	"Nay"

Motion Carries.

Attorney Brammell will research how to move forward with putting the property up for sale.

Mayor Downey reported he spoke with Angela Johnson about the idea of putting in an amphitheater on her lot and she was pleased with the idea. He will have drawings and figures at the next council meeting. We can't apply for the grant until March and it may take up to three years before we get it.

Mayor Downey reported he is also looking at getting a Land & Water Grant for a walking path down the old railroad bed in front of the Doc's Tattoo down to IAA Auction.

Also, Mayor Downey reported he would like to look at inspecting the rental houses. He has spoke with Matt Dunaway and he has agreed to do the inspections. He will get the ordinance from Carrollton and we can go from there.

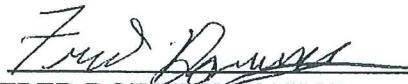
Council – New Business: Member Armstrong asked if the Agenda could be put on Facebook. After discussion, it was decided to put the agenda on the city website.

Also, Member Armstrong asked if we could put handicap parking in front of Ricketts. Public Works Director stated the city doesn't have jurisdiction over parking on state roads. He would get with Joe and see what he said.

Member Paris wanted to thank everyone that helped with Light UP Eminence. The music and decorations turned out wonderful.

Public Comments: Destiny Kelley Pettit addressed the council with issues she had with the flock cameras and handed out brochures to those who wanted them. She is having a town hall on Saturday, December 13th from 11:00 a.m. from 1:00 p.m.

With no further business to be discussed, the motion made was by Member Frazier and seconded by Member Nation to adjourn. All members present voted "Yea". The meeting was adjourned at 7:43 p.m.


FRED DOWNEY, MAYOR
CITY OF EMINENCE, KENTUCKY

ATTEST:


DEBBIE MOORE, ASSISTANT CITY CLERK
CITY OF EMINENCE, KENTUCKY

ROBIN MULLINS
CITY CLERK/TREASURER

Troy Popp
PUBLIC WORKS DIRECTOR



SCOTT WILCOXSON
POLICE CHIEF

STEVIE LUCAS
FIRE CHIEF

Fred Downey
MAYOR

Jan 1, 2026

Honorable Fred Downey
5115 South Main Street
P.O. Box 163
Eminence, KY 40019

Dear Mayor Downey:

Please see the following for police department activity in Dec 2025:

General Activity:

Complaints	Written Warnings	Traffic Stops	Criminal Cases
66	11	13	6
Domestic Violence Reports	Traffic Collisions	Incident Reports	TOTALS
5	2	7	238

City Ordinances: 3

Extra Patrol/Business Checks: 168

Crisis Intervention: 0

(Complaints = Alarms-MA-Assists-911 hang ups-welfare checks) 66

Number of Individuals Arrested:

EXPLANATION: These figures represent the number of individuals arrested and the number of charges attributed to these individuals.

Individuals Arrested	Total Citations
3	3

Comments

Dec 20, we took 27 kids shopping at Shelbyville Walmart, Shop with a Cop. We had 20 volunteers to help. (\$9217.92) After shopping was completed we all went to Kasselman McDonalds to eat lunch.

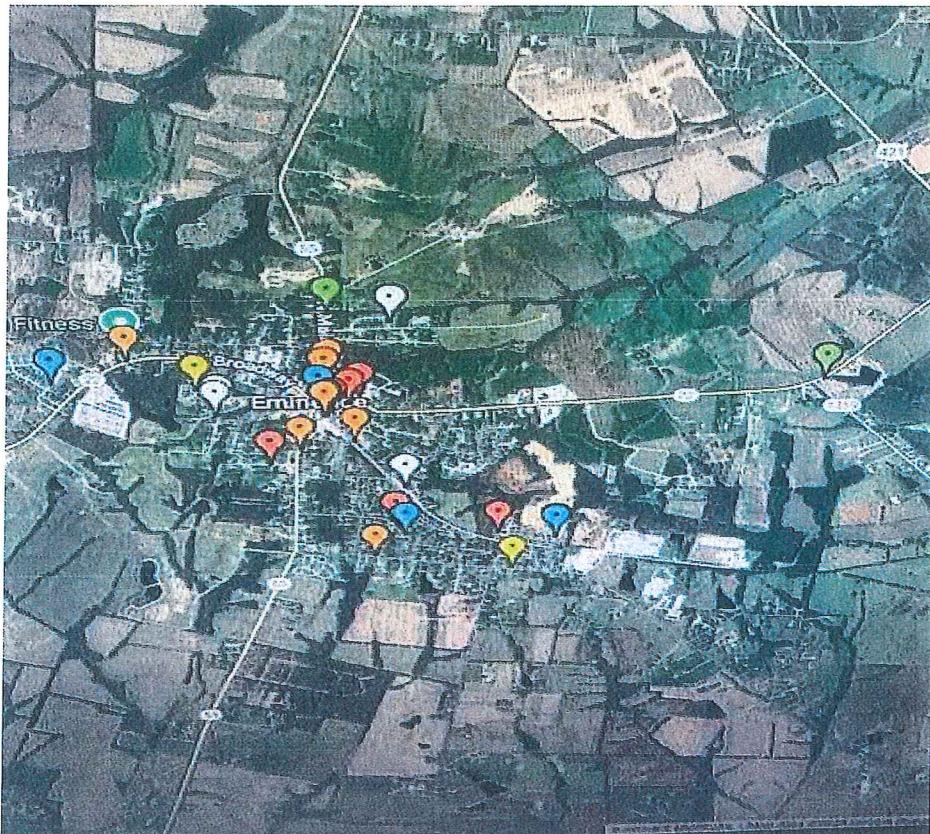
This was the biggest turn out since Shop with a Cop began in 2020.

Self-initiated activities were down this month due to having three officers out, on and off throughout the month with family and one that was on vacation.

Fuel Report

24/25 MONTH OF YEAR	GAS		MAINTENANCE		TOTAL COST PER MONTH	MILES DRIVEN PER MONTH
			TOTAL PARTS	TOTAL LABOR		
	GAL.	COST				
JULY	738.9	\$2104.15			\$2,104.15	3943
AUGUST	637.5	\$1,825.18			\$1,825.18	5785
SEPTEMBER	674.0	\$1,942.14			\$1,942.14	6405
OCTOBER	653.0	\$1,764.69			\$1,764.69	7100
NOVEMBER	693.1	\$1,841.61			\$1,841.61	6909
DECEMBER	626.7	\$1611.55			1611.55	6816
JANUARY						
FEBRUARY						
MARCH						
APRIL						
MAY						
JUNE						
TOTALS	3396.5	\$9,477.77	\$0.00	\$0.00	\$9,477.77	30142

KY OPS Map



Red – Call Response
Blue - Citations

Green – Collisions
White - NIBRS

Orange – Courtesy Notices
Yellow – JC3

Eminence Police Department
Police Activity Report

Sincerely,
Scott Wilcoxon
Chief of Police
Cc

Council Member: Lee Ann Armstrong
Council Member: Justin Wayman
Council Member: Bobbi Jo Frazier

Council Member: Connie Nation
Council Member: Karen Paris
Council Member: Phillip Smith

Public Works Activity Report December 2025

City Department:

- Routine - We picked up & emptied trash and performed typical upkeep & maintenance of City property, Mowing and Bushhogging season.
- Public Works have been busy with clearing roads and pre salting roads for snow/ice etc.
- A Tri Axle load of road salt was delivered 12/9/25.
- Some potholes are still being repaired with cold patch asphalt.
- A tree that was leaning was cut down on Cherokee Ln. and cleaned up.
- 4th phase of Bill Porter's, Quail Run Subdivision will break ground this week, Clearview Excavating will be doing the groundwork.

Water Department:

- Routine-We performed required samples, utility locates, read meters, and maintained the water distribution system.
- Main Line leak was repaired on Elm Street on 12/4, with the Police Departments help we shut this section of the road down and detoured the traffic thru S Penn, E Broadway and Vernon St.
- Repaired a 6" main line leak on Shawnee Dr, on 12/15, & 12/17 repaired a 6" Cast Iron Main Line Leak at 66 Vernon St.
- Citgo water services came and inserted a valve next to fire hydrant that is leaking on Merriweather Ave, possible repairs will be made to Fire Hydrant.
- 12" -Main line leak repaired at the end of W. Owen St, that runs to End of Myrtle Ave. approx. 5 ppl were off while we repaired the leak 12/23/25.
- Small leak on city side of meters setter box near a cut-off leak was repaired at 40 Thorne Hts. 12/30/25.

November 2025-5,540,222 gallons/purchased

December 2025-5,996,868 gallons/purchased

Wastewater Department:

- Routine-We performed required samples; utility locates and maintained the wastewater collection system and treatment plant.
- Pleasureville Sewer Main has been repaired several times in the last couple of weeks, the last repair was made at 133 Carroll Ann Ave, Pleasureville near our pump station, and Asphalt has been repaired on roadway and end of driveway.
- Troy/Jonathan have still been working on Inflow and Infiltration (I n I) on Crabb Ave, 8" Sewer Line with 12 Services connected and 4 manholes.
- 2" Force Main Sewer Leak in Pleasureville was repaired 12/30/25.

Coach D Park Updates:

- Jr has still been picking up trash on the walking trail, removing vegetation, and limbs, and at Coach D Park picking up trash.
- Port a Pots have been put at the park until Spring 2026.

Office of City Clerk

ADMINISTRATIVE OFFICE REPORT – January 5, 2026

The following information details some of the extra projects being worked on by the administrative office staff and provides miscellaneous information. It also details some of the quarterly and additional items beyond the normal day-to-day billing, bookkeeping, accounts payable, accounts receivable, payroll, etc.

Water & Sewer Services:

Processed Eleven New or Temporary Services and three Final Bills and/or Changes.

Processed Several Leak Adjustments & Oversaw Misc. Complaints and Questions

City General:

Processed Insurance Premium Tax/License Fee Receipts for December - \$198.12.

Processed Occupational Tax Receipts for December – \$35.98.

Processed Business & Misc. Licenses for December – \$5,700.00.

Processed Alcohol Licenses for December - \$0.00.

Processed Net Profits Returns & Extensions for December – \$119.00.

Processed Property Taxes/Franchise Fees from December 1st through December 31st in the amount of \$30,494.73. Collected 91% of 2025 Property Tax Bills.

Received \$3,891.16 for local collection of vehicle taxes from Henry County.

Received \$6,529.58 Transfer for November Trash Collection.

Received \$1,379.91 Litter Abatement Grant.

Community Center Rental:

October:	\$1,485.00
November:	\$1,785.00
December:	\$1,185.00
	\$4,455.00

Office Rental:

October	\$ 0.00
November	\$1,500.00
December	\$ 700.00
	\$2,200.00

Eminence Fire and Rescue Department

December 2025

Fire Runs- 1

City- 0 Rural- 1

Accident Runs- 3

City- 0 Rural- 3

EMS Assist- 1

City- 1 Rural- 0

Alarm Runs- 1

City- 1 Rural- 0

Other Runs- 1 (Gas Leak)

City- 1 Rural- 0

Total Manpower Hours- 89 Hours/0 Minutes
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Total Run Hours- 50 Hours/0 Minutes

Training Hours- 39 Hours/0 Minutes

Day Hours- 3 Hours/0 Minutes

Night Hours- 86 Hours/0 Minutes

Special Detail Hours- 0 Hours/0 Minutes

CC: Eminence Fire Board

Report By: Paige Lucas-Jamie

January 8, 2026