

**Richlawn City Commission
Minutes of the Regular Meeting
January 19, 2015**

The regular meeting of the Richlawn City Council was held on Monday, January 19, 2015, at the Old National Bank on Shelbyville Road & Hubbards Lane. Present were Mayor Alicia Nordmann, Commissioners Ian Cassidy, Andrew Renda, Sarah Segree, and Mark Wallingford, along with Clerk/Treasurer Jeff Barrick and Richlawn Attorney Steve Porter. Also in attendance were Richlawn residents Joseph and Valerie Meyn.

Mayor Nordmann called the meeting to order at 7:30 p.m.

- A. Resident / Guest Open Forum:** Joseph & Valerie Meyn were in attendance to see what the new commission was all about.
- B. Treasurer's Report:** Mr. Barrick reviewed the Clerk/Treasurer's role and the duties he is responsible for as the Clerk/Treasurer. The FY2015 budget was reviewed. The January financial statements were reviewed. The MARF deposit was entered as an expense in January, Mr. Barrick will correct. Commissioner Cassidy asked if the storage unit was needed. Mr. Barrick stated the storage unit contains two file cabinets with old documents as well as supplies for the Neighborhood association. Commissioner Cassidy asked if all the documents could be digitized. Discussion ensued. Mr. Porter officially swore in the new Richlawn Commission.

Mr. Barrick presented the bills to be paid in January:

Rumpke	ACH	2,716.35
LG&E	ACH	437.37
Extra Space Storage	VISA	115.00
Division of Unemployment Insurance	2081	13.20
FedEx Kinko's	2082	86.10
Jefferson County Property Valuation Admin	2083	2,237.53
Kentucky Employers Mutual Insurance	2084	424.68
Kentucky League of Cities – KLC	2085	400.00
Louisville Metro	2086	69.30
Neighborhood Security & Asset Protection	2087	560.00
United States Treasury	2088	481.95
Valley Crest	2089	480.00

- Commissioner Wallingford made a motion to pay the bills, Commissioner Renda seconded the motion and it passed unanimously.
- Commissioner Cassidy asked about the Clerk/Treasurer role and payments for work above and beyond the normal Clerk/Treasurer tasks. The commission agreed that extra tasks could be billed.

C. Minutes from the December Meeting

- Mr. Meyn asked about the rate for the Yard Waste can from Rumpke. It was explained that if the entire city received the cans, it would cost the city \$1.50 per can, but if individual residents wanted to do it on their own, they could pay Rumpke directly for \$3 per month.
- Mr. Porter stated he was not at the December meeting as it states in the minutes. This will be removed from the FINAL minutes. Mr. Porter also stated the minutes can only be approved by Commission members who attended the meeting.
- Commissioner Segree made a motion to approve the minutes from the December meeting with the removal of Mr. Porter's attendance. Commissioner Renda seconded the motion and it passed unanimously

D. Attorney Report – Steve Porter

- Mr. Porter stated he has been the City Attorney for 45 years. He charges \$1,200 per year and this covers attending monthly meetings and creating the three annual ordinances (Budget, Tax Rate, & Franchise Tax). Anything extra would be billed at his normal rate of \$250 per hour. The Commission asked how they would know when the extra billing would kick in. He stated he would inform the Mayor or Commission member during their discussions.
- Lang Field Easement: Mr. Porter stated he was told not to present a bill for his work on the easement to the prior City Commission. He will present a bill at the next meeting. Mr. Porter recommended not doing the conservation easement. Mayor Nordmann asked if they could save the work and use it in the future if they wanted. Commissioner Segree asked what could be done on the property. Mr. Porter will look into it.
- Mr. Porter will bring all Richlawn's deed restrictions to the next meeting.
- Mr. Porter stated that all of Richlawn's Commission meetings were open to the public and the public must be notified of any commission meetings. He stated that no more than 2 commission members can talk about city business without notifying the public via the press.
- Mayor Nordmann asked about spending limits. Mr. Porter stated that all expenses must be approved by the Commission and that anything over \$10,000 would require a bid process. If it is an emergency, it can be expensed immediately.

E. Commissioner Reports

1. Beautification Ordinance/Tree Program – Andrew Renda
 - a. Ordinance: Commissioner Renda recommended paying 100% of the planting, pruning, or removal of a canopy tree up to \$500 per residence per year. He also recommended adding all Oak trees. Commissioner Wallingford asked if trees in backyards could be added to the program. Mr. Porter stated it should only be trees in the public right-of-way in order to justify the expense.

Commissioner Renda made a motion to amend the Beautification Ordinance to pay 100% for planting, pruning, and removal of canopy trees up to \$500 per residence per year. Commissioner Cassidy seconded the motion and it passed unanimously.

Richlawn will get a tree for attending the League of Cities meeting. Mayor Nordmann thought the city could do a raffle to give the tree to a Richlawn resident.

2. Property Improvements – Andrew Renda

- a. Mr. Barrick stated he created a form for the previous Commission, but nothing was done with it. He will send it to Commissioner Renda and then post on the website once Commissioner Renda has reviewed it. Richlawn's ordinance is only for exterior improvements. Residents must get a building permit from Louisville Metro and should also have permission from Richlawn.
- b. There have been requests from homeowners to clean up the property at 101 Don Allen Road. Commissioner Renda will follow up with the property owner.

3. Resident Record Keeping – Ian Cassidy

- a. Commissioner Cassidy stated that of the 199 residences, 83 have registered on the Nextdoor website. He stated there is an option to send postcards to residents that have not signed up. This is free of charge. There are 48 matches to residences on the Facebook website.
- b. Discussion ensued on how to best communicate with residents. Mayor Nordmann wants to move away from Facebook. Commissioner Cassidy suggested putting a phone tree together for residents who are not on electronic media sites.
- c. The Richlawn Handbook will be updated and distributed by the end of April.

4. Physical Asset Management – Mark Wallingford

- a. The Valley Crest landscaping contract was reviewed. Commissioner Renda made a motion to approve the contract. Commissioner Segree seconded the motion and it passed unanimously. Mr. Barrick will mail the contract.
- b. The Valley Crest snow removal contract was reviewed. The only change from the previously approved contract was that Valley Crest will automatically clean the streets when there is an accumulation of 2 inches instead of 4 inches. Commissioner Wallingford will be the contact for Valley Crest on the snow removal requests. Commissioner Renda made a motion to approve the snow removal contract, Commissioner Segree seconded the motion and it passed unanimously.
- c. Commissioner Wallingford stated the posts that were damaged at the entrance had been repaired.
- d. Yard Waste: some residents still have yard waste out. Should Richlawn take care of it? Commissioner Cassidy made a motion to do a one-time pick up of yard waste in February.
- e. The sidewalks on Shelbyville Road are nearing completion. Richlawn should only owe an additional \$20,000 for the project.

5. Resident Communication – Sarah Segree

- a. Commissioner Segree is reviewing different templates for the Gazette. Mr. Barrick will send the previous template to Commissioner Segree.

F. Mayor Report – Alicia Nordmann

- Mayor Nordmann stated the security patrols will go back to 16 hours per month. She is looking into state funding for security and will report her findings at the next meeting.
- Mayor Nordmann stated Ledyard Road is on a septic system instead of the city sewers. She would like to invite MSD to attend a meeting for further discussion.

G. New Business

- Commissioner Cassidy stated there was a man camping behind Lang Field. There is also an individual camping behind the Christ Science church on Shelbyville Road. He will notify the resident.

H. Adjourn

1. Mayor Nordmann stated the next meeting will be held on Monday February 16, 2015 at 7:30 PM at Old National Bank on Hubbards Lane
2. Commissioner Renda made a motion to adjourn the meeting at 10:00 PM; it was seconded by Commissioner Cassidy and passed unanimously.

Respectfully submitted:

Jeff Barrick
Clerk/Treasurer

Alicia Nordmann
Mayor