

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

The regular meeting of the Richlawn Commission was held on Monday, October 19, 2015, at the Old National Bank on Shelbyville Road & Hubbards Lane. Present were Mayor Alicia Nordmann, Commissioners Ian Cassidy, Joe Meyn, Sarah Segree, Steve Wilkerson, City Clerk/Treasurer Daniel Sullivan and City Attorney Steve Porter. There were no guests/Residents in attendance at the meeting.

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

- A. Resident/Guest Open Forum –No residents or guest were in attendance for this evenings meeting.
- B. City Clerk/Treasurer Daniel Sullivan discussed the financial statements prepared and delivered to commissioners via email. He stated the new MARF – Road fund checking account was opened and a check for \$100 was transferred from the General fund to complete the transaction. The commission discussed the importance of a separate accounting for the road fund. The treasurer also stated that more changes to the financial statements will be made after the completion of the Audit for Last year. The changes to the statements will make it easier for future audits and the commission will see more information relevant to future decision making. He again asked if there were any other reports that anyone would like to see and the commissioners said each will let him know if any more information is necessary in the reporting process. The Delinquent tax report was discussed again, virtually no delinquencies at this time. It was also reported that we did receive funds from the Commonwealth of Kentucky for the police subsidy. A total of \$1,253.03 was received for the quarter (July, Aug, Sept) and the city will receive similar amounts going forward.
- C. City Clerk/Treasurer Daniel Sullivan prepared the bills to be paid in October and presented for approval of payment.

10/16/2015	ACH	Extra Space Storage of Louisville	131.00
10/17/2015	2171	Cradly Electric, Inc.	250.00
10/17/2015	2172	Neighborhood Security & Asset Protection	560.00
10/17/2015	2173	Valley Crest	2,050.00
10/17/2015	2177	Vintage Printing and Distribution Service	112.81
10/17/2015	2178	Sumy Designs	135.00
10/17/2015	2179	Division of Unemployment Insurance	16.10
10/17/2015	2109	Louisville Metro	72.30
10/17/2015	2110	United States Treasury	481.95
10/17/2015	2118	City of Richlawn - MARF Account	100.00
10/17/2015	2176	Nicholas DeVore	60.00
10/27/2015	ACH	LG&E	459.31
10/27/2015	ACH	Rumpke	2,786.00
		Total	7,214.47

Commissioner Segree made a motion to approve the bills, seconded by Commissioner Meyn and passed unanimously.

Minutes from the August Meeting

- Commissioner Wilkerson made a motion to approve the minutes from the September meeting, It was seconded by Commissioner Segree and passed unanimously.

D. Resident Record Keeping – Ian Cassidy

- Ian Cassidy asked if payment was made for printing of the Resident Handbook. The treasurer noted that one has not been received. Mr. Cassidy said he will follow up on that.
- The Commission decided to remove the electronic copy of the Richlawn Handbook from the website.

E. Property Improvements Ordinance- Joe Meyn

- Commissioner Meyn stated that no response was received from an email sent to the owner of 117 N Hubbards Lane to discuss the report that a business was being run out of the home which is prohibited under current ordinances. The city will continue its review of the situation and reach out to the resident to follow up on the inquiry.
- The damaged sidewalk on Shelbyville road was discussed. Commissioner Meyn submitted a Service Request with Marc Adams, City of St. Matthews. The sidewalk will be repaired at no cost to Richlawn.

F. Resident Communications – Sarah Segree

- Commissioner Segree discussed quotes from several vendors for this year's holiday decorations. It was determined that the quote from Nanz and Kraft (who have been used in the past) was the best option and the city should keep them as the vendor going forward. Commissioner Wilkerson motioned that the city should use Nanz and Craft for the decorations for the holiday this year. Commissioner Meyn seconded the motion and it passed unanimously.
- Discussed items concerning the Fall Festival. The city will not be providing any money/items for prizes for the Festival.

G. Physical Asset Management – Steve Wilkerson

- Commissioner Wilkerson discussed the new email system with other companies and their quotes. It was determined that the city would adopt the email system from Gmail and transition over all email addresses to the @cityofrichlawn.com domain names. The cost is \$10 per email address per month. The City will acquire seven email addresses for an annual cost of \$840. These funds will be taken out of the contingency fund. Commissioner Segree made a motion to adopt the new email setup. Commissioner Meyn seconded and the motion passed unanimously.
- It was determined that we would attempt to eliminate our Storage Unit. The treasurer and Commissioner Cassidy will inventory the storage facility and determine where and what items will be stored going forward.
- Commissioner Wilkerson discussed the tree removal at Lang Field and the Commission voted to accept the \$350 proposal from Valley Crest. Commissioner _____ made the motion to accept the contract for tree removal. Commissioner _____ seconded the motion. The motion passed unanimously.
- Commissioner Wilkerson discussed the quotes received for Snow Removal. Due to the timing of our next meeting and cold weather setting in, it was determined that Valley Crest (current vendor) was the best option for the city. Commissioner Cassidy motioned to accept the contract from Valley Crest for this year's snow removal. Commissioner Wilkerson seconded and the motion passed unanimously.

H. Mayor Report – Alicia Nordmann

- Mayor Nordmann discussed a resident complaint at 207 N Hubbards about large amounts of trash accumulating along Hubbards Lane. It was determined that it is a problem but not many options for the city. Commission will continue monitoring the situation for options to discuss in upcoming meetings.
- Mayor Nordmann discussed resident complaint of speeding vehicles on Hubbards Lane. Options discussed and it was determined that the Mayor would reach out to the police patrol currently used by the city and see if they can monitor the speeding situation on Hubbards. The mayor will report back in the next meeting.
- Commissioner Segree expressed interest in increasing NSAP police patrol in November and December. The Commission voted to increase police patrol to 24 hours per month for November and December. Commissioner _____ made the motion to increase the patrol, Commissioner _____ seconded. Motion passed unanimously.
- Mayor Nordmann brought up the parking ordinance and the complaints by residents. The commission discussed several options of enforcing the current ordinance as it stands with fines/ticketing/signage. Legal counsel discussed options discussed in the past and options the city has for the enforcement. The first reading of Ordinance No. 2015-05 was completed. The Commission will complete the second reading and vote on the amendment at the November meeting.

I. New Business

- No items were brought to the commission.

J. Adjourn

- Mayor Nordmann stated the next meeting will be held on Monday, November 16, 2015, at 7:30 PM at Old National Bank on Hubbards Lane.

Commissioner Segree made a motion to adjourn the meeting 9:30 PM; it was seconded by Commissioner Meyn and passed unanimously.

Respectfully submitted:

Daniel Sullivan
Treasurer/Clerk