

**Richlawn City Commission
Minutes of the Regular Meeting
September 21, 2015**

The regular meeting of the Richlawn Commission was held on Monday, September 21, 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. Attorney Steve Porter was absent. Also in attendance was Rae Taylor, resident of Richlawn.

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

- A. Resident/Guest Open Forum – Rae Taylor (resident of Richlawn) was introduced at the meeting. He had asked for assistance with a dead tree near 4303 Ledyard. Mayor Nordmann said we would investigate the tree and determine what needs to be done. Mr. Taylor also requested information about the MSD drainage problems. He was informed by Mayor Nordmann that MSD was working on a design of a new system and we were still waiting on an update from them (MSD). He also inquired about easement dimensions and the rules behind them. He had also requested copies of financial statements that are prepared monthly. He was advised that we would send them via email. Since then, it was later determined that we would post them on the website as they have done in the past. Mr. Taylor also asked if there were any books/accounting records for the Fall Festival. Mayor Nordmann responded that the annual payment to the Richlawn Neighborhood Association for the fall festival is a donation and that the city is not required to have an accounting of the funds.
- B. City Clerk/Treasurer Daniel Sullivan discussed the financial statements prepared and delivered to commissioners via email. He also discussed the need to separate the MARF (road) Funds into a different account. This would simplify the job of reporting separated funds and also would improve the audit function. Commissioner Cassidy then made a motion to setup a separate checking account for the MARF (Road) Funds. Commissioner Segree seconded and the motion passed unanimously. He then asked if there were any other reports that anyone would like to see and said he will clean up the current report structure to match how the auditors like to see the information. He was also asked about the voided checks that were on the financial statement report last month. Mr. Sullivan stated that the current preprinted check stock does not work well in the city provided printer. It causes multiple check voids. Mr. Sullivan said he will minimize the voided checks in the future and will order checks that will print easier in the current printer setup. The Delinquent tax report was discussed and showed great improvement over last year. Mr. Sullivan pointed out that Bellsouth has a small easement where a tax payment was not paid in error. The amount of the tax was less than 1 dollar and recommended that it be written off instead of following up with costly collection efforts. Mr. Sullivan will send out a letter with next year's taxes to all property owners that have multiple parcels to avoid a repeat of missed tax payments. Commissioner Cassidy made a motion to write off the Bellsouth tax bill, Commissioner Segree, seconded the motion and passed unanimously.
- C. City Clerk/Treasurer Daniel Sullivan prepared the bills to be paid in September and presented for approval of payment.

09/11/2015	ACH	Rumpke	2,786.00
09/11/2015	ACH	Louisville Water Company	47.20
09/11/2015	ACH	Extra Space Storage of Louisville	131.00
09/19/2015	2163	Ian A Cassidy	264.45
09/19/2015	2159	Joe Meyn	270.45
09/19/2015	2160	Sarah Segree	264.45
09/19/2015	2165	Neighborhood Security & Asset Protection	1,034.00
09/19/2015	2166	Nicholas DeVore	30.00
09/19/2015	2168	Daniel M. Sullivan	523.45
09/19/2015	2169	Alicia Nordmann	721.20
09/19/2015	ACH	LG&E	453.67
09/20/2015	2174	Paul's Fruit Market	50.00
09/20/2015	2175	Valley Crest	1,150.00
09/20/2015	2170	Steve Wilkerson	270.45

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

Minutes from the August Meeting

- Commissioner Cassidy made a motion to approve the minutes from the August meeting, It was seconded by Commissioner Meyn and passed unanimously.

D. Resident Record Keeping – Ian Cassidy

- Commissioner Cassidy discussed the Richlawn Resident Handbook that he is working on. He said the handbooks have been printed and are going to be delivered shortly. (NOTE-The handbooks were delivered shortly after the meeting) He also gave a copy to be posted on the website.

E. Richlawn Website Reporting – Joe Meyn

- Commissioner Meyn discussed items on the website and noted that he was missing some minutes from prior meetings but most of the items are posted.

F. Property Improvements Ordinance- Joe Meyn

- Commissioner Meyn stated that an email has been 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. No response has been received, so Mr. Meyn said he will reach out again, directly to the owners, and determine if there are any issues that the city needs to follow up on.
- Mr. Meyn discussed the need to relook at the tree ordinance and asked if we need to clarify some of the wording that may be confusing. The commission decided to have Mr. Porter review the ordinance and it will be discussed in the next meeting.

G. Lang Field / Resident Communications – Sarah Segree

- The latest version of the Richlawn Gazette was delivered. Commissioner Segree asked for other ideas to improve the paper and it was suggested that we have a monthly story that focuses on one Richlawn resident. Other ideas were discussed also.
- Discussed items concerning the Fall Festival.

H. Physical Asset Management – Steve Wilkerson

- Commissioner Wilkerson discussed new contract with Rumpke and that we will be starting the year round Yard waste program.
- Commissioner Wilkerson followed up on the request for cost of new recycle containers. He said Rumpke will provide another container at the residents' request for no additional cost. He said there is a phone number on the containers to call for customer service and they will take care of the request.
- Commissioner Wilkerson obtained information on setting up individual emails with the @cityofrichlawn.gov address. The commission will review and may look at other options.

I. Mayor Report – Alicia Nordmann

- Mayor Nordmann reported that she has reached out to MSD and states that they are in the process of designing storm basins and other improvements. Part of the process is obtaining engineering services for the study of the upgrade and that is where they stand. She will report any updates in the next meeting.
- Mayor Nordmann reported a resident complaint at 207 N Hubbards about large amounts of trash accumulating along Hubbards Lane. The Commission will monitor the situation and decide what needs to be done.
- Mayor Nordmann reported the lighting at the main City entrance has been repaired.
- Mayor Nordmann brought up the parking ordinance and the complaints by residents. The commission discussed ways of enforcing the current ordinance as it stands with fines/ticketing/signage. It was determined that the commission will discuss further with legal counsel next month on ways to enforce or change the current ordinance.

J. New Business

- Commissioner Wilkerson reported that he will be seeking new bids for snow removal for the upcoming winter season. He will report next month on this.
- Mayor Nordmann discussed a resident complaint about pet waste on Gibson. The commission will monitor the problem and determine what needs to be done on this in the future.
- Mayor Nordmann discussed the contract for holiday decorations with Nanz and Kraft. Commissioner Segree will bring quotes from vendors for holiday decorations to the next meeting.
- The commission discussed prizes for the Fall Festival and other events such as taxes paid for the year for the winner and other ideas such as donations from local restaurants etc. The commission decided that the city would not provide a prize for the fall festival.

K. Adjourn

- Mayor Nordmann stated the next meeting will be held on Monday, October 19, 2015, at 7:30 PM at Old National Bank on Hubbards Lane.

Commissioner Cassidy 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