

**Richlawn City Commission
Minutes of the Regular Meeting
October 17, 2016**

The regular meeting of the Richlawn Commission was held on Monday, October 17, 2016, at the Old National Bank on Shelbyville Road & Hubbards Lane. Present were Mayor Alicia Nordmann, Commissioners Ian Cassidy, Steve Wilkerson, Joe Meyn, Sarah Segree, City Attorney Steve Porter and City Treasurer/Clerk Daniel Sullivan.

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

A. Resident/Guest Open Forum – No Residents or guests were in attendance.

B. City Clerk/Treasurer Report – Treasurer Daniel Sullivan discussed Financial statements and bills to be paid in October and presented for approval of payment.

<i>Date</i>	<i>Type</i>	<i>Vendor</i>	<i>Memo</i>	<i>Amount</i>
10/03/2016	EFT	Google	Oct 2016 - Email Fees	70.00
10/03/2016	EFT	Extra Space Storage of Louisville	Monthly Storage Rental	131.00
10/15/2016		Louisville Metro Revenue Commission	Form W1- Sept 2016	71.80
10/15/2016	2277	Neighborhood Security & Asset Protection	September 2016 Patrols	490.00
10/15/2016	2278	Sumy Designs	Web Hosting / Domain name renewal	135.00
10/15/2016	2282	United States Treasury	Payroll Taxes	481.97
10/15/2016	2279	Vintage Printing and Distribution Service	Gazette / Ordinance printing	113.40
10/26/2016	EFT	Rumpke	Monthly Services	2,905.40
10/26/2016	EFT	LG&E	Monthly Electric	458.25
10/27/2016	2283	Andrew Carpenter	Canopy Tree Program - Reimbursement	500.00
10/30/2016	2285	Frank Otte Nursery	Invoice #4856	3,845.00
10/30/2016	2286	Steve Wilkerson	Replacement Lights Reimbursement	19.02
10/30/2016	2287	Brightview (fka Valley Crest)	Landscaping	625.00
			Total	9,845.84

- Commissioner Wilkerson made a motion to approve the payments/bills, seconded by Commissioner Segree and it passed unanimously.
- Commissioner Wilkerson made a motion to approve the minutes from the September meeting. It was seconded by Commissioner Segree and passed unanimously.
- A discussion of prior months Brightview landscaping invoice errors were tabled until next month's meeting.
- Discussion of bookkeeping duties and fees was tabled until next month.

C. City Attorney – Steve Porter - Report

- Mr. Porter had nothing to report.

D. Mayor Report – Alicia Nordmann

- During last month's meeting, the Commission approved a proposal for the code enforcement officer (Kenneth Betts). Some issues came up concerning Mr. Betts after the meeting and will be discussed at the next meeting.
- Discussion on how to enforce the cities ordinances including parking and other items. The commission will continue to review options.
- Graffiti on street signs was discussed. Mayor Nordmann attempted to remove with normal methods and was not successful. The commission will look for other options to remove the graffiti.
- Discussion of problems with speeding on Ledyard and Blenheim. Mayor Nordmann directed our contracted security company to focus patrols on those streets and in one period multiple citations were issued.

E. Physical Asset Management – Steve Wilkerson

- Estimates for landscaping located at the back entrance of the city were presented and discussed. After adjustments to remove some items were made, Commissioner Cassidy motioned to approve the contract and seconded by Commissioner Wilkerson.
- Children at Play signs have been ordered and will be installed at the same time the Blenheim entrance sign is repaired.
- Blenheim Road sign is in the process of being repaired. The individual responsible for damaging the sign has stated they will be reimbursing the city for the cost of repair.
- The Brightview Snow removal contract was discussed. Commissioner Wilkerson made a motion to approve the contract, Commissioner Segree seconded and the motions was approved unanimously.

F. Property Improvements – Joe Meyn

- Discussed pavement sealing/repairs quotes. Amount to repair was approx. \$1650 and Commissioner Wilkerson passed a motion to accept the contract. Commissioner Segree seconded and the motion was approved. The city will notify residents to have vehicles off streets prior to the repairs.
- Discussed road striping quote. Commissioner Wilkerson passed a motion to accept the contract. Commissioner Segree seconded and the motion was approved.
- Discussed a resident's plan to expand/remodel their residence at 125 Heady Avenue. Plans will be submitted to the city when complete.
- Sidewalk damage on Shelbyville Road was discussed. The commission will contact TARC again about progress on this.

G. Resident Communication – Sarah Segree

- Holiday decorations quote was received from Nanz and Kraft. The amount (\$1,570) has increased due to having to replace some items that have been reused from prior years. Commissioner Wilkerson passed a motion to accept the contract. Commissioner Segree seconded and the motion was approved.
- Little Library – A discussion of installing a container / Little Library to trade books (“take a book/leave a book”) with other residents was discussed to promote a sense of community within our city. Commissioner Cassidy stated he would donate personally to help establish this. More discussions will take place next month.

H. Resident Record Keeping – Ian Cassidy

- Digitizing city records – Commissioner Cassidy asked that more time needed to review options. Tabled until next month.

I. New Business

- Discussed complaints of trash cans being set out too early. Richlawn follows Metro Louisville ordinance that stipulates timeframe on when cans can be placed on the street.

J. Adjourn

- Mayor Nordmann stated the next meeting will be held on Monday, November 21, 2016, at 7:30 PM in the Old National Bank on Hubbards Lane.

Commissioner Wilkerson made a motion to adjourn the meeting at 8:40 pm; it was seconded by Commissioner Segree and passed unanimously.

Respectfully submitted:

Daniel Sullivan
Clerk/Treasurer