

**Richlawn City Commission  
Minutes of the Regular Meeting  
December 19, 2016**

The regular meeting of the Richlawn Commission was held on Monday, December 19, 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. Also present was Commissioner-Elect Andrew Carpenter.

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

- A. Resident/Guest Open Forum** – George Stewart, a candidate for the Code Enforcement Officer position was present. He discussed his experience and qualifications for the position. After discussion with Mr. Stewart, the commission thanked him for appearing and would discuss during the formal meeting.
- B. City Clerk/Treasurer Report** – Treasurer Daniel Sullivan discussed Financial statements and bills to be paid in December and presented for approval of payment.

| Date       | Num  | Name                                      | Memo  | Payment Amt      |
|------------|------|---|---|------------------|
| 12/02/2016 | EFT  | Extra Space Storage of Louisville         | December 2016 Rent                          | 131.00           |
| 12/12/2016 | EFT  | Google                                    | December 2016 Email                         | 70.00            |
| 12/15/2016 | 2294 | Daniel M. Sullivan                        | 4th Quarter, 2016 Payroll                   | 1,081.80         |
| 12/15/2016 | 2292 | Ian A Cassidy                             | 3rd Quarter, 2016 Payroll                   | 270.45           |
| 12/15/2016 | 2293 | Joe Meyn                                  | 3rd Quarter, 2016 Payroll                   | 270.45           |
| 12/15/2016 | 2295 | Sarah Segree                              | 4th Quarter, 2016 Payroll                   | 270.45           |
| 12/15/2016 | 2296 | Steve Wilkerson                           | 4th Quarter, 2016 Payroll                   | 270.45           |
| 12/15/2016 | 2297 | Best Stamp Co./SignDesigns                | Sign Repair                                 | 165.00           |
| 12/15/2016 | 2298 | Brightview (fka Valley Crest)             | Repair / Application                        | 223.00           |
| 12/15/2016 | 2299 | Louisville Sealcoat Co                    | Road Sealant Repairs / Restripe Speed Humps | 2,870.00         |
| 12/15/2016 | 2300 | Neighborhood Security & Asset Protection  | Security Service                            | 490.00           |
| 12/15/2016 | 2301 | Sarah Segree                              | Delivery Gazette                            | 30.00            |
| 12/19/2016 | 2302 | Alicia Nordmann                           | 4th Quarter, 2016 Payroll                   | 676.12           |
| 12/19/2016 | 2303 | Louisville Water Company                  | Oct, Nov 2016                               | 230.00           |
| 12/19/2016 | 2304 | Vintage Printing and Distribution Service | Gazette Printing                            | 113.43           |
| 12/21/2016 | 2306 | Kaiser, Ken and Mary                      | 2016 Christmas Decoration Prize - Runner up | 50.00            |
| 12/21/2016 | 2307 | SCHMIDT JASON                             | 2016 Christmas Decoration Prize - Runner up | 50.00            |
| 12/21/2016 | 2308 | Caldwell, Barbara and Clark, Jeremy       | 2016 Christmas Decoration Prize - 1st Place | 100.00           |
| 12/27/2016 | EFT  | Rumpke                                    | Monthly Service                             | 2,905.40         |
| 12/27/2016 | eft  | LG&E                                      | November 2016                               | 453.27           |
|            |      |   |   | <b>10,720.82</b> |

- 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 November meeting. It was seconded by Commissioner Segree and passed unanimously.
- Discussion of changing / adding new email addresses for newly elected commissioner and removing old addresses no longer needed. Commissioner Wilkerson will make the changes as of January 1, 2017.

**C. City Attorney – Steve Porter - Report**

- Mr. Porter had nothing to report.

**D. Mayor Report – Alicia Nordmann**

- Discussion of code enforcement officer candidates. Mayor Nordmann reported on all candidates that applied. Upon discussing, the commission selected Mr. Stewart that appeared earlier before the commission. Commissioner Cassidy made a motion to hire Mr. Stewart for Approximately 10 hours per month at \$20 to start out. Motion was seconded by Commissioner Wilkerson. Motion passed unanimously.
- Discussed Metro Louisville ordinance requiring all owners of rental property to register with Louisville. Mayor Nordmann discussed the possibility of acquiring that information from Louisville so the city would have better contact information on all rentals in Richlawn. She will investigate further.

**E. Physical Asset Management – Steve Wilkerson**

- Blenheim Road sign is still in the process of being repaired. Will follow up again next month. Side note, the individual that damaged the property has indicated that he will reimburse the city for all costs.
- Discussed Brightview Landscaping contract for 2017. Commissioner Wilkerson made a motion to accept the contract. Commissioner Segree seconded and the motion was approved unanimously.

**F. Property Improvements – Joe Meyn**

- Discussed documents to post on the website. Items should be up to date.

**G. Resident Communication – Sarah Segree**

- Gazette was delivered in December.
- Discussed the winners of the Holiday Decorating Contest for the city. Winners were Barbara Caldwell and Jeremy Clark at 101 Don Allen Rd. Runners up were Jason Schmidt and Ken and Mary Kaiser. Checks to be delivered this week.

**H. Resident Record Keeping – Ian Cassidy**

- Commissioner Cassidy discussed 2017 handbook. Goal to deliver in January 2017.

**I. New Business**

- Resident reported a possible abandoned property at 4193 Blenheim Road. Commissioner Cassidy will call Metro 311 to investigate.
- Commissioner Segree's term expires this month and she did not run for reelection. Mayor Nordman and the Commission thanked her for her service to the city and thanked her for her contributions.

**J. Adjourn**

- Mayor Nordmann stated the next meeting will be held on Monday, January 16, 2017, at 7:30 PM in the Old National Bank on Hubbards Lane.

Commissioner Wilkerson made a motion to adjourn the meeting at 8:45 pm; it was seconded by Commissioner Segree and passed unanimously.

Respectfully submitted:

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Daniel Sullivan  
Clerk/Treasurer