

**Richlawn City Commission  
Minutes of the Regular Meeting  
November 21, 2016**

The regular meeting of the Richlawn Commission was held on Monday, November 21, 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 November and presented for approval of payment.

<b>Date</b>	<b>Num</b>	<b>Name</b>	<b>Memo</b>	<b>Amount</b>
11/01/2016	2291	Best Stamp Co./SignDesigns	Sign installation	1,193.00
11/02/2016	EFT	Extra Space Storage of Louisville	November 2016 Storage	131.00
11/02/2016	EFT	Google	November 2016-Email	70.00
11/21/2016	2288	FedEx Office	Printing	132.00
11/24/2016	EFT	LG&E	October 2016-utility	453.44
11/24/2016	EFT	Rumpke	October 2016 Sanitation	2,905.40
11/24/2016	2289	Brightview (fka Valley Crest)	Landscaping/New Plantings	3,391.50
11/24/2016	2290	Neighborhood Security & Asset Protection	October 2016 Patrols	490.00
			<b>Total</b>	<b>8,766.34</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 September meeting. It was seconded by Commissioner Segree and passed unanimously.
- Discussion of Brightview overcharges. The landscaper overcharged in the past because they started billing at the new fiscal years rates while they were still under the older contract. Mayor Nordmann worked with them to get the \$700 credit from the overcharges.
- Discussion of bookkeeping duties and fees was discussed. No changes will be made at this time.

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

- Mr. Porter had nothing to report.

**D. Mayor Report – Alicia Nordmann**

- Discussion of code enforcement officer that had applied for the position and the ultimate withdrawal of the offer. Mayor Nordmann had 2 other people interested in the contract to enforce city ordinances. Will discuss the position with the applicants and bring recommendations to the next meeting.
- Discussion on how to enforce the cities ordinances including parking, trash issues, oil leaking on city pavement, and other items. The commission will continue to review options.

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

- Children at play signs have been installed on Blenheim.
- Blenheim Road sign is still in the process of being repaired. Will follow up next month.
- Discussed Landscaping contract for 2017. Still in the process of reviewing. Will report next month.

**F. Property Improvements – Joe Meyn**

- Discussed pavement sealing/repairs that were approved last month. Will find out schedule for repair work and report back.
- Discussed road striping approved last month. Working on getting on schedule.
- Discussed damaged tree on Heady Ave. The resident had an arborist look at both trees on his property and it was determined that they are not diseased and do not pose a danger of falling. Because of this, the city will not subsidize their removal.

**G. Resident Communication – Sarah Segree**

- Gave update on upcoming Gazette and asked for ideas to include.

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

- Digitizing city records – Commissioner Cassidy is still reviewing the city's options. Tabled until next month.
- Commissioner Cassidy is in the process of updating the Richlawn Handbook. All changes should be complete by the end of the calendar year. Goal is to send to printer in January 2017.

**I. New Business**

- Discussed the decorations being installed next week by Nanz and Kraft.

**J. Adjourn**

- Mayor Nordmann stated the next meeting will be held on Monday, December 19, 2016, 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:

---

Daniel Sullivan  
Clerk/Treasurer