

**Richlawn City Commission
Minutes of the Regular Meeting
January 16, 2017**

The regular meeting of the Richlawn Commission was held on Monday, January 16, 2017, at the Old National Bank on Shelbyville Road & Hubbards Lane. Present were Mayor Alicia Nordmann, Commissioners Ian Cassidy, Steve Wilkerson, Joe Meyn, Andrew Carpenter, City Attorney Steve Porter and City Treasurer/Clerk Daniel Sullivan. Also present was Code Enforcement Officer George Stewart and Resident Amanda Carpenter.

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

- A. Resident/Guest Open Forum** – Amanda Carpenter was present for the swearing in of Andrew Carpenter, her husband. The commission welcomed her to the meeting.
- B. Commissioner Swearing In** – Andrew Carpenter was sworn in and became the newest member of the Richlawn City Commission.
- C. Commissioner Appointment** – Mayor Alicia Nordmann discussed and asked for the re-appointment of Joe Meyn as the 4th City Commissioner. Commissioner Cassidy motioned to re-appoint Joe Meyn as Commissioner. Motion was seconded by Commissioner Wilkerson and passed unanimously. Commissioner Meyn was sworn in for another term as Commissioner.
- D. Code Enforcement Officer Report** – Officer Stewart presented the initial report of possible infractions of parking codes. The commission directed him to contact the individuals and discuss the violations with the residents as part of the initial contact.
- E. City Clerk/Treasurer Report** – Treasurer Daniel Sullivan discussed Financial statements and bills to be paid in January and presented for approval of payment.

Date	Num	Name	Memo	Credit
01/05/2017	2309	Alicia Nordmann.	Expense Reimbursements	84.23
01/05/2017	2311	Kentucky Employers Mutual Insurance	Annual Renewal/ Insurance	468.74
01/05/2017	2312	Kentucky League of Cities - KLC	Annual Dues	400.00
01/05/2017	2313	Louisville Metro Revenue Commission	Form W1- Dec 2016	71.80
01/05/2017	2314	Nanz & Kraft Florists	Holiday Decorations	1,365.00
01/05/2017	2315	Neighborhood Security & Asset Protection	December 2016 Patrols	490.00
01/05/2017	2316	Paul's Fruit Market	4 Welcome Baskets	175.00
01/05/2017	2317	Stephen T. Porter	Legal Fees	600.00
01/05/2017	2318	United States Treasury	Payroll Taxes/Withholding	481.97
01/05/2017	eft	Google	January 2017 - Email	70.00
01/05/2017	eft	Extra Space Storage of Louisville	Jan 2017 Storage	131.00
01/23/2017	eft	US Postal Service	Postage for taxes	100.45
01/23/2017	2319	Division of Unemployment Insurance	3rd & 4th Quarter, 2016	25.20
01/24/2017	eft	Rumpke	Dec 2016 Service	2,905.40
01/27/2017	EFT	Louisville Gas & Electric Co	Electric -December 2016	463.18
				7,831.97

- Commissioner Wilkerson made a motion to approve the payments/bills, seconded by Commissioner Cassidy and it passed unanimously.
- Commissioner Wilkerson made a motion to approve the minutes from the December meeting. It was seconded by Commissioner Cassidy and passed unanimously.

F. City Attorney – Steve Porter - Report

- Mr. Porter discussed his billing for services.

G. Mayor Report – Alicia Nordmann

- Discussion of Commissioner Roles and Responsibilities – Discussion was made and rearrangement of responsibilities was made with new commissioner changes. Website to be updated with the roles.
- Rental Property Registration – Discussion of reaching out to Louisville with their new ordinance on registering rental properties and sharing the data. Due to potential privacy issues, Louisville cannot share the information of ownership of rental properties. Other options were discussed and will be reviewed.

H. Physical Asset Management – Steve Wilkerson

- Blenheim Road sign is still in the process of being repaired. Will follow up on estimate / invoice so city can follow up on collecting the repair cost from the individual involved in the accident that damaged the sign.
- New email addresses for new commissioners and code enforcement officer discussed and will be setup.

I. Resident Record Keeping – Ian Cassidy

- Updated on 2017 Handbook. Still changes to be made and will work with Treasurer/Clerk Sullivan on rental property ownership.
- 4193 Blenheim Road complaint by neighbor of poor condition of property. Louisville authorities have been notified and they have cited the owners. More discussion to be made next month.
- Storage space rental – City files discussion was made and types of records and retention was discussed. Commissioner Cassidy and Carpenter have reviewed and will continue efforts to move so commission can eliminate the need for storage facility.

J. Property Improvements – Joe Meyn

- Nothing to report

K. Commissioner Andy Carpenter

- Nothing to report

L. New Business

- 101 Don Allen Request to remove trees due to a bird problem. - This does not fall under the Tree program that the city sponsors, so it was determined the city cannot pay for the removal of the trees.

M. Adjourn

- Mayor Nordmann stated the next meeting will be held on Monday, February 20, 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 Carpenter and passed unanimously.

Respectfully submitted:

Daniel Sullivan
Clerk/Treasurer