

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

The regular meeting of the Richlawn City Commission was held on Monday, October 16, 2017, at the Old National Bank on Shelbyville Road & Hubbards Lane. Attendees: Steve Porter, Alicia Nordmann, Steve Wilkerson, Andrew Carpenter, Ian Cassidy, Jeremy Clark, George Stewart, Daniel Sullivan and Jan Cox-Gedmark a resident of 119 Don Allen Road.

**Minutes Recorded** by Ian Cassidy. Meeting commenced at 7:30 pm.

**Swearing In of Commissioner** - Jeremy Clark read his oath of office. His term is from 10/16/17 to 12/31/18.

- **Residents Forum:** Jan Cox-Gedmark expressed concern about new parking ordinance especially parking during the day. Steve Porter commented he had some amplifying information during his report. George Stewart explained process he uses to issue warnings and citations. George also stated he could be contacted via City email address in handbook to answer questions about warnings or citations, be advised of need to park in street, and clarify any action taken on behalf of the city.
- **Code Enforcement Office Report** - George Stewart reported: 22 warnings, no citations. Yard parking on Hubbards Lane. 4118 Ledyard and Tractor Truck parking. Request to order more forms.
- **Steve Porter City Attorney:** Provided form letter for follow up on Citations. Suggested Commission at monthly meeting issue fine amount. Discussion followed, and Commissioners decided \$25 for initial violation and \$50 for second violation and third violation to be determined by commission. Also wanted residents who disagree with violation to appeal case to Commission. All Commissioners stated this process was not to raise revenues, but to keep ordinances enforced to keep city in good appearance. Steve Wilkerson made the motion and Jeremy Clark seconded. All voted in favor. Steve Porter wrote two letters concerning registration of rental property. Evans [219 N. Hubbards](#). Hammer [216 N. Hubbards](#). Steve needed some items to include ethics ordinance and beautification 2010-01 to complete ordinance review/update.
- **Commissioner Ian Cassidy:** Attempted Survey of residents to exclude N. Hubbards concerning parking ordinance. A few Hubbards Residents responded to state they sometimes needed the interior streets to park for events at their homes. Results below for discussion for commissioners and residents:

Street	Number Residents Contacted	For	Against	Neutral	Unable to contact
Blenheim	17	2	4	6	5
Don Allen	46	12	13	4	17
Gibson	42	9	21	4	8
Heady	32	7	14	3	8
Ledyard	13	4	2	0	7
<b>Total</b>	<b>150</b>	<b>34</b>	<b>54</b>	<b>17</b>	<b>45</b>

Summary Totals - 105 residents responded For - 32% Against - 51% Neutral 16% Unable to contact 30%

**City Clerk/Treasurer Report:** Treasurer Sullivan arrived after meeting began due to obligations of his primary job. Will request 2-year audit for fiscal years 2016 and 2017 per requirements of state law. Reviewed minutes and financials of September. Removed Check #2408 and transferred item to October 2017 financial statement and minutes. Payments submitted for approval are listed below:

Date	Num	Name	Description	Amount
10/01/2017	3008	CHILDERS ANNETTE K & KRALEVICH KAT	Donation	50.00
10/11/2017	EFT	Louisville Water Company	Water Bill for Sept	260.29
10/11/2017	eft	Google	Internet / Email	60.00
10/11/2017	3001	Brightview (fka Valley Crest)	Landscaping	735.00
10/11/2017	3002	FedEx Office	Printing / Office	220.00
10/11/2017	eft	LG&E	Utilities	473.49
10/11/2017	3003	Louisville Code Enforcement & Mediation	Code Enforcement	340.00
10/11/2017	EFT	Louisville Metro Revenue Commission	City Payroll Taxes	64.71
Date	Num	Name (Continued)	Description	Amount

10/11/2017	3004	Neighborhood Security & Asset Protection	Security	420.00
10/11/2017	EFT	United States Treasury	Federal Payroll Taxes	436.05
10/11/2017	3005	CARMAN ANNE H	Canopy Tree Program	500.00
10/11/2017	3006	Daniel M. Sullivan	Treasurer/bookkeeping	360.60
10/14/2017	3007	Paul's Fruit Market	Welcome Baskets	100.00
10/16/2017	3009	MAYER BARBARA ZEHNDER	Canopy Tree Program	500.00
10/16/2017	3010	AHERN KEVIN C & DUTSCHKE ALISON E	Canopy Tree Program	500.00
10/24/2017	eft	Rumpke	Sanitation	2,905.40
10/25/2017	eft	Division of Unemployment Insurance	Payroll Taxes	9.60
			<b>Total</b>	<b>7,935.14</b>

Commissioner Steve Wilkerson made Motion to approve payments and Andrew Carpenter seconded approval of September minutes. All voted in favor.

Treasurer Sullivan and commission discussed process to include attachment in email or take picture of financial or other documents for city records. Original documents can be brought to monthly meeting to match electronic records. Commissioner Wilkinson made motion and Commissioner Clark Seconded financial statement for October meeting. All voted in favor.

**Mayor Alicia Nordmann** - Discussed role transfer to Jeremy Clark. Jeremy will be responsible for Gazette, Tree beautification and pruning, and website. Email after meeting indicates minor changes may be reviewed in November's meeting. Commission also discussed that if we exceed budget for tree program, we will then look at budget at June 2018 meeting to vote on applying excess funds on a first submitted basis for eleven and beyond submissions to commission. (This is based on \$500 max payment per resident per tree planted or pruned.)

**Commissioner Steve Wilkinson** - Two Japanese Maples planted at Heady entrance to Richlawn. Need to review and sign Brightview contracts by 12/31/17. Bright view Snow Removal contract November to October and no auto renewal. Bright view landscaping contract January to December and we want to review and sign contract vice auto renewal. Steve will clarify fall cleanup charges. Steve Porter Still making calls concerning dead tree by NE boundary and RR tracks.

**New Business:** Discussed residents input for placing Henry Thobin replacement tree by Heady entrance on Island. All agreed current location on Ledyard is best location. Tree Shall be planted by November meeting and cost assigned and voted on at June 2017 meeting for budget tracking purposes.

Commissioner Wilkinson Motioned and Commissioner Clark seconded motion to adjourn at 8:54 pm. All voted in favor.