

**Richlawn City Commission  
Minutes of the Regular Meeting  
January 21, 2019**

The regular meeting of the Richlawn Commission was held on Monday, January 21, at the St. Matthews Fire Station, due to the normal Old National Bank not being available. Present were Commissioners Ian Cassidy, Andrew Carpenter, and Matthew Brotzge; Treasurer, Daniel Sullivan; and City Attorney, Steve Porter. Code Enforcement Officer George Stewart was not in attendance.

Commissioner Carpenter called the meeting to order at 7:40 p.m. Late start was due to change of location and to allow all interested to view entire meeting.

**A. Resident/Guest Open Forum –**

Dianne DeVore	128 Don Allen
Jeremy Clark	101 Don Allen
Joe Dukes	4120 Ledyard
Torrence Williams	4114 Ledyard
Todd and Amy Hendershot	127 Gibson

Dianne DeVore, Jeremy Clark, and Torrence Williams spoke to state they were interested in filling the open Richlawn government positions. Joe Dukes wanted to ensure there were enough candidates. Todd and Amy Hendershot attended to observe the proceedings.

**B. Commission Appointments**

- City Attorney, Steve Porter, stated all appointments would serve to the end of 2019 and the elected positions should appear on the November 2019 ballot to complete the full term of office. He also suggested the Mayor position should be filled first.
- Commissioner Cassidy nominated Andrew Carpenter and Commissioner Brotzge seconded the motion. Three “yes” votes for the selection of Andrew Carpenter for Mayor of Richlawn. Commissioner Carpenter stated from the September 2018 meeting that he was willing to serve in the position of Mayor.
- Commissioner Cassidy nominated Torrence Williams for the first open commission and Andrew Carpenter seconded the motion. Three “yes” votes for the selection of Torrence Williams for position of Commissioner. Torrence Williams had stated his interest to serve in October of 2018 and attended the November and December 2018 Commission monthly meetings.
- Jeremy Clark stated there was a qualified person he could support for the last open Commissioner position, withdrew his name for consideration and stated he would continue to serve the city as needed.
- Commissioner Cassidy nominated Dianne DeVore, Commissioner Brotzge seconded the motion, and Dianne DeVore received four “yes” votes for the position of Commissioner. Dianne DeVore had expressed interest in serving since the Fall of 2018, but her duties as a JCPS teacher prevented her from submitting her name for the write in candidate process during normal business hours of the Board of Elections.
- The three newly elected officials recited the oath of office. The Commission now contained all the required elected officials.

**C. City Clerk/Treasurer Report –**

- City Treasurer, Daniel Sullivan, conducted a detailed review of the monthly financial report. He explained how the reports format, and stated he was always available to answer questions and educate the commission on his duties.
- He also explained the audit process of the city's finances and the MARF funds (funds provided by the state to maintain roads).

- He reviewed that modifications to the final audit document would be required for Mayor Carpenter to sign. The audit process is expensed over a two year period in the financial report.
- The city's revenue sources were explained. Mayor Carpenter added the multiple plots of land per address occurred so that the developer of Richlawn could add one more dwelling per city block.
- The monthly bills were reviewed and a tree canopy expense was added for payment to Jeannine Barton of 111 Gibson.
- Commissioner Cassidy motioned to approve the financials and Commissioner Williams seconded the motion; all voted for approval.
- Commissioner Cassidy motioned to approve the December minutes and Andrew Carpenter seconded the motion; both office holders from the previous commission approved the minutes.
- Resident Joe Dukes suggested placing draft minutes in a timely manner on the website and the Commission agreed to the suggestion.

#### **D. Code Enforcement Officer Report –**

- George Stewart was not able to attend, but he did provide letters and citations from December:
  - He suggests for February meeting to discuss repeat violations and action the Commission should pursue.
  - He has been communicating via email with the owner of 4193 Blenheim and the condition of the property. She states she plans on selling the property in the spring of 2019.
  - George has not been able to contact the management of the apartments along the 200 block of Gibson Concerning trees on the property line of 206 Gibson.
  - George has been assigned the task to coordinate home modifications permits of the home on the 100 block of Hubbards which is now being modified with a full second story.

#### **E. Attorney – Steve Porter**

- City Attorney, Steve Porter, explained the process of ordinances and first readings, second readings and approval. For example, the budget ordinance would be read in May, then June, and approved so it would be in place on July 1 of the fiscal year.
- Mr. Porter explained open meeting requirements and open records laws especially associated with city email accounts.
- Mr. Porter explained his background that originated when he purchased a home in Richlawn and began serving as City Attorney in 1968.
- Commissioner Cassidy and Mr. Porter explained how city employees have accounts on Nextdoor at certain residences to monitor concerns of citizens with the Commission.
- Mr. Porter receives a monthly salary of \$100 which includes the drafting of the yearly budget documents. He is not required to attend meetings, yet he attends a large majority. Other legal work for the City of Richlawn is billed at an hourly rate.

#### **F. Commissioner Ian Cassidy**

- Commissioner Cassidy stated he would pass information to George Stewart.
- Commissioner Cassidy reported the stop sign at the west side of Taggart and Hubbards needs to be reattached to the upright position.

#### **G. Commissioners Matthew Brotzge, Torrence Williams, and Dianne DeVore**

- No business to discuss

#### **H. Mayor Andrew Carpenter**

- Mayor Carpenter took the phone numbers and recorded desired email addresses to be placed on the City of Richlawn website.
- Commissioners were asked to submit desires for assigned duties for approval at the February Meeting.

**I. New Business**

- Assignment of duties for the upcoming term.

**J. Adjourn.**

- Next meeting will be held on Monday, February 18, 2019 at 7:30 PM in the Old National Bank on Hubbards Lane.
- Commissioner Cassidy motioned to adjourn, it was seconded by Commissioner Williams, and passed unanimously to conclude this month's meeting.

Respectfully submitted:

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Ian A. Cassidy  
Commissioner