

**Richlawn City Commission
Minutes of the Regular Meeting
January 20, 2020**

The January 2020 meeting was called to order at 7:33 PM at the Old National Bank

Present: Mayor Carpenter; Commissioners Williams, DeVore, and Brotzge; City Attorney Porter; City Clerk/Treasurer Sullivan; and COE George Stewart. Commissioner Cassidy dialed in via conference call.

A. Resident & Guest Forum:

- a. None in attendance

B. City Clerk/Treasurer Report:

1. Daniel Sullivan reviewed the January 2020 financial statement.
2. He is getting quotes for insurance on entrance and signs for the neighborhood.
3. He will fill out checks for Christmas winners and send out this week.
4. Commissioner Brotzge moved to pay bills – Commissioner Williams seconded the motion. All voted in favor.
5. Commissioner Brotzge moved to approve the December minutes and Commissioner Williams seconded; all voted in favor.
6. Monthly Bills:

Date	Name	Memo	Amount
1/2/2020	Google	Internet/E-mail	(\$108.00)
1/8/2020	US Postal Service	Stamps	(\$55.00)
1/14/2020	Donna Alford	Canopy Tree Program	(\$500.00)
1/15/2020	Div of Unemployment Insurance	4th Quarter Unemployment Tax	(\$3.60)
1/15/2020	Louisville Metro Revenue Commission	4th Quarter Payroll Taxes	(\$69.30)
1/16/2020	David Hopkins	Canopy Tree Program	(\$500.00)
1/16/2020	Laura Brown	Replacement Check Voided 3420	(\$351.04)
1/16/2020	US Treasury	4th Quarter Payroll Taxes	(\$481.96)
1/16/2020	Staples	Office Supplies/Envelopes	(\$21.18)
1/16/2020	US Postal Service	Additional Stamps	(\$55.00)
1/17/2020	Kentucky League of Cities	2020 Annual Dues	(\$400.00)
1/17/2020	Steve Porter	Dec 2019 Legal Fees	(\$600.00)
1/17/2020	Daniel Sullivan	Dec 2019 Payroll	(\$400.00)
1/17/2020	Nanz & Kraft Florists	Holiday Decorations	(\$1,130.00)
1/17/2020	Louisville Code Enforcement & Mediation	Dec 2019 Code Enforcement	(\$230.00)
1/17/2020	Neighborhood Security & Asset Protection	December 2019 Security Service	(\$420.00)
1/17/2020	LG&E	Dec 2019 Service	(\$449.70)
1/17/2020	Rumpke	Dec 2019 Service	(\$3,283.50)
Total Disbursements			(\$9,058.28)

C. Code Enforcement Officer:

1. George Stewart reported it is a slow time of year and has only had one warning written.
2. He will work to get a baseline of overnight parking violations.

D. City Attorney:

1. Steve Porter reported that Walmart tree cutters cut down trees that should not have been and trimmed other too much. Steve has sent the attorney for Walmart a letter with Richlawn demands and are waiting for a reply.
2. Telecom update – no new news from the Ellen.
3. This will be election year for all – need to file for reelection in June/July. Steve will find out exact date with the new timing rules (filing date will be much earlier than before).

E. Commissioner Cassidy:

1. Discussed the entrance project and everyone pleased with the pillars but may change the level of lighting – can be blinding to drivers.
2. Discussed tree canopy replacement checks that were recently submitted.
3. Discussed welcome baskets that need delivering – Mayor Carpenter will work on completing and delivering prior to the spring moving season.

F. Commissioner Brotzge:

1. Matt Brotzge had no construction projects to report.
2. Reported that restriping of speed bumps will be completed when the temperature is over 55 degrees and sunny. Still waiting for a good weather window not during a holiday period.

G. Commissioner DeVore:

1. Dianne DeVore provided the three landscaping bids that were submitted for review. Commission voted to accept Greenscapes bid and she will notify the companies that submitted bids. Commissioner Brotzge moved to sign contract and Commissioner Williams seconded the motion. All voted in favor.
2. Reviewed the two bids for snow removal. Brightview had lowest bid and the commission voted to accept Brightview's bid, Commissioner Brotzge moved to sign contract and Commissioner Williams seconded the motion. All voted in favor.

H. Commissioner Williams:

1. Torrence Williams announced the Christmas Light Decorating Contest and checks will be mailed.
2. Commissioner DeVore will send Torrence the Holiday Rumpke schedule to post on website.

I. Mayor Carpenter:

1. Andrew Carpenter reported that the Kentucky FY 2020 form was completed by Mr. Sullivan, allowing law enforcement work procurement to resume. Another update will be provided at February's meeting.
2. Research continues into previous-commission passed parking ordinance enforcement language and fines.
3. The City of St. Matthews is offering to clean up vegetation at Ledyard Field at the corner near the law office (former St. Matthews City Hall). No conflicts were identified as long as the work had a specific area identified and had a specific timeframe limitation.
4. Still procuring pricing for modified parking ordinance signs.

J. New Business:

1. The dead tree near Hubbards and the RR tracks is on shared property with us and CSX. We cannot remove the tree without CSX permission and notification. Ian will attempt to contact CSX again after no responses from previous contact attempts.
2. The US Census 2020 provided a census map to Andy. The map was reviewed with the commission to verify Richlawn's jurisdictional boundary.

K. Adjourn:

Commissioner Brotzge motioned to adjourn at 8:41 PM and Commissioner Williams seconded; all voted in favor.

Respectfully submitted:

Dianne DeVore, Commissioner

MAYOR:

Andrew Carpenter 502-554-3282 mayor@cityofrichlawn.com
 116 Don Allen Road
 Police, MSD, Hubbards Lane Project, E-mail Access

CITY COMMISSIONERS:

Ian Cassidy 502-500-2311 iancassidy@cityofrichlawn.com
 Richlawn Handbook, Nextdoor.com, Tree Program, Gazette

Matthew Brotzge 502-592-2193 mbrotzge@cityofrichlawn.com
 Code Enforcement, Roads, Sidewalks, Lights, Property Improvements

Dianne DeVore 502-593-1134 ddevore@cityofrichlawn.com
 Trash, Recycling, Yard Waste, Landscaping, Snow Removal, Road Signs

Torrence Williams 502-386-9359 twilliams@cityofrichlawn.com
 Richlawn Website, Gazette, Rental Registrations, Ordinance Posting

CITY CLERK/TREASURER

Daniel Sullivan 502-553-2858 treasurer@cityofrichlawn.com

CITY ATTORNEY

Steve Porter 502-297-9991 stpinlou@aol.com