

May 17, 2021

Richlawn City Minutes

1. Resident/Guest Open Forum

- a. Rae Taylor was present to discuss the pest control solicitor. Mayor Carpenter called Louisville Metro to run solicitor off. Mr. Taylor would like residents to know how to report solicitor. Mayor Carpenter indicated that residents that should contact Code Enforcement Officer George Stewart. The city attorney is looking up ways to manage solicitors who violate the no-soliciting ordinance.
- b. Todd Hendershot was present to discuss issues on 100 block of Gibson. Lighting issue seems to have been resolved. Resident violating lighting ordinance began compliance.

2. City Clerk/Treasurer Report

- a. Cash is up \$23k over last year at this time.
- b. A few bills came due but nothing major. Fairly slow month.
- c. Requests that invoices and checks for the City be sent to the City's PO Box.
- d. Monthly disbursements are normal for this time of the year. Lawn mowing has taken place a few times and irrigation start-up costs were up.
- e. Motion to pay the bills was made by Commissioner DeVore and seconded by Commissioner Downs. All were favor.
- f. Motion to approve last month's minutes was made by Commissioner DeVore and seconded by Commissioner Downs. All were in favor.
- g. Sheepdog Security bills remains high due to increased patrols.
- h. First invoice for sign replacements has been paid, and the second will be paid following the meeting.
- i. Budget process:
  - i. **Expenses:**
  - ii. Went through proposed budget line-by-line
  - iii. Internet, Email, Communications.
    1. Added an extra email account which will increase email costs. However, those emails are being reviewed and some may be closed.
    2. Two will be closed, saving \$240 per year.
    3. The line item will include the texting service and Google Voice.
      - a. Google Voice will include 7 phone lines for the City Administration.
      - b. Google Voice would be a little over \$1,000. Texting will be a few hundred dollars.
    4. Budget will be increased to \$2,500 per year.
  - iv. Bank Charges = \$250
  - v. Beautification/Tree Canopy. Budget will be increased to \$7,500.00 for Tree canopy program.
  - vi. Code Enforcement.
    1. Budget is set for \$2,750 for the year. That represents a little buffer over normal costs.
  - vii. Charitable Donations
    1. Keeping the same budget. Commission will start looking to reinstate the neighborhood program for the Fall Festival
  - viii. Dues and Subscriptions

1. A few annual costs. Budget kept the same
- ix. Landscaping.
  1. Keeping the budget the same.
  2. No issues.
- x. Snow Removal
  1. Underbudget from last year. Keeping it the same for the budget.
- xi. Insurance
  1. Leaving budget amount the same.
- xii. Contingency fund is being left at \$3,000.
- xiii. Payroll.
  1. Commissioners will maintain the current rates but may raise the amount for the next elected Commission. Pay rates have not been raised since 2008.
- xiv. Legal Fees
  1. Costs are consistent. Occasionally there are spikes due to Commission's needs. Legal amount will be left the same.
- xv. Audit Fees are being left
- xvi. PVA is also being left.
- xvii. Repairs and maintenance amount is being left.
- xviii. Road signs and repairs are being left the same.
- xix. Sanitation.
  1. Commission is expecting an increase in cost. Budget amount will be increased to \$40,000.00.
- xx. Security Service
  1. \$900 a month for 12 months. This represents a higher rate; however, LMPD is not present in the city due to external issues, and the Commission wants to keep security service at higher rates to offset drop in LMPD coverage.
- xxi. Special Events.
  1. Contests and Christmas decorations. Amount is kept the same.
- xxii. Utilities and Gas
  1. Possible rate increases and budget is being increased to \$6,000
  2. Same with water.
  3. Website budget is increased to \$390.
- xxiii. Budget will be updated to reflect changes discussed by Commission and will be present for the second reading of the budget next month.
- xxiv. **Revenues**
  1. KY Reimbursement and Security
    - a. Report will be presented next month.
  2. Property tax information will be presented next month
- j. Covid Funds:
  - i. \$78,000 is being made available by the Federal Government for Covid Relief in some form or fashion.
  - ii. City Clerk will discuss this with the Kentucky League of Cities regarding how much leeway we have on spending that money.
  - iii. The money must be spent, or it is lost.
- k. Closure of Pier One does not affect property tax collections. The commercial properties are doing well with their property tax payments.
3. City Attorney
  - a. Three ordinances were presented.

- b. First reading of the ordinance for the 2021-2022 budget was performed.
  - c. First reading of ordinance for the assessment of real property taxes for 2021-2022 was performed.
  - d. First reading of ordinance for the imposition of a franchise tax for the financial institution within Richlawn was performed.
  - e. City Attorney is researching ordinances on solicitors.
    - i. Commission wants to know how to make solicitors leave or susceptible to a fine.
  - f. City Attorney is also working on the lighting ordinance enforcement at 123 Gibson.
4. Code Enforcement Officer
- a. Tall-grass issues in the neighborhood, two of them. Those issues were resolved.
  - b. Parking issues on Blenheim and citations were issued. Those issues seem to be resolved.
  - c. Will continue to monitor the lighting issue on the 100 block of Gibson as well as occasional violators on Ledyard.
5. Sheepdog Security
- a. Had an issue with people running through the street at 10:45 p.m. but was addressed by St. Matthews PD and LMPD.
    - i. Several neighbors were scared their houses would be attacked.
  - b. Commission is going to maintain increased security coverage.
6. Commissioner Matthew Brotzge
- a. Construction request for expanding screened-in porch was made by residents at 203 Heady Avenue.
  - b. List of bills to be paid for the tree canopy program was made and will be forwarded to the City Clerk. Unfortunately, most of the dates for the bills were around the same time, with some made on the same days. Clerk and Commissioner Brotzge will be working together to see which invoices will be paid.
7. Commissioner Dianne DeVore
- a. Street and Stop signs were straightened. The stop sign on Taggart was broken – it snapped in half. The sign did not appear like it was struck by a car.
  - b. The broken stop sign will cost \$125 to replace.
  - c. Tree removal in Ledyard has not taken place yet, but that will take place in the next couple weeks.
8. Commissioner Paul Downs
- a. Website meeting updates are being completed on time.
  - b. Commissioner wants to move the City documents into the Google Drive.
  - c. Texting service will be \$19 a month. It would allow 2400 texts throughout the year. It would be sent from one number. The service would be simple and allow for messages only. If the Commission wanted media to be added, then the cost would go up \$10 a month.
    - i. Motion was made by Commissioner DeVore and seconded by Commissioner Downs to approve the texting service. All voted in favor. Motion passed.
  - d. Google Voice for City leadership is \$10 per month per user.
    - i. Residents could call one number and reach each commissioner through an app on the commissioners' phones.

- ii. Commission will start with two lines: one for the Mayor and one for the City Clerk.
  - iii. Before that, however, Commission wants to ensure we have local numbers.
  - iv. Motion to approve Google Voice was made by Commissioner DeVore and seconded by Commissioner Downs. Motion passed with all in favor.
- 9. Commissioner Core Phillippe
  - a. Inspection of streets did not show much damage in need of replacement.
    - i. Commission will revisit installation of curbs to prevent damage to yards.
  - b. A few street lines were looking worn and may need touch up, but it is not urgent. Commission will likely hold off for a year.
  - c. Sidewalks are largely fine.
  - d. Streetlights: two were bright on Blenheim and one on Ledyard. Bright lights will be addressed by City Attorney and a report will be issued next month.
  - e. Lawn contest:
    - i. Commissioners are still submitting entries.
  - f. Gazette will include additional information on the texting service. Essentially, we're letting the residents know it will not be used to send spam messages.
  - g. Gazette will also instruct the residents to inform the Commission about downed street signs.
- 10. Mayor Andrew Carpenter
  - a. Former Commissioner Cassidy is having a food truck at the law office on May 29, 2021 for his daughter's high school graduation.
- 11. New Business
  - a. Next meeting at 6:30 p.m.
- 12. Adjourn Meeting
  - a. Motion to adjourn was made by Commissioner DeVore and seconded by Commissioner Downs. Motion was passed with all in favor.