

Meeting Minutes
Board of Commissioners
City of Parkway Village
July 26, 2016

Mayor Mary Rose Evans called the meeting to order at 6:30 p.m.

Roll Call: Present were Mayor Mary Rose Evans, Commissioners Barry Cravens, David Henley and Mara Cravens; City Clerk/Treasurer Pat Gould, Citation Officer Erich Kragel. Commissioner Paul Amshoff was absent.

Visitors: Audubon Park Police Officer Scott Barto, Stuedle Spears & Co Auditor, Brian Cobb CPA

Mara Cravens motioned to approve the minutes from the June 28, 2016, Board of Commissioners meeting, David Henley seconded. Motion carried unanimously.

Pat Gould presented the vouchers for July 2016. David Henley motioned to approve the vouchers, with the addition of quarterly taxes due at July 31, 2016, Barry Cravens seconded. Motion carried unanimously.

Audubon Park Police Officer Barto discussed recent police activity in Parkway Village, stating there was an increase in the issuance of parking citations. Mayor Evans requested that Audubon Police patrols be attentive to the home being used as an Airbnb on Melford Avenue, due to continued complaints of multiple cars parked on the street overnight at the address.

The Citation Officer's report was emailed to the Board of Commissioners, circulated at the meeting and given verbally by Erich Kragel.

Pat Gould gave the Treasurer's report. The Operating Funds and KMAP Funds accounts are reconciled through June 30, 2016. Mara Cravens motioned to accept the Treasurer's report; David Henley seconded. Motion carried unanimously.

Pat Gould gave the Tax Collector's report stating there were no significant changes from the June 2016 report. Approximately thirty-five (35) 2015-16 real property tax bills remain outstanding, totaling approximately \$7,000.00 in revenues. Pat noted that approximately ten (10) businesses had not submitted business license renewal applications. Pat will draft a notice that the businesses are operating without a license and are in violation of Parkway Village Code of Ordinances. The draft will be sent to Attorney Olt for review before mailing to the delinquent businesses.

Mayor's Message: Mayor Evans received information from Jefferson County Clerk, Bobbi Holsclaw, related to the August 9, 2016 deadline to file for the upcoming election for the offices of the Board of Commissioners. Paul Amshoff has informed the Commission that he will not seek re-election. Pat will post the election information on the City's website.

Brian Cobb, CPA, with Stuedle Spears & Company presented the audit for the fiscal year ended June 30, 2015. The financial statements were given a 'clean' opinion by the auditor. Brian will prepare the Uniform Financial Information Report (UFIR) for Pat to submit to the Department of Local Government in Frankfort, KY, along with an electronic copy of the audited financial statements. As per Kentucky statute, Pat will mail the required balance sheet information and independent auditor's report via first class mail to homeowners within the City of Parkway Village within thirty (30) of presentation to the Board of Commissioners. Barry Cravens motioned to authorize Mayor Evans and Clerk/Treasurer, Pat Gould, to sign the representation letter, David Henley seconded. Motion carried unanimously. Mayor will sign the representation letter and return to Brian Cobb for inclusion with the audited financial statements. Barry Cravens motioned to authorize Mayor Evans to sign the Annual Financial Report Introduction letter, David Henley seconded. Motion carried unanimously. Mayor will sign the Annual Financial Report Introduction letter, and return to Brian Cobb for inclusion with the audited financial statements. The Board of Commissioners discussed the auditor's comments on page 27, relating to the lack of segregation of duties within the clerk, treasurer, and tax collector responsibilities; and not amending the budget to account for the \$7,761 expenditure related to the Village Green Park playground re-surfacing. The Commission responded that due to the size of the City, segregation of duties was difficult, and that the Commission continues to closely review all financial data presented by the Clerk/Treasurer. The Commission also responded that the budget would be amended in the future for excessive expenditures, as required by KRS 91A.030.

Old Business:

Per a representative of the Department of Transportation (DOT), yellow lines are no longer required by KRS; thus, the lines will not be repainted at Parkway Village expense. Mayor Evans has talked with Representative Jim Wayne about the repainting of yellow lines at Parkway Village intersections about the issue, as well.

The City will move forward with publication of the revised Code of Ordinances upon receipt and approval of additional language related to the Communications Franchise Agreement, amended Code Enforcement Board regulations, and the Citation Officer's

Compensation ordinance. American Legal Publishing is aware of the continued extension for publication. Attorney Olt continues to work on the language.

Barry Cravens stated that the revised Welcome brochure would be printed upon receipt and acceptance of quotes.

Pat will update the laminated information cards to include the phone number for the representative for the 10th District Metro Council. The cards will be available at the annual City picnic in September 2016.

The Commission plans to repair the broken asphalt at the northeast corner of Packard Ave and Alexander Ave, and at Fleet Avenue and Parkway Drive, along with the sidewalk demolition project included in the 2016-17 budget, to be addressed in August 2016.

The City has received requests to install "NO OUTLET" signage at Perennial Drive and Alexander Ave, and at Melford Avenue and Alexander Avenue. The Commission discussed other needed signs throughout the City. Barry Cravens will review the Uniform Traffic Code as to distance required between "NO PARKING 2a-6a" and "FIRE LANE" signs, and report at the August 2016 meeting as to signs ordered from Saf-Ti-Co.

New Business:

Discussion on Waste Management's offer of a contract extension of up to five years at the current rates was waived to the August 2016 meeting when the contract can be retrieved from the FY15 audit materials.

The Commission discussed exterior maintenance issues in the City. Erich Kragel will review properties that may be non-compliant and contact 311 – MetroCall to investigate. Mara Cravens will email MetroCall regarding the issues. Mara will also contact 311 – MetroCall regarding the car on wooden blocks at 836 Perennial Drive.

The Commission discussed the need to review the required 8' clearance for tree limbs overhanging sidewalks. Notices will be issued to non-compliant properties.

The Commission scheduled the annual yard sale dates at September 16th and 17th, 2016, from 8:00 a.m. to 2:00 p.m. and the annual picnic at September 18th, 2016, from 2:00 p.m. – 4:00 p.m. Pat will post the events on the City website and schedule the yard sale advertisement in The Courier-Journal on Wednesday, September 14th, Thursday, September 15th, and Friday, September 16th, 2016.

Mara Cravens motioned to adjourn the meeting, Barry Cravens seconded. Motion carried unanimously. Meeting adjourned at 7:54 p.m.

Patricia Gould, City Clerk/Treasurer

Mary Rose Evans, Mayor