

City of Parkway Village
January 28 2003 Meeting Minutes

The meeting was called to order at 6:40 at 850 Parkway Drive.

Commission members present were Mayor Betty Shelton and Commissioners Mary Rose Evans, Jim Frentz, Rob Holtzmann, and Sharon Kress. Also present was the City Clerk, Roy Evans.

Minutes from the December 17, 2002 meeting were distributed. A motion to approve the minutes was made by Jim and seconded by Sharon. All approved Mary Rose was not present for the vote.

Minutes from the January 16, 2003 special meeting were distributed. A motion to approve the minutes was made by Rob and seconded by Jim. All approved Mary Rose was not present for the vote.

The vouchers on the attached list were read. A motion to approve the vouchers was made by Jim and seconded by Rob. All approved. Mary Rose was not present for the vote.

The Clerk made a statement to be a part of these minutes that elected officials were sworn-in on January 1, 2003. Mayor Betty Shelton was sworn-in by the City Clerk, Roy Evans, who is a Notary Public. Mary Rose Evans, Jim Frentz, Rob Holtzmann, and Sharon Kress were then sworn-in by Mayor Shelton.

Betty Shelton and Jim Frentz reported on the City's sidewalk repair project.

Mary Rose reported that Kentucky League of Cities called to say that our current insurance covers personal vehicles used by employees in City business

Roy reported that he requested a preliminary property assessment from the PVA but was informed that it would not be ready till the end of March. He also reported that Business License applications were sent and that second notices have been sent to 39 property owners that have not yet paid their 2002-2003 property taxes.

Rob shared information that he had obtained from Kentucky League of Cities New Elected Officials orientation.

There was discussion of a lawsuit in which Parkway Village was named a defendant.

The meeting adjourned at 7:47 on a motion made by Jim and seconded by Sharon.

Respectfully Submitted,

Roy Evans, City Clerk

City of Parkway Village
February 25, 2003 Meeting Minutes

The meeting was called to order at 6:30 at 850 Parkway Drive.

Commission members present were Mayor Betty Shelton and Commissioners Mary Rose Evans, Jim Frentz, Rob Holtzmann, and Sharon Kress. Also present were: City Clerk, Roy Evans; Citation Officer, Jim Owen; and Ethics Committee Member, Betty Goodwin.

Minutes from the January 28, 2003 meeting were distributed. A motion to approve the minutes was made by Mary Rose and seconded by Jim. All approved

The vouchers were not available.

Rob accepted suggestions of items to be included in the City newsletter.

The Mayor presented an offer from the Mayor of the City of Audubon Park to renew the contract for police services for an increased amount of \$35,000.00 per year for the next two years. The amount represents an increase of \$13,000.00 per year more than the current contract amount. There was discussion of the City's need for police and the City's means for paying the additional amount. There was a consensus of the Commissioners that a detailed report or log of the Audubon Park Police activities in Parkway Village should be given to the Commission each month. The Mayor conducted a straw poll and the majority of the Commission said they would consider continuing the police contract. The Commissioners asked to meet with Audubon Park Mayor Mike Scalise. A special meeting for this purpose will be arranged. There was no motion made regarding this matter.

The Commission conducted an initial review of items for the 2003/2004 City Budget.

Jim Frentz reported on the City's sidewalk repair project, which he said was delayed due to bad weather.

Jim Owen distributed his Citation Officer's Report. In his report he brought some traffic signs, which are in disrepair to the attention of the Commission. Jim Frentz will check the City's inventory and order replacement signs as needed.

The Mayor read a letter from the City Treasurer, Sandy Downey, in which she agreed to perform the duties of the City Clerk, except recording meeting minutes, during Roy Evans' leave of absence. The Commission approved this arrangement by consensus. Mary Rose will record the meeting minutes.

Mary Rose reported that Jennifer Hall, the attorney on retainer with the City, has a new position with the Kentucky Supreme Court and can no longer practice law outside that position. Recommendations for another attorney will be made at the next meeting.

Rob suggested that he would begin work on updating the City's Code of Ordinances and will contact American Legal Publishing Company to inquire about the process.

The meeting adjourned at 7:45 on a motion made by Jim and seconded by Rob.

Respectfully Submitted,

Roy Evans, City Clerk

City of Parkway Village
March 25, 2003 Meeting Minutes

The meeting was called to order at 6:40 at 850 Parkway Drive.

Commission members present were Mayor Betty Shelton and Commissioners Mary Rose Evans, Rob Holtzmann, and Sharon Kress. Also present were: City Treasurer and acting Clerk, Sandy Downey, and City Citation Officer, Jim Owen;

One visitor, Pam Marsiliusen, was present.

Minutes from the February 25, 2003, meeting and minutes from a Special Meeting held on March 6, 2003, were distributed. A motion to approve the minutes of both meetings was made by Rob and seconded by Sharon. All approved

Sandy read the vouchers from February listed on the attached list. Mary Rose made a motion to approve the vouchers; it was seconded by Rob and all approved. Sandy then read the vouchers for March. Rob made a motion to approve; it was seconded by Sharon and all approved.

Sandy handed out preliminary work sheets for budget planning for next fiscal year. There was discussion about expenditures in each department to date and anticipated expenses for the remainder of the fiscal year. Some known expenses were reviewed for next years budget and Sandy asked for estimates from each department for other budget items.

Betty introduced Pam Marsiliusen of 834 Parkway Drive and said she was interested in being part of the City's Ethics Committee. Pam said she was at the meeting in response to the article in the City Newsletter asking for help with this position. The Commission expressed appreciation for Pam's interest and will give her a copy of the City's Ethics Ordinance and take appropriate action at its next regular meeting.

Jim Owen presented his Citation Officer's Report.

Rob passed out a draft of the Parkway Village Welcome Information Booklet, which he had updated. He requested comments and suggestions so that he could have copies printed.

Betty presented the Audubon Park Police Report for inspection.

The meeting adjourned at 7:50 on a motion made by Rob and seconded by Sharon.

Respectfully Submitted,

Mary Rose Evans, Commissioner

City of Parkway Village
April 22, 2003 Meeting Minutes

The meeting was called to order at 6:35 at 850 Parkway Drive.

Commission members present were Mayor Betty Shelton and Commissioners Mary Rose Evans, Jim Frentz, Rob Holtzmann, and Sharon Kress. City officials present were: Treasurer Sandy Downey, City Clerk Roy Evans, Citation Officer Jim Owen, and Ethics Committee Member Betty Goodwin.

One visitor, Jim Hodge, was present.

Minutes from the March 25, 2003, meeting were read by the Clerk. A motion to approve the minutes was made by Jim and seconded by Rob. All approved

Sandy read the vouchers on the attached list. Jim made a motion to approve the vouchers; it was seconded by Rob and all approved.

Sandy There was discussion about expenditures in each department to date and anticipated expenses for the remainder of the fiscal year. Sandy asked for estimates from each department for other budget items.

Rob passed out updated copies of the Parkway Village Welcome Booklet. Each City Official agreed to distribute the Booklets as new residents move into the City.

Jim Owen presented his Citation Officer's Report to the City Clerk.

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The meeting adjourned at 8:25 on a motion made by Rob and seconded by Sharon.

Respectfully Submitted,

Mary Rose Evans, Commissioner

City of Parkway Village
May 27, 2003 Meeting Minutes

The meeting was called to order at 6:35 at 850 Parkway Drive.

Commission members present were Mayor Betty Shelton and Commissioners Mary Rose Evans, Jim Frentz, Rob Holtzmann, and Sharon Kress. City officials present were: Treasurer Sandy Downey, City Clerk Roy Evans, Citation Officer Jim Owen, and Attorney, Jim Hodge.

Visitors were: Pam Marsiliusen and Audubon Park Police Chief Carl Reesor.

Minutes from the special meeting on May 6, 2003 were read by the clerk. Rob made a motion to approve the minutes. It was seconded by Jim and all approved.

Minutes from the April 22, 2003, meeting were read by the Clerk. A motion to approve the minutes was made by Rob and seconded by Sharon. All approved

Sandy read the vouchers on the attached list. Rob made a motion to approve the vouchers; it was seconded by Sharon and all approved.

Jim Frentz gave a report on bids for the purchase of traffic signs for the City. He reported the three bids had been obtained and that he had checked with the Metro Works Department and the best bid was from Saf-Ti-Co. Jim made a motion to accept the bid from Sar-Ti-Co for purchasing signs as needed in the next fiscal year. The motion was seconded by Sharon and all approved.

Jim Owen presented his Citation Officer's Report. He enumerated letters he had sent to several residents regarding various violations and said he would follow through to see that appropriate corrective actions are taken.

The Mayor has been in touch with LG&E and has secured an agreement with them that on a one-time-only basis they will remove trees which their representative and Betty identified as damaged by LG&E's pruning for protection of power lines. The trees will only be removed with the property owners permission and letters with consent forms have been sent to each eligible property owner.

Betty announced that Metro Department of Waste Management will attend the City's September meeting with information about garbage collection and junk pickup.

Pam Morsiliusen was sworn in as a member of the City's Ethics Committee by Jim Hodge, a Notary Public.

Chief Reesor reported on Audubon Park Police activity in Parkway Village during the last quarter.

Rob made a motion seconded by Mary Rose for the City's attorney to give a summary reading of Ordinance 200301, An Ordinance Relating to the Annual Budget of the City of Parkway Village. All approved. Jim Hodge gave the summary reading. This constituted the first reading of the Budget Ordinance and no action was taken.

Mary Rose made a motion seconded by Rob for the City's attorney to give a summary reading of Ordinance 200302, An Ordinance Providing for Levy of Taxes upon Real Property in the City of Parkway Village, Kentucky. All approved. Jim Hodge gave the summary reading. This constituted the first reading of the Property Tax Ordinance and no action was taken.

The meeting adjourned at 8:00 on a motion made by Rob and seconded by Sharon.

Respectfully Submitted,

Mary Rose Evans, Commissioner

City of Parkway Village
June 24, 2003 Meeting Minutes

The meeting was called to order at 6:40 at 850 Parkway Drive.

Commission members present were Mayor Betty Shelton and Commissioners Mary Rose Evans, Jim Frentz, and Rob Holtzmann. City officials present were: City Clerk Roy Evans, and Citation Officer Jim Owen.

Nick Borho was at the meeting representing Attorney Jim Hodge.

Minutes from the May 27, 2003 meeting were read by the clerk. Rob made a motion to approve the minutes. It was seconded by Mary Rose and all approved.

Minutes from the May 27, 2003 Public Hearing on the City's use of KMAP funds were read by the Clerk. A motion to approve the minutes was made by Rob and seconded by Mary Rose. All approved

Minutes from the Public Hearing on the City Commission's proposed tax rate on real property for the 2003/2004 fiscal year held on May 27, 2003, were read by the Clerk. A motion to approve the minutes was made by Rob and seconded by Mary Rose. All approved

The Clerk read the vouchers submitted by the Treasurer on the attached list. Mary Rose made a motion to approve the vouchers; it was seconded by Rob and all approved. The Treasurer's report also said that several more regular bills would be paid before the end of the fiscal year and some bills slated to come out of next fiscal year's budget would be paid on July 1.

Jim Owen presented his Citation Officer's Report.

Roy gave a tax collection report. He said there are thirteen properties with current taxes unpaid. He will place liens on any property which is still unpaid at the end of the fiscal year.

Roy read Ordinance 200301, An Ordinance Relating to the Annual Budget of the City of Parkway Village. This was the second reading. Mary Rose made a motion to pass Ordinance 200301. It was seconded by Rob. All approved.

Roy read Ordinance 200302, An Ordinance Relating to the Rate for Taxes on Real Property in the City of Parkway Village. This was the second reading. Rob made a motion to pass Ordinance 200302. It was seconded by Mary Rose. All approved.

Mary Rose made a motion to send copies of Ordinances 200301 and 200302 and the required public notice of the right to have a recall petition of the tax rate to residents of the City by First Class Mail in lieu of publishing because this is the less expensive method and to authorize a voucher not to exceed \$300.00 for postage, copying and other related

expenses. The motion was seconded by Rob. All approved.

Kentucky League of Cities (KLC) contacted the City about a City Employee Mediation Program. If the City participates in this program, KLC will give a discount on the City's insurance. Roy and Mary Rose will attend a required training session for this program in July.

Rob presented a draft for the City Newsletter and asked for additions and corrections. He reported plans to distribute the Newsletter in July.

The meeting adjourned at 7:55 on a motion made by Rob and seconded by Mary Rose.

Respectfully Submitted,

Mary Rose Evans, Commissioner

City of Parkway Village
July 22 2003 Meeting Minutes

The meeting was called to order at 6:35 at 850 Parkway Drive.

Commission members present were Mayor Betty Shelton and Commissioners Mary Rose Evans, Jim Frentz, and Rob Holtzmann.

City officials present were: City Clerk Roy Evans, Citation Officer Jim Owen, City Ethics Committee Member Pam Marsiliusen, and Jim Hodge the City's attorney.

Kelsey Jones was also present.

Minutes from the June 24, 2003 meeting were read by the clerk. Rob made a motion to approve the minutes. It was seconded by Jim Frentz and all approved.

The Clerk read the vouchers submitted by the Treasurer on the attached list. Mary Rose made a motion to approve the vouchers; it was seconded by Rob and all approved.

Jim Owen presented his Citation Officer's Report. Jim also presented a letter of resignation from his position as Citation Officer as of the City's August meeting.

The Commission thanked Jim for his many years of service as he carried out his duties with dedication to and knowledge of the City and its residents.

The Commission will seek someone to fill this position.

Roy gave a tax collection report. He said liens had been placed on all properties with current taxes unpaid.

Jim reported that street signs will be purchased from Saf-Ti-Co and arrangements are being made.

It was decided that junk pickup would be arranged in September to coincide with Metro Louisville junk pickup in the area just outside the City.

Rob presented copies the City Newsletter for distribution.

The meeting adjourned at 7:35 on a motion made by Mary Rose and seconded by Rob.

Respectfully Submitted,

Roy Evans, City Clerk

City of Parkway Village
August 26 2003 Meeting Minutes

The meeting was called to order at 6:34 at 850 Parkway Drive.

Commissioners present were Mary Rose Evans, Jim Frentz, and Sharon Kress. Others present were: City Clerk Roy Evans, outgoing Citation Office Jim Owen, City Ethics Committee Member Betty Goodwin, the City's attorney Jim Hodge, and Lyle James.

Mary Rose made a motion to appoint Sharon Mayor Pro temp. Jim seconded and all approved.

Minutes from the July 22, 2003 meeting were distributed. Mary Rose made a motion to approve the minutes. It was seconded by Sharon and all approved.

The Clerk read the vouchers submitted by the Treasurer on the attached list. Mary Rose made a motion to approve the vouchers; it was seconded by Jim and all approved.

Jim Owen presented his Citation Officer's Report. Jim also turned over the equipment, uniforms and records associated with the office of Citation Officer to the Mayor pro temp.

The Commission again thanked Jim for his many years of service as Citation Officer.

Mary Rose reported that the mayor has arrangements for junk pickup in the city on September 29.

Jim Frentz reported that replacement traffic signs are being ordered from Saf-Ti-Co.

Roy reported on the KLC training on their employee mediation program he and Mary Rose attended. When the City joins the KLC mediation program and all employees sign an agreement to add a mediation session as a step in the employee grievance procedure, the City is entitled to a discount on liability insurance with KLC. City employees have agreed to this and a resolution will be prepared for the Commission to consider.

Jim Hodge brought Ordinance #200303, An Ordinance to Provide for the Adoption by the City of Parkway Village of an Interlocal Agreement for the Jefferson County League of Cities Cable Commission Pursuant to KRS 65.210 ET SEQ. Jim Frentz made a motion seconded by Mary Rose to have Jim Hodge give a summary reading of the ordinance. All Approved. Jim Hodge gave a summary reading. This was the first reading and no further action was taken.

There was a discussion about the City's ordinances and enforcement. Jim Owen suggested that the Commission go through the ordinances and determine how to enforce them. He said we should have specific steps on how to enforce ordinances. Jim Hodge said ordinances can be enforced on a basis of complaints and that this is the default if no other

basis is set forth in the ordinance. Another option is to enforce by inspection, although this requires passing an ordinance setting out this policy.

The Commission intends to update the city's Code of Ordinances and Rob Holtzmann will look into applying for a grant from the Kentucky Department of Libraries and Archives to update the City's Code of Ordinances. The Commission agreed that some action steps should be taken toward updating the Code: locate original City Ordinance book, hold a series of work sessions to go through the ordinances, prepare language to change ordinances that need updating and hold first and second readings for passage, and finally codify the ordinances.

It was suggested that a special meeting be arranged to interview a candidate for Citation officer.

The meeting adjourned at 7:55 on a motion made by Mary Rose and seconded by jim.

Respectfully Submitted,

Roy Evans, City Clerk

City of Parkway Village
September 23 2003 Meeting Minutes

The meeting was called to order at 6:41 at 850 Parkway Drive.

Commission members present were Mayor Betty Shelton and Commissioners Mary Rose Evans, Jim Frentz, Rob Holtzmann, and Sharon Kress.

Others present were: City Clerk Roy Evans, the City's attorney Jim Hodge, City resident Yvonne Miles, and Kay Carroll representing Waste Management.

Minutes from the August 26, 2003 meeting were distributed. Mary Rose made a motion to approve the minutes. It was seconded by Jim and all approved.

Minutes from the special meeting held in September 9, 2003 were distributed. Rob made a motion to approve the minutes. It was seconded by Jim and all approved.

The vouchers on the attached list were submitted by the City Treasurer, Sandy Downey. Rob made a motion to approve the vouchers; it was seconded by Jim and all approved.

Roy distributed a report from the Treasurer of the City's expenditures for the last quarter.

The Mayor presented the Citation Officer's report.

reported that the mayor has arrangements for junk pickup in the city on September 29.

Jim Frentz reported that replacement traffic signs have been delivered and presented the receipt from Saf-Ti-Co.

Roy reported on the KLC training on their employee mediation program he and Mary Rose attended. When the City joins the KLC mediation program and all employees sign an agreement to add a mediation session as a step in the employee grievance procedure, the City is entitled to a discount on liability insurance with KLC. City employees have agreed to this and a resolution will be prepared for the Commission to consider.

There was a discussion about the City's ordinances and enforcement. Jim Hodge said ordinances can be

The meeting adjourned at 7:45 on a motion made by Mary Rose and seconded by Rob.

Respectfully Submitted,

Roy Evans, City Clerk

City of Parkway Village
October 28 2003 Meeting Minutes

The meeting was called to order at 6:35 at 850 Parkway Drive.

Commission members present were Mayor Betty Shelton and Commissioners Mary Rose Evans, Jim Frentz, Rob Holtzmann, and Sharon Kress.

Others present were: City Clerk Roy Evans, the City's attorney Jim Hodge, Ethics Committee Member Pam Marsiliusen, and City resident Jim Owen.

Minutes from the September 23, 2003 meeting were distributed. Rob made a motion to approve the minutes. It was seconded by Jim and all approved.

The vouchers on the attached list were submitted by the City Treasurer, Sandy Downey. Jim made a motion to approve the vouchers; it was seconded by Rob and all approved.

The Mayor presented the Citation Officer's report and a report from the Metro Police B District meeting.

Roy reported that the tax bills for this fiscal year have been received and are being processed. He also reported that the City directory is being updated.

The City's sanitation contract was discussed. Two options were agreed to: Mary Rose will check with Rumpke, the current contractor, to get a six month extension to the contract so it will coincide with our fiscal year or Roy will advertise for bids in the Courier-Journal and solicited bids from vendors in the region. Roy presented specifications for the garbage contract and asked for further input from others.

Jim Frentz reported that Audubon Park maintenance had been notified that street signs are ready for installation.

Rob reported that City Newsletters are ready for distribution .

Sharon reported on work completed in the Village Green. She made a motion for vouchers for \$58.45 for the work and for \$200.00 to have two garbage cans made to replace damaged cans. Jim seconded the motion. In discussion Sharon said that having the garbage cans made was less expensive than buying them from a vendor. All approved the motion.

Roy announced that issues or concerns that may need to be addressed when the City's Code of ordinances is updated should be given to him in writing. Betty reminded the Commission that we need to allocate more in for legal expenses in next year's budget to accomplish the Code update.

The meeting adjourned at 7:35 on a motion made by Jim and seconded by Mary Rose.

Respectfully Submitted,

Roy Evans, City Clerk

City of Parkway Village
November 25 2003 Meeting Minutes

The meeting was called to order at 6:30 at 850 Parkway Drive.

Commission members present were Mayor Betty Shelton and Commissioners Mary Rose Evans, Jim Frentz, Rob Holtzmann, and Sharon Kress.

Others present were: City Clerk Roy Evans, Ethics Committee Member Betty Goodwin, Audubon Park Police Chief Carl Reesor, and City resident Jim Owen.

Chief Reesor reported on Audubon Park Police activities during the second quarter of the contract year and answered questions from City officers.

Minutes from the October 28, 2003 meeting were distributed Rob made a motion to approve the minutes. It was seconded by Jim and all approved.

The vouchers on the attached list were prepared by City Treasurer Sandy Downey. Rob made a motion to approve the vouchers; it was seconded by Jim and all approved.

The Mayor presented the Citation Officer's report.

Jim Frentz reported that the street signs he had ordered to replace some stolen signs were ready. He will contact Audubon Park maintenance department and arrange to have all needed signs installed.

Rumpke, the current contractor with the City for sanitation services, submitted a proposed extension to their contract through June 30, 2004 so it will coincide with our fiscal year. The addendum includes a cost of living increase in all charges. Mary made a motion to approve the addendum and have the mayor sign it for the City. Jim seconded the motion and all approved. It was decided that request for bids for a sanitation services for fiscal year July, 2004-June, 2005 will be advertise in the Courier-Journal and solicited from vendors in the region in January, 2004.

Letters authorizing the City's Auditor to obtain pertinent information from various vendors and contractors doing business with the City were signed by appropriate City officers.

Roy presented a report of the issues and concerns that he and others have identified as needing to be addressed when the City's Code of ordinances is updated. Some of these issues were discussed. Additional issues should be given to Roy in writing.

The meeting adjourned at 7:15 on a motion made by Jim and seconded by Rob.

Respectfully Submitted,

Roy Evans, City Clerk

City of Parkway Village
December 23 2003 Meeting Minutes

The meeting was called to order at 6:30 at 850 Parkway Drive.

Commission members present were: Commissioners Mary Rose Evans, Jim Frentz, and Rob Holtzmann.

Also present was City Clerk Roy Evans.

In the absence of Mayor Shelton, Mary Rose made a motion to appoint Jim Frentz Mayor pro temp for the meeting. Rob seconded the motion and all approved

Minutes from the November 25, 2003 meeting will be considered at the January 27, 2004 meeting.

The vouchers on the attached list were distributed as prepared by City Treasurer Sandy Downey. Rob made a motion to approve the vouchers; it was seconded by Mary Rose and all approved.

Jim reported that street signs are due to be ready on December 29 and should be installed during that week.

The Citation Officer's report was not available at the meeting

Rob reported that he met with Mr. jim Cundy of the Kentucky Department of Libraries and Archives. Rob got information about applying for a \$3,500.00 grant to update the City's Code of Ordinances. To qualify for the grant the City must obtain two bids for the update by January 23, 2004. There was a consensus of the Commission that we should apply for this grant. Rob will write to two companies to request bids and fill out needed paper work for the Department of Libraries and Archives on behalf of the City.

Roy reported that City tax bills were mailed on December 1, 2003.

The meeting adjourned at 6:45 on a motion made by Rob and seconded by Mary Rose .

Respectfully Submitted,

Roy Evans, City Clerk