

Minutes  
Board of Commissioners Meeting  
City of Parkway Village  
January 25, 2011

Roll Call: Present were Mayor Mary Rose Evans; Commissioners Kim McGee, Lyle Janes and Paul Amshoff; City Clerk/Treasurer Pat Gould; Citation Officer Erich Kragel; Ethics Committee member Mara Cravens; Attorney Jim Hodge and assistant to the attorney, Carrie Ritsert; Visitors Jim and Beverly Holland of 816 Melford Avenue and Yvonne Miles of Linnwood Avenue were in attendance.

Paul Amshoff motioned to approve the minutes from the December 28, 2010 Board of Commissioners meeting; Lyle Janes seconded. Motion carried unanimously.

Treasurer Pat Gould presented the January 2011 vouchers. Lyle Janes motioned to approve the vouchers with an additional voucher to be issued to LG&E prior to monthend; Paul Amshoff seconded. Motion carried unanimously.

The Citation Officer's December 2010 report was distributed and given by Erich Kragel.

The Audubon Park Police report for December 2010, along with the 2010 annual report was circulated for review

Pat Gould gave the Treasurer's report. The Operating Funds and KMAP Funds accounts are both reconciled through December 31, 2010. The financial statements for the quarter ended December 31, 2010 were presented. Paul Amshoff motioned to accept the Treasurer's Report; Kim McGee seconded; motion carried unanimously.

Pat Gould gave the Tax Collector's report. Pat stated that the 2010 property tax bill proceeds totaled approximately \$20,000.00 to date. In response to a property owner's inquiry as to whether the property taxes could be paid in installments, Kim McGee motioned that partial payments be accepted subject to applicable penalties and interest on the balance until paid in full and liens be placed on properties with uncollected balances on account at June 30 of each year. Lyle Janes seconded. Motion carried unanimously. Pat will contact the PVA office to address the legality of publishing property tax rolls on the City's website.

The website traffic report was not available. The report will be presented at the February 2011 meeting.

Mayor's Message: Mayor Evans reported that she attended the Metro Louisville Mayoral Inaugural Parade and festivities. Mayor Greg Fischer is facilitating a study of the Metro Louisville merger to determine successes and possible improvements that be made for area residents. Mary Rose circulated the revised FAA Noise maps to be utilized in planning noise abatement projects in affected residential areas. The maps will be available to the public on February 3, 2011. Public comments will be taken through February 19, 2011, then, the report will be submitted to the FAA for approval could take up to six months.

Visitors' Comments:

Jim Holland inquired as to whether the noise maps were available on-line. Per Mary Rose, they can be viewed at [www.flylouisville.com](http://www.flylouisville.com).

Mary Rose reported that three qualified residents had expressed interest in being considered for the City's vacant Commissioner position. She presented the names of Mara Cravens, Jim Frentz, and Yvonne Miles

for the Commission's consideration. Paul Amshoff motioned to appoint Mara Cravens to the vacant Commissioner seat; Lyle Janes seconded. Motion carried unanimously.

The Oath of Office was given to Mara Cravens by Attorney Jim Hodge. Pat will post the appointment to the website and order a nameplate and badge for Mara.

Commissioner Mara Cravens motioned to delegate duties as follows: Block Watch-Paul Amshoff, Newsletter-Kim McGee, Streets-Lyle Janes, and Parks-Mara Cravens. Kim McGee seconded. Motion carried unanimously. Kim McGee motioned to appoint Commissioner Lyle Janes as Mayor Pro-Tem. Paul Amshoff seconded. Motion carried unanimously.

Mary Rose stated that resident, Yvonne Miles, has agreed to work on the creation of a Parkway Village Code Enforcement Board and has the second of the purchased KLC Code Enforcement handbook. Kim McGee questioned whether the City should consider Ms. Miles as an Independent Contractor, as she is a licensed paralegal and will be contributing much time and effort to the project. Ms. Miles reported that she is interested in the contract work, but as a practicing paralegal, is unable to chair or represent the City on the Code Enforcement Board, as per Statute 3.700, Sub rule 2. Yvonne stated there was much work to be done on wording of the present code, beyond revising the penalty clauses to reflect 'civil' action. She also noted that several links to the Code were illegible on the website. Pat will research this issue. Once established, the Code Enforcement Board will consist of three (3) appointees, the first for a one-year term, the second for a two-year term, the third for a three-year term, then ongoing three-year terms for additional Board members. Board meetings must be recorded, and minutes taken. The Board will have subpoena power.

Paul Amshoff will schedule a Block Watch meeting date and notify Block captains and other interested parties. He will post new signage as weather permits.

Attorney Jim Hodge reported that Insight Communication had presented at the recent JCLC Cable Commission. Mini-boxes will be needed for digital channel access and will be available to subscribers free of charge until 2013. Attorney stated that AT&T will conduct a presentation of their U-Verse service at the March 23, 2011 JCLC Cable Commission meeting. There was nothing to report on the AT&T lawsuit proceedings.

Action on the POD ordinance was waived to the February 2011 meeting for a second reading.

Mary Rose stated that the costs for snow removal and stopline de-icing with Louisville Tree Care, Inc. approximated \$1,000 since January 1, 2011.

Grasscutting and weedtrimming in Village Green Park for the 2011 season was discussed. Pat will post the request for proposals on the City's website and other contacts will be approached for pricing. The City estimates the schedule of need to be 1-2 times in March, four (4) times in each of the months April through June, 2-3 times in July, two (2) times in August, and once in each of the months September and October. Proposals will be presented at the February 2011 meeting.

Mary Rose stated that residents on Packard Avenue may be interested in the installation of sidewalks on one side of the street. Pat will contact Metro Louisville to obtain information related to easement dimensions for the project prior to circulating a petition among property owners and residents.

Paul Amshoff motioned to approve the execution of the fiscal year 2011 audit engagement agreement with Robert Ryan, CPA, at the cost of \$3,000.00, the same rate as was charged for the fiscal year 2009 audit. Lyle Janes seconded. Motion carried unanimously.

Pat presented a letter from the Commonwealth of Kentucky related to the Local Government Premium Tax Deadline. If the City has interest in increasing the premium surcharge tax from 5%, an ordinance

must be passed prior to March 23, 2011. Attorney Jim Hodge stated that if the City passed an ordinance, an increased tax may be difficult to collect. The Commission will not consider an increase at this time, however, Mayor Evans stated that the matter may be addressed to help offset budget deficits in future years.

With the Commission's prior approval, Mary Rose signed the LG&E contract to have a streetlight placed at 815 Linwood Avenue. The monthly cost will be \$11.50.

Addressing the concern related to evicted persons entering property in Parkway Village, Mary Rose stated that the police should be contacted to investigate when such suspicious activity occurs.

Erich Kragel is considering accepting responsibility for emptying the trash containers in Village Green Park in addition to maintenance of the doggi-pot station. The City of Parkway Village will determine a reasonable wage for this task. Waste Management may also be contacted to quote a fee for the trash collection.

Paul Amshoff stated that the Camp Taylor fire station at Durrett Lane will be closing at February 1, 2011. He assured the Commission that the closing would have no affect on services, as the station was not being utilized.

Due to a conflicting meeting at Audubon Park City Hall, the February 22, 2011 meeting of the Parkway Village Board of Commissioners will be held at 817 Perennial Drive, at 6:30pm. As required by KY statute, Pat Gould will notify the Courier-Journal of the location change, and Mary Rose Evans will place a notice on the Audubon Park City Hall door, and on the door at 817 Perennial Drive.

Mara Cravens motioned to adjourn the meeting; Paul Amshoff seconded. Meeting adjourned at 7:56pm.

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Patricia Gould, City Clerk/Treasurer

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Mary Rose Evans, Mayor

Minutes  
Board of Commissioners Meeting  
City of Parkway Village  
February 22

Roll Call: Present were Mayor Mary Rose Evans; Commissioners Kim McGee, Lyle Janes; Paul Amshoff, and Mara Cravens; City Clerk/Treasurer Pat Gould; Citation Officer Erich Kragel; Attorney Jim Hodge was not present; Visitor Jim Holland of 816 Melford Avenue attended.

Lyle Janes motioned to approve the minutes from the January 25, 2011 Board of Commissioners meeting; Paul Amshoff seconded. Motion carried unanimously.

Treasurer Pat Gould presented the February 2011 vouchers. Paul Amshoff motioned to approve the vouchers with an additional voucher to be issued to LG&E prior to monthend; Mara Cravens seconded. Motion carried unanimously.

The Citation Officer's January 2011 report was distributed and given by Erich Kragel.

The Audubon Park Police report for January 2011 was circulated for review

Pat Gould gave the Treasurer's report. The Operating Funds and KMAP Funds accounts are both reconciled through January 31, 2011. Mara Cravens motioned to accept the Treasurer's Report; Lyle Janes seconded; motion carried unanimously.

Pat Gould gave the Tax Collector's report. Pat stated that the 2010 property tax bill proceeds totaled approximately \$43,000.00 to date with twenty-nine (29) outstanding payments approximating a total of \$5,000.00. Pat stated that reminder letters and duplicate tax bills would be mailed to the property owners with outstanding balances before March 15, 2011. Pat also informed the Commission that the property at 828 Reading Road had been scheduled for a closing at February 21, 2011. Paul Amshoff motioned to accept the tax collector's report; Lyle Janes seconded. Motion carried unanimously.

The website traffic report was circulated for review.

Mayor's Message: Mayor Evans reported that she had been elected Treasurer of the Jefferson County League of Cities. She circulated brochures related to the Community Foundation of Louisville's 55000 Degrees and GLI's Higher Income Requires Education (HIRE) programs. Mary Rose brought up the issue of parking on non-permitted parking pads. After discussion, there was Commission consensus that warnings, followed by citations would be issued to those parking on non-permitted pads in the City.

Yvonne Mills submitted a proposal to the City Commission related to her independent contractor work on the Code Enforcement Board and ordinance amendments under the City Attorney. The proposal included her estimate that the work would be completed in ten (10) hours at a rate of \$15.00 per hour, with an option for either party to terminate the contract at any time. Paul Amshoff motioned to accept and for Mayor Mary Rose Evans to sign the contract; Kim McGee seconded. Motion carried unanimously. Pat will retain a copy of the signed contract in City files, with a copy to Yvonne. Pat will prepare a set of the current City ordinances for Yvonne's use during the project.

Mary Rose requested that Pat research the ordinance related to permits for cutting into City streets and transmit the information to [hcclerk@insightbb.com](mailto:hcclerk@insightbb.com).

Mary Rose circulated the cable franchise e-mail related to the FCC Price Survey for 2009 received from Linda Ain, Attorney for the JCLC Cable Commission.

No information related to the AT&T cable lawsuit was available. The matter was waived to the March 2011 meeting. The AT&T U-Verse box installed at Fleet and Clarks does not interfere with drivers' sights, and is legally located in the easement.

The summary reading of the POD ordinance was waived to the March 2011 meeting.

The Commission discussed the speeding issue on Linwood Avenue. Mary Rose is requesting placement of a speed-tracking device along Linwood Avenue to assess actual speeds of vehicles. No further action was taken with regard to the installation of speed humps.

Pat was requested to locate the City ordinance, if available, related to property owners' responsibility to trim sidewalk edges.

Visitor Jim Holland voiced an interest in serving on the City's Ethics Commission. Upon briefing the Commission of his background, Lyle Janes motioned to nominate Mr. Holland to the Ethics Commission; Paul Amshoff seconded. Motion carried unanimously.

Pat will print and bring Conflict of Interest statements to the March 2011 meeting for everyone recently elected or appointed to complete.

The Spring newsletter will be issued in March 2011, with articles to include easement cleaning responsibilities of property owners, a summary of the City's parking pad ordinance, notice of Mara Cravens' appointment to the City Commission, and Jim Holland's appointment to the City's Ethics Commission.

Pat and Mary Rose recapped the KLC City Night and Mayor Fischer's Louisville Night recently attended in Frankfort KY. Both evenings provided opportunities to network with other City officials as well as state legislators.

Four (4) mowing/trimming proposals were presented to the Commission for review. The bidders were Steve Aldridge, Grundy's Lawn Service, Erich Kragel, and Nalley's Lawn Service & Landscaping. After discussion, Kim McGee motioned to accept, and have Mayor Mary Rose Evans sign, Grundy Lawn Service's proposal to provide mowing/trimming services at the rate of \$65 per cut through the 2011 season.

Erich Kragel agreed to empty trash bins at Village Green and deposit the trash into a Waste Management receptacle to be collected at Melford and Alexander. Mary Rose will contact Waste Management to establish service. For this added responsibility along with disposal of waste in the doggi-pot station, he will receive \$25.00 per month. Kim McGee motioned to expend the \$25.00 per month for Erich Kragel's services, and to request a price for Waste Management's collection service; Lyle Janes seconded. Motion carried unanimously.

Pat reported that a Metro Louisville Public Works department official had indicated that if sidewalks were installed on Packard, the easement between the roadway and the sidewalk would measure four (4) feet. The issue was tabled pending further input from Packard Avenue residents.

Mary Rose stated that Mara Cravens' appointment to the Commission would be effective until the November 2011 election. Mara will have to file to be eligible for election to fill the position for the remainder of the term.

Paul Amshoff motioned to adjourn the meeting; Kim McGee seconded. Meeting adjourned at 8:14pm.

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Patricia Gould, City Clerk/Treasurer

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Mary Rose Evans, Mayor

Minutes  
Board of Commissioners Meeting  
City of Parkway Village  
March 22, 2011

Roll Call: Present were Mayor Mary Rose Evans; Commissioners Kim McGee, Paul Amshoff, and Mara Cravens; City Clerk/Treasurer Pat Gould; Commissioner Lyle Janes and Citation Officer Erich Kragel were not present; Ethics Committee Jim Holland attended. Yvonne Miles, paralegal contractor for Code Enforcement Board creation attended. Tom Grundy of Grundy's Lawn Service attended.

Paul Amshoff motioned to approve the minutes from the February 22, 2011 Board of Commissioners meeting; Kim McGee seconded. Motion carried unanimously.

The Oath of Office will be given to Jim Holland at the April 2011 meeting.

Treasurer Pat Gould presented the March 2011 vouchers. Mara Cravens motioned to approve the vouchers with an additional voucher to be issued to LG&E prior to monthend; Paul Amshoff seconded. Motion carried unanimously.

The Citation Officer's February 2011 report was circulated.

The Audubon Park Police report for February 2011 was circulated for review

Pat Gould gave the Treasurer's report. The Operating Funds and KMAP Funds accounts are both reconciled through February 28, 2011. Paul Amshoff motioned to accept the Treasurer's Report; Kim McGee seconded; motion carried unanimously.

Pat reported that the \$25,000.00 KMAP funds' CD matured at March 12, 2010. After researching current financial institution CD interest rates and terms, Pat recommended the City invest in a 19-month CD at US Bank with an APY of 1.16%. Kim McGee motioned that the City of Parkway Village invest the \$25,000.00 KMAP funds in a CD with US Bank for a 19-month term, and that Mayor Mary Rose Evans and City Clerk/Treasurer Patricia Gould be given signatory authorization on the investment documents. Mara Cravens seconded; motion carried unanimously.

Pat Gould gave the Tax Collector's report. Pat stated that the 2010 property tax bill proceeds totaled approximately \$47,000.00 to date with eighteen (18) outstanding payments approximating a total of \$5,000.00. Pat stated that reminder letters and duplicate tax bills would be mailed to the property owners with outstanding balances before April 15, 2011. Paul Amshoff motioned to accept the tax collector's report; Kim McGee seconded. Motion carried unanimously.

The website traffic report was circulated for review.

Mayor's Message: Mayor Evans reported that the Jefferson County League of Cities (JCLC) had been asked to appoint a representative to Mayor Greg Fischer's Merger Task Force. The JCLC selected Todd Eberly, Mayor of Prospect, to represent the organization. She reported that Waste Management is providing trash collection service for Village Green Park at no charge.

Mr. Tom Grundy was introduced to discuss grounds maintenance at Village Green Park. The Commission accepted Grundy's Lawn Service quote of \$50.00 to pre-clean debris around the garage area and remove branches in the park during the last week in March. The first mowing/trimming was scheduled for the first week in April. The City will be invoiced monthly.

Yvonne Miles submitted draft ordinance amendments to the City Commission related to her independent contractor work on the proposed Code Enforcement Board. After initial review and discussion, the Board of Commissioners requested that the matter be waived to the April 2011 meeting. Yvonne will begin work on templates for citations, tracking spreadsheets and other needed forms.

No information related to the AT&T cable lawsuit was available. The matter will be removed from the monthly agenda. Forthcoming information will be addressed as new business. Mary Rose informed everyone that the next JCLC Cable Commission meeting would be held at Anchorage City Hall on Thursday, March 24, 2011, at 4:30pm.

Paul reported that the next block watch meeting would be held at Audubon Park City Hall on Saturday, March 26, 2011, at 11:00am.

The second summary reading of the POD ordinance was waived to the April 2011 meeting.

The Commission discussed the speeding issue on Linwood Avenue. Paul has spoken to Metro Police about placement of a speed-tracking device along Linwood Avenue to assess actual speeds of vehicles and will follow-up. Yvonne agreed to have the device placed in the easement at her address, 846 Linwood Ave. Jim Holland suggested the City consider reducing the speed limit on Linwood Avenue to 15mph. Mary Rose will discuss the feasibility with KLC and other City officials. Jim also suggested laying cable to determine the number of vehicles traveling the street over a period of time.

The City's spring newsletter will be issued in March 2011, with articles to include easement cleaning responsibilities of property owners, a summary of the City's parking pad ordinance, notice of Mara Cravens' appointment to the City Commission, and Jim Holland's appointment to the City's Ethics Commission. Kim will also include notice that the City is planning to enact a Code Enforcement Board and is seeking Code Enforcement Board members.

Pat will contact Metro Louisville Public Works department to assess the regulations regarding sidewalk installation encroachment into the easement.

Mary Rose will follow-up with Lyle regarding the request to replace the inaccurate signage at Melford and Alexander. She will also follow-up with Lyle regarding stopline striping.

Pat stated that a draft fiscal year 2012 budget would be presented to the Commission at the April 2011 meeting for initial review.

Mary Rose reported that she had spoken with Attorney Jim Hodge and advised that the City of Parkway Village was moving in a different direction for legal services. Mary Rose has spoken with two interested attorneys, and will speak with other recommended persons. Mary Rose, Lyle Janes, and Pat Gould will interview the candidates and make a recommendation to the Commission at the April 2011 meeting. The recommended City Attorney candidate will also be invited to the meeting.

The Commission addressed a resident's complaint regarding dog excrement on her lawn. The City does not have an ordinance allowing for the issuance of citations in this matter. The resident will be advised to use spray deterrent to alleviate the problem.

The Commission discussed passing an ordinance prohibiting vegetable and fruit gardening in front yards, excepting fruit-bearing trees, and an ordinance imposing timeframes for seasonal decoration displays. Pat will request templates from the Kentucky League of Cities, if available, and prepare draft ordinances for review at the April 2011 meeting.

Paul Amshoff motioned to adjourn the meeting; Kim McGee seconded. Meeting adjourned at 8:40pm.

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Patricia Gould, City Clerk/Treasurer

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Mary Rose Evans, Mayor

Minutes  
Board of Commissioners Meeting  
City of Parkway Village  
April 26, 2011

Roll Call: Present were Mayor Mary Rose Evans; Commissioners Lyle Janes and Mara Cravens; City Clerk/Treasurer Pat Gould; Citation Officer Erich Kragel; Commissioners Kim McGee and Paul Amshoff were not present; Ethics Committee member Jim Holland attended. Yvonne Miles, paralegal contractor for Code Enforcement Board creation attended. Attorney Jennifer Hall attended.

Mara Cravens motioned to approve the minutes from the March 22, 2011 Board of Commissioners meeting; Lyle Janes seconded. Motion carried unanimously.

Treasurer Pat Gould presented the April 2011 vouchers. Lyle Janes motioned to approve the vouchers with an additional voucher to be issued to LG&E prior to monthend; Mara Cravens seconded. Motion carried unanimously.

The Citation Officer's March 2011 report was circulated and given by Erich Kragel.

The Audubon Park Police report for March 2011 was circulated for review

Pat Gould gave the Treasurer's report. The Operating Funds and KMAP Funds accounts are both reconciled through March 31, 2011. Mara Cravens motioned to accept the Treasurer's Report; Lyle Janes seconded; motion carried unanimously.

Pat Gould gave the Tax Collector's report. Pat stated that the outstanding amount of eleven (11) 2010 property tax bill proceeds totaled approximately \$3,000.00. Pat stated that reminder letters and duplicate tax bills had been mailed to the property owners with outstanding balances. Another reminder will be issued at or about June 1, 2011, and liens will be placed on properties with outstanding balances after June 30, 2011. Lyle Janes motioned to accept the tax collector's report; Mara Cravens seconded. Motion carried unanimously.

The website traffic report was circulated for review.

Mayor's Message: Mayor Evans reported that Mayor Greg Fischer's Merger 2.0 Task Force had met. In response to resident Yvonne Miles' inquiry about airport-related noise relief in Parkway Village, Mary Rose reported that parts of Parkway Village (generally east from Preston St to about Alexander) are in the FAA approved noise contours and should be included in a future phase of noise mitigation.

Speeding on Linwood Avenue was discussed. Mayor Evans reported that the speed limit could be legally reduced to 15mph. Yvonne Miles will poll Linwood Avenue residents to obtain input regarding the reduced speed limit. The SpeedSpy device was also discussed. Mayor Evans has made a request of Councilman Jim King's office to assist in acquisition of the device which could be utilized throughout District 10 in controlling speeding and other traffic issues. No decision has been received from Councilman King's office at this date. Paul Amshoff notified the Board that the speed tracking device will be placed on Linwood Avenue, a date had not been determined.

Paul Amshoff forwarded a \$150.00, plus supplies, quote from Risen Construction, a company that has done work for the City in the past and has an insurance certificate on file with the City Clerk, to install block watch and other signage in Parkway Village. Lyle Janes motioned to accept the \$150.00, plus supplies, quote from Risen Construction to install Block Watch and other signage in Parkway Village. Mara Cravens seconded. Motion carried unanimously.

New Business: After interviewing three (3) candidates for Parkway Village City Attorney, Mayor Evans and City Clerk, Pat Gould, recommended to the Board of Commissioners that Jennifer Hall be selected. Lyle Janes motioned to accept their recommendation to retain Attorney Jennifer Hall for the City of Parkway Village's City Attorney legal services. Mara Cravens seconded. Motion carried unanimously.

The Oath of Office was given to Jim Holland by Attorney Jennifer Hall.

Yvonne Miles distributed draft forms to be considered for use by the Code Enforcement Board. After initial review and discussion, the Board of Commissioners requested that the matter be waived to the May 2011 meeting. Mary Rose will poll other cities to assess general Code Enforcement Board guidelines, including whether to use business or calendar days and utilization of mail versus payment in person for citations. Pat Gould will forward all ordinance documents to Attorney Jennifer Hall.

The second summary reading of the POD ordinance was waived to the May 2011 meeting.

Lyle Janes reported that he had received a bid for striping the stoplines in Parkway Village from James Lloyd and was awaiting two (2) additional bids. Mr. Lloyd proposed an expense of \$1,700.00 for standard striping, and \$5,100.00 for HD commercial striping. The matter was waived to May 2011 when additional bids could be considered.

Lyle reported that the inaccurate signage at Melford and Alexander had been replaced with correct spellings and block numbering.

Pat gave a full reading of the draft fiscal year 2012 budget Ordinance 2011-002. Mara Cravens motioned to accept the draft fiscal year 2012 budget reading; Lyle Janes seconded. Motion carried unanimously.

Mara Cravens motioned for Attorney Jennifer Hall to give a summary first reading of the 2012 tax ordinance. Lyle Janes seconded. Motion carried unanimously. Attorney Hall gave a summary first reading of the 2012 Tax Ordinance 2011-001. A summary second reading will be given at the May 2011 meeting.

Public hearings on Ordinance 2011-001 related to the 2012 Property Tax Rate, and Ordinance 2011-002 related to the Fiscal Year 2012 proposed expenditures of KMAP funds will be held on Tuesday, May 24, 2011, at 6:00pm and 6:15pm, respectively, at Audubon Park City Hall, 3340 Robin Rd, Louisville KY 40213. Pat Gould will mail notices as required by KRS statute.

Mary Rose reported that a tree had uprooted in Village Green Park. Louisville Tree Care had submitted a bid of \$700.00 to remove the tree and fill the hole. Pat Gould agreed to contact Sang Tree Service to obtain a second bid. Lyle Janes motioned to have the tree removed at the expense not to exceed \$700.00. Mara Cravens seconded. Motion carried unanimously.

Mara Cravens motioned to adjourn the meeting. Lyle Janes seconded. Meeting adjourned at 8:20pm.

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Patricia Gould, City Clerk/Treasurer

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Mary Rose Evans, Mayor

Minutes  
Board of Commissioners Meeting  
City of Parkway Village  
May 24, 2011

Roll Call: Present were Mayor Mary Rose Evans; Commissioners Lyle Janes, Kim McGee, Paul Amshoff and Mara Cravens; City Clerk/Treasurer Pat Gould; Ethics Committee member Jim Holland attended. Visitors Yvonne Miles, Debra Wine, and Joe Feldkamp of Linwood Avenue attended. Attorney Jennifer Hall attended.

Paul Amshoff motioned to approve the minutes from the April 26, 2011 Board of Commissioners meeting; Mara Cravens seconded. Motion carried unanimously.

Treasurer Pat Gould presented the May 2011 vouchers. Lyle Janes motioned to approve the vouchers with an additional voucher to be issued to LG&E prior to monthend; Paul Amshoff seconded. Motion carried unanimously.

The Citation Officer's April 2011 report was circulated for review.

The Audubon Park Police report for April 2011 was circulated for review

Pat Gould gave the Treasurer's report. The Operating Funds and KMAP Funds accounts are both reconciled through April 30, 2011. Pat reported that an Operating Funds CD will mature at May 22, 2011. Lyle Janes motioned for the funds to be reinvested in a CD at an institution with favorable rates. Kim McGee seconded. Motion passed unanimously. Paul Amshoff motioned to accept the Treasurer's Report; Kim McGee seconded; motion carried unanimously.

Pat Gould gave the Tax Collector's report. Pat stated that the outstanding amount of six (6) 2010 property tax bill proceeds totaled approximately \$1,000.00. Pat stated that reminder letters and duplicate tax bills had been mailed to the property owners with outstanding balances. Another reminder will be issued at or about June 1, 2011, and liens will be placed on properties with outstanding balances after June 30, 2011. Lyle Janes motioned to accept the tax collector's report; Paul Amshoff seconded. Motion carried unanimously.

The website traffic report was circulated for review.

Mayor's Message: Mayor Evans reported that the Insight Cable franchise agreement is up for renewed in 2011. The JCLC Cable Commission is working to negotiate the best terms for member cities.

Mayor Evans reported that an arborist has offered to provide an estimate to inventory and assess the condition of trees in the public easement throughout Parkway Village. The quote will be presented at the June Board of Commissioners meeting.

Action on the Code Enforcement Board was waived to the June meeting. The Commission is continuing a review of the documentation provided by Yvonne Miles.

The Block Watch signage has been installed. The signs related to Audubon Park Police Patrol will be re-installed throughout the City. Lyle Janes will check the City's sign inventory and order additional Fire Lane signage for Packard Avenue if needed.

At the Commission's request, Attorney Jennifer Hall gave a second summary of the revised POD ordinance 2010-003. Further action was waived to the June 2011 meeting.

Speeding on Linwood Avenue was discussed. Yvonne Miles read correspondence that accompanied a poll to Linwood Avenue residents regarding their preference for speed humps and/or a speed limit reduction to 15mph. She distributed actual poll results along with a spreadsheet summary of the responses. The majority of residents are in favor of speed hump installation. Visitors Debra Wine and Joe Feldkamp voiced their preference for speed humps. Pat reported that approximately \$45,000.00 in KMAP funds were available for City expenditures, including the \$25,000.00 currently invested in a CD. The speed hump project is projected to cost \$5,000.00. Paul inquired as to whether the Commonwealth of KY Unified Code for speed hump installation varied from the Metro Louisville Unified Code. Yvonne Miles stated that the Metro Louisville Code cited the KRS. Attorney Jennifer Hall will

research whether the Parkway Village Code of Ordinances regarding traffic control would require amendment to install speed humps. Mary Rose will obtain a letter from KLC Insurance addressing additional risk and liability, if any, that would impact Parkway Village's insurance expense. Mary Rose suggested that an engineering consultant be hired to measure the exact length of Linwood Avenue, determine locations for the speed humps, and provide specification drawings. Lyle Janes motioned to approve an expenditure not to exceed \$500.00 for an engineering study. Paul Amshoff seconded. Motion passed unanimously. Mary Rose will contact an engineering consultant. The study results will be discussed at the June 2011 meeting. Paul Amshoff suggested that the 15mph speed limit be imposed in addition to the installation of speed humps. The speed limit issue will be discussed at a future meeting.

Lyle Janes reported that he was awaiting bids from two (2) striping services and had received a \$1,700.00 bid from James Lloyd Striping. Paul Amshoff motioned that the Commission accept the \$1,700.00 bid and for Mayor Mary Rose Evans to sign a contract with James Lloyd Striping pending receipt of the company's insurance certificate. Lyle Janes seconded. Motion passed unanimously.

Mary Rose reported that the uprooted tree in Village Green Park had been removed. Paul Amshoff inquired about logs still in the general area of the fallen tree, next to the fence. Pat will follow-up with Sang Tree Service to address the remaining logs and request the invoice and insurance certificate for the project.

The Packard Avenue sidewalk discussion was waived to June 2011.

Lyle Janes motioned for Attorney Jennifer Hall to give a second summary reading of the Fiscal Year 2012 Budget Ordinance 2011-002. Paul Amshoff seconded. Attorney gave a second summary reading of Ord. 2011-002. Mayor Evans stated the budget was balanced and that primary expenditures included the contract for police services with Audubon Park and snow removal and de-icing. Paul Amshoff motioned to approve Ordinance 2011-002. Lyle Janes seconded. Motion passed unanimously. In accordance with KRS, Pat will mail the ordinance to Parkway Village property owners within thirty (30) days.

In accordance with the requirement of the Kentucky General Assembly, a public hearing was conducted at 6:15pm on May 24, 2011, to obtain public comment regarding the proposed real property tax rate of \$.163 per \$100.00 of assessed valuation for 2011-2012. Mara Cravens motioned for Attorney Jennifer Hall to give a second summary reading of Ordinance 2011-001, an Ordinance Providing for Levy of Taxes upon Real Property in the City of Parkway Village for fiscal year 2012. Lyle Janes seconded. Motion carried unanimously. Attorney Hall gave a second summary. Paul Amshoff motioned to approve Ordinance 2011-001. Kim McGee seconded. Motion passed unanimously. In accordance with KRS, Pat will mail the ordinance to Parkway Village property owners within thirty (30) days.

Mara Cravens motioned to adjourn the meeting. Lyle Janes seconded. Meeting adjourned at 8:00pm.

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Patricia Gould, City Clerk/Treasurer

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Mary Rose Evans, Mayor

Minutes  
Board of Commissioners Meeting  
City of Parkway Village  
June 28, 2011

Roll Call: Present were Mayor Mary Rose Evans, Commissioners Kim McGee and Mara Cravens, City Clerk/Treasurer Pat Gould, and Citation Officer Erich Kragel. Commissioners Lyle Janes and Paul Amshoff did not attend. Visitor Yvonne Miles of Linwood Avenue attended. Attorney Jennifer Hall attended.

Kim McGee motioned to approve the minutes from the May 24, 2011 Board of Commissioners meeting; Mara Cravens seconded. Motion carried unanimously. Kim McGee motioned to approve the minutes from the May 24, 2011 public hearing regarding the property tax rate for fiscal year 2012, Mara Cravens seconded. Motion carried unanimously. Kim McGee motioned to approve the minutes from the public hearing regarding the usage of KMAP road funds in fiscal year 2012. Mara Cravens seconded. Motion carried unanimously.

Treasurer Pat Gould presented the June 2011 vouchers. Mara Cravens motioned to approve the vouchers with an additional voucher to be issued to Attorney Jennifer Hall prior to monthend; Kim McGee seconded. Motion carried unanimously.

Erich Kragel gave the Citation Officer's May 2011 report and circulated for review.

The Audubon Park Police report for May 2011 was circulated for review

Pat Gould gave the Treasurer's report. The Operating Funds and KMAP Funds accounts are reconciled through May 31, 2011. Kim McGee motioned to accept the Treasurer's Report; Mara Cravens seconded; motion carried unanimously.

Pat Gould gave the Tax Collector's report. Pat stated that four (4) bills remained with an outstanding amount totaling approximately \$840.00. Pat stated that final reminder letters and duplicate tax bills had been mailed to the property owners with outstanding balances. Liens will be placed on properties with outstanding balances after July 1, 2011.

The website traffic report was circulated for review.

Mayor's Message: Mayor Evans reported that a Camp Taylor Fire Department Captain's son had recently perished. Mary Rose also relayed Lyle Janes message to the Commission of Ethics Committee member Pat Whelan's cancer diagnosis.

Mayor Evans reported that an arborist has presented a quote of \$1,050.00 to provide an inventory and condition assessment of trees in the public easement throughout Parkway Village. The quote was not accepted by the Commission. Jefferson County Public Schools, Jefferson Community College and University of Louisville will be contacted regarding provision of similar services for class projects.

Action on the Code Enforcement Board was waived to the July meeting. The Commission is continuing a review of the documentation provided by Yvonne Miles along with management, meeting location, attorney and clerk expenses and other issues.

Further action on the revised POD ordinance 2010-003 was waived to the July 2011 meeting.

Speeding on Linwood Avenue was discussed. Mary Rose reported that a traffic engineer had been contacted regarding a speed hump survey. The engineer stated that a legitimate traffic survey would include monitoring volume, twice daily (two hours in the morning, and two hours in the afternoon/evening) when schools are in session. The survey would also include measurements, design, and appropriate placement of speed humps. The estimated cost of the survey would be \$600.00. Prior to the engineer survey, Audubon Park police will monitor vehicle traffic and speeds and report to Mary Rose Evans. Attorney Jennifer Hall presented research to the Commission regarding the Institute of Transportation Engineers (ITE) federally adopted standards, those followed by Kentucky, and a review of pertinent parts of the Metro Louisville Uniform policies. Factors considered for speed hump installation include traffic volume (must be greater than 300, and less than 3,000 vehicles per day), traffic mix, accident records, speeds, proximity to schools/parks, lack of sidewalks, and emergency vehicle access. Best practice standards include discussions with police, EMS, and fire departments for comments. Pat will submit a formal letter to the Louisville Metro Police requesting placement of a speed-tracking device on Linwood Avenue.

Mary Rose has signed a contract with James Lloyd to stripe the City's stoplines. The work is scheduled to be done in July. A Parkway Village resident submitted a letter and receipt to the City requesting reimbursement for paint purchased and used to stripe the stopline on Fleet Avenue at Clarks Lane. The Commission declined to reimburse the expense as prior authorization for this project was not given by the City.

The Packard Avenue sidewalk discussion was waived to July 2011.

The annual City yard sale was scheduled for Friday, September 16, and Saturday, September 17, 2011, from 8:00am through 2:00pm. Pat will place an ad in The Courier-Journal, on Craigslist, and on the City's website prior to the event.

The Commission will talk with Paul Amshoff regarding a Block Watch gathering to include fire safety training. Jennifer Hall stated that she would provide a K-9 search and rescue demonstration if her schedule permits. The police will be asked to conduct a fingerprinting station for youth.

Pat stated that the Division of Local Government Services is requesting information from cities that provide or contract for police services. She will provide the required information by August 1, 2011, in order to receive a calculated distribution of fees collected from criminal court cases in KY.

Mara Cravens circulated a letter to be distributed to Parkway Village residents along the Village Green Park periphery. The letter encourages them to report illegal and suspicious activities to Audubon Park police. Pat will copy the letter onto City letterhead for Mara. Kim will include the information in the July newsletter.

Kim McGee motioned to adjourn the meeting. Mara Cravens seconded. Meeting adjourned at 8:20pm.

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Patricia Gould, City Clerk/Treasurer

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Mary Rose Evans, Mayor

Minutes  
Board of Commissioners Meeting  
City of Parkway Village  
July 26, 2011

Roll Call: Present were Mayor Mary Rose Evans, Commissioners Kim McGee and Mara Cravens, City Clerk/Treasurer Pat Gould. Commissioners Lyle Janes and Paul Amshoff, and Citation Officer Erich Kragel did not attend. Ethics Committee member, Jim Holland attended. Attorney Jennifer Hall attended.

Mara Cravens motioned to approve the minutes from the June 28, 2011 Board of Commissioners meeting; Kim McGee seconded. Motion carried unanimously.

Treasurer Pat Gould presented the July 2011 vouchers. Mara Cravens motioned to approve the vouchers with additional vouchers to be issued to James Lloyd for striping intersections, and Kim McGee for newsletter postage. Kim McGee seconded. Motion carried unanimously.

There was no Citation Officer's June 2011 report. The report will be reviewed in August 2011.

The Audubon Park Police report for June 2011 was circulated for review

Pat Gould gave the Treasurer's report. The Operating Funds and KMAP Funds accounts are reconciled through June 30, 2011. Kim McGee motioned to accept the Treasurer's Report; Mara Cravens seconded; motion carried unanimously.

Pat Gould gave the Tax Collector's report. Pat stated that two (2) property tax bills remained unpaid with an outstanding amount totaling approximately \$400.00. Pat stated that liens will be placed on properties with outstanding balances in August 2011. Pat also reported that 3 business license applications and fees remained outstanding to date (Coker Optometry, Ebony's Massage, and HotHeads Salon).

The website traffic report was circulated for review.

Mayor's Message: Mayor Evans circulated Insight Communications' correspondence related to channel changes.

Action on the Code Enforcement Board was waived. Mayor Evans requested that Attorney Jennifer Hall research issues regarding sixth class city Code Enforcement Boards for the August 2011 meeting. Further action on the revised POD ordinance 2010-003 was waived to a future meeting.

Speeding on Linwood Avenue was discussed. To reduce expenses, Mary Rose suggested that the traffic engineer survey be scheduled after August 15, 2011, the first day of the 2011-12 school year, when all elements of the survey can be completed. A memorandum related to the Audubon Park police traffic survey conducted between July 1 and July 21, 2011, was distributed for review. The report included numbers of vehicles and speeds clocked. Pat issued a formal letter to the Louisville Metro Police requesting placement of a speed-tracking device on Linwood Avenue. The traffic division responded via e-mail that the request has been placed on the list, but no scheduled date was available.

After discussion related to the intersection lines painting, Mara Cravens motioned to amend the contract to reflect \$2,100.00 due to contractor, James Lloyd, to include the two (2) additional intersections in the alley between Reading Rd and Parkway Dr, and yellow striping to conform to traffic code. Pat will process the payment and obtain the invoice from Mr. Lloyd. Kim McGee seconded the motion. Motion passed unanimously.

The property at 828 Reading Rd has been placed on Metro Louisville's listing for general lawn maintenance. Mara Cravens will contact Grundy's Lawn Service to request a bid to cut the lawn.

The Commission will talk with Paul Amshoff regarding possible dates for a Block Watch/Health Fair gathering to include fire safety training, and other activities. Paul will be asked about enlistment of block watch captains to assist in organizing the event. Jennifer Hall stated that she would provide a K-9 search and rescue demonstration if her schedule permits.

Mara Cravens motioned to adjourn the meeting. Kim McGee seconded. Meeting adjourned at 7:30pm.

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Patricia Gould, City Clerk/Treasurer

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Mary Rose Evans, Mayor

Minutes  
Board of Commissioners Meeting  
City of Parkway Village  
August 23, 2011

Roll Call: Present were Mayor Mary Rose Evans, Commissioners Kim McGee, Lyle Janes, Paul Amshoff, Mara Cravens, Citation Officer Erich Kragel, and City Clerk/Treasurer Pat Gould. Ethics Committee member, Jim Holland attended. Attorney Jennifer Hall attended. Visitor Yvonne Miles attended.

Lyle Janes motioned to approve the minutes from the July 26, 2011 Board of Commissioners meeting; Paul Amshoff seconded. Motion carried unanimously.

Treasurer Pat Gould presented the August 2011 vouchers. Lyle Janes motioned to approve the vouchers with additional vouchers to be issued to LG&E. Mara Cravens seconded. Motion carried unanimously.

Erich Kragel presented the Citation Officer's July and August 2011 reports.

The Audubon Park Police report for July 2011 was not available.

Pat Gould gave the Treasurer's report. The Operating Funds and KMAP Funds accounts are reconciled through July 31, 2011. The balance sheet for the period April 1, 2011 through June 30, 2011 was presented. The income statement will be transmitted electronically. Paul Amshoff motioned to accept the Treasurer's Report; Mara Cravens seconded; motion carried unanimously.

Pat Gould gave the Tax Collector's report. Pat stated that two (2) property tax bills remained unpaid with an outstanding amount totaling approximately \$400.00. Pat stated that liens will be placed on properties with outstanding balances in August 2011. Pat also reported that 2 business license applications and fees remained outstanding to date (Coker Optometry and HotHeads Salon). Pat suggested drafting letters to be mailed to Dr. Coker and Hot Heads Salon for review by Attorney Jennifer Hall. The final letters will be issued from Attorney Hall's office.

The website traffic report was circulated for review.

Mayor's Message: Mayor Evans stated that the annual JCLC dinner will be held at the Olmstead on December 1, 2011. Guest speakers will be Rebecka Jackson and Dave Armstrong.

The Commissioner seat currently held by Mara Cravens will be on the November 2011 ballot. Commissioner Cravens has registered with the Board of Elections.

The KLC conference will be held in Lexington, KY, October 4<sup>th</sup> – 7<sup>th</sup>, 2011.

Attorney Jennifer Hall presented her research regarding sixth class city Code Enforcement Boards. Only local ordinances can be covered by the Code Enforcement Board. Code Enforcement Board meetings would be held when a violation is appealed. If a violation fee is not paid within the required timeframe, a lien can be filed against the property owner and/or the resident (civil action) to recover fines. Mary Rose stated that the Commission must review ordinances to be included and related fine amounts. Code Enforcement Board members can be paid for services and/or expenses. Pat Gould offered a video camera and tripod for mandatory recording of Code Enforcement Board meetings if this means of recording is permitted under the statute. Pat will convert the current Ordinance manual into an editable format.

Further action on the revised POD ordinance 2010-003 was waived to a future meeting.

Speeding on Linwood Avenue was discussed. Mary Rose stated that BTM traffic engineers has provided an estimate of \$500.00 to measure Linwood, assess traffic flow and speeds twice per day, between 7:00am and 8:00am, and between 2:45pm and 3:45pm. The study will be conducted after August 15, 2011, the first day of the 2011-12 school year. Paul Amshoff motioned to have Mayor Evans sign the contract with BTM, Lyle Janes seconded. Motion passed unanimously.

The property at 828 Reading Rd has been cut by Grundy's Lawn Service, and by Metro Louisville.

The Commission has selected Sunday, October 9, 2011, from 2pm – 5pm, for a Fall Festival in Village Green Park. Following is a list of suggested activities to be considered and planned for the event:

Grill	Pat
Hot dogs	Paul
AP Police	Paul
Camp Taylor FD	Paul
KYK9 demonstration	Jennifer
Quartet	Lyle
Child ID	Kim
Cornhole	Paul
Dog games	Jennifer
BP checks	Mara
EMS	??

Paul Amshoff stated that the Block Watch be renamed and requested ideas from all parties regarding suggestions.

Mara Cravens stated that there were a number of branches in Village Green Park in need of trimming. Mara will obtain bids for the work. Pat will give Mara a contact number for Sang Tree Service. Paul Amshoff motioned that Commissioner Mara Cravens expend up to \$200.00 per occurrence for Village Green Park clean-up needs following weather-related damages utilizing insured contractors and not exceeding the budget for park maintenance.

Snow removal and intersection de-icing proposals will be solicited for the contract period October 15, 2011 through May 31, 2012. Pat will post the RFP on the City's website and submit the specifications to companies who were previously interested in the work.

A resident's complaint was received with regard to disruptive youth on Fleet Ave near the Parkway Dr intersection. Members of the Commission were aware of the issue. Audubon Police have been alerted and continue attempts to control the situation.

Lyle Janes motioned to adjourn the meeting. Paul Amshoff seconded. Meeting adjourned at 8:23pm.

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Patricia Gould, City Clerk/Treasurer

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Mary Rose Evans, Mayor

Minutes  
Board of Commissioners Meeting  
City of Parkway Village  
September 27, 2011

Roll Call: Present were Mayor Mary Rose Evans, Commissioners Kim McGee, Lyle Janes, Paul Amshoff, Mara Cravens, and City Clerk/Treasurer Pat Gould. Ethics Committee member, Jim Holland attended. Attorney Jennifer Hall attended. Visitor Yvonne Miles attended. Citation Officer Erich Kragel did not attend.

Paul Amshoff motioned to approve the minutes from the August 23, 2011 Board of Commissioners meeting; Lyle Janes seconded. Motion carried unanimously.

Treasurer Pat Gould presented the September 2011 vouchers. Mara Cravens motioned to approve the vouchers with an additional voucher for \$500.00 to be issued to BTM Engineering. Paul Amshoff seconded. Motion carried unanimously.

Erich Kragel's Citation Officer's report for September was circulated for review. Lyle Janes will contact the realtor listing the property at 824 Reading regarding lawn maintenance.

The Audubon Park Police report for August 2011 was circulated for review. Captain Ron Jones from the Audubon Park Police Department attended the meeting and addressed questions and concerns.

Pat Gould gave the Treasurer's report. The Operating Funds and KMAP Funds accounts are reconciled through August 31, 2011. Paul Amshoff motioned to accept the Treasurer's Report; Lyle Janes seconded; motion carried unanimously.

Pat Gould gave the Tax Collector's report. Pat stated liens had been placed on 4 properties with outstanding tax bills. The PVA is scheduled to deliver the 2011 tax bills to Pat's home during the first week of October. The bills will be mailed to property owners or escrow agents in November 2011. Pat reported that 2 business license applications and fees remained outstanding to date (Coker Optometry and HotHeads Salon). Attorney Jennifer Hall has issued final letters to both parties.

The website traffic report was circulated for review.

Mayor's Message: Mary Rose reported that several small cities joined with JCLC Cable Commission in a lawsuit regarding cable franchise agreements and decreased revenues from franchise fees. The lawsuit argues that the current calculation for fee distributions is unconstitutional. Mary Rose also reported that Metro Louisville Mayor Greg Fischer has designated October 17<sup>th</sup> through 23<sup>rd</sup> for "Give a Day" projects in the City. Project coordinators are requested to report their activities to the Mayor's office for recognition.

Attorney Jennifer Hall presented information related to the Code Enforcement Board issue. A determination is needed as to the timing of 'regular' meetings and the estimated costs involved. A regular meeting must be held separately from 'hearings'. As revised by KRS at June 8, 2011, cities have the right to process nuisance claims without code enforcement board regulations. Attorney Hall will contact the legal counsel of a city currently working with the new statute to assess its utilization. The Parkway Village ordinance related to nuisances could be revised to be more inclusive if the Commission moves to utilize the new KRS ruling in lieu of establishing the Code Enforcement Board.

The Linwood Avenue Speed Study was conducted on September 20<sup>th</sup>, 2011, by BTM Engineering. Their report was distributed for review and discussion. The study concluded that the traffic speeds identified during the study did not meet the 85<sup>th</sup> percentile criterion of the Louisville-Jefferson County Metro Speed

Hump Installation Policy. However, the report found that the traffic volume was greater than the required minimum of 300 vehicles per day. In an effort to control traffic volume throughout Parkway Village, a 20mph speed limit on all City streets with the exception of Clarks Lane was suggested. In order to assess residents' opinions of a lower speed limit, Pat will post the information on the City's website to request feedback and draft an ordinance for review at the October 2011 meeting. Paul Amshoff stated that adhesive-backed numerals could be purchased to change the '5' to a '0' on city speed limit signs. Mary Rose will contact Chief of Police, Carl Reesor, to assure Audubon Park Police can enforce a 20mph speed limit in Parkway Village.

Sunday, October 9, 2011, from 2pm – 5pm, the Fall Festival in Village Green Park will be held. Pat will have fliers printed for citywide door-to-door distribution. Following is a list of activities to be planned for the event:

Grill	Pat
Hot dogs	Col Curtis
AP Police	Paul
Camp Taylor FD	Paul
Child ID	Kim
Cornhole	Paul
BP checks	Mara
EMS	Mara
CD player	Pat
Drinks, snacks, etc	Mary Rose

Paul Amshoff stated that the Block Watch be renamed and requested ideas from all parties regarding suggestions. Suggestions will be taken at the Fall Fest.

Mara Cravens stated that she had scheduled to meet with Sang Tree Service on Wednesday, September 28<sup>th</sup>, to assess the tree trimming needs Village Green Park.

Lyle Janes distributed an inventory of signs and poles currently in the garage at Village Green Park. Signs and posts currently in place around Parkway Village will be assessed for adherence to the new retroreflectivity requirements and replacement needs due to rust.

Snow removal and intersection de-icing proposals were received from Louisville Tree Care and M A Bisig. Lyle Janes motioned to accept Louisville Tree Care's proposal. A current certificate of insurance will be requested from Scott Cundiff, and Mary Rose will sign the new contract for the period October 15, 2011 through May 31, 2012

Audubon Police continue attempts to control the situation concerning disruptive youth and illegal placement of the basketball goal on Fleet Ave near the Parkway Dr intersection.

Commission members were asked to RSVP to Pat if they will be attending the annual JCLC dinner to be held December 1<sup>st</sup> at the Olmstead.

Everyone was reminded that the annual KLC City Night in Frankfort is scheduled to be held February 1, 2012.

Lyle Janes motioned to adjourn the meeting. Paul Amshoff seconded. Meeting adjourned at 8:07pm.

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Patricia Gould, City Clerk/Treasurer

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Mary Rose Evans, Mayor

Minutes  
Board of Commissioners Meeting  
City of Parkway Village  
October 25, 2011

Roll Call: Present were Mayor Mary Rose Evans, Commissioners Kim McGee, Lyle Janes, Paul Amshoff, Mara Cravens, and City Clerk/Treasurer Pat Gould. Ethics Committee member, Jim Holland attended. Attorney Jennifer Hall attended. Visitors Yvonne Miles, Edwin Downer, Jarvis Rice, and Patty Key attended. Citation Officer Erich Kragel did not attend.

Paul Amshoff motioned to approve the minutes from the September 27, 2011 Board of Commissioners meeting; Mara Cravens seconded. Motion carried unanimously.

Pat Gould presented the October 2011 vouchers. Lyle Janes motioned to approve the vouchers. Mara Cravens seconded. Motion carried unanimously.

Erich Kragel's Citation Officer's report for October was not available.

The Audubon Park Police report for October 2011 was circulated for review.

Pat Gould gave the Treasurer's report. The Operating Funds and KMAP Funds accounts are reconciled through September 30, 2011. The Balance Sheet at September 30, 2011, and the Income Statement for the period July 2011 through September 2011 were distributed. Pat stated that income generated from insurance premium fees and property taxes would be deposited in the October through December 2011 quarter. The City has \$178,000 in operating investments, and \$25,000 in KMAP investments. Lyle Janes motioned to accept the Treasurer's Report; Paul Amshoff seconded; motion carried unanimously.

Pat Gould gave the Tax Collector's report, stating that tax bills would be mailed to property owners or their escrow agents in early November 2011. Pat reported that 2 business license applications and fees remained outstanding to date (Coker Optometry and HotHeads Salon). Attorney Jennifer Hall has issued final letters to both parties.

The website traffic report was circulated for review.

Mayor's Message: Mary Rose circulated information related to channel changes from Insight Communications. Mary Rose also circulated information related to the Greater Louisville Project which reflected comparative statistics to other cities. After attending a Louisville Metro Council re-districting meeting, Mary Rose informed the Commission that the City of Parkway Village will remain in Metro Louisville Council District 10.

Visitors' Comments:

Patty Key's stated that she did not want speed limits lowered from 25mph. Edwin Downer and Patty Key both suggested a stop sign be installed at the intersection of Linwood and Fleet, but there is not sufficient traffic volume on Fleet to warrant this action. Yvonne Miles would like to see the speed limit lowered to 20mph which would allow Audubon Police to cite vehicles driving in excess of 32mph.

Attorney Jennifer Hall suggested the possibility of monitoring traffic via surveillance cameras that would allow speeding citations to be issued from collection of speed and license plate data.

Speeding issues will be addressed as the leading article in the newsletter to be published in early November. Additional residents' input will be requested. The Board of Commissioners will review due diligence collected over the past few years pertaining to this matter and plans a final determination of action by end of year.

Attorney Jennifer Jordan Hall circulated a draft of a proposed revised Nuisance Ordinance that would allow for enforcement of nuisances by the City through civil penalties instead of criminal penalties, as set forth in KRS 82.700, as revised in July 2011. The proposed Nuisance Ordinance incorporates existing nuisance ordinances and additional nuisances can be added. Passage of this ordinance would make the establishment of a Code Enforcement Board an unnecessary redundancy. Under KRS 82.700, the City has great flexibility in the manner of

implementation and enforcement. For example, the City could elect to have a single Enforcement Officer, or more than one. The Board of Commissioners must determine the nuisances to be included in the ordinance, the amounts of civil fines, notice requirements, and payment terms. As this is a civil ordinance, not a criminal one, the City has a right to take necessary corrective action and impose liens to recover costs, including fines. Mary Rose asked the Commissioners to consider other elements to be included in the revised nuisance code before the November meeting.

Mara will obtain estimates for signage to be posted at Village Green Park stating that bikes and skateboards are not allowed beyond the asphalt. Mara will also obtain estimates for placing additional round gravel, or tire mulch in the playground area. The City plans to salt treat the playground area heavily in March 2012 to inhibit weed growth. Mara reported that she had met with Sang Tree Service to determine trimming needs in the Park. Mr. Sang suggested that no action be taken at this time.

A recap of the Fall Festival in Village Green Park was given by Mayor Evans. The weather was wonderful and attendees enjoyed touring an ambulance and police car. The door-to-door fliers delivered one week prior were considered to have encouraged better attendance than in past years. Pat Gould mailed thank you letters to food donors, ProCarent, and Audubon Police. Mara asked the Commission to sign a card to be delivered to the EMS attendees.

JCLC annual dinner reservations will be remitted at mid-November.

Kim McGee requested additional items to be included in the newsletter. Paul reported that the Camp Taylor annual Santa visit would likely occur during the second week of December.

Mary Rose reported that the Audubon Police had picked up the Linwood/Alexander street sign and delivered to the Mayor's home. Paul will attempt to replace the signage on the pole. Lyle will report on other street signage in need of repair or replacement at the November meeting.

Paul Amshoff motioned that Attorney Jennifer Hall give a summary first reading of ordinance 2011-001, an ordinance approving the extension of the franchise agreement for community antenna television (CATV) services of Insight Kentucky partners II, L.P., and including provisions for insurance, reports, and records, consumer practices, consumer protection measures, construction, and construction-related practices, franchise fees, and operation procedures, and health, safety, and welfare measures. Mara Cravens seconded. Motion approved unanimously. Attorney Jennifer gave a summary first reading. No further action was taken. Mayor Evans stated that JCLCCC encourages its members to pass this ordinance prior to December 31, 2011, at which time Time Warner will become the CATV provider.

Mara Cravens motioned to adjourn the meeting. Paul Amshoff seconded. Meeting adjourned at 8:25pm.

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Patricia Gould, City Clerk/Treasurer

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Mary Rose Evans, Mayor

Minutes  
Board of Commissioners Meeting  
City of Parkway Village  
November 22, 2011

Roll Call: Present were Mayor Mary Rose Evans, Commissioners Kim McGee, Lyle Janes, Paul Amshoff, Mara Cravens, Citation Officer Erich Kragel and City Clerk/Treasurer Pat Gould. Ethics Committee member, Jim Holland attended. Attorney Jennifer Hall attended. Visitor Yvonne Miles attended. Robert Ryan, CPA attended.

Paul Amshoff motioned to approve the minutes from the October 25, 2011 Board of Commissioners meeting; Kim McGee seconded. Motion carried unanimously.

Pat Gould presented the November 2011 vouchers. Lyle Janes motioned to approve the vouchers with the addition of vouchers to LG&E and Kim McGee (postage reimbursement). Mara Cravens seconded. Motion carried unanimously.

Erich Kragel gave the Citation Officer's report for October and November 2011.

The Audubon Park Police report for November 2011 was circulated for review.

Pat Gould gave the Treasurer's report. The Operating Funds and KMAP Funds accounts are reconciled through October 31, 2011. Mara Cravens motioned to accept the Treasurer's Report; Lyle Janes seconded; motion carried unanimously.

Pat Gould gave the Tax Collector's report, stating that approximately \$6,000 to \$7,000 in property tax revenue had been remitted during the month, and that approximately \$10,000 in insurance premium tax fees had been received for the quarter ended September 30, 2011. Pat stated that the insurance premium surcharge fees were above projected amounts. Pat reported that 2 business license applications and fees remained outstanding to date (Coker Optometry and HotHeads Salon). Mary Rose reported that she had visited Dr. Coker's office and they had only recently submitted their tax return for 2010. They were prepared to remit the business license fees due. Mary Rose will continue attempts to personally contact the owner of Hot Heads Salon. Jim Holland stated that Jackson Hewitt Tax Services was in operation. Pat will send the business license application and fee schedule. The documents had been held due to the receipt of notice of bankruptcy. Pat will research the City's Code of Ordinances to address delinquent business licenses.

The website traffic report was not available.

Mayor's Message: Mary Rose reported that Chief Reasor is retiring from the Audubon Park Police Department. Major Jeff Cox will assume the leadership position at December 14, 2011.

Due to the Federal Government's interpretation of regulations associated with eligibility, the sound insulation program has stalled. Previous studies and subsequent reports had indicated that being in the 65dnl was sufficient to warrant a property eligibility for sound insulation. The Federal Government is considering requiring the sound level inside a home must be 45dnl to qualify for sound insulation. Funds are being held for the current phase of the sound insulation program, which includes approximately 120 homes and extends from the airport north to Hess Lane.

Visitors' Comments:

Jim Holland inquired as to whether the City should request a disclaimer on the Parkway Village Facebook page, that it is not affiliated with City Government. Yvonne Miles stated that she would add a disclaimer to that effect.

Old Business:

A revised Nuisance Ordinance was distributed for review and discussion. Mary Rose and Attorney Jennifer Hall made some changes to the document distributed at the October meeting. Mary Rose proposed that a motion be made for a summary first reading of the Nuisance Ordinance, allowing for additional changes before finalization. Lyle Janes motioned to have Attorney Jennifer Hall give a summary first reading of the Nuisance Ordinance allowing for establishment of a nuisance code, changes in enforcement from criminal to civil, and associated penalties. Paul Amshoff seconded; motion carried unanimously. Attorney Hall gave a summary first reading of the Nuisance Ordinance 2011-01.

The City will need a procedures manual to facilitate enforcement of the Nuisance Ordinance. The Commission will consider having the procedures manual in place prior to passage of the Nuisance Ordinance.

Robert Ryan, CPA, reported on the fiscal year 2011 audit. Copies had been mailed to the Post Office and were not available for the Commission's review. Mr. Ryan stated that he had given a clean, unqualified opinion for the year ended June 30, 2011. Journal adjustments post-year end will be made to CD interest and depreciation. Mr. Ryan reported a deficiency due to one employee handling cash, but noted that proper oversight by the Commission was in place. The required opinion letter and financial statements will be published within thirty days of the Commission's acceptance of the audit. Three copies of the audit will be submitted to the Department for Local Government in Frankfort prior to February 1, 2012, and the Uniform Financial Information Report (UFIR), completed by Mr. Ryan, will be filed in Frankfort prior to May 1, 2012.

Lyle Janes reported that the sign inventory would be available at the December 2011 Commission meeting. Mara raised the question as to the appearance of the City's signage, many signs per pole creating a totem effect. Once the inventory is completed, the Commission will consider options to improve readability and placement.

Mara has not found signage for Village Green Park that skateboards and bicycles are not allowed in the park other than on the paved roadway. She will continue to seek vendors and prices for the signage and will price round gravel or an alternative for the playground.

The Cable Franchise Ordinance was available for review. The Commission will not proceed with passage of the ordinance pending the outcome of Metro Louisville's cable franchise negotiations with Insight Communications and Time Warner.

Mayor Evans distributed copies of some thoughts and information on lowering the speed limit in Parkway Village. After final discussion, Mayor Evans called for a vote by the Commissioners on whether to make any changes to the speed limit in the City of Parkway Village. The Commissioners voted to retain the current speed limit of 25mph throughout the City. The Mayor and Commissioners recognized and acknowledged Linwood residents concerns about speed and traffic on their street but concluded that action to change traffic speed was not warranted at this time as demonstrated by the two speed studies conducted by Audubon Park Police and the consultant engaged by the City and the fortunate lack of incidents occurring on Linwood.

Mary Rose will meet with the new Audubon Park Police Chief and request additional patrols on Linwood Avenue and Packard Avenue. She will also invite Major Cox to attend the January 2012 meeting.

Mara Cravens motioned to adjourn; Lyle Janes seconded; motion carried unanimously. Meeting adjourned at 7:42pm.

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Patricia Gould, City Clerk/Treasurer

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Mary Rose Evans, Mayor

Minutes  
Board of Commissioners Meeting  
City of Parkway Village  
December 27, 2011

Roll Call: Present were Mayor Mary Rose Evans, Commissioners Kim McGee, Lyle Janes, Paul Amshoff, Mara Cravens, Citation Officer Erich Kragel and City Clerk/Treasurer Pat Gould. Ethics Committee member, Jim Holland attended. Attorney Jennifer Hall attended.

Mara Cravens motioned to approve the minutes from the November 27, 2011 Board of Commissioners meeting; Paul Amshoff seconded. Motion carried unanimously.

Pat Gould presented the December 2011 vouchers. Mara Cravens motioned to approve the vouchers Paul Amshoff seconded. Motion carried unanimously.

Erich Kragel gave the Citation Officer's report for December 2011. Pat stated that a digital camera had purchased for the Citation Officer's use.

The Audubon Park Police report for December 2011 was circulated for review.

Pat Gould gave the Treasurer's report. The Operating Funds and KMAP Funds accounts are reconciled through November 30, 2011. Kim McGee motioned to accept the Treasurer's Report; Mara Cravens seconded; motion carried unanimously.

Pat distributed the bound copies of the audited financial statements for the fiscal year ended June 30, 2011. Paul Amshoff motioned to accept the auditor's report.; Mara Cravens seconded; motion carried unanimously. Pat will mail the required financial information to property owners within thirty (30) days as required by Kentucky statute.

Pat Gould gave the Tax Collector's report stating that approximately \$19,000.00 in property tax revenue had been remitted to date, approximately 40% of the total discounted tax. Pat reported that Coker Optometry had contacted the City and advised that their 2010 taxes had been filed at October 15, 2011, and that they were remitting the business license fee due, along with a letter requesting abatement of penalties due to their extension to file taxes. Mary Rose will continue attempts to personally contact the owner of Hot Heads Salon. Pat Sent the business license application and fee schedule to both Jackson-Hewitt and Clooney Law Office, both of which are conducting business in Parkway Village.

The website traffic report was circulated for review.

Mayor's Message: Mary Rose received a letter from Magic Salt addressing the added benefits of their product.

The nuisance ordinance was tabled until the January 2012 meeting.

Visitors' Comments: none

Lyle Janes reported that Best Stamp will measure the City's street signs and provide a quote. Lyle will also request a quote from Safe-T-Co. There are twelve (12) stop signs in need of replacement due to graffiti; there are ten (10) street signs either missing or damaged; there are two (2) "Children Playing" signs in need of replacement. There are Children Playing signs in the City's inventory. The dates to comply with retroreflectivity requirements have been moved into the future; however, as City signage is replaced, it will conform to the new regulations.

The Cable Franchise was discussed. Mary Rose suggested the Commission could either do nothing and possibly lose the free internet access for the City website and business needs, and possibly risk access to customer services and other cable-related resources; or, the Commission could sign a one-year extension which would be transferrable if the cable-related services were purchased by another entity. Kim McGee motioned to approve a one-year extension with Insight or its assignee and that Mayor Evans sign an agreement with Insight Communications; Lyle Janes seconded; motion carried unanimously.

Mary Rose has placed a call to the new Audubon Park Police Chief and will discuss additional patrols on Linwood Avenue and Packard Avenue, and the increased graffiti in the City. She will also invite Chief Cox to attend an upcoming meeting.

Mara will meet with Best Stamp on Thursday, December 29, 2011, to discuss “No Skateboards/No Bicycles/No RollerBlades” signage for Village Green Park.

Pat reminded everyone that the annual City Day/Night in Frankfort will be held on February 1, 2012, providing an excellent opportunity to network with City officials from across the Commonwealth and legislators.

The Commission discussed installing webcams in Village Green Park. Paul stated he would contact some companies for pricing and to request a presentation at a future Commission meeting.

Paul Amshoff motioned to adjourn; Mara Cravens seconded; motion carried unanimously. Meeting adjourned at 7:21pm.

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Patricia Gould, City Clerk/Treasurer

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Mary Rose Evans, Mayor