Meeting Minutes

Board of Commissioners

City of Parkway Village

November 26, 2019

Mayor Paul Amshoff called the meeting to order at 6:30 p.m. at Audubon Park City Hall, 3340 Robin Road.

Roll Call: Present were Mayor Paul Amshoff, Commissioners Tabitha Birchum, Mary Rose Evans, and Meredith Rubin; City Clerk/Treasurer, Pat Gould. Commissioner Mara Cravens was absent

Visitors: Audubon Park Police Sergeant, Scott Barto, Verizon representatives Leonard Strickland, Julia Weigal, and Bryan Augustine

Mary Rose Evans motioned to approve the minutes from the October 22, 2019, Board of Commissioners meeting, Tabitha Birchum seconded. Motion carried unanimously.

Vouchers for November 2019 were distributed. A voucher will be processed from the KMAP account for a Saf-ti-Co invoice. Tabitha Birchum motioned to approve the vouchers; Mary Rose Evans seconded. Motion carried unanimously.

Visitor Comments:

Verizon representatives discussed the Verizon project in Parkway Village which includes installation of small cell towers (as opposed to 300’ towers). The project is part of the plan to satisfy the needs of wireless demand and provide 5g network services. They noted the new installations were necessary as the LG&E poles were at capacity.

Sergeant Scott Barto informed the Commission that six parking and six traffic citations had been issued, along with two notices. There were three reports of criminal activity, one arrest for warrants, and one reported theft.

The Citation Officer’s report was unavailable.

Pat gave the Treasurer’s report stating that the Operating and KMAP accounts were reconciled through October 31, 2019. The Stock Yards Bank & Trust statement was available for the Commission’s review. Tabitha Birchum motioned to accept the Treasurer’s report, Meredith Rubin seconded. Motion carried unanimously.

Pat presented two quotes for the City’s 2019 fiscal year audit. Brian Cobb of Stuedle CPA firm’s bid of $5,800 was rejected in favor of Goforth and Herron, who bid between $3,500 and 4,000. Tabitha Birchum motioned to accept the Goforth and Herron bid, Mary Rose seconded. With approval for Mayor Amshoff to sign the engagement letter, the motion carried unanimously.

Pat published the required notice in The Courier-Journal as per KRS for the FY17 audited financial statements within 30-days of the September 2019 meeting.

Pat gave the Property Tax Collector’s report stating that liens could be placed on properties with outstanding taxes due as the City records have been retrieved from the auditor. As requested by Mayor Amshoff, Pat had a property tax lien report, and a verbal account of outstanding business license applications and fees due for the Commission’s review. Pat is awaiting Attorney Olt’s letter to be mailed to business owners with outstanding business license filings. Tax year 2019 real property tax bills have been sent to escrow agents. Personal tax bills will be mailed to homeowners over the Thanksgiving day weekend.

Mayor’s Message: Mayor Amshoff reported that he had received the Cable Commission’s new franchise ordinance for review. Mary Rose stated that the Jefferson County League of Cities Cable Commission works on this for us. Pat will scan and send the ordinance to the Commissioners and Attorney Olt for review. Further discussion was waived to the January 2020 meeting.

Old Business:

Tabitha contacted Mr. Sang and received a quote of $300.00 to trim the Village Green trees. Paul asked if Tabitha would please see if any branches are rubbing the garage or gazebo. If not, please call Mr. Sang and advise our budget is limited to $200.00.

Tabitha talked with painter, Katrina Johanson about painting the Village Green Park sign. She will paint as soon as weather permits.

Tabitha stated that the 15% discount for the picnic tables was no longer available. She will contact other vendors and report at the January 2020 meeting.

Meredith talked to Oates Flag Company regarding replacement of the City banners. Fifteen banners will cost approximately $1,500.00 With the approximately $1,000 funds available in the LGEA account, the banners, the additional outlay is estimated at $500.00 – $700.00. Mary Rose motioned to allow for usage of LGEA funds and up to $700.00 for the banners; Tabitha seconded. Motion carried unanimously.

As relates to the adoption of the Audubon Park ‘parking on front lawns’ ordinance, Mary Rose will send Yvonne’s response to the Commission for review.

Mary Rose reported on the Preston Highway median project and the ‘Follow the Buffalo’ campaign. The project will include public art. As Parkway Village is managing the Median bank account and bookkeeping, Pat will pay the related invoices from the Median account as needed. Upon contacting KLCIS (KY League of Cities Insurance Services), Parkway Village has no insurable interest in the project and therefore does not need to carry additional insurance on the project.

Pat and Mary Rose told the Commission that the annual Jefferson County League of Cities dinner was excellent.

Discussion regarding City signage – some residents are not pleased with placement of new signage (i.e. No Parking on Grass).

New Business:

Paul informed the Commission that Santa would be coming through the City aboard Camp Taylor Fire Department’s newest fire engine on December 11, 2019.

There will be no December 2019 meeting of the Board of Commissioners. Pat will contact Assistant Chief Laun and request she place signage on the door on Monday, December 23, 2019, indicating same.

Tabitha Birchum motioned to adjourn the meeting; Mary Rose Evans seconded; meeting adjourned at 7:32 p.m.

Respectfully submitted:

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Patricia Gould, City Clerk/Treasurer Paul Amshoff, Mayor