

Meeting Minutes
Board of Commissioners
City of Parkway Village
March 26, 2019

Mayor Pro-tem Mary Rose Evans, called the meeting to order at 6:30 p.m. at Audubon Park City Hall, 3340 Robin Road.

Roll Call: Present were Commissioners Mary Rose Evans, Mara Cravens, and Meredith Rubin; City Clerk/Treasurer, Pat Gould. Commissioner Tabitha Bircham was absent. Mayor Paul Amshoff arrived at 7:30 p.m.

Visitors: Audubon Park Police Assistant Chief Teddy Laun

Mara Cravens motioned to approve the minutes from the February 26, 2018, Board of Commissioners meeting; Meredith Rubin seconded. Motion carried unanimously.

Vouchers for February 2019 were distributed. Meredith Rubin motioned to approve the vouchers for February 2019; Mara Cravens seconded. Motion carried unanimously.

Erich Kragel, Citation Officer, emailed the citation report to the Commission.

Assistant Chief Laun reported that three parking citations had been issued in February 2019, and a total of five incidents have been report year to date. The Sheriff's contact number will be published in the Spring 2019 newsletter.

Mara Cravens will check the Code of Ordinances for the parking violation verbiage ('grass' vs. 'yard'). The Commission discussed installing "No Parking on Grass" signage.

Mara suggested additional No Parking signage be installed for "Fire Lanes" and "2 a.m. – 6 a.m." restricted parking.

Assistant Chief Teddy Laun suggested signage be installed at Village Green Park stating that "You are Being Watched – Surveillance in Use". Attorney Olt will be contacted as to the legality of such signage. Teddy Laun will correspond with Attorney Olt with contact information for residents/owners with multiple outstanding parking citations.

New signage is needed for the sign on Packard Avenue that is black/white.

Pat Gould gave the Treasurer's report stating that both the checking and Road Fund accounts were reconciled through February 28, 2019. Mara Cravens motioned to accept the Treasurer's report; Meredith Rubin seconded; motion carried unanimously.

Pat gave the Tax Collector's report stating that approximately 85% of 2018 real property tax bill payments had been received and posted. Notices have been mailed to the approximately forty owners with outstanding taxes due.

Mayor's Message: None

Visitor Comments: None

Old Business:

Pat stated that she had begun the process of extracting City records that were no longer required to be kept in accordance with the Records Retention schedule. Those records will be destroyed.

Mara Cravens stated she has the Welcome booklet for new residents, but does not know when new residents relocate to Parkway Village. Meredith Rubin will include information about the Welcome Booklet and website information in the Spring 2019 newsletter.

Meredith Rubin has designed yard/campaign-style signage for Village Green Park regarding picking up pet waste. She will donate one double-sided sign to be installed in the Park. She will email the design to the Commission for review. She also suggested replacement of the park benches and picnic tables. Pat will order a replacement toddler swing from Bluegrass Recreation (no chains needed)

Pat stated there was a grant opportunity to obtain crumb rubber benches and tables. She will research grant criteria.

The Commission will hold a cleaning day at Village Green Park on Sunday, April 14, 2019, from 2:00 – 4:00 p.m. and advertise on the website and in the Spring 2019 newsletter. Everyone is welcome and encouraged to come out and help clean the playground area and equipment, plant flowers, lay mulch, and provide other cleaning services as needed. The date will coincide with Mayor Fischer's 'give-a-day' week of service. Paul and Meredith will contact professional pressure-washing contractors to pressure-wash the gazebo, picnic tables, and playground equipment. Mary Rose will donate lemonade. Pat will donate bottled water. Paul stated that stain for

the gazebo would likely cost less than \$200.00. Meredith Rubin motioned to expend up to \$750.00 for the pressure-washing and stain; Mara Cravens seconded; motion carried unanimously. Certificates of Insurance will be needed from the pressure-washing contractor.

Pat will provide Carbonite access information to the Commission in order that other(s) may add/edit files if Pat is unavailable.

Mr. Sang will schedule trimming of the trees in Village Green Park when his schedule allows.

The second summary reading of Ordinance 001, Series 2019, relating to a municipal agreement for a franchise with Verizon for their fiber optics project was waived to April 2019. Per Attorney Olt, a fee structure is being negotiated, but will not exceed 3%.

Passage of Ordinance 002, Series 2019, relating to repeal and replacement of Chapter 113 of Codified Ordinances regarding the imposition of fees on companies who issue certain insurance policies in the City became non-applicable as the Metro Louisville Council did not pass a fee increase.

Mara Cravens obtained an \$800 bid from Thomas Grundy for landscaping work on the planting area at Clarks Lane.

Mary Rose has talked with Luv It Landscaping about maintenance of the Preston Hwy businesses planting areas. They have offered to place mulch for \$260 and plant 13 ornamental grasses for \$280. Luv-it Landscaping will provide services for the work.

Pat forwarded contact information for C&W Services, the contractor for stopline striping, to Mara Cravens for follow-up and project scheduling. The project will be scheduled and completed as soon as possible.

The tree donated by EcoTech was planted in Village Green Park near the playground.

Thomas Grundy's contract for maintenance of Village Green Park for the 2019 season will be renewed. Pat will request an updated Certificate of Insurance (COI). The fence work has been completed.

Pat will order a second dogi-pot at a cost of approximately \$250.00, to be installed near the playground.

Mayor Paul Amshoff removed the broken swing at the park and will install the replacement swing upon delivery.

Meredith plans to deliver the Spring newsletter in early April 2019 in order that recipients know of the Give-A-Day Clean-Up at Village Green Park.

Pat presented a draft fiscal year 2020 budget for the Commission's consideration and discussion. The Commission will review and have further discussion in April.

New Business:

Paul will be negotiating the Audubon Park Police contract which will expire at June 30, 2020. He requested the Commissioner Mary Rose Evans assist with the negotiations. Paul is also working with Audubon Park to assist them with obtaining additional computers and telecommunications access to reduce their expenses.

Tabitha Bircham and Meredith Rubin suggested the Commission consider an Easter egg hunt in Village Green Park. They have found pricing of \$99.00 for 1,500 pre-filled eggs. Due to timing issues, the Commission will waive the event to 2020.

Mara Cravens motioned to adjourn the meeting; Meredith Rubin seconded; meeting adjourned at 8:12 p.m.

Respectfully submitted:

Patricia Gould, City Clerk/Treasurer

Thomas Amshoff, Mayor