Meeting Minutes

Board of Commissioners

City of Parkway Village

April 23, 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 Bircham, Mary Rose Evans, Mara Cravens, and Meredith Rubin; City Clerk/Treasurer, Pat Gould.

Visitors: Audubon Park Police Assistant Chief Teddy Laun, residents Nathan Baldwin, Michelle Giralico, and Bill Tuttle

Mary Rose Evans motioned to approve the minutes from the March 26, 2019, Board of Commissioners meeting; Meredith Rubin seconded. Motion carried unanimously.

Vouchers for April 2019 were distributed. Mara Cravens motioned to approve the vouchers; Tabitha Bircham seconded. Motion carried unanimously.

The citation report was unavailable.

Assistant Chief Laun reported crime was extremely limited during March and April 2019.

Visitor Comments: Mr. Baldwin requested the Commission consider options for overnight parking in the City by residents’ guests. Assistant Chief Laun stated that the Audubon Police would honor requests made to the department for citation waivers if the residents phoned the office to advise of overnight guests. The discussion will be continued with the possibility of issuing parking permits to City residents.

Mr. Tuttle stated his concerns for the large tree in the cemetery with a rotted area. He is concerned that the tree may fall on his property. Pat will provide the cemetery contact information to him for follow-up.

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.

Pat Gould gave the Treasurer’s report stating that both the checking and Road Fund accounts were reconciled through March 31, 2019. Tabitha Bircham motioned to accept the Treasurer’s report; Meredith Rubin seconded; motion carried unanimously.

Pat gave the Tax Collector’s report stating that approximately 25 2018 real property tax bill payments remained outstanding.

Mayor’s Message: Mayor Amshoff stated that the park clean-up day was very successful. Tabitha and Meredith are finalizing the staining of the gazebo.

Old Business:

Tabitha reported that she contacted both the Health Department and Animal Control regarding the stray cats in the City.

The Commission discussed replacing the rubber mulch in the playground with a spongy material. Tabitha will obtain quotes.

Pat stated that she is continuing the process of extracting City records that were no longer required to be kept in accordance with the Records Retention schedule.

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. Tabitha will contact LimbWalkers, an arborist, to inspect the tree. Visitor, Mr. Baldwin, requested the arborist be asked about treatments to save the tree and the City’s canopy.

Pat reported that Charles Veeneman, the auditor, plans to presents the fiscal year 2017 audit at the May 2019 meeting.

Tabitha and Meredith have obtained information and costs for new park benches/picnic table(s). They will research the impact of weedeaters on the crumb rubber material. They requested an additional $3,000 be input to the fiscal year 2019-20 budget for this expense.

Meredith also requested funding in the budget to cover printing costs of the Welcome Booklet.

The Commission discussed publishing OpEd articles in the City’s newsletter and decided to not allow such articles as they are opinion-based.

Pat will provide our website domain to Meredith as she would like to consider switching providers and format.

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 May 2019. Per Attorney Olt, a fee structure is being negotiated, but will not exceed 3%.

Mary Rose stated that Luv It Landscaping has completed the landscaping work on the Preston Hwy median and that donations were being collected for maintenance.

The Commission is considering options for cleaning the planting areas along Preston near Clarks Lane, including placing mulch.

Mara is waiting for C&W Services, the contractor for stopline striping, to contact her regarding scheduling and project completion.

The Commission reviewed and discussed the draft fiscal year 2020 budget. The Commission will continue to review and have a summary first reading in May 2019.

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.

New Business:

Assistant Chief Laun will prepare wording for the Code of Ordinances related to parking on front lawns to define grass versus concrete/gravel pads.

The Commission discussed offering an amnesty period for those with outstanding parking citations to pay before further penalties are assessed.

Mara will ask Andrew at Saf-ti-Co if the distance between the City’s Fire Lane signs is appropriate. She also requested the Commission consider adding ‘No Parking on Grass’ signage and replacement of the black/white street signs. In addition, several stop signs are loose. Mara will ask Saf-ti-Co to secure them.

There is graffiti on several signs throughout the City that needs to be removed.

The Commission discussed having the easement between Linwood Ave and Melford Ave cleaned at a cost of approximately $200.00.

Pat reported that she had contacted LG&E about streetlight outages in the City.

Tabitha Bircham motioned to adjourn the meeting; Mara Cravens seconded; meeting adjourned at 8:03 p.m.

Respectfully submitted:

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Patricia Gould, City Clerk/Treasurer Thomas Amshoff, Mayor