Meeting Minutes

Board of Commissioners

City of Parkway Village

July 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, and Meredith Rubin; City Clerk/Treasurer, Pat Gould. Commissioner Mary Cravens was absent.

Visitors: Audubon Park Police Assistant Chief Teddy Laun, residents Jarvis Rice and Yvonne Miles

Tabitha Bircham motioned to approve the minutes from the June 25, 2019, Board of Commissioners meeting, and the public hearing minutes from regarding fiscal year 2020 use of KMAP funds and the proposed real property tax rate; Meredith Rubin seconded. Motion carried unanimously.

Vouchers for July 2019 were distributed. Mary Rose Evans motioned to approve the vouchers; Tabitha Bircham seconded. Motion carried unanimously.

Assistant Chief Laun reported that there were two case reports in July 2019 – one for terroristic threatening and the other for a burglary on Clarks Lane in which the suspect was apprehended. She reported that ‘door checkers’ were out and about searching for unlocked vehicles. Tabitha Bircham stated that a Perennial Drive resident’s car had been broken into.

Auditor Charles Veeneman gave a draft presentation of the fiscal year 2017 audit. He advised that he had applied a 10% to the invoice due to the delay in finalizing the audit. He reported that the audit balances had been adjusted for accruals, both revenue and expense. He stated that significant findings were that property and equipment constituted a large part of the City’s assets. He brought the Commission’s attention to the Schedule of Findings and Responses. The three findings included 1) a lack of segregation of duties; 2) Insufficient controls over revenues; 3) Budgeted expenses exceeded. In response to Finding 1), as recommended, the Clerk/Treasurer will bring monthly bank statements to monthly meetings for the Commission’s review. Pat will post all property tax payments and dates to the PVA Excel spreadsheet. Pat will reconcile insurance premiums taxes with a report available from the Department of Insurance. In response to Finding 2), as recommended, Pat will provide a dated schedule of revenues for the Commission’s review and monitoring. In response to Finding 3), as recommended, the Commission will amend the budget when actual expenses are expected to exceed budgeted expenses.

Mr. Veeneman stated that the Kentucky Department Government was implementing changes to the requirements for audits in even-numbered years. He also advised that the UFIR (Uniform Financial Information Report) could be filed without a completed audit in odd-numbered years.

Mr. Veeneman advised that the LGEA (Local Government Economic Assistance) program will no longer be funded and recommended the City close the account and use the funds for applicable expenses.

Mr. Veeneman discussed the audited balance sheet and the profit/loss statement with the Commission.

Items needed to finalize the fiscal year 2017 budget are as follows:

* Schedule of property taxes owed at 06/30/2017
* Finalizeded attorney letter
* Finalized management letter

Pat gave the Treasurer’s report stating that the Operating and KMAP accounts were reconciled through June 30, 2019. The Stock Yards Bank & Trust statement was available for the Commission’s review.

Pat gave the Property Tax Collector’s report stating that liens will be placed on properties with outstanding taxes due in early August 2019. As requested by Mayor Amshoff, Pat will prepare a property tax lien report for the Commission’s review.

Mayor’s Message: Mayor Amshoff requested that audit recommendations regarding checks and balances for internal controls be added to the August agenda for further discussion.

Visitor Comments:

Yvonne Miles asked the Commission about an updated Welcome booklet for new Parkway Village residents. Commissioner Meredith Rubin stated that she had created a new booklet and will deliver it to new residents upon notification.

Jarvis Rice asked the Commission to consider speed humps on Linwood Avenue. Due to the City’s ‘home rule’ status, a study would not be required as was done in the past. Yvonne Miles stated she still has the list of residents in favor of having speed humps installed. Commissioner Mara Cravens will be asked to research types, costs, as well as impacts to snow removal efforts, first responders, and liability issues due to vehicle damages.

The citation report was unavailable.

Old Business:

The discussion on succession planning was waived to August 209. Pat will bring the spreadsheet outlining duties of the Clerk/Treasurer and Property Tax Collector for the Commission’s review.

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

The Commission waived discussion of offering an amnesty period for those with outstanding parking citations to pay before further penalties are assessed. The Commission waived discussion regarding possible permits for City residents for parking on streets between 2:00 a.m. and 6:00 a.m.

Assistant Chief Laun provided Audubon Park verbiage defining ‘parking on front lawns’ for the City’s Code of Ordinances.

The proposed 10% increase in the City Clerk/Treasurer/Tax Collector’s salary was waived to August 2019.

LuvIt Landscaping changed the landscaping in front of the businesses on Preston Hwy near Clarks Ln from grasses to roses at no additional cost to the City.

New Business:

The annual city-wide yard sale will be held Friday, September 13, and Saturday, September 14, 2019. Pat will advertise in The Courier-Journal prior to the event and on Craigs List.

The annual City picnic date was changed to Sunday, October 6, from 12:30 – 2:30, in Village Green Park. Tabitha offered to do facepainting. There will be hotdogs, snacks, lemonade, cookies, water. The Camp Taylor Fire Department will be contacted about bringing a truck to the event. Audubon Police will be contacted about providing a cruiser. Paul will contact Buechel EMS about having an ambulance onsite.

Mary Rose Evans motioned to adjourn the meeting; Tabitha Bircham seconded; meeting adjourned at 7:50 p.m.

Respectfully submitted:

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Patricia Gould, City Clerk/Treasurer Paul Amshoff, Mayor