Meeting Minutes

Board of Commissioners

City of Parkway Village

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

Visitors: Audubon Park Police Assistant Chief Teddy Laun, resident Jarvis Rice

Tabitha Bircham motioned to approve the minutes from the July 22, 2019, Board of Commissioners meeting, Mary Rose Evans seconded. Motion carried unanimously, with a correction to Commissioner Cravens name misspelling.

Vouchers for August 2019 were distributed. Mara Cravens motioned to approve the vouchers; Mary Rose Evans seconded. Motion carried unanimously.

Assistant Chief Laun reported on a mentally disabled individual who threw rocks at a car and was arrested. She also reported on an auto theft by an auto center employee. She reported on persistent issues related to car break-ins of unlocked vehicles. All were invited to ‘Cookout with Cops’ at 6pm on Wednesday, August 27, 2019. There were five parking citations issued, 183 business checks, and 17 house checks in August 2019.

Erich Kragel emailed the Citation Officer’s report to the Commission and gave the report verbally. He has sample letters to be mailed to homeowners regarding grass cutting and junk removal. The letters will be emailed to Attorney Olt for his opinion, then be sent certified. If grass required cutting by Parkway Village, Erich will contact Thomas Grundy. Tabitha will provide contact information. He will send letters to homeowners responsible for maintenance of the easement between Melford Ave and Linwood Ave, and between Reading Rd and Linwood Ave. Erich requested that a replacement Waste Management receptable be acquired. Mary Rose will contact Waste Management.

Pat gave the Treasurer’s report stating that the Operating and KMAP accounts were reconciled through July 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 as soon as the City records are retrieved from the auditor. As requested by Mayor Amshoff, Pat will prepare a property tax lien report for the Commission’s review. Pat will send a sample letter to Attorney Olt to be mailed to business owners with outstanding business license filings. Pat will bring a listing of business licenses to the September 2019 meeting.

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:

Jarvis Rice asked the Commission about reconsideration of 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. Paul reported that he had spoken with Thomas Grundy about snow removal impacts and was informed that the City should not purchase ‘bolt-down’ humps, but he would still plow. The cost per speed hump is estimated at $1,200 - $2,200 for the asphalt work, exclusive of paint and signage. Mary Rose added that studies report excess noise at speed hump locations, and that the Dept of Transportation reports that vehicles tend to speed up after crossing a speed hump. Mary Rose will follow-up with the KLC regarding any impacts to the City’s insurance coverages. The City requested that homeowners be polled on Linwood Ave regarding their interest in speed humps. The City requires that 80% of the homeowners’ signatures must be acquired for additional consideration.

Old Business:

In response to the auditor’s findings: Finding 1), as recommended, the Clerk/Treasurer will bring monthly bank statements to monthly meetings for the Commission’s review. In addition, Commissioner Mara Cravens will review the monthly bank statements, reconciliations, and vouchers. 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.

The discussion on succession planning was waived to September 2019. 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.

Paul will contact Thomas Grundy about spraying the vegetation along the businesses at Preston and Clarks Ln for weeds.

Tabitha Bircham motioned to approve the proposed 10% increase in the City Clerk/Treasurer/Tax Collector’s salary in fiscal year 2020, retroactive to July 1, 2019, followed by an annual cost of living raise in future years; Meredith Rubin seconded; motion carried by majority vote. Mara Cravens voted nay.

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. Pat will bring chips, water and hotdogs, Mary Rose will bring veggie dogs, lemonade and cookies. The Camp Taylor Fire Department will bring a truck to the event. Audubon Police will be contacted about providing a cruiser. Paul will contact Buechel EMS about having an ambulance onsite. Ken White will be contacted about providing DJ services. Laminated signage will be placed near Village Green Park.

Mara Cravens motioned to adjourn the meeting; Tabitha Bircham seconded; meeting adjourned at 8:21 p.m.

Respectfully submitted:

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Patricia Gould, City Clerk/Treasurer Paul Amshoff, Mayor