

Council Meeting Minutes

August 15, 2016

The regularly scheduled meeting of the City Council of Audubon Park was held on Monday, August 15, 2016 at 3340 Robin Road with the following present: Mayor Dorn Crawford and Councilors Darrell Shelton, Tony Williams, Laura Stevens, Drew Perkins, Nancy Zinner and Joanne Bader. Also present were Chief of Police Douglas Sweeney, City Attorney Steve Emery, bookkeeper Susan Gordinier, City Engineer Brad Derrick, and City Clerk Janette Mercer.

Call to Order

Mayor Crawford called the meeting to order at 7:00 PM. He opened the floor for public comments.

Opening Public Comments

Laura Jones, 3118 Eagle Pass – Ms. Jones is the chair of the Parks and Recreation Board. She expressed that the Parks and Rec Board has 2 missions – providing great events, and opportunities to enhance the parks. She noted that the board wants to keep money aside for a rainy day and for some park enhancements, and would like some direction from the City's leadership. The Mayor opened the floor for questions, reminding everyone that there is place on the agenda for Parks and Rec Board discussion.

Amy Shelton, 933 Dove Lawn – Ms. Shelton said that she has prepared some information, suggestions and ideas to share with the Council and Mayor.

Attorney's Remarks

Mr. Emery noted that the final brief on the Reesor 1 appeal has been filed. The first brief on the Reesor 2 case has been filed. Mr. Mando and his group have about 50 days to prepare a response to the Reesor 2 case. He noted that the airport authority appeal brief is due around the 26th of August. Mr. Emery stated that the Kentucky League of Cities is disputing coverage on the Reesor 1 case.

Tony Williams asked Mr. Emery what will be the process for filling open seats on the Council. There are only 4 candidates filed for the 6 seats open. Mr. Emery stated that there can be write-ins; however, unlike previous years, they must register as a write-in. If those 2 seats remain vacant, then the new council has 30 days to fill those vacancies; if they do not accomplish that, then it will go to the Governor for appointment.

Mr. Williams asked if there is money left at the end of the fiscal year, does the council have to set up a contingency reserve fund by ordinance. Mr. Emery answered no, it is considered carry-over. Discussion followed about carry-over money and reserve funds.

Public Safety

Chief Sweeney covered the police report. He noted there are personnel changes. Tim Snook will be going back to Metro and Larry Singleton was introduced at the last meeting. Donnie Able, who was also introduced previously, will start training next week. The police report is included as part of these minutes.

Financial Report

The Mayor presented the financial report and opened the floor for discussion.

Tony Williams asked about the overage of \$13K on the Motor Vehicle Property tax revenue. Mayor explained that there was one \$3,600 entry that was keyed to this account that should not have been and will be corrected, however the rest is unforecast increase.

Joanne Bader asked about the property taxes for 2017. She noted that it is almost \$23K below budget, does that still remain to be collected? The city clerk answered yes.

Joanne Bader asked about the \$200 shortfall on Contract Police Services – Audubon Hospital. The Mayor explained that the contract was invoiced at \$1400 a month and the annual would be the \$16,800. It makes it cleaner, just to bill \$1,400 a month instead of \$1,416.67 monthly to reach \$17,000. The chief added that the contract has been upped to \$1,500 a month for the coming year, to total \$18,000.

Joanne Bader made a motion to accept the financial reports. Laura Stevens seconded, and the motion passed unanimously. The financial report is included as part of these minutes.

Parks and Recreation Board Report

Mayor Crawford noted the Park and Recreation's written report, and opened the floor for questions.

Joanne Bader asked if there is a certain amount that the board wants to keep in reserve and everything over and above that they want to spend on park enhancements. Laura Jones replied yes, that they would like to see approximately \$5,000 in reserve. Joanne Bader asked if they have a list of priorities for the park enhancements. Ms. Bader asked do the residents know what their donations are going towards. Ms. Jones stated that the donation jars indicated enhancements and beautification of the parks.

Amy Shelton added that the sponsorship form clearly states that it is to support the event and to enhance the beauty of the parks. Ms. Shelton is also preparing a budget proposal that would amend the Parks and Recreation line items of the current budget to reflect revenue as \$19,900 and expenses of \$19,900 for a balanced budget. They would like their budget to be set up with 2 categories to help keep things transparent. The first category should be Event Revenue/Event Expenses, and the second Parks Revenue/Park Expenses. Ms. Shelton noted that they would like for the roll over money of \$9,860.97 from last year be put into a rainy day fund; based on her accounting experience she feels the rainy day fund should be restricted. There were lengthy conversations about the restricted funds and how it would be set up, whether it would require a separate bank account from general funds, who would have oversight. The Mayor stated that he is working with the auditors to obtain an answer on how to handle roll over funds. The Council asked if the bookkeeper could call and arrange a meeting with the auditors to settle the question. Susan agreed to inquire.

Tony Williams suggested that the City needs to have a Fund Balance Policy and that should solve the issue with roll over money. There were a couple of main issues that were discussed. One of the issues, was that proceeds from the events stay with the Parks and Recreation Board's suggestions, which is guided by the resident's donations, and if those funds could be restricted as the funds roll from one fiscal year to the next. The other was all financial transactions should go through city hall.

Board member Daniel Stephen asked what problems the Mayor has with restricted funds. Mayor Crawford stated he just wanted to be sure that we have complete information if we decided to do something like a restricted fund. Mr. Stephens stated that he does not feel confident to ask for donations until the city does something like a restricted fund, that he will have to back away from fund raising.

Laura Stevens summarized the issues discussed:

1. Carry-over amounts and how to account for them throughout the budget. (not just pertaining to event funds)
2. Need to reconcile a set of expenses for an event.
3. Look at the current fiscal year's budget and the need to amend the revenue and expenses based on new information.
4. Does the City need to establish a Fund Balance Policy?

The Mayor and Council agreed that this was an accurate account of the issues to address with the auditors.

Drew Perkins noted that the city is behind and supports the Park and Recreation Board's efforts.

Darrell Shelton asked if an advance meeting with auditors would be a special session, and what will be the format of this meeting. He stated that he prefers for it to be a face-to-face meeting. Laura Stevens stated that she feels that it should be a special session, since there are only four months left in this Council's term and this should be resolved with this Council.

Amy Shelton stated that she will not continue to be part of the Board if it takes four months.

The Parks and Recreation Board's report is included as part of these minutes.

Engineer's Report

Mr. Derrick reported on the progress on the entrance columns and acknowledged the need to get a detail quote on the electrical work for the columns as well as the extra ground lighting and electrical outlets. There was discussion of the appearance of the columns, timelines and the cost of the electrical work.

Drew Perkins asked if there was going to be any more paving. Mr. Derrick noted that it is still on his list.

Forest Board Report

The Mayor noted the Board's written report. Joanne Bader wanted to be sure that the Mayor will advise AT & T that the cost of the damage caused by their contractors will be passed to them. Tony Williams expressed his disappointment that this is the first notice of the work day in Henderson Park. He feels that should be plenty of notice so that more people will participate. There were several comments about the work days in the park. The Forest Board report is included as part of these minutes.

Unfinished Business

The Mayor presented the July 18, 2016 meeting minutes for approval. Joanne Bader made a motion to approve the minutes. Drew Perkins seconded. Joanne Bader offered two corrections. The motion passed with the 2 corrections unanimously.

Laura Stevens covered the action items, with reference to earlier discussion.

Tony Williams asked about the chair of the Code Enforcement Board running for Council. He also stated that there were other vacancies, and proposed an advertisement to solicit for these positions. There were suggestions to include this in the City's newsletter. He also wants to address the recodification of the ordinances, employee handbook and a new resident package.

New Business

The Mayor noted that we have closed and received the first payment on the bond for the Roman Catholic Bishop of Louisville.

Mayor's Report

The Mayor noted that we will need to continue to monitor the transition of dumpster and large recycling carts for the multi-family units. Darrell Shelton asked about the recycling carts for the 920 apartment complex – that those are running over, and does there need to be some education to better that situation.

The Mayor noted that he would like to set some dates to meet and work on the revised Forest Code. He asked Darrell and Drew if during the day would work the three agreed it would and they would set some dates.

Darrell Shelton noted that there is a joint venture of the county waste management district and Metro Public Works. The two entities have hired a consultant group to conduct a ten-year feasibility study. The consultants are looking at how to handle solid waste and exploring options for the future. Mr. Shelton stated that the city is invited to attend an orientation meeting scheduled for Tuesday, August 23, 2016.

The Mayor gave an update on the AT&T fiber optic project and the Google fiber optic project.

Closing Public Comments

The Mayor invited further public comments, and, hearing none, asked for a motion to adjourn.

Joanne Bader made a motion to adjourn the meeting. Tony Williams seconded, the motion passed unanimously.

The meeting adjourned at 9:18 PM

The next scheduled meeting is September 19, 2016.



Attested


Approved