



## City of Blue Ridge Manor Meeting Minutes May 23, 2016

### **NEXT MEETING DATE: JUNE 27, 2016**

The regular monthly meeting of the City of Blue Ridge manor was held on May 23, 2016 at the Middletown Fire Department, Division 2. The meeting was called to order at 7:00 p.m., Mayor Carla Kreitman presiding.

### **The following were present:**

Carla Kreitman, Mayor

Hans Klose, Mayor Pro Tem

Stan Chauvin, City Attorney

Bob Carter, Treasurer

Porter Lady, Commissioner

Art Sims, Commissioner

Ken Conliffe, Commissioner

Elizabeth McDaniel

Kevin Adams

Phyllis Santos

Sue Lentz

Karen Moriarity

### **Approval of March Minutes**

The Commission reviewed the minutes from the April meeting. Mayor Kreitman asked for any corrections or additions but there were none. Commissioner Lady moved that the minutes be approved as distributed; Commissioner Klose seconded the motion. The motion carried and the minutes were signed as presented.

### **Treasurer's Report**

Treasurer Bob Carter distributed an End of Month Report for April 2016. He noted that the city's insurance premium amount is the same as last year and that the cost is down significantly from previous years. Treasurer Carter said that Commissioner Klose noted an error in the Insurance Tax total before the meeting. The treasurer will amend the report, adding \$72 to that total. This will bring April's total Provision to Reserves to approximately \$900. Treasurer Carter said that he would reclassify that the My Favorite Muffin expense went towards a blood drive instead of a community meeting.

Commissioner Sims asked for clarification regarding a payment to a homeowner to honor their Homestead Exemption credit (that was not listed on their tax bill by mistake). After some discussion, the decision was made to keep the expense as is, since the End of Month Report clearly explains the expense and is consistent with past practices.

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### Treasurer's Report continued

Treasurer Carter distributed the Third Quarter Report.

Commissioner Porter Lady moved that the End of Month Treasurer's Report be approved with the noted corrections and the Third Quarter Report be approved as distributed. Commissioner Conliffe seconded the motion. The motion carried.

### New Business

**New Clerk:** Mayor Kreitman introduced Elizabeth McDaniel as the new Clerk, beginning July 1. The McDaniels have been residents of Blue Ridge Manor for 21 years. Ms. McDaniel will be taking minutes for the May and June meetings since Clerk Pat Karem Gramig is unable to attend. Clerk Gramig is currently training Ms. McDaniel and has suggested she visit another Home Rule city nearby to help get acclimated in her role.

### Old Business

- **Proposed Budget:** Mayor Kreitman distributed the Proposed FY 2016-2017 Budget for a first read:
  - Expenses have exceeded revenue for the past few years due to improvements throughout the city to the entrances, the park, signage, etc.
  - Possible expenses such as the addition of speed bumps and the registration fee for the Clerk's to attend the Kentucky League of Cities' conference have been added to this proposed budget.
  - Proposed expenditures are estimated according to the Auditor's recommendations. They are greatly reduced from last year due to the following:
    - An audit will not be required again until the 2017-2018 (a cost savings this next year of approximately \$10,000).
    - Major upgrades to the park are complete so the amount budgeted reflects costs for park maintenance/upkeep.
    - Whenever possible, expenditures have been brought in line with average historical spending in those categories (to provide the most realistic estimate).
    - No amount will be budgeted for contingencies; if an unexpected expense arises, the budget may need to be revised.

Mayor Kreitman asked for comments or questions on the proposed budget.

Commissioner Sims asked if the city's share of the cost for sidewalks should be listed as a capital expenditure, e.g., listed separately rather than under regular expenditures, set up in a new account in order to track depreciation, etc. Mayor Kreitman said that previous capital expenses have not required those separate processes but she will contact Auditor John McIntyre for guidance.

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### Old Business/Proposed Budget continued:

Commissioner Conliffe asked if the proposed property tax revenue reflected a reduction in the discount that city property owners receive for paying their property tax bills early and if the discount should be reduced since most property owners will have higher tax bills this year. After some discussion, Mayor Kreitman said that the property tax revenue is based on an average of the total amount collected in past years plus a 5% increase in revenue from the updated assessments (PVA's estimate). The payment discount is not factored into the total because just a portion of property owners pay their taxes early and there will likely be more residents eligible to receive the Homestead Exemption this year.

Commissioner Conliffe asked if the mayor or treasurer received a preliminary estimate from PVA of the percentage increase in taxes based on the recent assessments. Mayor Kreitman said that her contact at the PVA said Blue Ridge Manor could not receive a preliminary estimate of the total until the Commission submitted their approved ordinances. Some commissioners thought that Blue Ridge Manor should be able to receive the estimate before submitting the ordinances. Mayor Kreitman and attorney Stan Chauvin will ask their contacts at the PVA about this.

Mayor Kreitman asked the commission to propose the percentage discount that Blue Ridge property owners should receive for paying early. After discussing, the commissioners agreed that the discount should be reduced since 1) Blue Ridge has long offered a more generous discount than our neighboring cities and 2) reducing the discount will help the city meet its goal of bringing revenue back in line with expenditures. Commissioner Sims suggested the discount be reduced from 25% to 15% and all agreed.

Attorney Stan Chauvin submitted Ordinance No. 2 and No. 3. Mayor Kreitman read both ordinances including a 15% discount for early payment. Attorney Chauvin noted that Section 6 was added to Ordinance No. 2 at the request of the auditor. Mayor Kreitman will submit the ordinances and request a preliminary property tax estimate from the PVA.

### • **Community News/Events**

- **Blood Drive:** The Blood Drive held at the Middletown Fire Station Division 2 on May 21 secured 9 units; donations were likely lower due to cold and rainy weather that day. Another drive will be held in October.
- **Popsicles in the Park:** On Sunday June 5 from 6:00-7:00 p.m. neighbors will gather in Hardesty Park to share popsicles and welcome summer.
- **Junk Pick-Up Day:** Thursday June 9 is the next pick-up day for large trash items, furniture, etc.
- **Blue Ridge Newsletter:** Since the next newsletter will likely be distributed the first week of after the June Popsicle event and Junk Pick-up Day, a flyer will be distributed separately to alert residents.

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### Commissioner Reports

- **Art Sims - Public Safety:** No Report
- **Hans Klose - Public Property & Finance:** No Report
- **Porter Lady - Parks & Recreation:**
  - **Landscaping:** Commissioner Lady reported that landscaping plants were added to Hardesty Park and the entrances of Blue Ridge, Shelby Pointe and Dorsey Station before Derby and more were added today (May 23).
  - **Sign Maintenance:** Two light bulbs are out in the Blue Ridge sign and the contractor will be notified to fix.
  - **Hardesty Park Maintenance:** Due to the large amount of rain, extra work will be required in Hardesty Park to cover the wiring from the lighting installation, replace mulch and remove broken limbs. Three holly trees near the parking lot in the park are being replaced.
- **Ken Conliffe - Public Works & Sanitation**
  - **Yard Waste Containers:** Commissioner Conliffe received a request from Shelby Pointe condominiums for three additional containers for Yard Waste. He reviewed the contract with the waste removal vendor but it was not clear how many containers were delivered to each condominium community. Citizen Kevin Adams noted that Dorsey Village has extra containers. Commissioner Conliffe will confirm the number provided by the vendor and see if an exchange can be made between Shelby Pointe and Dorsey Village.
  - **Rosewood Request:** Phyllis Santos asked Commissioner Conliffe for an update on Rosewood's request/petition to Louisville Metro Planning & Zoning for their road to be declared public. Commissioner Conliffe said the documents and plat were submitted and that Attorney Jonathan Ricketts submitted them to the Planning and Zoning. Commissioner Conliffe said he had not been contacted for additional information and that he was not sure how long the review process would take.
  - **Easement:** Attorney Stan Chauvin said the easement request has been transferred to HUD's legal department and that he checks on it every week.
  - **Dumpsters behind Dorsey Plaza:** Citizen Kevin Adams notified the commission last month that vagrants are going through the dumpster behind St. Vincent DePaul and that large items/furniture are placed there for removal. Attorney Chauvin sent a letter on May 12, 2016 to the manager of the St. Vincent DePaul donation center and store in Dorsey Plaza. He did not receive a reply so he sent a copy of the letter to a supervisor over the St. Vincent DePaul Donation Centers in Louisville. If no reply is received, Stan Chauvin will submit an "open records' request" for a copy of their lease in Dorsey Plaza and review it before contacting the landlord.

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There being no additional business or discussion, Commissioner Lady made a motion to adjourn the meeting. Commissioner Klose seconded the motion; motion passed.

Respectfully submitted:

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**Elizabeth McDaniel, City Clerk**

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**Carla Kreitman, Mayor**