



## City of Blue Ridge Manor Meeting Minutes July 25, 2016

**NEXT MONTHLY MTG: 7:00 p.m. August 22, 2016 at Middletown Fire Dept, Division 2**

The regular monthly meeting of the City of Blue Ridge Manor was held on July 25, 2016 at the Middletown Fire Department, Division 2. The meeting was called to order at 7:00 p.m., Mayor Pro Tem Hans Klose presiding.

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

Hans Klose, Mayor Pro Tem  
Stan Chauvin, City Attorney  
Bob Carter, Treasurer  
Porter Lady, Commissioner  
Art Sims, Commissioner  
Ken Conliffe, Commissioner  
Elizabeth McDaniel, Clerk  
Phyllis Santos – Blue Rose Condos  
Sue Lentz – Shelby Pointe Condos  
Karen Moriarity – Blue Rose Condos

### **Approval of Minutes**

The Commission reviewed the minutes from the previous monthly meeting as well as the Special Meeting. Mayor Pro Tem Klose asked for any corrections or additions but there were none. Commissioner Lady moved that both sets of minutes be approved as distributed; Commissioner Sims seconded the motion. The motion carried and both sets of minutes were signed as presented.

### **Treasurer's Report**

Treasurer Bob Carter distributed the Fourth Quarter Report for FY 2015-2016, the End-of-Month Balance as of June 30, 2016 and the End of Month Report for June 2016. Mayor Pro Tem Klose asked if there were any questions or discussion. There being none, Commissioner Lady moved that the reports be approved as read. Commissioner Sims seconded the motion. The motion carried.

### **Business**

#### **Sad news regarding Mary and Mac Hardesty**

Long-time Blue Ridge Manor residents Mac and Mary Hardesty passed away in July. Mac Hardesty served as BRM City Commissioner then Mayor for many years. Mayor Hardesty died July 17, six days after his wife Mary passed away.

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### Kentucky Municipal Clerks Institute

Clerk McDaniel enjoyed attending KMCI in Lexington the week of July 18. She learned about city government operations and administration requirements. She enjoyed meeting and receiving advice from Clerks from throughout the Commonwealth.

### Newsletter

Clerk McDaniel relayed that the 2016 BRM summer newsletter has been published and included attestation of publication of the budget and tax ordinances. It is in the process of being mailed out to residents. Clerk McDaniel will go by Middletown Printing to pick up the extra copies.

### Update on the Blue Rose Condominiums' Proposal to Planning & Zoning

Commissioner Conliffe reported that the Planning and Zoning Commission denied the proposal. He said the proposal appeared to meet all the requirements but was likely a unique request. The Commission will meet next week and Commissioner Conliffe will attend the meeting to get more information.

### Update on Road Issues/Sidewalk

There is no official update on sidewalk construction but it appears to be nearing completion. The state will conduct another traffic study of the Shelbyville Road/Dorsey Lane area after all construction in the area is complete.

### Purchase of a New Computer

Treasurer Carter is in the process of ordering a new computer. He noted that it will need to be loaded with the required software (Windows, Office, QuickBooks, etc.). He had previously been using his personal computer for city business. This new computer will be the property of the City of Blue Ridge Manor for his use as Treasurer. He suggested the cost be paid using the city's credit card. Computer Tech Jason Crick will help get the new computer up and running.

Commissioner Sims asked how the files would be backed up and if cloud storage is used. Commissioner Klose, Treasurer Carter, and Clerk McDaniel noted that they each currently use USB or Jump Drives to back up their files each month.

### Standard Operating Procedures regarding Insurance Tax and Property Tax Collection

Treasurer Carter distributed draft SOP's regarding the collection of insurance taxes and property taxes. The Commissioners, City Attorney, and Mayor will review and report back if they have questions or concerns.

### Completion of Police Grant as required

Treasurer Carter noted that the Police Grant for 2016 had been submitted and the first payment has been received.

### Gate for Park

Commissioner Porter went to Tractor's Supply and selected a gate. He is discussing electronic options with Arrow Electric so that the gate may be operated manually and remotely.

Arrow Electric did complete all work regarding the lights in Hardesty Park (including covering the wiring trenches with mulch and soil). Commissioner Porter will send their payment and follow up about options for the park gate.

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Next Event: End of Summer Picnic

The Picnic will be held Saturday August 27. Residents will "BTOB" (bring their own baskets). The city of Blue Ridge Manor will provide watermelon.

**Commissioner Reports**

**Art Sims - Public Safety:** Commissioner Sims has heard that thefts have increased in St Matthews in the past month or so. Commissioner Conliffe said he had heard the same about the Highlands. Commissioner Sims cautioned that residents should lock their vehicles, keep any valuables in vehicles hidden or in the trunk, and to be sure to close their garage doors in the evening.

**Hans Klose - Public Property & Finance:** No Report

**Ken Conliffe - Public Works & Sanitation:** Commissioner Conliffe noted that garbage pick-up has been running smoothly.

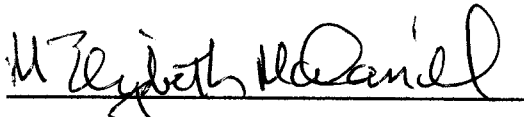
Commissioners Conliffe and Sims are looking into placing removable plastic speed bumps the next time the city roads are paved to see if they can help reduce speeding in the neighborhood.

Commissioner Conliffe noted that the condo group that needed extra receptacles for yard waste was able to get them from a neighboring condo group.

**Porter Lady - Parks & Recreation:** The large tree in the middle of the park needs to be treated. New mulch is being spread at the park. The lower end of the park is nearly done. Blankenship will be back again soon. They have been delayed due to a death in the family.

There being no additional business or discussion, Mayor Pro Tem Klose made a motion to adjourn the meeting at 7:47 p.m. Commissioner Conliffe seconded the motion; motion passed.

Respectfully submitted:



**Elizabeth McDaniel, City Clerk**



**Hans Klose, Mayor Pro Tem or**

**Carla Kreitman, Mayor**

## PROPERTY TAX COLLECTION SOPs

Treasurer will draft proposed budget with estimated property tax receipts and present to Mayor and City Commission in public meeting.

City Commission adopts fiscal year budget and tax ordinance.

City Attorney publishes adopted budget and tax ordinances.

City Clerk forwards approved property tax ordinance to Property Valuation Administrator.

Property Valuation Administrator forwards all property tax bills and tax rolls to City Clerk.

Treasurer buys 400+ postage stamps and window envelopes to prepare for tax bill mailings.

City Clerk and Treasurer mail individual tax bills to each owner of record at listed address (as recorded by Property Valuation Administrator). Tax bills include Return address as 10000 Shelbyville Road, Suite 203, Louisville KY 40223.)

Payments returned to city office (or alternative addresses). City Clerk will verify and log payments and copy received checks. (If payments are returned to

Treasurer will notify taxpayers missing October 15 due date that payments must be received NLT November 15 or penalties will be imposed.

Same collection procedures will continue until final payment date, November 15.

On November 30 Treasurer will notify City Attorney and City Clerk of taxpayers in arrears (or failing to pay full amount due by missing deadlines). Treasurer will also notify those taxpayers that City Attorney will file lien (including attorney fees, court costs and interest) unless payment is full is received NLT December 15.

On December 15 Treasurer will notify City Attorney of all taxpayers still in arrears. City Attorney will file liens against delinquent taxpayers seeking payment in full, including attorney fee, court costs and interest.

Treasurer will log all received payments from delinquent taxpayers and notify City Attorney that either payment has been received in full (including penalties), or taxpayer is still delinquent in part. City Attorney will continue to pursue legal claims against all delinquent taxpayers.

Treasurer will make monthly collection reports to Mayor and City Commission.

## INSURANCE TAX SOPs

Treasurer will receive tax payments, deposit checks in BBT BIDA account  
And file deposit slips and check stubs in the Treasure's log book.

Treasurer will copy all received checks and forward to the City Clerk for filing in  
the City Clerk's official city files.

Treasurer will forward quarterly insurance reconciliation statements to City Clerk,  
including statements showing no tax due to city. Treasurer will also forward  
annual insurance tax reconciliation statements to City Clerk for filing.

Treasurer will make quarterly insurance tax receipts report to Mayor and  
City Commission in a public meeting.

City Clerk will file quarterly tax statements and annual reconciliation statements  
in separate official file.

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