

City of Blue Ridge Manor

Mike Ober, Mayor
101 Shelby Pointe Drive
Louisville KY 40223

Fred A. Nicoulin, City Clerk
124 Blue Ridge Road
Louisville KY 40223

BLUE RIDGE MANOR SPECIAL MEETING MINUTES July 13, 2011

The Special Meeting of the City of Blue Ridge Manor, Ky. was held on July 13, 2011 in the Trinity Presbyterian Church. The meeting came to order at 6:00pm, Mayor Mike Ober, presiding.

The following were present:

Mike Ober, Mayor
Hans J. Klose, Deputy Mayor
Fred A. Nicoulin, City Clerk
Robert Carter, City Treasurer
Stan Chauvin III, City Attorney

Julie Colucci - Commissioner
Carla Kreitman - Commissioner
Porter Lady - Commissioner
Pat Gramig

The agenda for the Special Meeting will cover the following items:

- Fiscal Annual Report
- Commissioner Duties Ordinance
- Commissioners Disbursements
- August 28th Picnic Planning Wrap-up

FISCAL ANNUAL REPORT

Mayor Ober requested Robert Carter, City Treasurer, to review the Annual Treasurer's report for the year July 1, 2010 thru June 30, 2011. Bob outlined the City revenues and expenditures. He also made the Commissioners aware of an audit that will be conducted sometime in August or September and completed by the end of the year. A copy of the Treasurer's Annual report is attached to these minutes.

Mayor Ober also informed the Commissioners of some additional revisions to the City's insurance in order to update certain areas that needed to be addressed. Robert Carter continued with the insurance revisions to become a part of the City's insurance binder. Mr. Carter stated that they arranged for a higher deductible. This allowed the City to include worker's compensation coverage with all commissioners now being eligible. Anyone on the payroll of the city will be eligible as well. Other revisions include:

- General Liability – increased from \$1,000,000 to \$2,000,000
- Auto coverage – increased to \$1,000,000
- Public Official Liability – increased from \$1,000,000 to \$2,000,000
- Deductible – from \$0 to 10,000

These revisions also included a Claims Made Form and Occurrence Form. Mr. Carter elaborated that these revisions needed to be done since the Insurance coverage had not been adjusted for quite some time. Even with these revisions that include the Worker's compensation package, did not increase the premium of the insurance but actually produced a savings to the City. Mr. Carter also commented that he would like to issue the financial reports on a quarterly basis.

COMMISSIONER DUTIES ORDINANCE

Mayor Ober continued with the next item on the agenda and read the ordinances relating to the Commissioners' duties.

ORDINANCE, #32011 — COMMISSIONER DUTIES ORDINANCE –

(Also referred to as Series #3,4,5)

This Ordinance will amend code #33.02. Under this Code, specific Departments are required. These Departments and Committees will be supervised by a specific Commissioner who will be directed to do so under their duties of responsibility.

Stan briefly reviewed each Department as follows:

- Department of Public Property & Finance
- Department of Public Safety
- Department of Parks & Recreation
- Department of Community Affairs & Public Records

DEPARTMENT OF PUBLIC PROPERTY & FINANCE

In outlining these duties of this Department, Stan made mention that the tax records should not be a part of this Department as well as franchises and contracts. This Department would only be involved with these specific areas under a supervisory capacity and should stand completely alone as the Duties of the City Clerk. Stan also mentioned that these duties as mentioned in paragraph # 3 of this Ordinance should be restructured somewhere else within this Ordinance.

Some discussion from the commissioners regarding the supervision of the City Clerk duties allowed Stan to elaborate that this is nothing more than a “check and balance” process. Commissioner Colucci inquired about these supervised duties for better clarification. Stan indicated that in order to clearly define these duties that it would be in the best interest to create an additional Department for a complete operational standpoint.

Stan suggested a *Department of Public Records* that the City Clerk areas mentioned above would fall under and completely operate on its own with the supervision by the *Department of Community Affairs & Public Records*. With this new Department added under the *Department of Community Affairs & Public Records* supervision, this would still keep one Commissioner supervising one department each. Carla Kreitman moved to accept the revisions of #32011.3 as so stated. Porter Lady seconded the motion. Stan then asked for a roll call from each Commissioner. All were in favor. Motion carried.

Stan also mentioned that he will submit a summary of these Ordinances to the Courier Journal to publish two weeks from this meeting.

DEPARTMENT OF PUBLIC SAFETY– Series #3

The Department of Public Safety duties and responsibilities will remain as it is already stated in the City Ordinance Code.

DEPARTMENT OF PARKS AND RECREATION– Series #3

The Department of Public Safety duties and responsibilities will remain as it is already stated in the City Ordinance Code

DEPARTMENT OF COMMUNITY AFFAIRS – Series #3

As Stan suggested earlier a *Department of Public Records* that the City Clerk’s areas of responsibility will fall under and completely operate on its own under the supervision of the *Department of Community Affairs*. The Department of Community Affairs other responsibilities will be outlined more specifically by Stan in the summary to be published in the Courier Journal.

ORDINANCE #31.36 – CITY CLERK - Series #5

Mayor Ober read the City Clerk duties and responsibilities according to the Ordinance. Stan Chauvin noted at this time that the City Clerk would coordinate any open record requests with the City Attorney as well as the new supervision of this office listed under the Department of Community Affairs.

Porter Lady suggest that the City of Blue Ridge should have a post office box in their name rather than all mail being sent to the personal mailing address of the Mayor in order to relieve any burden this may have on the Mayor, personally. The mayor responded that this does not conflict with any personal or business mail he receives at this time. He already has a business/personal post office box for his own purposes. Any City mail received at his Shelby Pointe mailing address is all City business. After some discussion it was agreed to leave this mailing arrangement for the City as it is till the City moves forward where there would be an immediate need for their own specific post office box address. Hans Klose moved to keep the mailing address as it is in the above Ordinance. Porter Lady seconded the motion. Motion carried.

ORDINANCE #31.37 – CITY TREASURER/TAX ADMINISTRATOR- Series #4

This ordinance defines specific duties and responsibilities of the City Treasurer with some definite revisions.

Stan Chauvin, City attorney, interjected an option for handling these revisions in a more concise manner. Rather than making possible “redline” changes to the original ordinance it was suggested to replace this ordinance completely allowing this new ordinance to be free from any confusion or misrepresentation of specific duties that could arise.

Porter Lady also brought up the question of the “Annual Review” of this position as well as the term of office that would be included in the annual review. All commissioners agreed that an annual review was the correct way to keep this position on a continuous operational value. This would give the Commissioners and the Mayor an opportunity to address any issues on a timelier basis. And, if there were any crucial issues to address at this time, dismissal would be handled by a quorum rather than a written notice of dismissal.

Carla Kreitman moved to accept the additional language of the City Treasurer/Tax Administrator duties and responsibilities. Porter Lady seconded it. Motion carried.

ORDINANCE #31.38 – CITY ATTORNEY- Series #6

Mayor Ober read the duties and responsibilities of the City Attorney. Stan Chauvin, City Attorney, also stated that he would include the following as part of his responsibilities.

- Review of Open Records with the City Clerk
- Periodic review of the City Ordinances
- Responsible in placement the publication of any City Ordinances and any revisions in the Courier Journal.

Carla Kreitman moved that the following City Ordinance describing the City Attorney responsibilities be accepted. Julie Colucci seconded the motion. Motion carried.

COMMISSIONER DISBURSEMENTS

The next order of business was a discussion of pay raises for the Commissioners. These raises would not become effective till the next administration would take office in 2012. The salary breakdown is as follows:

Commissioners Annual Salaries - \$2,200.00 would be increased to \$3,000.00 annually

Deputy Mayor Annual Salary - \$3,500.00 would be increased to \$4,000.00 annually

Clerk and Treasurer Annual Salary - would be increased to \$4,600.00

Mr. Carter, City Treasurer commented that the City has a \$21,000 reserve surplus to allow any pay increased. He felt with the new and additional responsibilities of the Commissioners certainly warranted these increases. Fred Nicoulin, City Clerk, brought to the attention of the Mayor and Commissioners that any figure agreed upon for the pay raise should reflect in the monthly payment of each to be divided equally by 12 months. It was so noted by the Mayor.

A discussion of a possible increase for more money than what has been recommended was also considered. The Mayor then took an individual poll to get personal input from each Commissioner:

Carla Kreitman - had mixed emotions about anything more than what was originally discussed. She felt even though the new responsibilities were well worth the larger financial increase, she also felt that this was a public servant responsibility she readily accepted because of her concern for the City and its potential growth. With that statement she concluded she was in agreement with the smaller pay increase.

Porter Lady – Porter inquired with the City Attorney if the proposed raises were in line with other small cities? Stan commented that the City of Blue Ridge was pretty much in line with some of them. There were a few that gave no salaries and some that paid on a much higher scale. Porter then agreed to the smaller increase for the Commissioners and Deputy Mayor Positions.

Hans Klose – Hans agreed with the rest of the Commissioners that stated their options and felt that the smaller increase would be definitely in line

Julie Colucci - Julie commented that money was not the prime concern for her, as well. She concurred with the rest of the commissioners that she was a public servant to assist in the growth of the City and therefore felt the smaller increase was more than reasonable.

With this final consensus, it was determined that the elected and non elected salaries would become a part of the Disbursement Ordinance.

AUGUST 28TH CITY PICNIC

The final order of business was the update on the August 28th City Picnic. Mayor Ober brought a sketching of the 2 plaques that will be placed in the front and back entrances of the Park. Both signs and the parking lot construction should be completed by August 10th.

At this time, Porter Lady also brought the Commissioners and the Mayor up to date on the progress of running a water line for the irrigation and water fountain that has been approved for the Park. Chism Irrigation has several areas that they are still reviewing. Porter indicated that he will be in touch with Chism sometime soon to work this out. At that time, Mayor Ober and Porter will meet to make a final decision. Mayor Ober will also obtain the necessary permits to get this properly accomplished.

Stan Chauvin also mentioned that he would send out a Letter of Notice to the residents directly affected by any construction done on the Park's parking lot area.

Carla announced the Picnic schedule so far:

Picnic -	2:00pm to Dusk
Parade -	2:00pm
Park Dedication -	4:00pm

Carla also mentioned that she will have other games such as an obstacle course and a bouncer. She is also working on obtaining some music if this is within the budget. A port-o-let will also be placed at the park area. Mayor Ober also mentioned that he might be able to have Jersey Mikes to contribute some pizzas. He also thought it would be a good idea for him and Carla to walk to the various businesses with a flier promoting the Picnic in order to get donations for the picnic. The Mayor invited everyone to join in this walk. The walk is planned for July 22nd at 3pm.

Carla also suggested in obtaining a tent and chair for a "rest area". She will research the cost of renting this for the picnic.

Carla mentioned that she would like to send out a flier promoting the park picnic to all residents by mail. She felt this would be more productive than a hand piece left in mail boxes. Mayor Ober agreed and asked Pat Gramig to put together a flier and work with Carla to see that this was handled. Carla mentioned that she would like to see the flier mailed out by August 1st.

There being no further business, Porter Lady made a motion for the meeting to be adjourned. Julie Colucci seconded it.

Meeting was adjourned at 7:50pm.

Fred A. Nicoulin, City Clerk

Mike Ober, Mayor