

**CITY OF DRUID HILLS
COMMISSIONER MEETING MINUTES
for
MONDAY, FEBRUARY 9, 2015**

A. The monthly meeting of City Commissioners was called to order by Mayor Ben Franklin at 7:00 PM in the Family Life Center of Broadway Baptist Church, 4000 Brownsboro Road.

B. **Present:** All were present.

Guests: None

C. Minutes for the meeting held January 12, 2015 were reviewed. No corrections were requested.

Motion to accept the Commission meeting minutes as read.

Motion made by: Barbour Seconded: Davidson

D. Treasurer's Report:

See attached spreadsheets for detailed account balances.

1. Monthly financial reports:

The City has a total of \$ 248,431.73 in available funds---
\$ 242,139.28 in the General Fund and \$ 6,292.45 in the
Road Fund.

2. Status of 2014 property tax bills.

Mr. Kirchgessner advised that there are only two outstanding 2014 property tax bills. He sent reminder letters to the delinquent residents in January, 2015.

3. Preliminary discussion on Budget assumptions for FY 2015/2016.

Mr. Kirchgessner reviewed the major line items in the City budget and his projections for FY 2015/2016 (see pages 5 & 6 of his report). Data used to determine his projections is listed on pages 7 & 8. Note: Page 8 was missing from the copies of the treasurer's report distributed to the Commissioners.

Minutes from City Commissioner's Meeting

February 9, 2015

Page 2

Among the line items discussed were:

- * LG&E's forecast of an increase in utility costs
- * there will be no private police patrols
- * no funds will be designated for the Block Watch program
- * Municipal aid from the state may change if the legislature votes to change the gasoline tax

4. FY 2013/2014 Annual Audit review.

Mr. Kirchgessner distributed copies of the annual City audit conducted by Charles Veeneman, CPA, PSC and reviewed highlights of the report with the Mayor and Commissioners. The report was finished earlier this year than last year.

In general, the auditor felt that the City was fiscally well-managed. Mr. Veeneman did recommend that the City change its accounting method from a cash basis to an accrual basis. Additionally, he noted two "deficiencies" or areas where the City did not meet current recommended accounting principles. These are:

1. The City Treasurer should be a CPA.

Mr. Veeneman makes this same finding each year. The Mayor and Commissioners feel that a City of our size does not need to incur the expense of hiring a CPA to do the Treasurer's job. Mayor Franklin reviews the City checkbook each month and initials each check that has been written. Discussion followed about requiring two signatures on checks that exceed \$ 1,000.00. The Commissioners agreed that this would be prudent to do. This new procedure will be implemented immediately.

2. Salaries for elected officials cannot be increased more than the CPI percentage (Consumer's Price Index) after they are elected or during their term of office. Last year the Commissioners voted to increase the pay for the Mayor and themselves. Their pay had not changed in many years. Each Commissioner is now paid \$ 300.00 per year; the Mayor is paid \$ 575.00 per year. This is well below the 50% range for elected officials for comparable cities in

Kentucky.

Mayor Franklin noted that both he and the Treasurer are bonded with regard to all financial matters for the City. He thanked Mr. Kirchgessner for all of his hard work and for overseeing the City audit.

Motion to accept the Treasurer's Report as given.

Motion made by: Kirkwood Seconded: Westfall

- E. City Attorney Report:** Items which require a legal opinion. Mr. Jobson responded to an inquiry from the City Clerk re: does the City have to advertise for bids on projects in the newspaper? His findings are:
The City may elect by ordinance to adopt the provisions of KRS 45A-45A.460 which is the comprehensive code for the procurement of goods and services within the Commonwealth. If Druid Hills adopts this code, then all contracts and purchases must be awarded via competitive sealed bids. The solicitation of these bids must be advertised in a newspaper. The bids must be opened publicly at an announced location. This requirement does not apply to purchases of \$ 20,000.00 or less.
If the City does not adopt the state procurement code Mr. Jobson recommends that we still solicit bids for purchases of more than \$ 10,000.00. We can write letters to potential bidders and ask them to submit bids for City purchases. However, the City is encouraged to use the state procurement office whenever possible.

F. OLD BUSINESS:

1. Status of change in City web-site administrator.

Commissioner Kirkwood confirmed that he had renegotiated the contract to administer the City web-site with Conway/Harcourt. The fee will be \$ 750.00 per year for the first five years. After that, the fee will be \$ 60.00 per month. He will have the revised contract for Mayor Franklin to sign at the next meeting. Conway/Harcourt will start the City's web-site from scratch and use a more "user-friendly" platform called "Word press" that will be easier to maintain and add information to.

2. Status of complaint about parking in front yard @ 405 Chenoweth Lane.

Mayor Ben Franklin has yet to contact this resident.

3. Corrections to City Commission meeting schedule.

City Clerk Westfall distributed copies of the corrected meeting schedule for 2015.

4. Completion of 2015 street tree pruning.

City Clerk Westfall advised that this project was complete. It came in well under budget. The City arborist did identify several trees that he recommends be removed and will be sending out letters to these residents.

H. NEW BUSINESS:

1. Tree removal approvals.

The following permits were approved this month:

- * Steve Herrington--- 4011 Druid Hills Road
- * Ben Franklin--- 4006 Druid Hills Road

2. Request for Plan approvals:

Mayor Franklin advised that he still had two outstanding requests:

* 3903 Olympic Avenue

* 3904 Olympic Avenue

He has yet to receive the required documents from these residents.

3. Community events:

Mayor Franklin advised that the Kentucky League of Cities would host a pipeline safety training class for elected officials. This is just one of many classes the KLC offers. He encouraged the Commissioners to take these classes as their schedules permit.

4. Street sign maintenance needed.

City Clerk Westfall noted that several of the City's street signs look like they could use some refurbishment. Commissioner Barbour agreed to take on this project and meet with Eagle sign to see what they recommend be done.

I. Next Meeting: Monday, March 9, 2015 at Broadway Baptist Church, 4000 Brownsboro Road.

Meeting adjourned at 8:12 PM.