

Glenview Hills City Government
Monthly Meeting
January 7, 2019

<u>Commissioners</u>		<u>Attendance</u>
Mayor	Bryan Schmitt	Present
Landscaping	Justin Woodson	Present
Streets & Drainage	Cordell Lawrence	Present
Lights, Signs, & Insurance	Lisa Bentley	Present
Law Enforcement & Sanitation	Abigail Green	Present

Appointed Officers

Treasurer	Maria Hawkins	Present
Attorney	April Wimberg	Absent
Clerk	Katie Schmitt	Present
League of Cities		

Mayor Schmitt called the meeting to order at 7:02 pm.

Police Crime Report presented by Major Schwab. Major Schwab reported that there were no crime reports for the month of December. He does not have the data from the Lime Kiln Lane speed machine. He will send it as soon as the data is downloaded.

The December meeting minutes were reviewed. Commissioner Bentley made a motion to approve the minutes. Commissioner Lawrence seconded the motion. The council voted and the December minutes were unanimously approved.

Mayor Schmitt reported having sworn in both Commissioner Green and Commissioner Lawrence individually as they were not present at the December meeting in which swearing in occurred. He has also prepared the affidavits and will submit them. Mayor Schmitt tabled the second reading of the MCI proposal. He has not yet picked up the portable stop sign from former Commissioner Gustafson's former home yet. Mayor Schmitt has prepared a winter newsletter, and will copy and distribute them once it is edited and the final draft is completed. Both Mayor Schmitt and Treasurer Hawkins updated the signature cards at PNC bank.

Attorney Report by April Wimberg. Attorney Wimberg is absent but submitted a report via Mayor Schmitt. Attorney Wimberg recommends retaining the original roles and responsibilities as outlined.

Clerk Report by Katie Schmitt. Clerk Schmitt suggested including the request for a social coordinator in the winter newsletter. She will order fruit baskets for Mayor Schmitt to deliver this weekend. She

distributed the DLG's Update Form for the Council to complete. She will distribute it at the February meeting as well to allow Attorney Wimberg to update her contact information.

Treasurer Report by Maria Hawkins. Treasurer Hawkins distributed and reviewed the monthly statement. She noted that the December revenues and expenses are lower than a typical month, and noted that the decrease could be attributed to the change in City address. Commissioner Lawrence posed the idea of the City paying contracts in full in order to obtain a discount on services like sanitation. Treasurer Hawkins received the checkbook from former Treasurer Adams and it all balanced correctly. She is going to consult with Former Treasurer Adams about the MRA funds, the couple of outstanding tax bills, and the audit status. She still needs to update the signatory cards at Commonwealth Bank, but the PNC Bank signature cards have been updated. She still needs to follow up with Reach Alert about the invoice. Treasurer Hawkins has the thumb drive of monthly statements in the Microsoft Worx format. She has created an Excel worksheet for the monthly statements and has converted the Worx to Excel. So going forward the monthly statements will be in Microsoft Excel format. Treasurer Hawkins noted the Spectrum deposit is an automatic deposit. She is going to start assembling an emergency replacement binder.

Streets and Drainage Report by Commissioner Lawrence. Commissioner Lawrence reported that the MSD Glenview Avenue project was funded by Metro for fiscal year ending in June. He will send an email requesting an update. He submitted the snow removal contract and Treasurer Hawkins has received two bills already. The City has received permission from property owner Kristy Brown to excavate the covered and blocked drain in Dunraven Court that is on her property. Clerk Schmitt recommended a retention barrier around the drain once it is excavated to prevent it from becoming blocked again.

Lights, Signs, and Insurance Report by Commissioner Bentley. Commissioner Bentley has not obtained any electric quotes yet, but will call Ruckreigel Electric. Attorney Wimberg had offered to get a quote from Wagner Electric. Mayor Schmitt recommended getting a quote from Reddy Electric. Commissioner Bentley reported that she received the estimate from Eagle sign for the street sign replacement and post painting for \$7,780. The estimate includes a recommendation to replace all the stop signs except one. The Council agreed to get a second quote from another company for sign replacement and post painting. She is waiting to obtain a security quote until the electric quote is obtained and decided.

Law Enforcement and Sanitation Report by Commissioner Green. Commissioner Green scheduled both Junk Days for 2019, and unfortunately Mondays were not an available option. Commissioner Green reports that Rumpke was not responsive to her concern about mixing yard waste and trash. The website is created and functional, and although it is just minimal at this time it will continue to grow. She can add more content and pictures, but everyone can help by adding and updating their own content. Commissioner Woodson suggested using Cheat Sheet for the Councils emails to be @glenviewhills.com. Commissioner Green will request a calendar from Rumpke.

Landscaping Report by Commissioner Woodson. Commissioner Woodson reviewed the four landscaping bids. He had asked both Sherman's and WellKept for their individual contracts, but they don't have their own contracts, they sign the City's contract. He also updated Former Landscaping Commissioner Schulte's list of contractor duties and specifications and included a map as well. Commissioner Woodson reviewed Roe's bid noting that it was not specific enough and therefore, could cause problems in the future. He reviewed the dual bids for both LawnCo and Theo noting that together they are very

expensive. Commissioner Woodson reviewed the remaining two bids noting that WellKept's bid is for \$30,180 and uses the contractor/sub-contractor model. Sherman's bid is for \$23,500. Commissioner Woodson made a motion to vote on each of the two remaining landscaping bids: WellKept and Sherman's. Commissioner Lawrence seconded the motion. The Council voted, and Sherman received three Is while Commissioner Bentley abstained from voting. The bid from Sherman landscaping was accepted. Commissioner Woodson will have the Sherman's contract signed. Commissioner Woodson reports that the bench along Lime Road is fairly level. He notes that it would be difficult to recover funds from Theo's contract credit. Mayor Schmitt asked Commissioner Woodson about a tree project for both the City property and easement property. Commissioner Woodson suggested having an arborist come and evaluate the neighborhood.

Jefferson County League of Cities Report. There is no League of Cities Representative at this time.

Mayor Schmitt adjourned the meeting at 8:35 pm.