

**City of Lincolnshire
Board of Commissioners
Minutes of Meeting
July 12, 2016**

A regular meeting of the Board of Commissioners was held on July 12, 2016 at the Louisville East Nursing Home. Those in attendance were:

- Mayor Lew Hudson
- Commissioner Dean Duncan
- Commissioner Emil Peter
- Police Chief Leslie Watson
- Resident Sister Rochelle (6 Pembroke)

The meeting was called to order at 7:00 pm. The minutes from the June 14, 2016 meeting were reviewed. Commissioner Steuer made a motion to accept the June minutes; Commissioner Peter seconded the motion and the motion passed.

Police Report

Mayor Hudson recently promoted officer Leslie Watson to Chief of the Lincolnshire Police Department after the resignation of the previous Chief, Mark Jones. Chief Watson will continue with approximately 80 hrs per month including services to Houston Acres and Avondale. Ms. Watson has agreed to serve as Chief for the next several months and will be re-evaluated. Commissioner Steuer will update the city website with new contact information for the Lincolnshire Police Department.

Sanitation Report

Commissioner Peter reported he knew of no issues with garbage collection and that the landscaping for the city signs has been reworked by Walsh Brothers.

Treasury Report

Mayor Hudson distributed an accounting report for fiscal 2015-2016 (7/1/2015 to 6/30/2016) and a list of receipts/disbursements for the month of June 2016. The Commissioners reviewed the reports and no concerns were identified. Commissioner Peter made a motion to accept the accounting reports; Commissioner Steuer seconded the motion and the motion passed.

Old Business

None.

New Business

Resident Sister Rochelle complained of too many solicitors in the neighborhood and asked the Commissioners about considering the placement of "No Soliciting" signs in the city. The Commissioners indicated that such signs are already being ordered and will be up in the near future. Sister Rochelle also brought up recent fireworks late at night many days past the 4th of July holiday and if there was anything that could be done about it. The subject was discussed between the Commissioners and Chief Watson, and although Lincolnshire has no specific fireworks ordinance, Commissioner Steuer will check on the Louisville Metro ordinance and see if what, if any, actions can be taken.

No other business at hand, a motion was made by Commissioner Peter to adjourn, Commissioner Duncan seconded it, and the meeting was adjourned at approximately 7:35 PM.

Dean A. Duncan - Commissioner

**City of Lincolnshire
Board of Commissioners
Minutes of Meeting
August 09, 2016**

A regular meeting of the Board of Commissioners was held on August 9, 2016 at the Louisville East Nursing Home. Those in attendance were:

- Mayor Lew Hudson
- Commissioner Dean Duncan
- Commissioner Emil Peter
- Commissioner Steve Steuer
- Police Chief Leslie Watson
- Resident Sister Rochelle (6 Pembroke Rd.)
- Resident Bonnie Heinze (9 Edmonia Ave.)

The meeting was called to order at 7:00 pm. The minutes from the July 12, 2016 meeting were reviewed. Commissioner Peter made a motion to accept the June minutes; Commissioner Steuer seconded the motion and the motion passed.

Police Report

Chief Watson reported that she has been updating Lincolnshire Police information, records, etc. for the change in Police Chief. She has two candidates for Lincolnshire to consider as police officers. Chief Watson will follow up with them to gauge their interest. The Chief indicated things are going well in Avondale and Houston Acres, with no major police issues to report.

Sanitation Report

Commissioner Peter reported no issues with garbage collection that he was aware of.

Treasury Report

Mayor Hudson distributed an accounting report for the fiscal year to date (June 30, 2016 – July 31, 2016) and a list of receipts/disbursements for the month of July 2016. The Commissioners reviewed the reports and no concerns were identified. Commissioner Peter made a motion to accept the accounting reports; Commissioner Steuer seconded the motion and the motion passed.

Old Business

Mayor Hudson received a quote from Best Stamp Company for \$360.40 for new “no soliciting” signs and repairs to existing city street signs. After some discussion, it was determined that the quote needs to include one additional “no soliciting” sign, two speed limit signs for Edmonia Ave., and an additional stop sign frame. The Mayor will

get an updated quote and the Commissioners authorized the Mayor to proceed with the purchase and installation of the signs discussed once the new quote is obtained.

New Business

Resident Bonnie Heinze has volunteered to head up the September block party and suggested a "dinner and movie night" similar to what Jeffersontown does. This would include the traditional pitch in dinner with the City providing the meat, drinks, plates, cups, etc. and residents providing side dishes. The location would be at a central location on Canterbury Drive. The movie would be provided by an outside vendor at an additional cost of about \$300. A discussion was held about the turnout expected and it was suggested that a flyer be developed and distributed notifying residents that the block party will be on the evening of Sunday September 18, and asking if/how many would attend from each residence and what activities they would like to see (dinner only, dinner plus movie, etc.). A decision about any additional activities beyond the traditional dinner will be made based on the responses received.

No other business at hand, a motion was made by Commissioner Peter to adjourn, Commissioner Steuer seconded it, and the meeting was adjourned at approximately 8:00 PM.

Dean A. Duncan - Commissioner

**City of Lincolnshire
Board of Commissioners
Minutes of Meeting
October 11, 2016**

A regular meeting of the Board of Commissioners was held on October 11, 2016 at the Louisville East Nursing Home. Those in attendance were:

- Mayor Lew Hudson
- Commissioner Dean Duncan
- Commissioner Emil Peter
- Commissioner Steve Steuer
- Resident Sister Rochelle (Pembroke Rd.)
- Resident Jessie Cathers (Pembroke Rd.)
- Chief Leslie Watson

The meeting was called to order at 7:00 pm. The minutes from the September 13, 2016 meeting were reviewed. Commissioner Steuer made a motion to accept the August minutes; Commissioner Duncan seconded the motion and the motion passed.

Police Report

Chief Watson reported that the City of Lincolnshire received \$1,184.15 from the State of Kentucky grant for 1st quarter 2016. This grant money is to be used for equipment, vehicles and other police department expenses, but not salaries. Chief Watson passed out candy from the police car on Halloween night, the Commissioners agreed to continue that practice next year. Chief Watson indicated that police activity has been about the same, no new issues to report.

Sanitation Report

Commissioner Peter reported that there are no issues with garbage collection that he is aware of.

Treasury Report

Mayor Hudson distributed an accounting report for the three months of fiscal year to date (July 1, 2016 – September 30, 2016) and a list of receipts/disbursements for the month of September 2016. The Commissioners reviewed the reports and no concerns were identified. Commissioner Peter made a motion to accept the accounting reports; Commissioner Steuer seconded the motion and the motion passed.

Old Business

None.

New Business

The residents present pointed out that there are drainage problems in the area between Canterbury Drive and Pembroke. MSD has been contacted and they are to come out and look at the problem during a rain event and advise about options for improvements.

No other business at hand, a motion was made by Commissioner Peter to adjourn, Commissioner Steuer seconded it, and the meeting was adjourned at approximately 7:40 PM.

Dean A. Duncan - Commissioner

**City of Lincolnshire
Board of Commissioners
Minutes of Meeting
February 14, 2017**

A regular meeting of the Board of Commissioners was held on February 14, 2017 at the Louisville East Nursing Home. Those in attendance were:

Mayor: Lew Hudson
Commissioner: Dean Duncan
Commissioner: Emil Peter
Commissioner: Steve Steurer
Police Chief: Leslie Watson
Clerk: Jess Cathers

The meeting was called to order at 7:00 pm.

The minutes of the February 14, 2017 meeting were reviewed. Commissioner Peter made a motion to accept the February 14, 2017 meeting minutes; Commissioner Steurer seconded the motion, and the motion passed.

Mayor Hudson and the Board continue to talk with residents in order to find a volunteer to fill the fourth Commissioner position.

Police Report

Chief Watson reported no significant police activity recently in Lincolnshire but there have been some car break-ins in the Avondale-Melbourne Heights neighborhood. Chief Watson advised a resident in that area had recorded the license plate number for a vehicle believed to be involved. The information was given to police, and the vehicle was located by Louisville Metro Police Department.

Chief Watson reported more requests for patrols around homes while homeowners are on vacation. She requested a form be added to the Lincolnshire City website allowing residents to request "Vacation Watch" services online. A preliminary draft for the form was submitted; and is in the process of being reviewed for addition to the website by Commissioner Steurer.

Commissioner Steurer reported concerns regarding vehicles speeding on Edmonia Avenue. The Board, along with Chief Watson, discussed options including installation of speed-bumps, addition of "speed limit" signs, and increased police patrols.

Commissioner Peter voiced concerns regarding overnight and prolonged street parking in front of a home located at 16 Pembroke Road. After discussion the board agreed to notify offending vehicles with Courtesy Tickets. This issue will be revisited for updates at the March 17, 2017 meeting.

Chief Watson is still perusing leads on additional officers for Lincolnshire.

Chief Watson advised the City of Meadowview had requested information regarding a proposal for contracting police patrol from the City of Lincolnshire. Mayor Hudson agreed to review any request submitted.

Sanitation Report

Commissioner Peter reported that he was not aware of any sanitation related issues. Commissioner Peter will contact Walsh Brothers to discuss details for salting, and snow removal for the City of Lincolnshire.

Treasury Report

Clerk Jess Cathers distributed a financial statement from Jerome Clay and Associates for the City of Lincolnshire for the first 7 months of fiscal year 2016-2017 (7/1/2016 – 1/31/2017), a police department financial statement, and a list of receipts/disbursements for the month of February 2017 for the Commissioners review. After review, there were no issues to address. Commissioner Peter made a motion to accept the financial statements; Commissioner Steurer seconded the motion and the motion passed.

Old Business

Mayor Hudson reported Best Sign has notified him that signs and fames ordered by the City of Lincolnshire have arrived and should be installed with-in the next 15 days.

Copies of Oaths taken and signed by incoming commissioners at the January 10, 2017 meeting have been notarized, and filled as record by the City of Lincolnshire.

New Business

Board discussed plan to mail notices to any residents who have yet to pay property taxes for 2016. A list of five residents showing as unpaid on a list prepared by Dixie Reuff of Jerome R. Clay & Associates will receive notices to be sent by Mayor Hudson.

Board discussed options for having repairs made to the city's second police vehicle. Mayor Hudson and Chief Watson will contact vendors to explore options for completing repairs.

No other business at hand, Commissioner Peter made a motion to adjourn, Commissioner Steurer seconded the motion and the meeting adjourned at approximately 7:50 pm.

Jess Cathers - Clerk

**City of Lincolnshire
Board of Commissioners
Minutes of Meeting
March 14, 2017**

A regular meeting of the Board of Commissioners was held on February 14, 2017 at the Louisville East Nursing Home. Those in attendance were:

Mayor: Lew Hudson
Commissioner: Dean Duncan
Commissioner: Emil Peter
Commissioner: Steve Steurer
Police Chief: Leslie Watson
Clerk: Jess Cathers
Resident: Sister Rochelle
Resident: Joan Antione
Resident: David Thomas

The meeting was called to order at 7:00 pm.

The minutes of the March 14, 2017 meeting were reviewed. Commissioner Steurer made a motion to accept the March 14, 2017 meeting minutes; Commissioner Peter seconded the motion, and the motion passed.

The board met with resident, David Thomas, who volunteered to fill the fourth Commissioner position. Mr. Thomas was approved unanimously by the board and Mayor Hudson completed the Commissioners' oath with Mr. Thomas.

Police Report

Chief Watson reported no significant police activity recently in Lincolnshire but there have been no new break-ins Avondale-Melbourne Heights neighborhood. Chief Watson advised that Houston Acres is interested in acquiring a 15% increase in police patrols conducted by City of Lincolnshire Police. The board is open to reviewing this request.

Chief Watson reported she has chosen two officers who currently serve with the airport authority, to possibly begin working as part of the Lincolnshire Police Department. The Board agreed to hold a second monthly meeting to meet with the potential new officers.

Sanitation Report

Commissioner Peter reported that he was not aware of any sanitation related issues. Commissioner Peter presented the renewal contract for Waste Management to provide sanitation services for the City of Lincolnshire. The offer is for services to remain the same and at the same cost through June 2022. A motion was made by Commissioner Streurer and seconded by Commissioner Duncan. The motion was passed and the contract renewal approved.

Treasury Report

Mayor Hudon presented a receipt for repairs made to the city's second police vehicle.

Clerk Jess Cathers distributed a financial statement from Jerome Clay and Associates for the City of Lincolnshire for the first 8 months of fiscal year 2016-2017 (7/1/2016 – 2/28/2017), a police department financial statement, and a list of receipts/disbursements for the month of March 2017 for the Commissioners review. After review, there were no issues to address. Commissioner Peter made a motion to accept the financial statements; Commissioner Steurer seconded the motion and the motion passed.

Old Business

Mayor Hudson reported Best Sign has installed speed limit sign on Edmonia Avenue.

Commissioner, Peter advised he has left a telephone message for Walsh Brothers regarding snow removal for the City of Lincolnshire.

New Business

Board discussed plan to mail notices to any residents who have yet to pay property taxes for 2016. A list of five residents showing as unpaid on a list prepared by Dixie Reuff of Jerome R. Clay & Associates will receive notices to be sent by Mayor Hudson.

Residents Sister Rochelle and Joan Antione voiced concerns regarding a tree with limbs they feel are at risk of possibly falling on to their properties. The board advised they contact the owner of the property where the tree is located, to discuss their concerns.

The board discussed ongoing concerns regarding a camper vehicle located on the property of 2 Canterbury Drive. Commissioner Steurer will collect information from the property owner and update the board at the next meeting.

No other business at hand, Commissioner Peter made a motion to adjourn, Commissioner Steurer seconded the motion and the meeting adjourned at approximately 7:50 pm.

Jess Cathers - Clerk

**City of Lincolnshire
Board of Commissioners
Minutes of Meeting
April 11, 2017**

A regular meeting of the Board of Commissioners was held on April 11, 2017 at the Louisville East Nursing Home. Those in attendance were:

Mayor: Lew Hudson
Commissioner: Dean Duncan
Commissioner: Emil Peter
Commissioner: Steve Steurer
Commissioner: David Thomas
Police Chief: Leslie Watson
Police Officer: Paul Pinsen
Police Officer: Michael Long
Clerk: Jess Cathers

The meeting was called to order at 7:00 pm.

The minutes of the March 14, 2017 meeting were reviewed. Commissioner Steurer made a motion to accept the March 14, 2017 meeting minutes; Commissioner Duncan seconded the motion, and the motion passed.

Police Report

Chief Watson reported no significant police activity in the area recently. New Lincolnshire Police Officers Paul Pinsen and Michael Long began training with Chief Watson on April 1st. Uniforms options for the new officers are still being considered.

Chief Watson advised that Houston Acres is still interested in acquiring a 15% increase in police patrols conducted by City of Lincolnshire Police. The board is open to reviewing this request. Chief Watson expects Mayor Ed Hardison of Houston Acres to reach out to Commissioner Peter soon to further discuss options.

Sanitation Report

Commissioner Peter reported that he was not aware of any sanitation related issues.

Treasury Report

Clerk Jess Cathers distributed a financial statement from Jerome Clay and Associates for the City of Lincolnshire for the first 9 months of fiscal year 2016-2017 (7/1/2016 – 3/31/2017), a police department financial statement, and a list of receipts/disbursements for the month for the Commissioners review. After review, there were no issues to address. Commissioner Steurer made a motion to accept the financial statements; Commissioner Duncan seconded the motion and the motion passed.

Old Business

Mayor Hudson reported Best Sign had installed speed limit sign on Edmonia Avenue. Mayor Hudson also advised Best Sign would return later in the month to paint the backs of signs inside the city.

Commissioner Steurer reported that the “No Soliciting” sign on Pembroke Road had been move across the street, and is now on the same pole as the “Speed Limit” sign.

The board discussed ongoing concerns regarding a camper vehicle located on the property of 2 Canterbury Drive. Mayor Hudson reported he had invited the owners of the property to the meeting, but they were unable to attend.

New Business

Board discussed plan to mail notices to any residents who have yet to pay property taxes for 2016. A list of five residents showing as unpaid on a list prepared by Dixie Reuff of Jerome R. Clay & Associates will receive notices to be sent by Mayor Hudson.

Board discussed interest in updating trees within the city. Clerk, Jess Cathers will research information available through Louisville Gas & Electric and Louisville MSD. Commissioner Steve Steurer will research information regarding local tree seedling giveaways. This information will be compiled into an info packet created by Commissioner David Thomas.

No other business at hand, Commissioner Duncan made a motion to adjourn, Commissioner Steurer seconded the motion and the meeting adjourned at approximately 7:35 pm.

Jess Cathers - Clerk

**City of Lincolnshire
Board of Commissioners
Minutes of Meeting
May 9, 2017**

A regular meeting of the Board of Commissioners was held on May 9, 2017 at the Louisville East Nursing Home. Those in attendance were:

Mayor: Lew Hudson
Commissioner: Dean Duncan
Commissioner: Emil Peter
Commissioner: Steve Steurer
Commissioner: David Thomas
Police Chief: Leslie Watson

The meeting was called to order at 7:00 pm. The minutes from the April 11, 2017 meeting were reviewed. Commissioner Peter noted that he was not in attendance in April, but made a motion to accept the April minutes with that correction; Commissioner Steurer seconded the motion and the motion passed.

Police Report

Chief Watson reported there have been no major police issues in the City recently. Lincolnshire police are routinely doing vacation watches if notified by residents. Officer Paul Pinson is moving to southern Kentucky and will be leaving the Lincolnshire department. Chief Watson will look for a replacement.

Sanitation Report

Commissioner Peter reported that there were no issues with garbage collection that he was aware of.

Treasury Report

Mayor Hudson distributed an accounting report for the 10 months of the fiscal year to date (7/1/2016 – 4/30/2017) and a list of receipts/disbursements for the month of April 2017 for the Commissioners review. On the basis of this review, the board prepared the first draft of the fiscal year 2017-2018 budget, with General fund revenues of \$69,200 and expenditures of \$64,300. A motion was made by Commissioner Peter to accept the current financial reports and this first reading of the FY 2016-2017 budget; Commissioner Steuer seconded the motion and the motion passed. The same tax rate as last year (\$0.22 per hundred valuation), will apply for the next fiscal year. The

residents will be notified that a public hearing for the second reading of this proposed budget will be held at the next regular meeting in June.

Old Business

The board discussed information provided by the Clerk about tree planting, advantages of improving in the tree canopy, and related local programs available through LG&E, MSD and others. Commissioner Thomas will use that information to develop a plan for Lincolnshire, including a brochure or mailer to residents later this year to provide information and resources to encourage tree planting in the City next spring.

Commissioner Steurer asked about the status of the RV parked at 2 Canterbury Drive. Mayor Hudson indicated he had invited the resident to the meeting to discuss the RV, but has had no response. The Mayor will send a letter to the resident requesting the status and plans for the RV relative to the agreement made last year.

New Business

None.

No other business at hand, a motion was made by Commissioner Peter to adjourn, Commissioner Steurer seconded it, and the meeting was adjourned at approximately 8:00 pm.



Dean A. Duncan - Commissioner

**City of Lincolnshire
Board of Commissioners
Minutes of Meeting
June 13, 2017**

A regular meeting of the Board of Commissioners was held on May 9, 2017 at the Louisville East Nursing Home. Those in attendance were:

Mayor: Lew Hudson
Commissioner: Dean Duncan
Commissioner: Steve Steurer
Commissioner: David Thomas
Police Chief: Leslie Watson
Officer: Mike Long
Clerk: Jess Cathers

The meeting was called to order at 7:00pm. The minutes from the May 9th, 2017 meeting were reviewed. Commissioner Duncan raised a motion to approve the minutes, Commissioner Steurer seconded the motion and the motion passed.

Reading of Ordinances

At 7:20pm a reading and public discussion for FY2017-18 ordinances began.

Ordinance #001 Series 2017 Levying an ad valorem tax for 2017-2018 at 22 cents per \$100 on all real estate and personal property was read and discussed. Commissioner Steurer raised a motion to accept, Commissioner Duncan seconded the motion, and the motion passed.

Ordinance #002 Series 2017 Levying a \$70.00 Sanitation fee per household for FY2017-2018 was read and discussed. Commissioner Thomas raised a motion to accept, Commissioner Steurer seconded the motion, and the motion passed.

Ordinance #003 Series 2017 Stating the City budget for fiscal year 2017-2018, with General fund revenues of \$69,200 and expenditures of \$64,300. A motion was made by Commissioner Duncan to accept, Commissioner Thomas seconded the motion, and the motion passed.

Police Report

Chief Watson reported there have been no major police issues in the City recently. Lincolnshire police are routinely doing vacation watches if notified by residents. Officer Mike Long reported that he had noticed tall grass, clutter, and mail accumulating at a

home at 11 Edmonia Avenue. Concerned the resident may be in distress; Officer Long knocked on the door and spoke with a man who advised the home belonged to his mother. Mayor Hudson will draft a letter to be mailed reminding residents of city ordinances regarding appearances of lawns.

Sanitation Report

Commissioner Peter was absent from the meeting, but no issues have been reported with sanitation. Commissioner Steurer had a question regarding trash cans being collected from behind homes during normal trash pick-up. He will follow up with Waste Management and report his findings at the July meeting.

Treasury Report

Clerk Jess Cathers distributed an accounting report for the 11 months of the fiscal year to date (7/1/2016 – 5/31/2017) and a list of receipts/disbursements for the month of May 2017 for the Commissioners review. Commissioner Duncam raised a motion to accept the budget, Commissioner Thomas seconded the motion, and the motion passed.

Old Business

Commissioner Steurer asked about the status of the RV parked at 2 Canterbury Drive. Mayor Hudson indicated he had invited the resident to the meeting to discuss the RV, but has had no response. The Mayor will send a letter to the resident requesting the status and plans for the RV relative to the agreement made last year.

New Business

Mayor Hudson will draft letter to be sent to owners of RV parked at 2 Canterbury, requesting information on their plans to move RV in order to comply with city ordinances.

Commissioner Steurer will follow up with MSD regarding slight flooding issues along parts of Pembroke Road.

No other business at hand, a motion was made by Commissioner Steurer to adjourn, Commissioner Duncan seconded the motion, and the meeting was adjourned at approximately 7:58 pm.