

**City of Lincolnshire
Board of Commissioners
Minutes of Meeting
July 14, 2015**

A regular meeting of the Board of Commissioners was held on July 14, 2015 at the Christopher East Nursing Home. Those in attendance were:

- Mayor Lew Hudson
- Commissioner Dean Duncan
- Commissioner Steve Steuer
- Commissioner Emil Peter
- Commissioner Bridget Danner
- Police Chief Mark Jones
- Residents Joe and Michelle Burns (2 Canterbury Drive)

The meeting was called to order at 7:00 pm. The minutes from the June 9, 2015 meeting were reviewed. Commissioner Danner made a motion to accept the June minutes; Commissioner Peter seconded the motion and the motion passed.

Police Report

Chief Jones reported that in the past month there was a breakin in Houston Acres and an apparent attempted breakin on Edmonia.

Sanitation Report

Commissioner Peter reported that there were no issues with garbage collection that he was aware of. Commissioner Danner indicated that Waste Management missed her and her neighbor's garbage once this month.

Treasury Report

Mayor Hudson distributed an accounting report for the 12 months of fiscal year 2014-2015 (7/1/2014 to 6/30/2015) and a list of checks/disbursements for the month of June 2015. The Commissioners reviewed the reports and no concerns were identified. Commissioner Peter made a motion to accept the accounting reports; Commissioner Duncan seconded the motion and the motion passed.

Old Business

Residents Joe and Michelle Burns discussed a revised plan for screening their RV from view to meet the parking ordinance that includes wooden pergolas with planter boxes that are movable. These will be used to screen the side and end of the RV. The Commissioners requested that the Burns' submit a written plan for approval, including

the photo examples shown at the meeting. The Commissioners also requested that, once the plan is approved, it be implemented by the end of October.

Commissioner Duncan reported that a contract has been signed with Louisville Paving for repairs to the asphalt paving on Canterbury Drive. The company will do the work when they have a crew in the area, expected to be in the next 30 days or so.

New Business

The Commissioners discussed a low spot that has developed in the pavement next to an MSD manhole at the intersection of Edmonia and Pembroke. Commissioner Steuer will contact MSD to inquire about inspection and repair of this location, and will ask about the status of the MSD sawhorse on the sidewalk at 15 Canterbury Drive.

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 11, 2015**

A regular meeting of the Board of Commissioners was held on August 11, 2015 at the Christopher East Nursing Home. Those in attendance were:

- Mayor Lew Hudson
- Commissioner Dean Duncan
- Commissioner Steve Steuer
- Commissioner Emil Peter
- Commissioner Bridget Danner
- Police Chief Mark Jones
- Resident Joe Burns (2 Canterbury Drive)

The meeting was called to order at 7:00 pm. The minutes from the July 14, 2015 meeting were reviewed. Commissioner Peter made a motion to accept the July minutes; Commissioner Danner seconded the motion and the motion passed.

Police Report

Chief Jones reported that there had been no significant police activity in the past few weeks. He also suggested reminding residents to keep the doors on their cars and homes locked.

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 first month of fiscal year 2015-2016 (7/1/2015 to 7/31/2015) and a list of checks/disbursements for the month of July 2015. The Commissioners reviewed the reports and no concerns were identified. Commissioner Peter made a motion to accept the accounting reports; Commissioner Duncan seconded the motion and the motion passed.

Old Business

Commissioner Duncan reported that Louisville Paving had completed the pavement repairs on Canterbury Drive today. Commissioner Steuer will contact MSD about the pavement settlement at the intersection of Edmonia and Pembroke.

Resident Joe Burns presented a written plan for the Commissioners approval for screening their RV from view to meet the parking ordinance. The plan includes wooden pergolas with planter boxes that are movable on the end of the RV facing the street, and wood posts with dark screen the side of the RV. The Commissioners discussed the plan and were in agreement that the plan was acceptable with the understanding that it would be in place by the end of October 2015. Mayor Hudson will draft an approval letter for the Commissioners review.

New Business

The Commissioners discussed the need for maintenance of the landscaping at the two City signs at the corners of the City. Commissioner Peter will contact Walsh Brothers to do the required fall maintenance.

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 7:35 pm.

Dean A. Duncan - Commissioner

**City of Lincolnshire
Board of Commissioners
Minutes of Meeting
September 8, 2015**

A regular meeting of the Board of Commissioners was held on September 8, 2015 at the Christopher East Nursing Home. Those in attendance were:

- Mayor Lew Hudson
- Commissioner Dean Duncan
- Commissioner Steve Steuer
- Commissioner Emil Peter
- Commissioner Bridget Danner
- Police Chief Mark Jones

The meeting was called to order at 7:00 pm. Minutes of the August 2015 meeting were reviewed. A motion was made by Commissioner Steuer to accept the August 2015 minutes, the motion was seconded by Commissioner Peter and the motion passed.

Police Report

Chief Jones reported that the Louisville Metro Police Department has donated 3 used Mobile Data Terminals (MDTs) for use by Lincolnshire police to connect to the Metro Police computer system. The Sherriff's department will load needed programs on the MDTs for \$100 per unit. Lincolnshire will need an air card to connect to the system in the field at a cost of about \$40/month and Chief Jones will check with Verizon wireless regarding phone/air card service. Lincolnshire will also need car mounting stands for the units and possibly mobile printers. Commissioner Steuer will provide assistance to Chief Jones with installation and set-up if needed.

Sanitation Report

Commissioner Peter reported that Walsh Brothers has completed maintenance of the landscaping at the city signs. The Commissioners were not aware of any garbage collection issues.

Treasury Report

Mayor Hudson distributed an accounting report for the 2 months of the fiscal year thus far (7/1/2015 – 8/31/2015). The report as reviewed and discussed by the Commissioners and no issues requiring follow-up were identified.

Old Business

The Commissioners reviewed and approved a letter prepared by Mayor Hudson to Joe and Michelle Burns (2 Canterbury Drive) approving their plan to screening their RV from public view as required by the parking ordinance. Mayor Hudson will mail the approval letter tomorrow.

The Commissioners discussed having attorney Sigler revise the trailer parking portion of the parking ordinance to include a clearer definition of screening required considering Metro Louisville's fence height limitation of no taller than 8 feet. Commissioner Steuer suggested that other ordinances or updates to existing ordinances should be considered, including required grass cutting, garbage can removal from the street in a timely manner, etc. Such additions/revisions will be discussed further at the next meeting.

Commissioner Steuer contacted MSD about the low spot in the street at the intersection of Pembroke and Edmonia and was told that MSD will be making the required repairs. MSD also indicated that they will be repairing a pipe and replacing a section of the sidewalk on Canterbury Drive (where a sawhorse is currently located) by the end of September.

New Business

Mayor Hudson reported that Metro Councilwoman Marilyn Parker has indicated that she may be able to fund some sidewalk repairs in her District from her discretionary fund. The Mayor will follow up with her office about Lincolnshire's needs.

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



Dean A. Duncan - Commissioner

**City of Lincolnshire
Board of Commissioners
Minutes of Meeting
November 10, 2015**

A regular meeting of the Board of Commissioners was held on November 10, 2015 at the Christopher East Nursing Home. Those in attendance were:

- Mayor Lew Hudson
- Commissioner Dean Duncan
- Commissioner Steve Steuer
- Commissioner Emil Peter
- Police Chief Mark Jones
- Resident Joe Burns (2 Canterbury Drive)

The meeting was called to order at 7:05 pm. Minutes of the September 8, 2015 meeting were reviewed. There was no October 2015 meeting due to several members being out of town. A motion was made by Commissioner Peter to accept the September 2015 minutes, Commissioner Steuer seconded the motion and the motion passed.

Police Report

Chief Jones reported that residents have seen someone walking the neighborhood and asking residents for money. Residents are reminded to call Chief Jones or Metro Police if they have a problem with a stranger in the neighborhood or if something doesn't look right.

Sanitation Report

The Commissioners were not aware of any garbage collection issues.

Treasury Report

Mayor Hudson distributed an accounting report for the 4 months of the fiscal year thus far (7/1/2015 – 10/31/2015) and a statement of receipts and disbursements for the month of October 2015. The report was reviewed and discussed by the Commissioners and a typo was identified on the revenue sharing fund balance. Mayor Hudson will point the error out to the accountant have it corrected. Commissioner Peter made a motion to accept the accounting reports, Commissioner Duncan seconded the motion and the motion passed.

Old Business

Mayor Hudson indicated that funding may be available for some sodewalk repairs from Metro Councilwoman Marilyn Parker through her discretionary fund. Lincolnshire will be receiving information and a ranking system form from Councilwoman Parker's office which can be completed and returned to request funds for sidewalk repairs. Once more information is available, the Commissioners will evaluate whether all needed repairs can be made with the available Metro Council funding or if additional funding from the Lincolnshire revenue sharing fund or residents would be needed.

New Business

None.

No other business at hand, Commissioner Peter made a motion to adjourn, Commissioner Steuer seconded the motion and the meeting adjourned at approximately 7:20 pm.



Dean A. Duncan - Commissioner

**City of Lincolnshire
Board of Commissioners
Minutes of Meeting
December 08, 2015**

A regular meeting of the Board of Commissioners was held on December 8, 2015 at the Christopher East Nursing Home. Those in attendance were:

- Mayor Lew Hudson
- Commissioner Dean Duncan
- Commissioner Steve Steuer
- Commissioner Bridget Danner
- Police Chief Mark Jones

The meeting was called to order at 7:00 pm. Minutes of the November 11, 2015 meeting were reviewed. A motion was made by Commissioner Steuer to accept the November 2015 minutes; Commissioner Danner seconded the motion and the motion passed.

Police Report

Chief Jones reported little police activity in the past month. Residents are reminded to keep house and car doors locked, especially during the holiday season.

Sanitation Report

The Commissioners were not aware of any garbage collection issues.

Treasury Report

Mayor Hudson distributed an accounting report for the 5 months of the fiscal year thus far (7/1/2015 – 11/30/2015) and a statement of receipts and disbursements for the month of November 2015. The report was reviewed and discussed by the Commissioners and no issues were identified. Commissioner Danner made a motion to accept the accounting reports; Commissioner Steuer seconded the motion and the motion passed.

Old Business

None.

New Business

Mayor Hudson recently put up the Christmas wreaths on the light poles in the city and noted they are at least 20 years old getting quite worn. They will need to be replaced before the next Christmas season.

No other business at hand, Commissioner Steuer made a motion to adjourn, Commissioner Duncan seconded the motion and the meeting adjourned at approximately 7:20 pm.



Dean A. Duncan - Commissioner

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

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

- Mayor Lew Hudson
- Commissioner Dean Duncan
- Commissioner Steve Steuer
- Commissioner Bridget Danner
- Commissioner Emil Peter
- Police Chief Mark Jones

The meeting was called to order at 7:00 pm. Minutes of the December 8, 2015 meeting were reviewed. A motion was made by Commissioner Peter to accept the December 2015 minutes; Commissioner Steuer seconded the motion and the motion passed.

Police Report

Chief Jones reported that in December, a home was broken into on Pembroke and a car was broken into in Houston Acres. Metro Police investigations for these two incidents are on-going.

Sanitation Report

The Commissioners were not aware of any garbage collection issues.

Treasury Report

Mayor Hudson distributed an accounting report for the 6 months of the fiscal year thus far (7/1/2015 – 12/31/2015) and a statement of receipts and disbursements for the month of December 2015. The report was reviewed and discussed by the Commissioners and no issues 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

Mayor Hudson reviewed and the Commissioners discussed a proposed inter-local agreement with Louisville Metro government for negotiation of communication company agreements and services. The agreement allows Metro government to negotiate and sign communication company agreements for all city governments in Jefferson County as a whole as opposed to each municipality having to negotiate a separate agreement. An ordinance will be prepared for the next meeting to approve Lincolnshire to enter this inter-local agreement with Metro Louisville.

No other business at hand, Commissioner Peter made a motion to adjourn, Commissioner Danner seconded the motion and the meeting adjourned at approximately 7:45 pm.



Dean A. Duncan - Commissioner

**City of Lincolnshire
Board of Commissioners
Minutes of Meeting
February 9, 2016**

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

- Mayor Lew Hudson
- Commissioner Dean Duncan
- Commissioner Steve Steuer
- Commissioner Emil Peter
- Commissioner Bridget Danner
- Police Chief Mark Jones

The meeting was called to order at 7:00 pm. Minutes of the January 12, 2016 meeting were reviewed. A motion was made by Commissioner Peter to accept the January 2016 minutes; Commissioner Danner seconded the motion and the motion passed.

Police Report

Chief Jones reported that Mobile Data Terminals (MDTs) are being installed in Lincolnshire's police cars, including printers. Installation should be complete in all three cars by next month.

Sanitation Report

Commissioner Peter reported that he was not aware of any garbage collection issues.

Treasury Report

Mayor Hudson distributed an accounting report for the 7 months of the fiscal year thus far (7/1/2015 – 1/31/2016) and a statement of receipts and disbursements for the month of January 2016. The report was reviewed and discussed by the Commissioners and no issues were identified. Commissioner Peter made a motion to accept the accounting reports; Commissioner Duncan seconded the motion and the motion passed.

Old Business

Mayor Hudson read out loud proposed Lincolnshire Ordinance #1, Series 2015-2016 authorizing the Mayor to enter an Inter-local Agreement with Louisville Metro government for bidding and award of communications franchise agreements for the City of Lincolnshire. This agreement was suggested by Metro Louisville to ease negotiations with Google fiber service throughout Jefferson County, but can also be used for other communications service providers. Commissioner Steuer made a motion to approve the ordinance; Commissioner Peter seconded the motion and the motion passed. A letter

will be sent to Lincolnshire residents notifying them of a public hearing at the next council meeting prior to final approval the ordinance.

New Business

Commissioner Steuer brought of the issue of speeding in the neighborhood, particularly on Edmonia Avenue, and suggested that Lincolnshire police monitor Edmonia and pull over speeders, or the city consider speed humps. Commissioner Steuer also suggested the city should consider a no solicitation ordinance and/or signs for the neighborhood. After discussion, it was agreed that Lincolnshire police would make a greater effort to pull speeders over on Edmonia and anywhere else in the city.

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



Dean A. Duncan - Commissioner

**City of Lincolnshire
Board of Commissioners
Minutes of Meeting
March 9, 2016**

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

- Mayor Lew Hudson
- Commissioner Steven Steurer
- Commissioner Emil Peter
- Commissioner Bridget Danner
- Police Chief Mark Jones

The meeting was called to order at 7:00 pm. The minutes from the February 9, 2016 meeting were reviewed. Commissioner Danner made a motion to accept the February minutes; Commissioner Peter seconded the motion and the motion passed.

Police Report

Chief Jones reported that he had no crime to report. He also reported that our department was audited by the Ky. League of Cities. The result of the audit was a score of 15 out of a possible 100. Mayor Hudson asked Chief Jones to meet with him prior to the April Meeting to get the detail of the audit so he could present the findings to the Commissioners at the April meeting.

Sanitation Report

Commissioner Peter reported that there were no issues with garbage collection that he was aware of. Commissioner Peter also reported that he spoke with the contactor who provides snow removal to the city about the current process and about how we can save money on their services in the future.

Treasury Report

Mayor Hudson distributed an accounting report for the 8 months of the fiscal year thus far (7/1/2015 – 2/29/2016) and a statement of receipts and disbursements for the month of February 2016. The report was reviewed and discussed by the Commissioners and no issues were identified. Commissioner Peter made a motion to accept the accounting reports; Commissioner Danner seconded the motion and the motion passed.

Old Business

In the February meeting Commissioner Steurer brought up the issue of speeding in the neighborhood, particularly on Edmonia Avenue, and suggested that Lincolnshire police monitor Edmonia and pull over speeders, or the city consider speed humps. After

discussion, it was agreed that Lincolnshire police would make a greater effort to pull speeders over on Edmonia and anywhere else in the city.

New Business

Commissioner Steurer asked Chief Jones if he could start patrolling for speeders as agreed in the February meeting. Chief Jones stated that he had started patrolling for speeders. Commissioner Steurer discussed with the board that he was not satisfied with the speeding patrols and asked the Mayor to meet with Chief Jones to ask him to increase the patrol.

Mayor Hudson read out loud proposed Lincolnshire Ordinance #1, Series 2015-2016 authorizing the Mayor to enter an Inter-local Agreement with Louisville Metro government for bidding and award of communications franchise agreements for the City of Lincolnshire for the official second reading. Commissioner Peter made a motion to approve Ordinance; Commissioner Danner seconded the motion and the motion passed.

Mayor Hudson initiated the Public hearing portion of the meeting at 7:30. Those in attendance were:

- Mayor Lew Hudson
- Commissioner Steven Steurer
- Commissioner Emil Peter
- Kathy Braden, Resident, 24 Canterbury
- Michael Horstman, Resident, 11 Pembroke
- Joey Burns, Resident, 2 Canterbury
- Janet Samer, Resident, 2800 Browns Lane
- Kevin Samer, Resident, 2800 Browns Lane

Mayor Hudson read out loud proposed Lincolnshire Ordinance #1, Series 2015-2016 authorizing the Mayor to enter an Inter-local Agreement with Louisville Metro government for bidding and award of communications franchise agreements for the City of Lincolnshire for the official public reading.

The Lincolnshire residents in attendance were all in agreement with Lincolnshire entering into the Inter-local Agreement with Louisville Metro government for bidding and award of communications franchise agreements for the City of Lincolnshire

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 7:40 pm.



Steven T. Steurer - Commissioner

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

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

- Mayor Lew Hudson
- Commissioner Dean Duncan
- Commissioner Emil Peter
- Commissioner Bridget Danner

The meeting was called to order at 7:00 pm. Minutes of the March 9, 2016 meeting were reviewed. A motion was made by Commissioner Peter to accept the March 2016 minutes; Commissioner Duncan seconded the motion and the motion passed.

Police Report

Mayor Hudson that Lincolnshire Police have been monitoring for speeders on Edmonia Avenue a couple of afternoons and evenings a week. Commissioner Peter said that he has not noticed speeding on Edmonia in the past month and that the periodic presence of the police car seems to have improved the situation. Mayor Hudson also indicated that there is damage to 2 speed limit signs, 2 stop signs and their frames. He will get a quote for replacement from the company that originally installed them.

The Mayor has received police department policies from the Kentucky League of Cities to be incorporated into the Lincolnshire Police policies in response to the League of Cities recent audit. These revisions should improve our audit score next time.

Sanitation Report

Commissioner Peter reported that he was not aware of any garbage collection issues.

Treasury Report

Mayor Hudson distributed an accounting report for the 9 months of the fiscal year thus far (7/1/2015 – 3/31/2016) and a statement of receipts and disbursements for the month of March 2016. The report as reviewed and discussed by the Commissioners and no issues were identified. Commissioner Peter made a motion to accept the accounting reports; Commissioner Danner seconded the motion and the motion passed.

Old Business

None.

New Business

None.

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



Dean A. Duncan - Commissioner

**City of Lincolnshire
Board of Commissioners
Minutes of Meeting
June 14, 2016**

A regular meeting of the Board of Commissioners was held on June 14, 2016 at the Louisville East Nursing Home. Those in attendance were:

- Mayor Lew Hudson
- Commissioner Dean Duncan
- Commissioner Emil Peter
- Commissioner Bridget Danner
- Police Chief Mark Jones
- Resident Sharon Bendavid (8 Canterbury Drive)
- Ed Hardison, Commissioner, City of Houston Acres

The meeting was called to order at 7:00 pm. The minutes from the May 10, 2016 meeting were reviewed. Commissioner Peter made a motion to accept the May minutes; Commissioner Danner seconded the motion and the motion passed.

Police Report

Chief Jones reported little police activity in Lincolnshire since the last meeting, and announced that he has accepted a position with the Jefferson County Public Schools and will resign from the Lincolnshire Police Department effective the end of June. The Commissioners and Mayor voiced appreciation for Chief Jones many years of service and dedication to the City of Lincolnshire Police Department.

Mr. Ed Hardison, Commissioner of the City of Houston Acres, said he was present on behalf of Houston Acres to reaffirm their commitment to continue to use the Lincolnshire Police Department for patrols in their city going forward, regardless of Chief Jones departure.

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 11 months of the fiscal year to date (7/1/2015 to 5/31/2016) and a list of checks/disbursements for the month of May 2016. The Commissioners reviewed the reports and no concerns were identified. Commissioner Peter made a motion to accept the accounting reports; Commissioner Duncan seconded the motion and the motion passed.

At 7:30 PM, Mayor Hudson initiated the public hearing portion of the meeting to present the new budget ordinances. The Mayor read aloud Ordinance No. 002-2016, which was proposed to maintain the same tax rate as previous years of \$0.22 per hundred of assessed value. There were no comments from any residents on this ordinance. Commissioner Peter made a motion to approve Ordinance No. 002-2016; Commissioner Danner seconded the motion and the motion passed.

The Mayor read aloud Ordinance No 003-2016, which was a proposed annual sanitation fee of \$70.00 per household. There were no comments from any residents on this ordinance. Commissioner Duncan made a motion to approve Ordinance No. 003-2016; Commissioner Peter seconded the motion and the motion passed.

Mayor Hudson went over Ordinance No. 004-2016, the proposed budget for FY 2016-2017. The proposed budget includes total estimated revenue of \$64,520, a total available for appropriations of \$80,220, and total appropriations of \$64,300. There were no comments from any residents on this ordinance. Commissioner Danner made a motion to approve Ordinance No. 004-2016; Commissioner Peter seconded the motion and the motion passed.

Old Business

None.

New Business

Commissioner Danner reported that she is starting a new job which will prevent her from continuing to serve as Commissioner and will be resigning her position in the next 30 days. The Mayor and Commissioners will seek a volunteer to fulfill the remainder of Ms. Danner's term.

Commissioner Peter reported that he recently received an email concerning Metro Louisville's tree canopy program that he will be forwarding to the Mayor and Commissioners for review.

No other business at hand, a motion was made by Commissioner Duncan to adjourn, Commissioner Peter seconded it, and the meeting was adjourned at approximately 7:50 PM.

Dean A. Duncan - Commissioner