

**City of Brownsboro Farm  
Regular Commission Meeting  
Tuesday, October 12th, 2021**

A regular meeting of the City of Brownsboro Farm Commission was held on Tuesday, 10/12/2021. The meeting was called to order at 7:35 p.m. Present were Mayor Kim Franklin Commissioner Tim Quinn, Commissioner Lisa Holthouse and City Clerk/Treasurer Blake Watson and Dennis Branson. Also present were residents Greg Glish, and Melonie Watson.

The meeting was called to order at 7:35.

The Agenda was adopted. Motion by Mayor Franklin, 2<sup>nd</sup> by Commissioner Quinn. Passed unanimously.

The minutes from September were approved. Motion by Mayor Franklin, 2<sup>nd</sup> by Commissioner Quinn. Passed unanimously.

**Request for Records**

City Attorney Jim Hodge proposed a resolution to adopt a form for request for records. Commissioner Quinn asked if this is standard for all municipalities and Mayor Franklin confirmed that it is. Motion to pass form by Mayor Franklin. 2<sup>nd</sup> by Commissioner Quinn. Passed unanimously. Need to assign ordinance number.

**Fence/Shed Approvals**

Will Bockhoven submitted a fence permit and has neighbor approval. Mayor Franklin motion to approve. 2<sup>nd</sup> by commissioner Quinn. Passed unanimously

**Blake Watson**

Blake needs to add Quickbooks Accounting system to his computer to transition into City Clerk/Treasurer position. Discussed difference between Quickbooks Online versus Quickbooks Desktop but all agreed cheaper option, Quickbooks Desktop, was better. Motion to not exceed \$940 (51107 – Computer Supplies) by Mayor Franklin. 2<sup>nd</sup> by Commissioner Holthouse. Passed unanimously.

**ARPA**

Dennis Branson mentioned the city needs to update budget since ARPA money was spent. City Budget must match spend for City Audits. City needs to allocate funds and redo budget. Dennis said he would try to get this done by next meeting. Mayor Franklin is checking if there is a way to invest funds while waiting to pay for playground equipment. Mayor Franklin wants to reach out to Kentucky League of Cities and see what the options for the rest of the funds are.

**Financial Review**

Dennis Branson mentioned the city is under budget on property tax collection because not all residents have paid taxes. One property, that is owned by a bank, has yet to pay and did not pay last year. Dennis proposed the city put a lien on the property for property tax, plus interest, plus lawyer fees. Motion to adopt financials by Mayor Franklin. TQ 2<sup>nd</sup> by Commissioner Quinn. Passed unanimously.

**John Macintyre**

He is the CPA conducting the audit and discussed the financials. No major findings were found.

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Mr. Glish received warning from Code Enforcement Officer regarding a derelict vehicle wanted to know how and why it was considered derelict. He also received a second warning for appliances in yard, which he claims there are none. Commissioner Quinn recommended he have way to refute any warnings. Mayor Franklin recommended that the resident contact the Code Enforcement Officer to discuss. The resident also inquired about the fence height under the City ordinances. Mayor Franklin said she would investigate.

**Commissioner Holthouse**

Tree Pros and Lopez Tree Company are coming to quote removal of dead trees.

**Mayor Franklin**

Mayor Franklin mentioned that we are a member of Jefferson County League of Cities Cable Commission, and we need to make sure we have paid.

Also mentioned that a camp site was found in the park, and she has informed the Meadowvale Police.

The Meeting was adjourned at 8:52 pm. Motion by Mayor Franklin, 2<sup>nd</sup> by Commissioner Holthouse. The motion passed unanimously.

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Kim Franklin, Mayor

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Dennis Branson, City Clerk