

## MEETING MINUTES OF THE ELSMERE CITY COUNCIL

January 13, 2015

6:30 PM

**LOCATION:** Elsmere City Building, 318 Garvey Avenue, Elsmere, KY 41018.

**CALL TO ORDER:** Mayor Lenhof called the meeting to order at 6:35 p.m.

**INVOCATION AND PLEDGE:** The invocation was given by Councilman Billy Bradford, followed by the Pledge of Allegiance.

**ROLL CALL:** The following members were present: Mayor Marty Lenhof, Councilwoman Joanne Barnett-Smith, Councilwoman Nancy Bowman, Councilman Billy Bradford, Councilwoman Gloria Grubbs, Councilwoman Mary Lou Neal, and Councilwoman Alexis Tanner.

### APPROVAL OF MINUTES:

Councilwoman Bowman made a motion to approve the minutes of the December 9, 2014 Council Meeting. Councilwoman Neal seconded the motion. All members present voted aye. **Motion carried and so ordered.**

Councilwoman Grubbs made a motion to approve the minutes of the December 14, 2014 Special Meeting. Councilwoman Neal seconded the motion. All members present voted aye. **Motion carried and so ordered.**

### GENERAL ITEMS:

**Ordinance 1692-2015 – Adopting KY Fire Prevention Code and Naming Elsmere Fire District as Enforcement Agent**

City Attorney Tom Miller performed a reading in its entirety for the First Reading of Ordinance 1692-2015.

### AN ORDINANCE ADOPTING THE KENTUCKY FIRE PREVENTION CODE (STANDARDS OF SAFETY) AND DESIGNATING PRIMARY JURISDICTION OVER INSPECTION OF PROPERTY LOCATED IN THE CITY OF ELSMERE.

### AUDIENCE REMARKS:

Serena Owen, resident of Elsmere, invited members of Council to the bus tour event she is planning to promote the #10 bus route on Martin Luther King Day. Ms. Owen also questioned what events the City is planning to promote the bus route and asked if the flyer can be posted on the City's website and Facebook page. City Administrator Alex Mattingly reported the city has placed signs at each bus stop and has placed a link about the pilot program to the City's website and Facebook page. Councilwoman Joanne Barnett-Smith requested copies of both the surveys and petition that Ms. Owen conducted prior to the bus route. Ms. Owen reported she gave both of them to TANK General Manager Andrew Aiello.

### ADMINISTRATIVE REPORTS:

**Building Inspector Bill Stith** reported on the building and zoning permits issued for the month of December.

**City Engineer Ray Erpenbeck** discussed the Merravay reconstruction project. Mr. Erpenbeck also submitted a written report to Council.

**Finance Officer/Treasurer Jessica Lucius** submitted a written report to Council. Ms. Lucius reported delinquent property tax bills will be mailed out at the end of January.

**City Clerk Jessica Chaney** reported the total property tax collected from Oct. 1 to Dec. 31 and informed Council over 1,000 letters and bus schedules were mailed out to residents informing them of the pilot program.

**Code Enf. Officer & Zoning Administrator Rich Aliff** submitted a written report to Council.

**Parks and Recreation Director Denise Donahue** was absent. Alex Mattingly reported the new playground structures were installed at Covered Bridge Park and that Ms. Donahue will begin formulating the spring and summer parks schedule.

**City Attorney Tom Miller** reported on the December Code Enforcement Board meeting and that the City is starting to see compliance from properties that have code enforcement issues.

**Police Chief Tim Thames** summarized the items in his written report to Council.

**Public Works Director Chris Zerhusen** summarized items in his written report to Council.

Councilman Bradford made a motion to approve the Administrative Reports. Councilwoman Barnett-Smith seconded the motion. All members present voted aye. **Motion carried and so ordered.**

**City Administrator's Report T. Alex Mattingly** reported that the Merravay Drive project will consist of one phase and is a total reconstruction. Mr. Mattingly also reported Norfolk Southern contacted the City regarding the Garvey Avenue Bridge being replaced. Discussion occurred regarding the tentative timeframe of this summer. Mr. Mattingly also discussed the City's tax collection efforts and the role of the City Clerk and Finance Officer/Treasurer in collection.

**Mayor's Report Mayor Marty Lenhof** reported on the Norfolk Southern's planned construction of a new Garvey Ave. bridge. Mayor Lenhof also congratulated the 2015-2016 Council Members on their election victories and thanked citizens for his re-election.

**GENERAL ITEMS CONT.:**

**Student Government Meeting – February 10, 2015**

Councilwoman Barnett-Smith provided information to staff and Council regarding the February student government meeting.

**Executive Order 1-2015 – Appointing TBNK Representative**

Mayor Lenhof summarized Executive Order 1-2015 appointing Councilman Bradford as the TBNK Representative.

**Executive Order 2-2015 – Appointing PDS Representative**

Mayor Lenhof summarized Executive Order 2-2015 appointing Mayor Lenhof to the Planning and Development Services Council and Councilman Grubbs as an alternate.

**Executive Order 3-2015 – Appointing MGLNK Representative**

Mayor Lenhof summarized Executive Order 3-2015 appointing Councilwoman Barnett-Smith to the Municipal Government League of Northern Kentucky.

**Executive Order 4-2015 – Appointing OKI Representative**

Mayor Lenhof summarized Executive Order 4-2015 appointing Mayor Lenhof as the Ohio-Kentucky-Indiana Regional Council of Governments representative.

**Executive Order 5-2015 – Appointing Senior Center Representative**

Mayor Lenhof summarized Executive Order 5-2015 appointing Councilwoman Neal as the senior center representative.

**Executive Order 6-2015 – Appointing Parking Appeals Board**

Mayor Lenhof summarized Executive Order 6-2015 appointing Carole Linstead, Alex Mattingly and Chris Zerhusen to the Parking Violations Appeals Board.

**Executive Order 7-2015 – Appointing Scholarship Committee** Mayor Lenhof summarized Executive Order 7-2015 appointing Councilwoman Bowman, Councilwoman Grubbs, Joyce Florence and Patsy Acra to the Elsmere City Scholarship Committee.

**Executive Order 8-2015 – Appointing Crossing Guard - Emma L. Gough**

Mayor Lenhof summarized Executive Order 8-2015 appointing Emma L. Gough as the Elsmere Crossing Guard for the intersection of Garvey Avenue and Dixie Highway.

**Order/Resolution 1-2015 – Appointment of Doug Brefeld - Code Enforcement Board**

City Clerk Jessica Chaney read by title the Order/Resolution. Councilwoman Bowman made a motion to accept Order/Resolution 1-2015 as read. Councilwoman Tanner seconded the motion. All members present voted aye. **Vote: 6-0. Motion carried and so ordered.**

**Order/Resolution 2-2015 – Appointment of Council Oversight Liaisons**

City Clerk Jessica Chaney read Order/Resolution 2-2015 in its entirety. Councilwoman Grubbs made a motion to accept Order/Resolution 2-2015 as read. Councilwoman Tanner seconded the motion. All members present voted aye. **Vote: 6-0. Motion carried and so ordered.**

**Order/Resolution 3-2015 – Appointment of Carlita Moore - Board of Adjustment**

City Clerk Jessica Chaney read by title the Order/Resolution. Councilwoman Tanner made a motion to approve Order/Resolution 3-2015 as read. Councilwoman Barnett-Smith seconded the motion. All members present voted aye. **Vote: 6-0. Motion carried and so ordered.**

**Order/Resolution 4-2015 – Moving Audience Remarks to Caucus Meetings**

City Clerk Jessica Chaney read by title the Order/Resolution. Councilwoman Tanner made a motion to accept Order/Resolution 4-2015 as read. Councilwoman Barnett-Smith seconded the motion. All members present voted aye. **Vote: 6-0. Motion carried and so ordered.**

**Ordinance 1689-2014 – Adopting S-20 Code of Ordinances Supplement**

City Attorney Tom Miller performed a summary reading for the Second Reading of Ordinance 1689-2014.

**AN ORDINANCE ENACTING AND ADOPTING A SUPPLEMENT TO THE CODE OF ORDINANCES OF THE CITY OF ELSMERE, KENTUCKY.**

Councilwoman Bowman made a motion to accept Ordinance 1689-2014 as read. Councilwoman Barnett-Smith seconded the motion. Mayor Lenhof requested a Roll Call vote. Roll Call: Councilwoman Barnett-Smith – aye; Councilwoman Bowman – aye; Councilman Bradford – aye; Councilwoman Tanner – aye; Councilwoman Grubbs – aye; Councilwoman Neal – aye. **Vote: 6-0. Motion carried and so ordered.**

**Ordinance 1690-2014 – Amending Nuisance Ordinance - Clarifying Certain Items and Fines**

City Attorney Tom Miller performed a summary reading for the Second Reading of Ordinance 1690-2014.

**AN ORDINANCE AMENDING PORTIONS OF CHAPTER 94, “NUISANCES,” OF THE CITY OF ELSMERE, KENTUCKY CODE OF ORDINANCES TO ADD ADDITIONAL ACTIONS CONSTITUTING PUBLIC NUISANCES AND CLARIFY VARIOUS REGULATIONS.**

Councilwoman Tanner made a motion to accept Ordinance 1690-2014 as read. Councilwoman Bowman seconded the motion. Mayor Lenhof requested a Roll Call vote. Roll Call: Councilwoman Bowman – aye; Councilman Bradford – aye; Councilwoman Grubbs – aye; Councilwoman Neal – aye; Councilwoman Barnett-Smith – aye; Councilwoman Tanner – aye. **Vote: 6-0. Motion carried and so ordered.**

**Ordinance 1691-2014 – Text Amendment - Changes to Zoning Ord. Related to Comprehensive Plan and PDS Name Change**

City Attorney Tom Miller performed a summary reading for the Second Reading of Ordinance 1691-2014.

**AN ORDINANCE ADOPTING THE APPLICABLE RECOMMENDATION OF THE KENTON COUNTY PLANNING COMMISSION AND AMENDING VARIOUS SECTIONS OF THE TEXT OF THE OFFICIAL CITY OF ELSMERE ZONING ORDINANCE TO REFLECT THE NAME CHANGE OF PLANNING AND DEVELOPMENT SERVICES OF KENTON COUNTY AND CHANGES NECESSITATED BY THE RECENTLY ADOPTED KENTON COUNTY COMPREHENSIVE PLAN.**

Councilwoman Tanner made a motion to accept Ordinance 1691-2014 as read. Councilwoman Grubbs seconded the motion. Mayor Lenhof requested a Roll Call vote. Roll Call: Councilwoman Grubbs – aye; Councilwoman Neal – aye; Councilwoman Barnett-Smith – aye; Councilwoman Bowman – aye; Councilwoman Tanner – aye; Councilman Bradford – aye. **Vote: 6-0. Motion carried and so ordered.**

**Ordinance 1693-2015 – Establishing Lead Council Member/Mayor Pro Tem Position**

City Attorney Tom Miller performed a reading in its entirety for the First Reading of Ordinance 1693-2015.

**AN ORDINANCE CREATING § 32.04, ENTITLED “LEAD COUNCIL MEMBER/MAYOR PRO TEM.”**

Councilwoman Grubbs made a motion to appoint Councilwoman Nancy Bowman as Lead Council. Councilwoman Tanner seconded the motion. All members present voted aye. **Vote: 6-0. Motion carried and so ordered.**

**REPORTS FROM COUNCIL:**

**Councilwoman Bowman** reported to let City Administrator Alex Mattingly or herself know of any items for the Feb. caucus meeting agenda.

**Councilwoman Tanner** had no report.

**Councilman Bradford** had no report.


**Councilwoman Joanne Barnett-Smith** thanked police department for taking down the tattered POW flag in front of its building.

**Councilwoman Mary Lou Neal** reported she discussed several issues with Carol Cope pertaining to the Senior Center and asked if the landscaping in front of the Senior Center could be updated. Councilwoman Neal also discussed the issue of people smoking in the parks and discussed the process of banning smoking in city parks.

**Councilwoman Gloria Grubbs** congratulated members of Council and Mayor Lenhof for their win in the recent election and looks forward to working with everyone. Councilwoman Grubbs reported all members may not agree but they are all able to work together in serving tax payers and advocate for residents.

**ADJOURNMENT**

Councilwoman Grubbs made a motion to adjourn. Councilwoman Tanner seconded the motion. All members present voted aye. **Motion carried and so ordered.** Meeting adjourned at 7:27 p.m.

  
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Mayor Marty Lenhof

Attest:  
  
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Jessica Chaney, City Clerk