

REGULAR MEETING MINUTES OF THE ELSMERE CITY COUNCIL
March 12, 2013
6:30PM

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

CALL TO ORDER: Mayor Lenhof called the meeting to order at 6:43 PM.

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
Councilman Tim Greene
Councilwoman Gloria Grubbs
Councilwoman Mary Lou Neal

APPROVAL OF MINUTES:

Councilwoman Bowman made a motion to approve the minutes of the February 26, 2013 Council Meeting. Councilwoman Barnett-Smith seconded the motion. All members present voted aye. **Motion carried and so ordered.**

AUDIENCE REMARKS: None.

GENERAL ITEM:

Introduction of New Police Officer – Margaret Rau

Chief Thames introduced Margaret Rau and stated that she would be going to the Kentucky Police Academy on April 22, 2013 unless there is an opening in March, and Margaret Rau thanked everyone for the opportunity. Mayor Lenhof called for a 5 minute break so elected officials and city staff could introduce themselves to Ms. Rau. Break from 6:50 pm to 6:56 pm.

ADMINISTRATIVE REPORTS:

Building Inspector Bill Stith reported for the month of February, 2013 there were seven zoning and building permits with \$283,150 in total construction costs, \$1,544.40 in building fees, and \$190.00 in zoning fees. The letters to condemn properties have gone out and notices have been placed on the buildings.

City Engineer Ray Erpenbeck submitted a written report and also stated that Swan Circle will go out to bid in mid-April.

Interim City Clerk-Treasurer Jessica Lucius reported that property taxes through March 12, 2013 have been processed and deposited. She also reported that the City will be sending out delinquent property tax notices by the end of March, 2013. Tax refunds due residents have also been sent out. She also reported the audit for Fiscal Year 2011-2012 is on-going and will tentatively be ready for review in April.

Parks and Recreation Director Denise Donahue reported meeting about the baseball fields and was working on agreements for each entity using the field to sign. She also stated that she will be meeting with Public Works Director Chris Zerhusen about the parks. She also stated that the Easter Egg Hunt will be at 10:00 am on March 16th at Covered Bridge Park with a rain date of March 23, 2013.

City Attorney Tom Miller reported working with the Code Enforcement Board recently, and that the reconstituted board had their first meeting on March 6 and it went smooth. He is also working on dispatch and tax collection legal issues.

Police Chief Thames reported giving Council at the prior meeting the 2012 Police Department Annual Report, and he would be happy to answer any questions. He also reported being almost finished with the downstairs renovations at police headquarters. Chief Thames also reported that the police department finished the Application for Accreditation today and will mail it on Friday. He also reported on completing the 2012 evaluations for police employees. Councilwoman Grubbs stated that she was very impressed with the Annual Report and the department's hard work with the accreditation.

Public Works Director Chris Zerhusen submitted a written report. He also reported that last week they had their biggest snow storm of the season and it went smooth with just one electrical issue. They will be starting on getting the parks ready and landscaping around the buildings.

Code & Zoning Administrator Rich Aliff was not present but submitted a written report to council.

Councilman Greene made a motioned to approve the Administrative Reports. Councilwoman Grubbs seconded the motion. All members present voted aye. **Motion carried and so ordered.**

COUNCIL LIAISON REPORTS:

Administrative Liaison Gloria Grubbs reported on the proposed restructuring of the City Clerk-Treasurer's Office. Liaison Nancy Bowman had nothing to report.

Streets Liaison Tim Greene had nothing to report. Liaison Grubbs asked about the funding that is available in this budget. Mr. Mattingly stated that funding is available, and will have more specific numbers soon.

Economic Development Liaison Billy Bradford had no report.

Adopt-A-Troop Liaison Joanne Barnett-Smith stated she would not have a report until April.

Parks and Recreation Liaison Mary Lou Neal stated that the only park used in the winter months is Rosella Porterfield, and that Covered Bridge Park is not used as much in winter. She also stated that there needs to be a sign about cleaning up after animals. She stated that the skating party went well.

Code Enforcement Liaison Neal reported that she wasn't able to make the recent Code Enforcement Board meeting.

Scholarship Liaison Nancy Bowman asked if any letters were out yet. Gloria Grubbs stated applications were at the schools, on the website and at the City Building. Suggested was to have the deadline at the end of May.

Student Government Meeting Liaison Joanne Barnett-Smith stated that the Student Government Meeting was a good meeting and a success.

City Administrator T. Alex Mattingly summarized the two versions of the proposed Sunday alcohol sales ordinance on the agenda, and mentioned that a special meeting was requested at the caucus and, if council still wants it, will be held on March 26, 2013 at 6:30 pm. Council stated they still want that meeting. Mr. Mattingly stated there will be pictures taken of each council member at the special meeting. He also reported that the trash collection bid will be released in the next week. He also reported that the Overlook at Turkeyfoot Apartments project is progressing. The company is moving land and will start further construction when the weather improves.

Mayor Marty Lenhof reported that the 2013-2014 budget is getting started and will likely be given to Council in late May. If Council has any questions or issues, they can always feel free to contact City Administrator Alex Mattingly directly.

GENERAL ITEMS CONT.:

Order/Resolution 6-2013 Adopting Job Descriptions for Finance Officer/Treasurer and City Clerk

Interim City Clerk-Treasurer Jessica Lucius read the Order/Resolution. Councilwoman Bowman made a motion to approve the Order/Resolution as read. Councilwoman Neal seconded the motion. Roll Call: Councilwoman Barnett-Smith – aye, Councilwoman Bowman – aye, Councilman Bradford – aye, Councilman Greene – aye, Councilwoman Grubbs – aye, Councilwoman Neal – aye. **Vote of 6-0. Motion carried and so ordered.**

First Reading of Ordinance 1654-2013 – Amending Personnel Policy – Take Home Vehicles

Mr. Miller performed a summary reading of the first reading of Ordinance 1654-2013.

**AN ORDINANCE AMENDING CHAPTER 19 OF THE CITY OF ELSMERE
PERSONNEL POLICIES RELATED TO USE OF CITY VEHICLES.**

Councilman Greene made a motion to set the radius for take-home vehicles at 30 miles within the ordinance. Councilwoman Bowman seconded the motion. Roll Call – Councilwoman Barnett-Smith – aye, Councilwoman Bowman – aye, Councilman Bradford – aye, Councilman Greene – aye, Councilwoman Grubbs – no, Councilwoman Neal – aye. **Vote of 5-1. Motion carried and so ordered.**

First Reading of Ordinance 1655-2013 – Amending Sunday Alcohol-By-The-Drink Serving/Sales Times

Discussion occurred to establish the time to fill in the blank in the ordinance. Mr. Miller performed a summary reading of the first reading of Ordinance 1655-2013.

**AN ORDINANCE AMENDING § 111.40 OF THE CODE OF ORDINANCES TO
MODIFY THE TIMES THAT ALCOHOLIC BEVERAGES BY THE DRINK AND BY
THE PACKAGE MAY BE SOLD AT REAIL WITHIN THE CITY OF ELSMERE.**

First Reading of Ordinance 1656-2013 – Amending Non-Elected Officers Ordinance to Create Position of Finance Officers/Treasurer and Amend Duties of City Clerk

Mr. Miller performed a summary reading of the first reading of Ordinance 1656-2013.

**AN ORDINANCE AMENDING CHAPTER 31 OF THE CITY OF ELSMERE
CODE OF ORDINANCES TO REVISE THE DUTIES OF THE CITY CLERK AND
CREATE THE NON-ELECTED CITY OFFICE OF FINANCE OFFICER/TREASURER.**

REPORTS FROM COUNCIL

Councilwoman Barnett-Smith had no report.

Councilwoman Bowman stated she wanted to see the waste bid specs and a financial report updates. She also stated that the student government meeting was good.

Councilman Bradford thanked Councilwoman Barnett-Smith for her work on the student government meeting, and that he enjoyed the meeting.

Councilman Greene had no report.

Councilwoman Grubbs had no report.

Councilwoman Neal thanked everyone who came out and everyone who is working hard and improving the City.

ADJOURNMENT

Councilman Greene made a motion to adjourn. Councilwoman Grubbs seconded the motion. All members present voted aye. **Motion carried and so ordered.** Meeting adjourned at 7:52 pm.

Mayor Marty Lenhof

Attest:

Jessica Lucius, Interim City Clerk-Treasurer