

**REGULAR MEETING MINUTES OF THE ELSMERE CITY COUNCIL**  
**May 14, 2013**  
**6:30PM**

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

**CALL TO ORDER:** Mayor Lenhof called the meeting to order at 6:34 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 April 9, 2013 Council Meeting. Councilwoman Neal seconded the motion. All members present voted aye. **Motion carried and so ordered.**

Councilwoman Neal made a motion to approve the minutes of the May 1, 2013 Special Council Meeting. Councilman Greene seconded the motion. All members present voted aye. **Motion carries and so ordered.**

**GENERAL ITEMS:**

**Tichenor Afterschool Program Presentation**

Three students, Erlanger/Elsmere Superintendent, Tichenor Principal and Boys & Girls Club of Cincinnati President were all present to give a presentation to Council and the community about the great work that the afterschool program has giving to the students.

**2011-2012 Audit Presentation**

John Chamberlin was present to present to City Council the 2011-2012 Audit Report.

**Order/Resolution 14-2013 – Residential Waste Collection Bid Award**

Interim City Clerk Jessica Lucius read by title the Order/Resolution.

Councilwoman Grubbs made a motion to accept Order/Resolution 14-2013 as read. Councilman Bradford 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.**

**AUDIENCE REMARKS:**

**Linda Gossett, 627 Bedinger St.** – She asked if there was an ordinance pertaining to wild flowers, and Mr. Mattingly stated that there is no ban on wild flowers. She also asked about the cat ordinance because the cats next door and around the neighborhood are now on her roof. Mr. Mattingly stated that the ordinance involves cat licensing and managing.

**Laura Remley, 27 May St.** – She asked about a landlord tenant act and that her place needs fixed up and gutters are falling off. Councilwoman Grubbs stated that a landlord tenant act was on the table in the past, but didn't pass. Mr. Mattingly stated he would let the code enforcement officer know and have him come by and look at the place.

**ADMINISTRATIVE REPORTS:**

**Building Inspector Bill Stith** reported for the month of April, 2013 there were fourteen zoning and building permits with \$290,137.50 in total construction costs, \$2,779.50 in building fees, and \$230.00 in zoning fees.

**City Engineer Ray Erpenbeck** submitted a written report and also stated that Swan Circle and Caldwell Drive would be talked about later.

**Interim City Clerk and Finance Officer/Treasurer Jessica Lucius** reported that delinquent waste fee notices were sent out by the beginning of May, 2013. As of May 13, 2013, delinquent property taxes collected totaled \$36,275.79, and waste fee collection totaled \$7,035.30.

**Parks and Recreation Director Denise Donahue** reported that the Park Programs have started, picnic tables for Rosella Porterfield have been ordered, and the baseball fields are ready.

**City Attorney Tom Miller** reported that the delinquent tax collection final demand letter will be out by the end of the week.

**Police Chief Thames** submitted a written report. He also reported that Margaret Rau is at the academy and testing on the new recruit is finished and hopefully will get into the June 22 academy date. He also reported being close to accreditation, evidence room is finished, and next week is the onsite inspection. He also reported the Safety Grant was awarded for October 1, 2013 – October 1, 2014. He also reported on an assisted cardiac arrest patient that Officer Wright and Sgt. Dickerson as first responders helped save the patient's life.

**Public Works Director Chris Zerhusen** submitted a written report. He also reported that they are busy cutting grass and picking up trash. They have started road work and are switching out the banners.

**Code & Zoning Administrator Rich Aliff** was not present but submitted a written report to council. Mr. Mattingly reported that Mr. Aliff is hard at work with the high grass and the demo hearings are under way.

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

**COUNCIL LIAISON REPORTS:**

**Administrative Liaison Gloria Grubbs** reported that she met with the Mayor, City Administrator and Insurance Rep about health insurance. Health insurance is going up, and she is recommending staying with the current insurance for another year. Councilwoman Nancy Bowman agreed with the decision on health insurance.

**Streets Liaison Tim Greene** asked Ray Erpenbeck about Garvey Bids and Mr. Erpenbeck stated those would be June 7, 2013. Councilman Greene also reported that there is a preconstruction meeting on Friday, May 17, 2013 at Mr. Erpenbeck's Office.

**Economic Development Liaison Billy Bradford** had no report.

**Adopt-A-Troop Liaison Joanne Barnett-Smith** reported troops are going to be in before Memorial Day and others out after Memorial Day.

**Parks and Recreation Liaison Mary Lou Neal** stated Public Works are doing a good job.

**Code Enforcement Liaison Neal** stated Mr. Aliff is doing a good job.

**Scholarship Liaison Gloria Grubbs** stated all Council Members and Residence reviewed the applications.

**Student Government Meeting Liaison Joanne Barnett-Smith** had nothing to report.

**City Administrator T. Alex Mattingly** stated that the 2013-2014 Budget will be distributed to City Council by the last week of May. He also reported that he was still waiting on insurance quotes to finalize the proposed budget, and provided more information on the waste collection notices that have been released to certain residents.

**Mayor Marty Lenhof** reported that he and Mr. Mattingly have gone through approximately 750 applications for the City Clerk position. There are still a few interviews to conduct, and conducted about 20 last week. Second interviews will be the last week of May and a candidate will be presented to City Council for approval at the first meeting in June. Scholarships have been chosen and the winners contacted: Ryan Coots at St. Henry District High School and Kaitlyn Bechtold at Lloyd Memorial High School, and they will be at the Council Meeting on June 11, 2013.

**GENERAL ITEMS CONT.:**

**Swan/Caldwell Bid Approval**

Mr. Erpenbeck stated that City staff recommended acceptance of the bid of JPS Construction, and Councilwoman Grubbs made a motion to authorize Mayor Lenhof and the City Administrator to sign all necessary agreements. Councilwoman Bowman 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.**

**Executive Order 11-2013 – Conditional Employment Officer for Police Officer – Michael Metzger**

Mayor Lenhof summarized this Executive Order.

**Executive Order 12-2013 – Public Works Part-Time Seasonal Employee – Bryan J. Panko**

Mayor Lenhof summarized this Executive Order.

**Order/Resolution 12-2013 – Surplus Property**

Interim City Clerk Jessica Lucius read by title the Order/Resolution.

Councilwoman Bowman made a motion to accept Order/Resolution 12-2013 as read. Councilman Greene seconded the motion. All members present voting aye. **Motion carried and so ordered.**

**Order/Resolution 13-2013 – Tree Grant Program for Turkeyfoot Acres**

Interim City Clerk Jessica Lucius read by title the Order/Resolution.

Councilwoman Bowman made a motion to accept Order/Resolution 13-2013 as read. Councilman Bradford 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.**

**Ordinance 1657-2013 – Amended Elsmere Animal Control Ordinance**

City Attorney Tom Miller performed a summary reading for the First Reading of Ordinance 1657-2013.

**AN ORDINANCE AMENDING CHAPTER 90 OF THE CODE OF ORDINANCES TO REQUIRE CATS WITHIN THE CITY TO BE LICENSED AND UPDATING OTHER ANIMAL CONTROL REGULATIONS.**

**Ordinance 1658-2013 – Withholding City Permits if Taxes are Owed**

City Attorney Tom Miller performed a summary reading for the First Reading of Ordinance 1658-2013.

**AN ORDINANCE AMENDING § 37.05 TO WITHHOLD PERMITS, LOANS, AND OTHER BENEFITS FROM INDIVIDUALS OR ENTITIES OWING DELINQUENT**

**CITY OF ELSMERE TAXES.**

**Ordinance 1659-2013 – Waste Collection Ordinance Update**

City Attorney Tom Miller performed a summary reading for the First Reading of Ordinance 1659-2013.

**AN ORDINANCE AMENDING §§ 51.08 THROUGH 51.99 TO UPDATE PROVISIONS RELATED TO SOLID WASTE AND RECYCLING COLLECTION PROCEDURES AND FEES.**

**REPORTS FROM COUNCIL**

**Councilwoman Barnett-Smith** reported that the parks look great and that the Public Works employees did a great job.

**Councilwoman Bowman** had no report.

**Councilman Bradford** had no report.

**Councilman Greene** had no report.

**Councilwoman Grubbs** reported that on April 25, 2013 she attend NKAP Council Meeting. There was OKI and GIS Presentation “Create RAVEN 911 Program “. She also reported that it is Planning Commission Budget time.

**Councilwoman Neal** had no report.

**ADJOURNMENT**

Councilwoman Grubbs made a motion to adjourn. Councilman Greene seconded the motion. All members present voted aye. **Motion carried and so ordered.** Meeting adjourned at 8:31 pm.

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Mayor Marty Lenhof

Attest:

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Jessica Lucius, Interim City Clerk