

**REGULAR MEETING MINUTES OF THE ELSMERE CITY COUNCIL**

**October 8, 2013**

**6:30PM**

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

**CALL TO ORDER:** Mayor Lenhof called the meeting to order at 6:32 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**  
**Councilman Tim Greene**  
**Councilwoman Gloria Grubbs**  
**Councilwoman Mary Lou Neal**

**APPROVAL OF MINUTES:**

Councilwoman Nancy Bowman made a motion to approve the minutes of the September 10, 2013 Council Meeting. Councilwoman Mary Lou Neal seconded the motion. All members present voted aye. **Motion carried and so ordered.**

**AUDIENCE REMARKS:** none.

**ADMINISTRATIVE REPORTS:**

**Building Inspector Bill Stith** reported for the month of September there were 13 building and zoning permits. There were two deck permits, seven HVAC, an outside sitting room and a move and set permit in one of the trailer parks. Mr. Stith reported he visited a house on Orchard after receiving a complaint from a neighbor. Reports there will be another property condemned in the city since it has raw sewage in the basement. Reported he plans to start this process tomorrow.

**City Engineer Ray Erpenbeck** submitted a written report to council. Mr. Erpenbeck reported asphalt on Garvey Ave. is completed and striping will be finished tomorrow. Recently, he found out the issue of the water district replacing the water main on Park Ave. Mr. Erpenbeck reported this will delay the bidding until we have a completion date from them. He reported the bid will go out before they complete and this puts a tighter cycle on the city. Councilman Greene questioned in the area of Plateau and Garvey the striping appears to have been drove over with tar; appears to be thick. Mr. Erpenbeck reported the tar should wear off over a period of time but will check the striping tomorrow. Councilman Greene reported on Kenton there appears to be a 20 to 25 x 30 square cut out on street. Mr. Erpenbeck reported the restoration work should be completed on this project but will look into this area.

**City Clerk Jessica Chaney** reported the 2013 Tax bills will be mailed out by the end of October. Ms. Chaney reported a total of 16 applications have been received for the Turkeyfoot Acres Tree Program; the deadline was on Oct. 4, although, if residents are still interested they do have a brief window to submit their applications. She also reported through the electronic auction that took place Sept. 18<sup>th</sup> through Sept. 25<sup>th</sup> the city was able to auction a total of 44 items generating approximately \$10,000 in revenue.

**Finance Officer/Treasurer Jessica Lucius** submitted a written quarterly report to council. Ms. Lucius reported for the first quarter of fiscal year 2013-2014 there hasn't been a lot of revenue since property taxes have not been mailed. The next two quarters will show more income since property tax payments will be coming in.

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

**Parks and Recreation Director Denise Donahue** submitted a copy of the Parks and Recreation flyer indicating the upcoming events. Ms. Donahue reported the Halloween party will be on October 26<sup>th</sup> at the Senior Center which will be fun for the whole family and it will be a costume party. She also reported November 10<sup>th</sup> there will be free skating at Jimmy's Roller Dome. She reported the Christmas party will be held on December 8<sup>th</sup> from 2:00 to 4:00 p.m. and February 9<sup>th</sup> there will be free skating at Jimmy's Roller Dome.

**City Attorney Tom Miller** had no report.

**Police Chief Thames** submitted a written report to council. Chief Thames reported himself and the Mayor attended Officer Rau's graduation in Frankfort. Officer Rau represented the city well receiving two awards at the graduation. Reported Rau received the Coordinators Award based on enthusiasm, positive attitude, appearance and leadership ability and the Physical Fitness Excellence Award receiving 80% or higher on each aspect of the physical fitness test which is a strenuous test. Chief Thames also reported Rau was part of the flag detail which is responsible for raising and lowering the colors in the morning and at night and being part of the upkeep of the Law Enforcement Memorial. Chief Thames reported Officer Rau is in her fourth week of field training and should be out on her own December 1<sup>st</sup>. He also reported Metzger should graduate on Nov. 8<sup>th</sup> which him and the Mayor will be attending the ceremony; extended the offer to council and Alex Mattingly. Chief Thames reported the two new vehicles are here and placed in service. He credits Mike Wright in organizing and getting the vehicles setup with equipment. He also asked council to read the second page of his report which is two great examples of street level officers doing a job well done of watching and paying attention.

**Public Works Director Chris Zerhusen** submitted a written report. Mr. Zerhusen thanked the Public Works staff in their extra work the past three weeks and sticking to the timeline to get projects done. They have really stepped up to the challenge at hand. He reported Public works is doing the last concrete pour in the morning and plans to start working on sprucing up the buildings and parks to get everything back in shape. Councilman Greene suggested for Public Works to run the street sweeper after done with Garvey. Mr. Erpenbeck added to wait until the restoration work is completed.

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

#### **COUNCIL LIAISON REPORTS:**

**Administrative Liaisons Gloria Grubbs and Nancy Bowman** Councilwoman Grubbs reported nothing other than item five on the agenda; the second reading of the personnel policy.

**Adopt-A-Troop Liaison Joanne Barnett-Smith** reported they are waiting to see what the government is going to do; they are on hold right now.

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

**Code Enforcement Liaison Neal** reported based on Mr. Aliff's report he has been very busy in the community. She is thankful he is doing a good job and is pleased with his work. Councilwoman Neal questioned what is going to happen with the mess at 443 Fox St. Mr. Mattingly added a citation has been issued and Rumpke is supposed to pick it up if not Public Works will pick it up.

**Parks and Recreation Liaison Mary Lou Neal** reported the parks are looking good and thanked Mr. Zerhusen for taking care of them. Councilwoman Neal suggested leaving the portable toilets up through the rest of the month since weather is permitting. She also reported she was at Covered Bridge Park and is happy to see people using the parks.

**Streets Liaison Tim Greene** reported he has been out looking at the street work and all of the projects are coming along well. Councilman Greene reported he has not been out yet to see the work at Industrial and Turkeyfoot but

plans to do so this evening or tomorrow. The streets are looking really good and a little restoration work will make them look that much better. Councilwoman Grubbs added the Streets Committee also met.

**City Administrator T. Alex Mattingly** reported the city is working as quickly as they can to get Park Ave. addressed and the replacement of the water main was unexpected. He requested if residents can be a little more patience with them and know the city is working on the project. Mr. Mattingly also reported he has been coordinating the donation of the house on Spring St. and the sign donation. He also has been working with Erlanger regarding dispatch. He added the dispatch fee for Elsmere residents will not be on the Kenton County Tax bill.

**Mayor Marty Lenhof** reported he attended the KLC Convention in Covington last week as well Alex and both Jessica's got to attend at different times. Mayor Lenhof reported he attended different workshops such as customer service, active shooter, and cyber liability, abandoned and blighted properties and gas and electric franchise workshop. He found topics to be very interesting and there were actually several that he wanted to attend that were held at the same time. Mayor Lenhof also reported there are several items he plans to bring to council at the caucus meeting to get employees to tighten up, to discuss an active shooter and customer service; there are several sample policies the city could go off of.

**GENERAL ITEMS:**

**Halloween Hours** – Members of Council set Halloween hours to be held on October 31, 2013 from 6:00 p.m. to 8:00 p.m.

**Order/Resolution 22-2013 – Declaring Surplus Property**

City Clerk Jessica Chaney read by title the Order/Resolution.

Councilman Greene made a motion to accept Order/Resolution 22-2013 as read. Councilwoman Neal seconded the motion. All members present voted aye. **Motion carried and so ordered.**

**Ordinance 1670-2013 – Amending Liquor License Schedule to Comply with Senate Bill 13**

City Attorney Tom Miller performed a summary reading for the Second Reading of Ordinance 1670-2013.

**AN ORDINANCE AMENDING SECTION 111.20, ET SEQ. OF THE ELSMERE CODE OF ORDINANCES AS IT RELATES TO LICENSE FEES FOR TRAFFICKING IN ALCOHOLIC BEVERAGES.**

Councilman Bradford made a motion to accept Ordinance 1670-2013 as read. Councilwoman Grubbs seconded the motion. Roll call – Councilwoman Bowman – aye, Councilman Bradford – aye, Councilman Greene – aye, Councilwoman Grubbs – aye, Councilwoman Neal – aye, Councilwoman Barnett-Smith – aye. **Vote 6-0. Motion carried and so ordered.**

**Ordinance 1671-2013 – Amending Building and Zoning Fees**

City Attorney Tom Miller performed a summary reading for the Second Reading of Ordinance 1671-2013.

**AN ORDINANCE AMENDING §§ 150.07 AND 154.02 OF THE CODE OF ORDINANCES TO ADJUST THE SCHEDULE OF BUILDING PERMIT AND ZONING FEES.**

Councilwoman Bowman made a motion to approve Ordinance 1671-2013 as read. Councilwoman Barnett-Smith seconded the motion. Roll call – Councilman Bradford – aye, Councilman Greene – aye, Councilwoman Grubbs – aye, Councilwoman Neal – aye, Councilwoman Barnett-Smith – aye, Councilwoman Bowman – aye. **Vote 6-0. Motion carried and so ordered.**

**Ordinance 1672-2013 – Amending Chapter 11 Personnel Policies**

City Attorney Tom Miller performed a summary reading for the Second Reading of Ordinance 1672-2013.

**AN ORDINANCE AMENDING CHAPTER 11 OF THE CITY OF ELSMERE  
PERSONNEL POLICIES RELATED TO TRAINING AND TUITION  
REIMBURSEMENT.**

Councilwoman Grubbs made a motion to approve Ordinance 1672-2013 as read. Councilman Greene seconded the motion. Roll call – Councilman Green – aye, Councilwoman Grubbs – aye, Councilwoman Neal – aye, Councilwoman Barnett-Smith – aye, Councilwoman Bowman – aye, Councilman Bradford – aye. **Vote 6-0. Motion carried and so ordered.**

**REPORTS FROM COUNCIL**

**Councilwoman Barnett-Smith** had not report.

**Councilwoman Bowman** had not report.

**Councilman Bradford** had not report.

**Councilman Greene** had not report.

**Councilwoman Grubbs** had not report.

**Councilwoman Neal** had not 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 7:04 p.m.

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Mayor Marty Lenhof

Attest:

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Jessica Chaney, City Clerk