

**REGULAR MEETING MINUTES OF THE ELSMERE CITY COUNCIL**  
**November 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 6:34 p.m.

**INVOCATION AND PLEDGE:** The invocation was given by Councilwoman Gloria Grubbs, 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 October 8, 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 October, 2013 there were 26 building and zoning permits. There were ten mobile home move and set permits, one porch, three signs, three fences and seven HVAC permits. Total construction costs were \$360,174.00, with \$3,755.60 in building fees, and \$350.00 in zoning fees.

**City Engineer Ray Erpenbeck** was not present but submitted a written report to council.

**City Clerk Jessica Chaney** reported the 2013 Tax bills were mailed to residents on October 27<sup>th</sup> which included a fall/winter newsletter. Ms. Chaney reminded residents the discount amount is due no later than 5:00 p.m. on December 2<sup>nd</sup> and the base amount is due by 5:00 p.m. on December 31<sup>st</sup>.

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

**Parks and Recreation Director Denise Donahue** reported the Halloween party at the Elsmere Senior Center was successful; approximately 75-80 children plus adults were in attendance. The first skating party was held on Sunday at Jimmy's Rollerdom. Ms. Donahue reported she modified her advertising this time since last skating party they had over 400 people in attendance. This past Sunday's event had approximately 250 people. Ms. Donahue wanted to remind residents of the Christmas Party on December 8<sup>th</sup> from 2:00 p.m. to 4:00 p.m. Parents need to register the age and number of children for this event which the deadline is November 22<sup>nd</sup> to register. Also, Ms. Donahue reported the damaged play structure at Covered Bridge Park was taken down and there is discussion of replacing it with something else. Councilwoman Neal questioned if there can be something done about the pits that are occurring at the swing-sets. Discussed it being filled in the spring but by fall the pit returns. Discussion occurred in looking into cost of placing rubber mats under the swings to prevent this. Mayor Lenhof requested Ms. Donahue to expand on the Christmas Party which is open to Elsmere residents and they will need to call 859-342-7911 to register the age and number of children that will be attending. There will be carriage rides, ornaments to decorate, crafts, each child will receive a toy, there will be pictures with Santa and this is the first year the City is offering family portraits. Each family will be able to receive an 8 x 10 of their family portrait,

which will be available for pick-up at the Elsmere City Building. Flyers went out to children at the elementary schools and flyers were passed out at the Halloween party.

**City Attorney Tom Miller** reported he is continuing with collection efforts on delinquent taxes. The next steps will be preparing tax liens and file foreclosures on property owners that haven't paid.

**Police Chief Thames** submitted a written report to council. Chief Thames reported Officer Metzger graduated from the Academy on Nov. 8<sup>th</sup> in which himself; Sgt. Cummins, the Mayor and Alex Mattingly were able to attend the graduation ceremony. Chief plans to report on Metzger's progress and experience next month when he gets the final report from the Academy. Officer Rau is in her ninth week of field training and as long as nothing comes up she will be on her own by Dec. 21<sup>st</sup>. Chief Thames requested council to read the report he submitted in regards to the one year investigation that involved the Kenton County Attorney, Social Services and the Children's Advocacy Center this case really shows the work Detective McCarthy does. Chief Thames reported the Police Department was notified in October they received the 50/50 grant in order to purchase new bullet proof vests which will help in the cost of replacing the four vests that need replaced. Also, he reported he is in the process of reviewing the policies and procedure manual for the Police Dept. he plans to present this to council in December or January meeting. Members of the Elsmere and Erlanger Police Departments, in conjunction with the F.O.P., will be conducting a canned food drive on Nov. 20<sup>th</sup> at the Silverlake Kroger. Chief Thames also reported they are partnering with Erlanger to upgrade the three memorials with the help of a Home Depot grant of \$1500.00. Ed Bailey is having a landscaper look at the three memorials to offer suggestions. Chief Thames reported the community is saddened by the death of retired Elsmere Police Sgt. Dean Jordan. His family is currently in the planning process but he should know something tomorrow in regards to the arrangements. He does not know if it is going to be private or open to the public. He reported the F.O.P. does plan to have a memorial service. Councilwoman Barnett-Smith questioned if the speed/radar trailer can be placed in the dip on Eastern Ave since there has been concern over speeding. Chief reported he will have Officer Morrison take it down there, if possible.

**Public Works Director Chris Zerhusen** submitted a written report. Mr. Zerhusen reported they have been doing concrete work on the sidewalks on E. Covered Bridge and then on Garvey Ave. He reported that the City's snow plows are in good shape and everything is ready. He plans to do the final clean-up at the city owned buildings in the coming weeks. Mr. Zerhusen reported all the flags are in bad shape and plans to get in touch with the VFW if they would like to donate or we would need to buy new. He reported also the city now has to get an encroachment permit in order to change the banners on Dixie Hwy and this was received this week.

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

#### **GENERAL ITEMS:**

##### **Kenton County Deputy Judge-Executive – Mark Kreimborg**

Thanked council on behalf of Steve Arlinghaus. Mr. Kreimborg reported he appreciates council in letting him be here this evening and wanted to let them know he is committed in having a good working relationship with the City. Mr. Kreimborg reported Judge Arlinghaus brought him on as well as Steve Hensley who is now the director of homeland security and emergency management; it is their commitment to create a working relationship between the county and the city to ensure the city is happy with the services of Kenton County. The county fiscal court has worked hard on cleaning the county up and has added a second litter crew. He noted that Judge Arlinghaus committed to keeping a good working relationship with Kenton County cities and at some point in time there will be a study on police, sheriff and dispatch services. He reported the county is here for Elsmere and is here to work with the city.

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

**Administrative Liaisons Gloria Grubbs and Nancy Bowman** had no report.

**Adopt-A-Troop Liaison Joanne Barnett-Smith** reported they are preparing for their Thanksgiving dinner/feast and are doing a lot for the community in a can food drive. Councilwoman Barnett-Smith questioned council if they can send money for the event. Discussion took place about whether to send a care package to help out; no minimum or maximum amount was decided. Council members agreed to discuss this item more at the December caucus.

**Economic Development Liaison Billy Bradford** had no report. Alex Mattingly reported that there are items in the works but nothing could be announced publicly yet.

**Code Enforcement Liaison Neal** reported Code Enforcement Officer Rich Aliff is getting a lot of work done in the city. She is still seeing some overgrown weeds on some properties, and noticing trash containers are being placed on or near the street.

**Parks and Recreation Liaison Mary Lou Neal** reported she was out looking at all the parks. She noticed the fences being put up at Woodside Park and is happy that children are playing in the parks.

**Lights Up Elsmere Joanne Barnett-Smith** reported judging will occur 6:00 p.m. to 11:00 p.m. on December 13<sup>th</sup> and 14<sup>th</sup>; asked residents to leave their lights on. There will be first, second and third place winners broken down into five sections in Elsmere. It does pay a small amount to winners and hopes that more people will join in this year.

**Streets Liaison Tim Greene** reported he was out today looking at the different streets. He reported the curb and restoration work on Garvey Ave. appears to be finished; it looks really good and reported they did a good job on the project. Councilman Greene reported the striping and cross streets looks good. Councilman Greene questioned if there is still restoration work being completed down Swan/Caldwell. Mr. Greene reported that he noticed about five driveway aprons that were poured. A discussion took place regarding whether the Sanitation District is completed with their work. Councilman Greene reported he noticed the equipment has been removed near Autumn Rd.

**City Administrator T. Alex Mattingly** complimented City Clerk Jessica Chaney and Finance Officer/Treasurer Jessica Lucius for their work on the property tax bills; they completed this task in the cheapest, most economical manner. Mr. Mattingly also complimented the Public Works crew for pouring a large amount of concrete in a short amount of time, which took hard work and dedication. Mr. Mattingly apologized to Council for not attending the caucus meeting and to let him know if there are any questions about the items that were discussed. A discussion took place regarding the issue of snow plowing in Heartland Point mobile home park. Mr. Mattingly reported we have received several properties from Rumpke that show delinquent waste fees. He noted residents are required to have waste collection service from Rumpke and to call the city building with any questions.

**Mayor Marty Lenhof** reinforced the date of the Christmas Party held at the Senior Center December 8<sup>th</sup> from 2:00 to 4:00 p.m. and judging for the Lights Up in Elsmere will be from 6:00 to 11:00 p.m. on December 13<sup>th</sup> and 14<sup>th</sup>. The city plans to deliver the checks and signs the following week before Christmas.

**GENERAL ITEMS CONT.:**

**Ordinance 1673-2013 – Adopting S-19 Code of Ordinances Supplement**

City Attorney Tom Miller performed a summary reading for the First Reading of Ordinance 1673-2013.

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

**REPORTS FROM COUNCIL:**

**Councilwoman Gloria Grubbs** reported that she and city council received an invitation from Lloyd High School to address the government class on a day in December. In the past she and the Mayor presented to a Middle School class. Councilwoman Grubbs reported they are interested in how the process and government works and how doing this is a good opportunity to serve the community. She also thanked the veterans living in Elsmere and across the country and the families who have lost loved ones in the military; we wouldn't be free if it wasn't for what they do.

**Councilwoman Mary Lou Neal** reported she also thanks the veterans for their service.

**Councilwoman Joanne Barnett-Smith** wished everyone a safe and happy Thanksgiving.

**Councilman Bradford** reported the street program is working out well. Questioned if garbage cans could be pushed back since they are ending up in the street. Thanked everyone who visited and thought of him during his brief illness.

**Councilman Greene** sends his sympathy to Mr. Mattingly and his family for their loss as well as to Sgt. Jordan's family and the Police Department for their loss. He mentioned that Sgt. Jordan dedicated his time to the city and the community, and thanked Sgt. Jordan's family for allowing him to serve here in Elsmere.

**Councilwoman Bowman** had no report.

**ADJOURNMENT**

Councilwoman Grubbs made a motion to adjourn. Councilwoman Barnett-Smith seconded the motion. All members present voted aye. **Motion carried and so ordered.** Meeting adjourned at 7:18 p.m.

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Mayor Marty Lenhof

Attest:

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Jessica Chaney, City Clerk