

**SPECIAL MEETING MINUTES OF THE ELSMERE CITY COUNCIL**  
**February 10, 2015**  
**6:30 PM**

**LOCATION:** Elsmere Senior Center, 179 Dell 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 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.

**OUR STUDENT REPRESENTATIVES**

Habsa Dia	Emily Taylor	Colin Pritchett	Addison Musk	Jessica Gurren
Jullit Fall	Matthew Reynolds	Victoria Samotis	Lauren McMillen	Omar Yero
Logan Bright	Colton Cox	Miranda Massman	Quinten Snow	

**APPROVAL OF MINUTES:**

Councilwoman Barnett-Smith made a motion to approve the minutes of the January 13, 2015 Council Meeting. Councilwoman Grubbs seconded the motion. All members present voted aye. **Motion carried and so ordered.**

Councilwoman Neal made a motion to approve the minutes of the February 3, 2015 Caucus Meeting. Councilwoman Barnett-Smith seconded the motion. All members present voted aye. **Motion carried and so ordered.**

**ADMINISTRATIVE REPORTS:**

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

**City Engineer Ray Erpenbeck** was absent. Mr. Erpenbeck submitted a written report for City Council's review.

**City Clerk Jessica Chaney** reported she has been coordinating waste collection efforts with Rumpke to find out which properties have not paid since start of direct billing and is processing the fourth quarter insurance premium taxes and annual reconciliations.

**Code Enf. Officer & Zoning Administrator Rich Aliff** submitted a written report to Council. Rob Himes with Planning Development Services also submitted a written report to Council.

**Parks and Recreation Director Denise Donahue** reported the skating event had over two-hundred people in attendance and has set the Easter Egg Hunt for March 28 and is starting to work on the summer parks event schedule and the baseball field schedule.

**City Attorney Tom Miller** reported he has been working on several foreclosure complaints and counter-claims and has been drafting and recording liens for code enforcement, property taxes and waste fees. Mr. Miller also reported he has been addressing zoning issues as necessary, looking into a social media policy and drafting pending legislation.

**Police Chief Tim Thames** presented the 2014 Annual Report to Council and summarized items in his written report that was submitted to Council.

**Public Works Director Chris Zerhusen** summarized items in his written report to Council and reported he is looking into obtaining the appropriate signage for Garvey Avenue when the bridge is under construction. Mr. Zerhusen also reported Public Works has been cutting down over grown brush citywide.

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

**City Administrator's Report T. Alex Mattingly** reported the text amendment on the agenda will allow dog boarding and outside storage in the IP-1 zone, which includes Elsmere's portion of the Northern Kentucky Industrial Park. Mr. Mattingly reported there is an established business looking to move into this area and the change will also allow outside storage which will help address issues that some business are facing in the Industrial Park. Mr. Mattingly reported letters were mailed to residents who are not paying Rumpke since start of direct billing and announced details for The Get on the Bus Event sponsored by Friends of Elsmere and Erlanger.

**Mayor's Report Mayor Marty Lenhof** reported City Administrator Alex Mattingly and he are scheduled to attend the Kentucky League of Cities' City Day and Night in Frankfort on Feb. 11. Mayor Lenhof reported this event is organized by the Kentucky League of Cities to encourage city officials to meet with members of the General Assembly and to advocate for issues important to Kentucky cities. Mayor Lenhof also summarized items on the upcoming KLC lobbying agenda. Mayor Lenhof also reported city staff has started work on preparing the 2015-2016 city budget and plans to distribute the recommended budget to City Council by late May. Mayor Lenhof thanked Council Member Barnett-Smith, City Clerk Jessica Chaney, and Parks and Recreation Director Denise Donahue who coordinated the student government meeting.

**GENERAL ITEMS:**

**Order/Resolution 5-2015 – Occupational License Fee Collection - Interlocal Agreement Adding Ryland Heights**

City Clerk Jessica Chaney read by title the Order/Resolution. Councilwoman Barnett-Smith made a motion to accept Order/Resolution 5-2015 as read. Councilwoman Grubbs seconded the motion. All members present voted aye. **Vote: 6-0. Motion carried and so ordered.**

**Order/Resolution 6-2015 – Accepting Bid for Merravay Drive Reconstruction**

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

**Order/Resolution 7-2015 – Authorizing a Text Amendment for the IP-1 Zone**

City Clerk Jessica Chaney read by title the Order/Resolution. Councilwoman Neal made a motion to approve Order/Resolution 7-2015 as read. Councilwoman Barnett-Smith seconded the motion. All members present voted aye. **Vote: 6-0. Motion carried and so ordered.**

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

City Attorney Tom Miller performed a summary reading for the Second 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.**

Councilwoman Tanner made a motion to accept Ordinance 1692-2015 as read. Councilwoman Neal 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 1693-2015 – Establishing Lead Council Member/Mayor Pro Tem Position**

City Attorney Tom Miller performed a summary reading for the Second Reading of Ordinance 1693-2015.

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

Councilwoman Neal made a motion to accept Ordinance 1693-2015 as read. Councilwoman Bowman seconded the motion. Mayor Lenhof requested a Roll Call vote. Roll Call: Councilwoman Tanner – aye; Councilwoman Barnett-Smith – aye; Councilwoman Bowman – aye; Councilman Bradford – aye; Councilwoman Grubbs – aye; Councilwoman Neal – aye. **Vote: 6-0. Motion carried and so ordered.**

**Ordinance 1694-2015 - Amending International Property Maintenance Code to Include Building Inspector**

City Attorney Tom Miller performed a summary reading for the First Reading of Ordinance 1694-2015.

**REPORTS FROM COUNCIL:**

**Councilwoman Barnett-Smith** reported there was recently a complaint about the #10 bus route with students being late to school and that buses were not arriving at stops on time. Councilwoman Barnett-Smith reported she spoke with TANK personnel and they informed her that they are aware of the information reporting there are many factors that can affect the trips and they are not able to control or predict these instances and they will look into any problems and make changes accordingly. Councilwoman Barnett-Smith also reported there is a February TANK meeting and will report items to Council at the next caucus meeting. Councilwoman Barnett-Smith also reminded residents to make Council aware of any items or problems within the city and that they will make accommodations to meet with individuals to address any concerns. Councilwoman Barnett-Smith also thanked students and staff members for their participation in the student government meeting and thanked her family for their support.

**Councilwoman Tanner** reported the street oversight group met to discuss the street survey report and will start finalizing the resurfacing and reconstruction project schedule.

**Councilwoman Neal** reported that people are using the basketball courts this winter and recently met with the Mayor and City Administrator to discuss the Senior Center lease and items that need attention such as the landscaping and lighting in front of the building. Councilwoman Neal also reported Rich and Rob are doing a good job in code enforcement and that the city is seeing progress in properties getting items abated.

**Councilwoman Grubbs** reported she serves as an administration oversight, street oversight and also serves on the scholarship committee. Councilwoman Grubbs reminded graduating seniors of the two \$750.00 scholarships Elsmere offers to students and the deadline to apply is April 30. Councilwoman Grubbs also reported the scholarship awards will be presented at the May or June Council meeting. Councilwoman Grubbs also reported the administrative oversight group met to discuss the 2015-2016 pay scale and that this item will be on the March caucus agenda.

**Councilman Bradford** reported he has been in contact with the City Administrator related to formulating a plan for recruiting development on Dixie Hwy. Mr. Bradford reported he will be meeting with the City Administrator, Council Member Tanner and a representative from Planning and Development Services of Kenton County in the next few weeks to discuss options and alternatives. Mr. Bradford reported the Overlook on Turkeyfoot Apartment project is progressing – the complex will probably be at completion by the fall. Mr. Bradford also reported city staff is communicating with the developer on a regular basis and ensuring contractors acquire Elsmere occupational licenses.

**Councilwoman Bowman** reported public comments take place at the first meeting of the month and offered residents to attend this meeting to bring items to Council's attention. Councilwoman Bowman also reported the administration oversight group met to discuss the 2015-2016 budget and salary schedule in which items will be brought to Council in the near future.

**ADJOURNMENT**

Councilwoman Tanner made a motion to adjourn. Councilwoman Barnett-Smith seconded the motion. All members present voted aye. **Motion carried and so ordered.** Meeting adjourned at 7:25 p.m.

Attest:

  
\_\_\_\_\_  
Jessica Chaney, City Clerk

  
\_\_\_\_\_  
Mayor Marty Lenhof