

**SPECIAL MEETING MINUTES OF THE ELSMERE CITY COUNCIL
FEBRUARY 26, 2013
7:30PM**

LOCATION: Elsmere Senior Center, 179 Dell Avenue, Elsmere, KY 41018

CALL TO ORDER: Mayor Lenhof called the meeting to order at 7:40 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**

OUR STUDENT REPRESENTATIVES

Ryan M. Coots	Olivia Dowling	Kaitlyn Centers
Conor Boyle	Kelly Tanner	Ashleigh Centers
Ryan Joshua Ball	Bryan Walter	Jake Rohling
Justin L. Durham	Habsa Dia	DaMonec Baker
Aidan Cahill		

APPROVAL OF MINUTES:

Councilwoman Neal made a motion to approve the minutes of the February 12, 2013 Council Meeting. Councilwoman Barnett-Smith seconded the motion. All members present voted aye. **Motion carried and so ordered.**

AUDIENCE REMARKS: None.

ADMINISTRATIVE REPORTS:

City Engineer Ray Erpenbeck reported the Water District will be complete with their work on Swan Circle/Caldwell Drive on April 15, 2013. He also reported that the bids for the Reconstruction of Swan Circle/Caldwell Drive will be in April, with a completion dated of September, 2013.

Interim City Clerk-Treasurer Jessica Lucius reported that property taxes through February, 2013 have been deposited. She also reported that the City will be sending out delinquent property tax notices by the end of March, 2013. The City building is also getting the majority of the refunds out by the end of February, 2013. She also reported that more regular deposits will be made and filing will be on a more regular basis.

Parks and Rec Director Denise Donahue reported that there were 472 people at the skating party, and that the Easter Egg Hunt date is scheduled for March 23, 2013. She also stated that this will be put on the website.

City Attorney Tom Miller reported that he has been working on several items. A few of them are: foreclosures, lien releases, zoning questions, update of the Code of Ordinances, Turkeyfoot Acres Fund, reviewing draft ordinances and addressing legal questions.

Police Chief Thames reported about the recruit position and that all phases are complete and the recruit will be introduced at the March meeting. He also presented his 2012 Annual Report to council and highlighted a few of the items. Councilman Greene asked a few questions related to police department matters, and Chief Thames provided answers.

Public Works Director Chris Zerhusen reported that they are doing weekly trash pickup along the roadsides, patching pot holes, and putting up the new regulated signs. He is also going over with the Parks and Rec Director Donahue the items for the parks for spring. He also stated that they had five snow events and no major breakdowns. They also fixed the roof on the maintenance building. He also stated that the city received the KLC Safety Grant.

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

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

City Administrator T. Alex Mattingly reported at the City received a \$6,000.00 KLC Safety Grant. He also reported at the Interviews for the City Clerk/Treasurer position took place on February 7th & 8th, and that the Waste Fee Contract is going out for bid and will take place in early March. He also stated that City staff is commencing budget planning for fiscal year 2013-2014. Mr. Mattingly also stated that the format for the Code Enforcement Report has changed, and that he received a letter from St. Henry requesting the removal of the advertising benches on the right of way along Dixie Hwy. in front of St. Henry.

Mayor Marty Lenhof reported that he and Mr. Mattingly attend the City Day/City Night. He also thanked everyone for a successful student government meeting.

GENERAL ITEMS:

Executive Order 9-2013 Appointing Members of the Parking Violation Appeals Board
Executive Order was read.

Order/Resolution 5-2013 Appointing Alexis Tanner to the Code Enforcement Board

Councilman Bradford made a motion to approve the Order/Resolution as read. Councilwoman Barnett-Smith seconded the motion. Roll Call: Councilwoman Barnett-Smith – aye, Councilwoman Bowman – aye, Councilman Bradford – aye, Councilman Greene – no, Councilwoman Grubbs – aye, Councilwoman Neal – aye. **Vote of 5-1. Motion carried and so ordered.**

Second Reading of Ordinance 1651-2013 – City Council Meeting Hours

Mr. Miller performed a summary reading of the second reading of Ordinance 1651-2013.

AN ORDINANCE AMENDING § 32.21 OF THE CODE OF ORDINANCES TO MODIFY THE TIME FOR REGULAR CITY COUNCIL MEETINGS AND TO CODIFY THE MEETING SCHEDULE.

Motion made by Councilwoman Bowman to accept Ordinance 1651-2013 as read. Councilwoman Greene 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.**

Second Reading of Ordinance 1652-2013 – Flood Plain Regulations Text and May Amendment

Mr. Miller performed a summary reading of the second reading of Ordinance 1652-2013.

AN ORDINANCE AMENDING THE TEXT OF THE OFFICIAL ELSMERE ZONING ORDINANCE TO CREATE SECTION 9.30, “FLOOD PROTECTION DEVELOPMENT

CONTROLS” AND TO MAKE CORRESPONDENCE CHANGES TO THE OFFICIAL ZONING ORDINANCE MAP.

Motion made by Councilwoman Bowman to accept Ordinance 1652-2013 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.**

Second Reading of Ordinance 1653-2013 – Modification of the Meeting Schedule for Regular City Council Meetings

Mr. Miller performed a summary reading of the second reading of Ordinance 1653-2013.

AN ORDINANCE AMENDING § 32.21(A)(1) OF THE CODE OF ORDINANCES TO MODIFY THE MEETING SCHEDULE FOR REGULAR CITY COUNCIL MEETINGS.

Motion made by Councilman Greene to accept Ordinance 1653-2013 as read. Councilwoman Grubbs 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.**

Personnel Discussion/Action – City Clerk/Treasurer’s Office

Councilwoman Grubbs stated that they interviewed 9-10 people and they were great interviews, and that after much discussion, the joint recommendation of the Mayor, City Administrator, and Council Members Grubbs and Bowman is to split the position into a City Clerk and a City Treasurer positions. Councilwoman Grubbs made a motion to split the position into City Clerk and City Treasurer and to authorize the City Administrator to create the applicable job descriptions and related legislation. 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.**

REPORTS FROM COUNCIL

Councilwoman Barnett-Smith reported that there was a request to have spring cleaning after Memorial Day, and asked people to watch out as there are more dogs out and children at play as the spring is getting here.

Councilwoman Bowman reported that any items to be addressed at caucus need to be emailed by Friday, and that she has ordinance questions and policy book questions that she will be bringing up.

Councilman Bradford thanked Ryan Ball for his service.

Councilman Greene thanked Chief Thames for the wonderful annual report.

Councilwoman Grubbs reported meeting with Mr. Erpenbeck quarterly is good, talked about the Turkeyfoot Acres Tree Removal and Sidewalk Replacement, and that the interviews have happened.

Councilwoman Neal thanked Public Works for their work in the parks and for their services.

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 8:45 pm.

Mayor Marty Lenhof

Attest:

Jessica Lucius, Interim City Clerk-Treasurer