

SPECIAL MEETING MINUTES OF THE ELSMERE CITY COUNCIL

November 18, 2014

6:30 PM

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

CALL TO ORDER: Mayor Lenhof called the meeting to order at 6:36 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 Nancy Bowman
Councilwoman Joanne Barnett-Smith
Councilman Billy Bradford
Councilman Tim Greene
Councilwoman Gloria Grubbs

Councilwoman Mary Lou Neal was absent.

APPROVAL OF MINUTES:

Councilwoman Bowman made a motion to approve the minutes of the October 14, 2014 Council Meeting. Councilwoman Grubbs seconded the motion. All members present voted aye. **Motion carried and so ordered.**

GENERAL ITEMS:

Ordinance 1684- 2014 - Map Amendment - Cross/Vine Property from R-1GG to R-3

City Attorney Tom Miller presented a summary reading for the Second Reading of Ordinance 1684-2014.

AN ORDINANCE ADOPTING THE APPLICABLE RECOMMENDATION OF THE KENTON COUNTY PLANNING COMMISSION AND AMENDING OF THE OFFICIAL ZONING MAP OF THE CITY OF ELSMERE TO CHANGE THE ZONING DESIGNATION OF AN APPROXIMATE 2.58 ACRE AREA ADJACENT TO THE INTERSECTION OF CROSS AND VINE STREETS FROM R-1GG TO R-3.

Councilman Bradford made a motion to accept Ordinance 1684-2014 as read. Councilwoman Barnett-Smith seconded the motion. Mayor Lenhof requested a Roll Call vote. Roll Call – Councilwoman Grubbs – aye; Councilwoman Barnett-Smith – aye; Councilwoman Bowman – aye; Councilman Bradford – aye; Councilman Greene – aye. **Vote: 5-0. Motion carried and so ordered.**

Order/Resolution 26-2014 – Authorizing Lease with Elsmere Historical Society

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

Councilwoman Grubbs made a motion to accept Order/Resolution 26-2014 as read. Councilwoman Barnett-Smith seconded the motion. All members present voted aye. **Vote: 5-0. Motion carried and so ordered.**

AUDIENCE REMARKS:

Serena Owen – 1086 Henry Street – Ms. Owen thanked the support she received during the election and requested more police patrols on Maple Avenue for speeding issues. Ms. Owens also announced several community outreach programs on behalf of the First Baptist Church of Elsmere.

ADMINISTRATIVE REPORTS:

Building Inspector Bill Stith reported for the month of October there were twelve building and zoning permits issued with \$17,037.00 in total construction costs, \$1,700.00 in building fees, and \$100.00 in zoning fees. Mr. Stith also reported the permits included a remodel on Buckner Street, seven move-and-set permits in Bluegrass Estates

(formerly Allendale) Mobile Home Park (each home valued at approximately \$30,000), two HVAC's and a front porch.

City Engineer Ray Erpenbeck submitted a written report to Council.

City Clerk Jessica Chaney reported she is in the process of collecting and posting property tax payments reporting approximately \$235,000 in property taxes and approximately \$148,000 has been collected in street taxes since October 16. Ms. Chaney also reminded residents that the discount period for paying property tax bills ends on Dec. 1, 2014.

Code Enf. Officer & Zoning Administrator Rich Aliff submitted a written report to Council. Mr. Mattingly reported Council also received a partial report of the code enforcement efforts of Rob Himes of Planning and Development Services of Kenton County.

Parks and Recreation Director Denise Donahue reported they were able to collect two tubs of non-perishable food at the skating party to donate to charity. Ms. Donahue also reminded residents to sign up for the Christmas Party on December 14 and she also reported she is collecting decorated ornaments that represent the City of Elsmere until November 21 for the ornament contest.

City Attorney Tom Miller reported that 112 Sanders Drive was pushed to sale and the City did not acquire this property through bidding as the Master Commissioner's Sale. Mr. Miller reported that the property remains a code enforcement issue. Mr. Miller also provided an update on the status of 428 Buckner Street.

Police Chief Tim Thames reported Officer Zachary Ritchie graduated from the Kentucky Police Academy and is in his third week of field training. Chief Thames also reported Officer Alexis Day will be graduating December 5 from basic training and extended an invitation to Council to attend her graduation ceremony. He also reported that the Police Department conducted a joint training with the Elsmere Fire District covering the S.A.V.E training. Chief Thames reported they were among the first agencies in Northern Kentucky to have all staff fully trained in this program and conduct a joint training. He also reported they conducted their annual fall firearms training and received the two new police cruisers which will be on the road near the first of December. Chief Thames also submitted a written report to Council.

Public Works Director Chris Zerhusen reported that the first snow went overall well and has fixed any issues with equipment. Mr. Zerhusen also reported landscaping work and cleaning up city owned buildings will continue and the phase III street sign project has begun south of Main Street. Councilwoman Grubbs requested on the record that she received messages that the streets were great after the most recent snowfall and that the people of the community noted that the Elsmere Public Works department did a great job in clearing the streets. Mr. Zerhusen also submitted a written report to Council.

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

COUNCIL LIAISON REPORTS:

Administrative Liaisons Gloria Grubbs and Nancy Bowman had not report.

Adopt-A-Troop Liaison Joanne Barnett-Smith made a motion for a \$200 expenditure to the USO for Christmas packages for the troops. Councilwoman Barnett-Smith reported USO mails packages to the troops instead of the City collecting items for donation packages. Councilwoman Bowman seconded the motion. All members presented voted aye. Vote: 5-0. Motion carried and so ordered.

Economic Development Liaison Billy Bradford had no report.

Code Enforcement Liaison Mary Lou Neal was absent.

Parks and Recreation Liaison Mary Lou Neal was absent.

Streets Liaison Tim Greene had no report.

Transportation Liaison Joanne Barnett-Smith reported TANK has emailed the final route for the pilot program to begin on January 5 and she plans to ride the bus on that day.

Lights Up Liaison Joanne Barnett-Smith reported the judging for the Lights Up contest will be held on December 12 and December 13. Councilwoman Barnett-Smith reminded residents who are interested in participating to leave their lights up until 11:00 p.m. and first, second and third place prizes are awarded in the five sections of the City.

City Administrator T. Alex Mattingly reported the TANK bus pilot program will begin on January 5 and TANK is preparing a press release for the week after Thanksgiving. Mr. Mattingly reported on the route details, fares, and that TANK, the City of Erlanger, Elsmere-Erlanger Schools and the City of Elsmere will be promoting the bus route. Mr. Mattingly reported the City will keep residents updated through the website, Facebook page and a mailer to properties near the bus route. Mr. Mattingly provided further details on 112 Sanders Drive and 428 Buckner Street. Mr. Mattingly also reported on proposed Ordinance 1688-2014, amending the snow emergency routes by adding a portion of Mitten Drive and clarifying the signage for snow emergencies. Mr. Mattingly reported a notice will be sent to property owners on Mitten Drive and reminded all residents of the snow emergency regulations. Mr. Mattingly also discussed the December Caucus agenda and an upcoming ordinance dealing with parking on an unpaved surface.

Mayor Marty Lenhof reported he attended the Festival of Trees fundraiser event at the Elsmere Senior Center and hopes to see this continue as an annual fundraiser for the center. Mayor Lenhof also discussed possible dates for the inauguration of Council in December. Discussion also continued regarding work on the Garvey Avenue Bridge.

GENERAL ITEMS CONT.:

Order/Resolution 25-2014 – Amending City Wide Loan Guidelines

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

Councilwoman Grubbs made a motion to accept Order/Resolution 25-2014 as read. Councilwoman Barnett-Smith seconded the motion. All members present voted aye. **Vote: 5-0. Motion carried and so ordered.**

Order/Resolution 27-2014 – Code Enforcement Board – Re-appointment of Alexis Tanner and Appointment of Aaron Moore

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

Councilwoman Grubbs made a motion to accept Order/Resolution 27-2014 as read. Councilwoman Barnett-Smith seconded the motion. All members present voted aye. **Vote: 5-0.**

Ordinance 1685-2014 – Amending Police Policies and Procedures - Police Ride Along Policy

City Attorney Tom Miller presented a summary reading for the Second Reading of Ordinance 1685-2014.

**AN ORDINANCE AMENDING THE CITY OF ELSMERE, KENTUCKY
POLICE DEPARTMENT POLICY AND PROCEDURES MANUAL BY
CREATING A RIDE-ALONG POLICY.**

Councilman Bradford made a motion to accept Ordinance 1685-2014 as read. Councilwoman Bowman seconded the motion. Mayor Lenhof requested a Roll Call vote. Roll Call – Councilwoman Barnett-Smith – aye; Councilwoman Bowman – aye; Councilman Bradford – aye; Councilman Greene – aye; Councilwoman Grubbs – aye. **Vote: 5-0. Motion carried and so ordered.**

Ordinance 1686-2014 – Amending Personnel Policies – Compensatory Time and Tuition Reimbursement

City Attorney Tom Miller performed a summary reading for the First Reading of Ordinance 1686-2014.

AN ORDINANCE AMENDING CHAPTERS 3 AND 11 OF THE CITY OF ELSMERE PERSONNEL POLICIES RELATED TO COMPENSATORY TIME AND TUITION REIMBURSEMENT.

Ordinance 1687-2014 – Amending Nuisance Ordinance – Expanding Definition of Criminal Activity

City Attorney Tom Miller performed a summary reading for the First Reading of Ordinance 1687-2014.

AN ORDINANCE AMENDING § 94.10 OF THE CITY OF ELSMERE, KENTUCKY CODE OF ORDINANCES TO EXPAND THE DEFINITION OF CRIMINAL ACTIVITY AS A PUBLIC NUISANCE TO INCLUDE ADDITIONAL CRIMES.

Ordinance 1688-2014 – Amending Snow Emergency Routes

City Attorney Tom Miller performed a summary reading for the First Reading of Ordinance 1688-2014.

AN ORDINANCE AMENDING CITY PARKING REGULATIONS IN SCHEDULE III OF THE PARKING SCHEDULE AS SET FORTH IN CHAPTER 76 OF THE CITY OF ELSMERE, KENTUCKY CODE OF ORDINANCES.

REPORTS FROM COUNCIL:

Councilwoman Gloria Grubbs wanted to remind residents of their neighbors during the Thanksgiving holiday that some may not have family or may be a difficult time of the year. Councilwoman Grubbs also wished everyone a wonderful Thanksgiving.

Councilwoman Mary Lou Neal was absent.

Councilwoman Joanne Barnett-Smith reported she is starting to get information together for the February student government meeting.

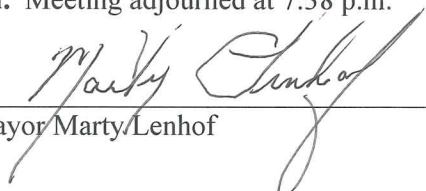
Councilman Bradford wished citizens a happy Thanksgiving.

Councilwoman Bowman reported the Caucus meeting will be held on December 2 and to have any agenda items to her by November 24.

Councilman Greene had no report.

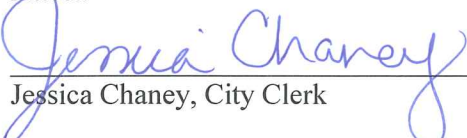
ADJOURNMENT

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 7:38 p.m.



Mayor Marty Lenhof

Attest:



Jessica Chaney, City Clerk