

## MEETING MINUTES OF THE ELSMERE CITY COUNCIL

October 11, 2016

6:30 PM

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

**CALL TO ORDER:** Mayor Lenhof called the meeting to order at 6:33 p.m.

**INVOCATION AND PLEDGE:** The invocation was given by Councilman Bill Bradford, followed by the Pledge of Allegiance.

**ROLL CALL:** The following members were present: Mayor Marty Lenhof, Councilwoman Gloria Grubbs, Councilman Bill Bradford, Councilwoman Alexis Tanner, Councilwoman Joanne Barnett Smith, and Councilwoman Nancy Bowman

The following member was absent: Councilwoman Mary Lou Neal.

### **APPROVAL OF MINUTES:**

Councilwoman Tanner made a motion to approve the minutes of the September 20, 2016, Special Council Meeting. Councilwoman Barnett Smith seconded the motion. All members present voted aye. **Motion carried and so ordered.**

Councilwoman Tanner made a motion to approve the minutes of the October 4, 2016 Caucus Meeting. Councilwoman Grubbs seconded the motion. All members present voted aye. **Motion carried and so ordered.**

### **GENERAL ITEMS:**

Mayor Lenhof introduced two girl scouts who were in attendance. The scouts were Mia and Lily from Troop 1801.

### **ADMINISTRATIVE REPORTS:**

**City Engineer Ray Erpenbeck** briefly summarized his report. He reported that the Manderlay Drive and Clowers Drive Project will have the final walk-through on October 12, 2016. Also, the 2016 Storm Water & Underdrain Project will begin the week of October 17, 2016. The project is scheduled to be completed by November 30, 2016.

**City Clerk Misty Ezell** reported that the city property tax bills will be going out within the next couple of weeks. Also, city dog and cat license are still available at the city building.

**Code Enforcement Officer & Zoning Administrator Rich Aliff** was not in attendance but submitted a written report to Council. Rob Himes with Planning Development Services of Kenton County was not in attendance, but also submitted a written report.

**Parks and Recreation Director Denise Donahue** was not in attendance, but it was reported that the annual Halloween Party would be on October 21<sup>st</sup> from 6:00 to 8:00 pm at the Elsmere Senior Center.

**City Attorney Greg Voss** was present but did not have a report.

**Police Chief Tim Thames** Chief Thames summarized the items in his written report to City Council. He reported that Officer Gene Jones began his employment with the city on September 6, 2016. His training has been going well and he should be on solo patrol by the end of October. Chief Thames reported background investigations for a second full time officer are currently being conducted. The posting for the sergeant promotional process was initiated on October 1st. Chief Thames also stated that Officers Machal and Metzger were instrumental in the capture of the "shirt mask bandit" who had perpetrated numerous armed robberies in the Northern Kentucky area. Chief Thames thanked the Erlanger Lion's Club who hosted a picnic for the families of the Elsmere and Erlanger Police Departments. Chief Thames reported that members of the police department attended the annual Heritage Day celebration, and stated that the updated policy and procedure manuals have been approved and will be distributed to department members.

**Public Works Director Chris Zerhusen** summarized items in his written report to Council. Mr. Zerhusen reported that concrete work was completed on Ash Street and the contracted concrete work for the Elsmere Fire District had been completed. He reported that a sinkhole had formed in the lot of 315 Garvey Avenue across from the city building. The area was excavated and a large cistern was bound after cleaning the area out it was filled in with flow able fill and the area was restored with topsoil, seed, and straw.

**Finance Officer/Treasurer Jessica Lucius** provided council with a written report. She stated that the quarterly report was typical for the time of the year. She also noted that the yearly audit recently took place and will be presented at the December meeting.

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.**

**COUNCIL LIAISON REPORTS:**

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

**Adopt-A-Troop Liaison Joanne Barnett-Smith** reported that the items donated for the city's adopted unit had been picked up and will be delivered next week.

**Economic Development Liaisons Bill Bradford and Alexis Tanner** had no report.

**Code Enforcement Liaison Mary Lou Neal** was not in attendance.

**Parks and Recreation Liaisons Mary Lou Neal and Joanne Barnett-Smith** had no report.

**Streets Liaisons Alexis Tanner and Gloria Grubbs** had no report.

**City Administrator's Report** - City Administrator Alex Mattingly reported that the audit fieldwork was coordinated by Finance officer/Treasurer Jessica Lucius and she did an excellent job.

**Mayor's Report** – Mayor Marty Lenhof reported that while he and City Administrator Alex Mattingly attended the KLC Conference in Lexington. Mayor Lenhof summarized information from a workshop concerning the Uniform Rental Landlord Tenant Act. He feels that this would be beneficial to the residents in the City of Elsmere.

**GENERAL ITEMS:**

**Approval of Citywide Loan – Ms. Judy Huhn – 7755 E. Covered Bridge** – Ms. Huhn applied for a city wide loan for repairs to her home. Councilwoman Tanner made a motion to approve the application. Councilwoman Barnett Smith seconded the motion. All members present voted aye. Vote: 5-0. Motion carried and so ordered.

**Order/Resolution No. 24-2016 – Authorizing an Employment Agreement with Chief of Police Timothy Thames.** City Clerk Misty Ezell read in summary the Order/Resolution. Councilwoman Bowman made a motion to accept Order/Resolution 24-2016 as read. Councilwoman Tanner seconded the motion. All members present voted aye. Vote: 5-0. Motion carried and so ordered.

**Ordinance 1727-2016 HB 422 Changes to Code Enforcement**

City Administrator Alex Mattingly performed a summary reading of Ordinance 1727-2016 (First Reading).

**AN ORDINANCE AMENDING PORTIONS OF CHAPTER 35 OF THE ELSMERE CODE OF ORDINANCES, ENTITLED “DEPARTMENTS, BOARDS, AND COMMISSIONS,” TO UPDATE AND MODIFY PROCEDURES AND REGULATIONS APPLICABLE TO THE CODE ENFORCEMENT BOARD IN CONFORMANCE WITH RECENTLY ENACTED KENTUCKY LAW.**

**Ordinance 1728-2016 HB 422 Changes, Repealing Unnecessary Sections and Adjusting Penalties**  
City Administrator Alex Mattingly read in summary Ordinance 1728-2016 (First Reading)

**AN ORDINANCE AMENDING CHAPTER 94 OF THE ELSMERE CODE OF ORDINANCES, ENTITLED “NUISANCES,” TO REPEAL UNNECESSARY SECTIONS, AND ADJUST PENALTIES.**

**REPORTS FROM COUNCIL:**

**Councilwoman Grubbs** wanted to remind everyone that October is breast cancer awareness month.

**Councilwoman Neal** was not in attendance.

**Councilwoman Barnett-Smith** reported that the Halloween Party is October 25, 2016 at the Elsmere Senior Center.

**Councilwoman Bowman** had no report

**Councilwoman Tanner** had no report.

**Councilman Bradford** had no report.

**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 7:07 p.m.

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Mayor Marty Lenhof

Attest:

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Misty Ezell, City Clerk