

MEETING MINUTES OF THE ELSMERE CITY COUNCIL

March 13, 2018

6:30 PM

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

CALL TO ORDER: Mayor Marty Lenhof called the meeting to order at 6:43 p.m.

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

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

APPROVAL OF MINUTES:

Councilwoman Bowman made a motion to approve the minutes of the February 13, 2018, Special Council Meeting. Councilman Moore seconded the motion. Councilwoman Grubbs, Councilwoman Barnett-Smith, Councilwoman Bowman, Councilman Bradford and Councilman Moore all voted aye. Councilwoman Tanner was present but not voting. **Motion carried and so ordered.**

Councilwoman Tanner made a motion to approve the minutes of the March 6, 2018 Caucus Meeting. Councilwoman Grubbs seconded the motion. All members voted aye. **Motion carried and so ordered.**

GENERAL ITEMS:

ADMINISTRATIVE REPORTS:

City Engineer Ray Erpenbeck was not in attendance but submitted a written report.

Code Enforcement Officer & Zoning Administrator Rich Aliff was not in attendance but submitted a written report to Council. Chris Preston with Planning Development Services of Kenton County was not in attendance, he submitted a written report for this meeting. There were no questions for this department.

City Attorney Greg Voss had no report.

Public Works Director Chris Zerhusen submitted a written report. He reported that with all the snow, ice, and heavy rainfall during February the department has had to fill several potholes within the city. He stated that the sing storage shed was leaking form the roof and had some rotting on the plywood and some to the support structure. After looking at prices for a new one it was decided that rebuilding the existing shed would be a better option.

Police Chief Tim Thames Chief Thames summarized the items in his written report to City Council. Chief Thames reported that during the month of February a letter was sent to Cincinnati Bell informing them of the June 27, 2018 switchover to Kenton County for dispatch. The letter asked them to address the technical issues associated with mapping and directing calls to Kenton County. Chief Thames also attended a vendor presentation of the digital radios. They have narrowed the section to the Motorola brand of digital radio. He hopes to have final pricing within the next month.

Employee evaluations for 2017 were completed in February and forwarded to CAO Dowling and Mayor Lenhof for review.

Two officers, Officer Alexis Day and Officer Ron Perkins received a letter thanking them for their response to an emotional crisis in February.

Parks and Recreation Director Denise Donahue was not in attendance but submitted a written report. The annual Easter Egg Hunt will be held on March 24th at 11:00 am at Covered Bridge Park.

City Clerk Misty Ezell reported that the delinquent tax bills were mailed and payments are still coming in.

Councilwoman Tanner made a motion to approve the Administrative Reports. Councilman Bradford 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 they are planning for the 5K which will be held in May. The information is on their website.

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

Code Enforcement Liaison Aaron Moore reported that this will be the first spring with the new high grass program.

Parks and Recreation Liaison Joanne Barnett-Smith reported that the next event will be the annual Easter Egg Hunt on March 24th.

Streets Liaisons Alexis Tanner and Gloria Grubbs had no report.

Strategic Plan City Administrator Matt Dowling reported that the Residential Task Force group is working on a new resident packet. They are hoping to have this ready within the next few months. Also the Commercial Task force is working on some economic incentives.

Mayor's Report – Mayor Lenhof reported that the city had approved the hiring of a part time police officer in 2008 with a complete job description being approved in 2016.

He also reported that the Business Appreciation Luncheon will be held on May 7, 2018 at the Elsmere Senior Center.

City Administrator's Report - City Administrator Dowling reported that within the next few weeks a letter will be sent to the mobile home parks informing them about the Residential Rental Program

He is also looking at the solid waste contract as the time to renew is coming up. Also the city will be sending a request for proposal for new fuel cards shortly. Currently the city is only saving the tax on the fuel and hopes to find better pricing.

Department heads have started working on the upcoming budgets.

Also, after speaking with the city attorney it was discussed that the city's personnel policy needs to be updated.

GENERAL ITEMS:

Resolution 4-2018 – Accepting the Bid of Michels Construction Co. for 2018 Joint and Crack Sealing of Various Streets. City Clerk Misty Ezell read in summary the Resolution. Councilwoman Barnett-Smith made a motion to accept Resolution 4-2018 as read. Councilwoman Tanner seconded the motion. All members present voted aye. Vote: 6-0. Motion carried and so ordered.

Resolution 5-2018 – Accepting the Bid of Double J Environmental Services for Mowing and Landscaping. City Clerk Misty Ezell read in summary the Resolution. Councilwoman Tanner made a motion to accept Resolution 5-2018 as read. Councilman Moore seconded the motion. All members present voted aye. Vote: 6-0. Motion carried and so ordered.

Municipal Order 4-2018 – Authorizing City Administrator/Mayo to Execute Documents to Acquire Real Property. City Clerk Misty Ezell read in summary the Order. Councilwoman Tanner made a motion to accept Municipal Order 4-2018 as read. Councilwoman Grubbs seconded the motion. All members present voted aye. Vote: 6-0. Motion carried and so ordered.

Municipal Order 5-2018 – Updating Police Policies and Procedures. City Clerk Misty Ezell read in summary the Order. Councilman Moore made a motion to accept Municipal Order 5-2018 as read. Councilwoman Barnett-Smith seconded the motion. All members present voted aye. Vote: 6-0. Motion carried and so ordered.

Municipal Order 6-2018 – Mutual Aid Agreement. City Clerk Misty Ezell read in summary the Order. Councilwoman Grubbs made a motion to accept Municipal Order 6-2018 as read. Councilwoman Tanner seconded the motion. All members present voted aye. Vote: 6-0. Motion carried and so ordered.

Ordinance 1745-2018 Amending Parking Schedules and Regulations.

City Attorney Greg Voss read in Summary Ordinance 1745-2018 (Second Reading)

AN ORDINANCE AMENDING CITY PARKING REGULATIONS AND CORRESPONDING PENALTIES AND CREATING AN APPEALS PROCESS FOR CITATIONS ISSUED PURSUANT TO THIS ORDINANCE.

Councilwoman Grubbs made a motion to accept Ordinance 1745-2018 as read. Councilwoman Tanner seconded the motion. Mayor Lenhof requested a roll call vote. Roll Call: Councilwoman Tanner– aye; Councilman Moore – aye; Councilwoman Grubbs; Councilwoman Barnett-Smith – aye; Councilman Bradford - aye; and Councilwoman Bowman - aye. Motion carried and so ordered.

Ordinance 1746-2018 Adopting S-23 Code of Ordinances Supplement.

City Attorney Greg Voss read in Summary Ordinance 1746-2018 (Second Reading)

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

Councilwoman Tanner made a motion to accept Ordinance 1746-2018 as read. Councilwoman Grubbs seconded the motion. Mayor Lenhof requested a roll call vote. Roll Call: Councilwoman Tanner– aye; Councilman Moore – aye; Councilwoman Grubbs; Councilwoman Barnett-Smith – aye; Councilman Bradford - aye; and Councilwoman Bowman - aye. Motion carried and so ordered.

Ordinance 1747-2018 Amending Waste Collection Ordinance.

City Attorney Greg Voss read in Summary Ordinance 1747-2018 (Second Reading)

AN ORDINANCE AMENDING PORTIONS OF CHAPTER 51, “WASTE COLLECTION,” OF THE CITY OF ELSMERE, KENTUCKY CODE OF ORDINANCES TO MANDATE USE OF COLLECTION CARTS AND OTHER UPDATES RELATED TO THE ENFORCEMENT OF THIS CHAPTER.

Councilwoman Tanner made a motion to accept Ordinance 1747-2018 as read. Councilwoman Grubbs seconded the motion. Mayor Lenhof requested a roll call vote. Roll Call: Councilwoman Tanner– aye; Councilman Moore – aye; Councilwoman Grubbs; Councilwoman Barnett-Smith – aye; Councilman Bradford - aye; and Councilwoman Bowman - aye. Motion carried and so ordered.

Ordinance 1748-2018 Ordering Closure at Intersection of Central Row, Floral Avenue, and Main Street.

City Attorney Greg Voss read in Summary Ordinance 1748-2018 (Second Reading)

AN ORDINANCE ORDERING THE CLOSURE AT THE INTERSECTION OF CENTRAL ROW, FLORAL AVENUE AND MAIN STREET IN ELSMERE, KENTUCKY.

Councilwoman Tanner made a motion to accept Ordinance 1748-2018 as read. Councilman Moore seconded the motion. Mayor Lenhof requested a roll call vote. Roll Call: Councilwoman Tanner– aye; Councilman Moore – aye; Councilwoman Grubbs; Councilwoman Barnett-Smith – aye; Councilman Bradford - aye; and Councilwoman Bowman - aye. Motion carried and so ordered.

Ordinance 1749-2018 Adoption and Approval of Text Amendment to Allow Nursery Schools.

City Attorney Greg Voss read in Summary Ordinance 1749-2018 (Second Reading)

AN ORDINANCE RELATING TO THE ADOPTION AND APPROVAL OF A TEXT AMENDMENT OF THE CURRENT ELSMERE ZONING ORDINANCE ADDING NURSERY SCHOOLS AS A CONDITIONAL USE AND ALLOWING OUTDOOR PLAY AREAS ASSOCIATED WITH NURSERY SCHOOLS.

Councilwoman Bowman made a motion to accept Ordinance 1749-2018 as read. Councilwoman Grubbs seconded the motion. Mayor Lenhof requested a roll call vote. Roll Call: Councilwoman Tanner– aye; Councilman Moore – aye; Councilwoman Grubbs; Councilwoman Barnett-Smith – aye; Councilman Bradford - aye; and Councilwoman Bowman - aye. Motion carried and so ordered.

Ordinance 1750-2018 Requiring and Regulating the Visible Display of Street Numbers on All Houses and/or Structures Used for Human Occupation.

City Attorney Greg Voss read in Summary Ordinance 1750-2018 (first Reading)

Ordinance 1751-2018 Amending Residential Rental Ordinance.

City Attorney Greg Voss read in Summary Ordinance 1751-2018 (first Reading)

REPORTS FROM COUNCIL:

Councilman Moore wanted to remind everyone about the annual Easter Egg Hunt on March 24th at 11:00am.

Councilwoman Tanner had no report.

Councilwoman Barnett-Smith had no report.

Councilwoman Grubbs had no report.

Councilman Bradford had no report

Councilwoman Bowman had no report.

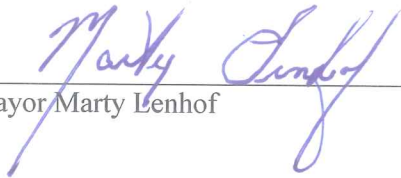
Executive Session

Councilwoman Grubbs made a motion to enter into executive/closed session pursuant to KRS 61.810(1) (b) and (c) to discuss Acquisition of Real Property and Proposed/Pending Litigation. Councilwoman Barnett-Smith seconded the motion. All members present voted aye. **Motion passed and so ordered.** Council entered into executive/closed session at 7:21 p.m.

Councilwoman Bowman motioned to exit executive session and reconvene regular session and indicated no action was taken. Councilwoman Barnett-Smith seconded the motion. All members present voted aye. **Motion passed and so ordered.** Council exited executive/closed session at 7:32pm. No action taken.

ADJOURNMENT

Councilwoman Bowman made a motion to adjourn. Councilwoman Grubbs seconded the motion. All members present voted aye. **Motion carried and so ordered.** Meeting adjourned at 7:32 p.m.



Mayor Marty Lenhof

Attest:



Misty Ezell, City Clerk