

## MEETING MINUTES OF THE ELSMERE CITY COUNCIL

April 10, 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 6:32 p.m.

**INVOCATION AND PLEDGE:** The invocation was given by Councilwoman Bowman, followed by the Pledge of Allegiance.

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

Councilwoman Gloria Grubbs and Councilman Bill Bradford were absent.

### APPROVAL OF MINUTES:

Councilwoman Tanner made a motion to approve the minutes of the March 13, 2018, Council Meeting. Councilman Moore seconded the motion. All members voted aye. **Motion carried and so ordered.**

Councilwoman Bowman made a motion to approve the minutes of the April 3, 2018 Caucus Meeting. Councilwoman Tanner seconded the motion. All members voted aye. **Motion carried and so ordered.**

### GENERAL ITEMS:

#### ADMINISTRATIVE REPORTS:

**City Engineer Ray Erpenbeck** submitted a written report. The Eastern Avenue Storm Sewer Project is ready to start as soon as the weather breaks. And The Caldwell Drive and Maple Avenue Reconstruction is scheduled to begin in July of 2018 after the Northern Kentucky Water District completes their project. The NKWD project is scheduled to be completed by June 30, 2018 but could be completed earlier than expected.

**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** reported that the city successfully bid on a property on Dell St. and is working with HONK to transfer the property. There has not been any ruling on the Grant's Park litigation.

**Public Works Director Chris Zerhusen** submitted a written report. He reported that the city received their salt quota for the year and the salt bins are full. The public works department rehabbed their sign shed. They also fixed several small items at the Senior Center.

**Police Chief Tim Thames** Chief Thames summarized the items in his written report to City Council. Chief Thames reported that final pricing for the new digital radios should be received in May. The department hired Officer Justin Edwards to fill a vacancy. He will be introduced at the May meeting. Officers attended two job fairs during the month of March. Officers met with members of the Erlanger Elsmere School Board and Elsmere Fire/EMS to prepare to develop an Incident Command Response to critical incidents in elementary schools in Elsmere. The Accreditation Manuals have been completed and will be submitted to the KACP on April 9<sup>th</sup> for review.

**Parks and Recreation Director Denise Donahue** reported that the Easter egg hunt went well. She's finishing the summer parks schedule and stated that all movie nights will be held in the new park on Garvey Avenue. She met with someone concerning playground equipment at Covered Bridge Park and Terrill Park.

**City Clerk Misty Ezell** reported that she is working on the Residential Rental License application for May. She also reported that scholarship applications are due at the end of April.

**Finance Officer/Treasure Jessica Lucius** submitted a written report. She stated that delinquent bill were mailed and due by the end of March. Currently there is a little under 300 bills that have not been paid.

Councilwoman Tanner made a motion to approve the Administrative Reports. Councilwoman Barnett-Smith 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** wanted to remind everyone that the 5K run will be held on May 19<sup>th</sup>.

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

**Code Enforcement Liaison Aaron Moore** reported he had a couple of opportunities to talk to residents concerning PDS about code issues and the reactions were positive. He also had been approached about what can be done about grass clippings on the streets. Currently there isn't an ordinance prohibiting this.

**Parks and Recreation Liaison Joanne Barnett-Smith** had no report.

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

**Mayor's Report** – Mayor Lenhof reported that the Business Appreciation Luncheon will be held on May 7, 2018 at the Elsmere Senior Center. Also Matt met with the security company concerning providing a security system for the senior center. The system will include cameras at the entrances, panic alarms, and the system.

**City Administrator's Report** - City Administrator Dowling reported that each employee attended a sexual harassment training. Kenton County PDS is completing a small area study on Turkeyfoot Road. He also stated that the demo of the Dell property will happen within the next few weeks. He also reported that the Health Insurance representative will be at the office to discuss employee benefits for the upcoming budget.

**GENERAL ITEMS:**

**Executive Order 3-2018 – Appointing Justin Edwards as Patrol Officer**

**Municipal Order 7-2018 – Declaring Certain Items as Surplus Property.** City Clerk Misty Ezell read in summary the Order. Councilwoman Tanner made a motion to accept Municipal Order 7-2018 as read. Councilwoman Barnett-Smith seconded the motion. All members present voted aye. Vote: 4-0. Motion carried and so ordered.

**Municipal Order 8-2018 – Amending Certain Chapters, and Adding A New Chapter to the City of Elsmere, Kentucky Police Department Policy and Procedures Manual.** City Clerk Misty Ezell read in summary the Order. Councilwoman Tanner made a motion to accept Municipal Order 8-2018 as read. Councilman Moore seconded the motion. All members present voted aye. Vote: 4-0. Motion carried and so ordered.

**Municipal Order 9-2018 – Adopting the Job Description for the Position of School Resource Officer.** City Clerk Misty Ezell read in summary the Order. Councilwoman Tanner made a motion to accept Municipal Order 9-2018 as read. Councilwoman Bowman seconded the motion. All members present voted aye. Vote: 4-0. Motion carried and so ordered.

**Municipal Order 10-2018 – Amending the Job Description for the Position of Police Chief.** City Clerk Misty Ezell read in summary the Order. Councilwoman Bowman made a motion to accept Municipal Order 10-2018 as

read. Councilwoman Tanner seconded the motion. All members present voted aye. Vote: 4-0. 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 (Second Reading)

**AN ORDINANCE REQUIRING AND REGULATING THE VISIBLE DISPLAY OF STREET NUMBERS FOR ALL HOUSES AND/OR STRUCTURES USED FOR HUMAN OCCUPATION IN THE CITY OF ELSMERE, KENTUCKY.**

Councilwoman Tanner made a motion to accept Ordinance 1750-2018 as read. Councilwoman Barnett Smith seconded the motion. Mayor Lenhof requested a roll call vote. Roll Call: Councilwoman Tanner– aye; Councilman Moore – aye; Councilwoman Barnett-Smith – aye; and Councilwoman Bowman - aye. Motion carried and so ordered.

**Ordinance 1751-2018 Amending Residential Rental Ordinance.**

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

**AN ORDINANCE AMENDING CHAPTER 121, “RESIDENTIAL RENTAL PROPERTY LICENSE.”**

Councilwoman Tanner made a motion to accept Ordinance 1751-2018 as read. Councilman Moore seconded the motion. Mayor Lenhof requested a roll call vote. Roll Call: Councilwoman Tanner– aye; Councilman Moore – aye; Councilwoman Barnett-Smith – aye; and Councilwoman Bowman - aye. Motion carried and so ordered.

**Ordinance 1752-2018 Declaring 219 Dell Street as Surplus Property and Authorizing the Mayor to Execute the Deed to Transferring the Property for Purposes of Economic Development.**

City Attorney Greg Voss read in Summary Ordinance 1752-2018 (First Reading)

**REPORTS FROM COUNCIL:**

**Councilman Moore** had no report.

**Councilwoman Tanner** had no report.

**Councilwoman Barnett-Smith** had no report.

**Councilwoman Grubbs** was absent.

**Councilman Bradford** was absent.

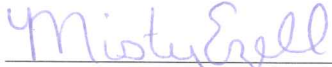
**Councilwoman Bowman** had no report.

**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 7:13 p.m.

  
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Mayor Marty Lenhof

Attest:



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Misty Ezell, City Clerk