

MEETING MINUTES OF THE ELSMERE CITY COUNCIL

December 11, 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 6:30 p.m.

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

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

Councilman Bill Bradford was absent.

APPROVAL OF MINUTES:

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

Councilwoman Tanner made a motion to approve the minutes of the November 27, 2018, Special Council Meeting. Councilman Moore seconded the motion. All members voted aye. **Motion carried and so ordered.**

Councilwoman Bowman had a change that needed to be made to the December Caucus Minutes. Councilwoman Tanner made a motion to approve the minutes, with corrections of the December 4, 2018, Caucus Meeting. Councilman Moore seconded the motion. All members voted aye. **Motion carried and so ordered.**

ADMINISTRATIVE REPORTS:

City Engineer Ray Erpenbeck reported that the Caldwell Drive project is complete except for some restoration that will need to be re-done in the spring. Councilwoman Grubbs asked about the readjustment of the sidewalk on Caldwell Drive.

Code Enforcement Officer Chris Preston & Zoning Administrator Rich Aliff were not in attendance but submitted written reports to Council. There were no questions for this department.

City Attorney Greg Voss reported that an update on the Grant's Park case will be discussed in executive session.

Public Works Director Chris Zerhusen submitted a written report. The department spent time in November cleaning downed branches from the roadways from the November 15th ice event. They completed the salt bin expansion and are now ready to bring in salt. Precision Concrete Cutting completed the trip hazard remediation project in the Ripple Creek neighborhood. The lawn care bid spec has been completed and will go out in December. Chris is working on bid specs for a new dump truck.

Police Chief Steve Bohman submitted a written report. Chief Bohman reported that he and Sgt. Metzger attended the NKY Community Action Commission "Chili Cook Off" held at the Elsmere Senior Center. From November 26th – November 30th Chief Bohman attended the "New Chief's / Sheriff's Orientation Course" in Richmond.

The department participated in "No Shave November" and the proceeds were donated to Pancreatic Cancer research.

Officer Wenning and our new canine are scheduled to start serving our community on December 16th.

Parks and Recreation Director Denise Donahue reported that the Christmas Party will be held on December 16th at the Elsmere Senior Center. She has over 100 children registered.

City Clerk Misty Ezell reported that the month of November was busy with property tax collection.

Councilwoman Tanner made a motion to approve the Administrative Reports. Councilwoman Grubbs 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 had no report.

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

Code Enforcement Liaison Aaron Moore had no report

Parks and Recreation Liaison Joanne Barnett-Smith reported that the City of Elsmere will light up the Christmas tree in the park across from the city building on December 16th at 6:00 pm. There will be cookies and hot chocolate.

Streets Liaisons Alexis Tanner and Gloria Grubbs had no report.

Mayor's Report – Mayor Lenhof reflected on the accomplishments the city has made in the past four years. They hired City Administrator Matt Dowling and Police Chief Bohman. They have the first School Resource Officer – Officer Nottingham. They promoted Lt. Morrison as the first police Lieutenant. We have our first canine – Onyx. The city joined the Planning and Development Services of Kenton County for code enforcement. We joined Kenton County for dispatch services. We created a procurement policy, a business development program. Public Works continues to do a good job.

City Administrator's Report - City Administrator Dowling reported that the month of November was busy with the trial for Grant's Park.

He worked with Chris to get the bids ready.

GENERAL ITEMS:

Executive Order 10-2018 – Appointing Matthew Morrison to Police Lieutenant.

Executive Order 11-2018 – Appointing Matt Radcliff to Elsmere Board of Adjustment.

Municipal Order 24-2018 – Adopting Job Description for the Position of Police Lieutenant. City Clerk Misty Ezell read in summary the Order. Councilwoman Tanner made a motion to accept Municipal Order 24-2018 as read. Councilman Moore seconded the motion. All members present voted aye. Vote: 4-0. Motion carried and so ordered.

Municipal Order 28-2018 – Authorizing the Purchase of a Dump Truck Chassis from Paul Miller Ford Through the Competitive Bidding Process and Authorizing the City Administrator and Public Works Director to Receive Sealed Bids for the Up fitting of the Chassis. City Clerk Misty Ezell read in summary the Order. Councilwoman Tanner made a motion to accept Municipal Order 28-2018 as read. Councilwoman Grubbs seconded the motion. All members present voted aye. Vote: 5-0. Motion carried and so ordered.

Emergency Certificate – Purchase of Dump Truck – Attorney Greg Voss read the certificate to the council.

City Wide Loan Application – Charis Mesiouris – After discussion it was decided that Mr. Mesiouris did meet the income requirement to receive a city wide loan.

REPORTS FROM COUNCIL:

Councilwoman Grubbs wanted to remind everyone again about the holiday party.

Councilwoman Barnett-Smith wanted to remind everyone about the Christmas Party and Tree lighting on December 16th. Also the Lights up Elsmere contest.

Councilman Moore had no report.

Councilwoman Tanner had no report.

Councilman Bradford was not in attendance.

Councilwoman Bowman thanked Councilwoman Barnett-Smith for dedication to the council and residents of Elsmere.

Executive Session

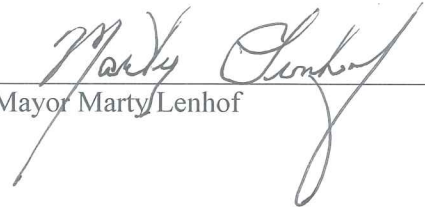
Councilwoman Grubbs made a motion to enter into executive/closed session pursuant to KRS 61.810(1) (b) Proposed/Pending Litigation. Councilwoman Bowman seconded the motion. All members present voted aye.

Motion passed and so ordered. Council entered into executive/closed session at 7:07 p.m.

Councilman Moore motioned to exit executive session and reconvene regular session and indicated no action was taken. Councilwoman Tanner seconded the motion. All members present voted aye. **Motion passed and so ordered.** Council exited executive/closed session at 7:44 pm. No action taken.

ADJOURNMENT

Councilwoman Barnett-Smith made a motion to adjourn. Councilman Moore seconded the motion. All members present voted aye. **Motion carried and so ordered.** Meeting adjourned at 7:45 p.m.



Mayor Marty Lenhof

Attest:



Misty Ezell, City Clerk