

## SPECIAL MEETING MINUTES OF THE ELSMERE CITY COUNCIL

May 12, 2020

6:30 PM

**LOCATION:** City of Elsmere via Teleconference, 318 Garvey Avenue, Elsmere, KY 41018.

**CALL TO ORDER:** Mayor Lenhof called the meeting to order at 6:30 p.m.

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

Councilman Bill Bradford and Councilwoman Lisa Mitchell were absent.

### **APPROVAL OF MINUTES:**

Councilwoman Bowman made a motion to approve the minutes of the April 28, 2020 Special Council Meeting which was held via teleconference. Councilwoman Grubbs seconded the motion. All members voted aye. **Motion carried and so ordered.**

Councilwoman Tanner made a motion to approve the minutes of the May 5, 2020 Caucus Meeting which was held via teleconference. Councilwoman Grubbs seconded the motion. All members voted aye. **Motion carried and so ordered.**

### **ADMINISTRATIVE REPORTS:**

**City Engineer Ray Erpenbeck** submitted a written report. He reported the Pebble Creek and Fallbrook Drive Underdrain Project is scheduled to receive bids for later this month. Also the city received proposal from Straight Edge Construction, Inc. to repair the slide on Garvey Avenue. This is an emergency project to prevent damage to the roadway. During construction it will be necessary to detour south bound traffic.

**Code Enforcement Officer & Zoning Administrators Rich Aliff & Chris Preston** submitted a written reports to Council.

**Public Works Director Chris Zerhusen** summarized his report to Council. He reported that American Pavements will be in the area this month to perform crack sealing on various streets. He stated that the radar signs are in place and working. The department has been working on Dixie Highway and getting the parks ready to reopen when it safe to do so.

**Police Chief Steve Bohman** reported that all in-person classes through the DOCJT have been cancelled through the month of June, but officers are completing the mandatory on-line training. He reported that Officer Day has returned to full duty following her maternity leave. Also, the testing process to make the switch to the 800 mzh radio system has started.

Chief Bohman also stated that the department has received multiple donations of PPE and should have enough to last for at least two months. He wanted to take the time to thank the Baker family who live on Eastern Ave. who made a donation of cloth masks for each officer which will help us meet the Governor's guidelines of wearing a mask as establishments start to re-open.

**City Attorney Greg Voss** reported that there had no new developments as courts are still closed.

**Parks and Recreation Director Denise Donahue** reported she is planning on a Healthy at Home movie night. She is also in the process of re-working the Spring / Summer schedule.

**City Clerk Misty Ezell** reported that during the month of April and May the department was busy with Insurance Premium Tax returns and Residential Rental License Invoices.

**Finance Officer/Treasurer Jessica Lucius** submitted a written report. There were no questions for this department.

**Senior Center Director Carol Cope** was not in attendance. She submitted a written report. There were no questions for this department.

Councilwoman Bowman made a motion to approve the Administrative Reports. Councilwoman Grubbs seconded the motion. All members voted aye. **Motion carried and so ordered.**

**City Administrator's Report** City Administrator Dowling reported that during the month he spent time working on the fiscal year budget for 2020/2021.

He also reported that demolition is set to begin during the next week at the site where the new city building will be built.

Also, steps are being put in place to re-open the city offices.

**Mayor's Report Mayor Marty Lenhof** reported that on May 22<sup>nd</sup> there will be drive through congratulations for all the seniors graduating from Lloyd Memorial High School. This will take place at 1:00 and will be led by the Elsmere Police and Fire Departments.

Also, Friday May 15<sup>th</sup> is the last day for resume's to be accepted for the Elsmere Police Chief opening.

He had a conference call with the Kentucky League of Cities to discuss the re-opening of the government offices. We have ordered required items needed for the successful re-opening.

Also, we received Elsmere Community Scholarship applications, only two had the required information. After discussion with Councilwoman Grubb and Councilwoman Bowman who are both on the committee it was decided to award the scholarships to those individuals.

#### **GENERAL ITEMS:**

**Approval of Citywide Loan – Mr. Jose Villanueva – 7672 Ironbridg Ct.** – Mr. Villanueva applied for a city wide loan for repairs to his home. Councilwoman Bowman made a motion to approve the application. Councilwoman Grubbs seconded the motion. Mayor Lenhof called for a Roll Call vote. Councilwoman Bowman – Aye, Councilwoman Grubbs – Aye, Councilman Moore – Aye, and Councilwoman Tanner – Aye. All members present voted aye. Vote: 4-0. Motion carried and so ordered.

**Approval of Citywide Loan – Ms. Alexis Tanner – 430 Spring St.** – Ms. Tanner applied for a city wide loan for repairs to her home. Councilwoman Grubbs made a motion to approve the application. Councilwoman Bowman seconded the motion. Mayor Lenhof called for a Roll Call vote. Councilwoman Bowman – Aye, Councilwoman Grubbs – Aye, Councilman Moore – Aye, and Councilwoman Tanner – Abstained. Vote: 3-0-1. Motion carried and so ordered.

#### **Executive Order 6-2020 – Hiring Justin Tucker as Elsmere Police Clerk**

##### **Ordinance 1789-2020 – Amending Salary Scale**

Attorney Greg Voss read in summary Ordinance 1789-2020 (Second Reading)

### **AN ORDINANCE AMENDING THE COMPREHENSIVE PAY PLAN FOR THE NON-ELECTED CITY OFFICERS AND EMPLOYEES OF THE CITY OF ELSMERE, IN ACCORDANCE WITH KRS 83A.070 (2).**

Councilwoman Tanner made a motion to accept Ordinance 1789-2020 as read. Councilman Moore seconded the motion. All members present voted aye. Mayor Lenhof called for a Roll Call vote. Councilwoman Bowman – Aye, Councilwoman Grubbs – Aye, Councilman Moore – Aye, and Councilwoman Tanner – Aye. All members present voted aye. Vote: 4-0. Motion carried and so ordered. Vote 4-0. Motion carried and so ordered.

**Ordinance 1790-2020 – Budget Amendment Fiscal Year 2019-2020**

Attorney Greg Voss read in summary Ordinance 1790-2020 (First Reading)

**Ordinance 1791-2020 – Budget Fiscal Year 2020-2021**

Attorney Greg Voss read in summary Ordinance 1791-2020 (First Reading)

**Ordinance 1792-2020 – Adopting Pay Scale**

Attorney Greg Voss read in summary Ordinance 1792-2020 (First Reading)

**Ordinance 1793-2020 – Amending City Wide Loan**

Attorney Greg Voss read in summary Ordinance 1794-2020 (First Reading)

**REPORTS FROM COUNCIL:**

**Councilwoman Grubbs** had no report.

**Councilman Bradford** was not in attendance.

**Councilwoman Bowman** Asked about the June filing deadline to run for city office.

**Councilwoman Mitchell** was not in attendance.

**Councilwoman Tanner** had questions about the roadwork and parking in the areas where crack sealing will be taking place. City Engineer Erpenbeck will coordinate with the police department for any problems that might arise.


**Councilman Aaron Moore** – had no report.

**ADJOURNMENT**

Councilwoman Tanner made a motion to adjourn. Councilman Moore seconded the motion. All members present voted aye. **Motion carried and so ordered.** Meeting adjourned at 7:23 p.m.

Attest:

  
Misty Ezell, City Clerk

  
Mayor Marty Lenhof