

CAUCUS MEETING MINUTES OF THE ELSMERE CITY COUNCIL

February 6, 2024

6:30 PM

LOCATION: Elsmere City Building

CALL TO ORDER: Councilwoman Maria Vogt called the meeting to order at 6:33 p.m.

ROLL CALL: The following members were present: Mayor Marty Lenhof, Councilwoman Maria Vogt, Councilwoman Gloria Grubbs, Councilman Malcolm Daniels, Councilwoman Missy Tester, and Councilwoman Joanne Barnett Smith. Councilwoman Serena Owen was absent.

AUDIENCE REMARKS:

Mr. Rayshawn Allen gave an update on the outreach program and mobile notary services and stated he is changing the focus on helping veterans and military families. He is working with local community partners: Easter Seals, DAV, VFW and the VA to establish a record of military service.

Mr. Erik Bunzow, 518 Ripple Creek Drive, addressed the council about the status of the pilot chicken program. He would like to see the program leave the pilot program ordinance. He stated he would like to expand the number of chickens to continue the longevity of the flock.

Mr. Nicholas Billman, 3595 Mitten Drive, addressed the council stating how having the chickens has taught his children responsibility and stated that he would like to have more than 6 chickens.

DISCUSSION ITEMS:

City Clerk Approval – The council was given Municipal Order 1-2024 approving Katie Hehman as the City Clerk for consideration. Mayor Lenhof explained City Clerk Misty Ezell had submitted her resignation to relocate with her family. Ms. Hehman had already been hired for the advertised position of Deputy City Clerk and her experience in local government made her the best candidate. Councilwoman Joanne Barnett Smith made the motion to approve the hiring of Katie Hehman as City Clerk. Councilwoman Gloria Grubbs seconded the motion. Voice vote was taken. All members present voted aye. Motion Carried.

City Clerk Job Description – The Council was given Municipal Order 2-2024 updating the job description for the City Clerk position. Mayor Lenhof explained the previous job description with the departure of Ms. Ezell, as it was outdated. Councilwoman Grubbs made the motion to approve the revised job description. Councilwoman Barnett-Smith seconded the motion. Voice vote was taken. All members present voted aye. Motion Carried.

City Hall Steps Project – City Administrator Bartlett gave an update on the status of the building project for the exterior steps. He explained the City has parted ways with the previous engineer. There is no need to go out for bids again, as there were no bids for this project previously. This will allow the city to accept 3 quotes and select quality vendors to complete the project. The possibility of hiring a project engineer will be addressed if necessary. ARPA funds will be used to address signage and allow access to the building. Mr. Bartlett would like to see the project completed by the fall and the November election.

Pre-Authorization of Vehicles – City Administrator Bartlett explained there are several purchases for police cruisers and public works equipment that will be included in the FY 24-25 Budget Proposal. If the authorization is granted prior to the beginning of the fiscal year, then lower pricing will be secured, and each department will be able to receive the equipment sooner. No money will be spent at this time, but this will allow the orders to be placed.

Short Term Rentals – Councilwoman Joanne Barnett Smith raised concerns about short term rentals/Air BNB's. She stated she would like to see them banned within the City. City Attorney Voss stated he would prepare legislation for consideration if that was the direction of council.

Estate/Yard Sales – There have been reports of perpetual sales. Residents are eligible for 2 sales per year, by permit issued by the City Clerk’s Office. The first permit is \$2 and the second is \$5. Residents may also participate in the free sale in May. There was discussion on the terminology being used. Any sale of goods on the property regardless of what is called, Estate Sale, Yard Sale or Garage Sale falls into the permitted sale. If the property is hosting more sales than the allowable permitted sales, then it shall be considered a business and subject those regulations.

Chicken Pilot Program – Councilman Daniels stated he would support the pilot chicken program and move forward with legislation with the same requirements set out in the pilot program and allowing up to 10 chickens.

Councilwoman Grubbs stated she had originally not been in favor of the pilot program, but had since reconsidered, but would like to see no more than 8 chickens.

City Attorney Voss will prepare an ordinance for consideration.

Public Meeting Conduct – Councilwoman Vogt addressed conduct for public meetings. She stated council members should be respectful and courteous to anyone speaking. Council members should wait to be acknowledged to speak.

Student Government Meeting – Councilwoman Joanne Barnett Smith stated that the meeting will be held February 13th Council Meeting. Refreshments have been ordered. Mayor Lenhof stated the seating arrangements will be assigned to allow all the students to be seated with their mentor.

No Further Action was taken.

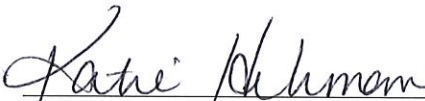
ADJOURNMENT:

Councilwoman Vogt asked for a motion to adjourn. Councilwoman Barnett-Smith made a motion to adjourn, and Councilwoman Tester seconded the motion. The meeting adjourned the meeting at 7:47 pm.



Mayor Marty Lenhof

Attest:



Katie Hehman, City Clerk