

CAUCUS MEETING MINUTES
ERLANGER COUNCIL
January 19, 2021

Mayor Jessica Fette called the caucus meeting of the Erlanger City Council to order, held via teleconferencing, in the City of Erlanger Council Chambers at 7:00 p.m., Tuesday, January 19, 2021.

The following Members of Council were present: Kathy Cahill, Tom Cahill, Ryan Elmore, Tyson Hermes, Jennifer Jasper, Vicki Kyle, Gary Meyer, Diana Niceley, Rebecca Reckers, Don Skidmore, and Renee Skidmore. Council Member Stephen Knipper was not present.

Also present were: Mayor Jessica Fette, Building and Zoning Administrator Mark Stewart, Chief of Police Kyle Rader, City Clerk Sherry Hoffman, Director of Economic Development Emi Randall, Director of Finance Kara Kramer, Fire/EMS Assistant Chief Dave McQuerry, Public Works Director Peter Glenn, and City Attorney Jack Gatlin.

CAUCUS DISCUSSIONS

Zoom Meeting Policies - Council Member Tyson Hermes

- > Discussion - Presentation provided by Mr. Hermes
 - A. Reviewed items that should or should not be discussed at council meetings being held virtually; essential vs non-essential business or emergency vs. non-emergency business; lack of citizen participation during virtual meetings
 - B. Requested legislative sponsors and co-sponsors for items placed on the agenda
- > Action Requested -
 - A. Copies of presentation emailed to city council members for review
 - B. Guidance from City Attorney
 - C. If a draft of a municipal order is ready to the satisfaction of city council, it can be read at the February 2, 2021 regular council meeting

Recommended Changes to Rules and Procedures of Meetings - City Attorney Jack Gatlin

- > Recommendation -
 - A. Clarification added to the Ad Hoc and Budget Ad Hoc Committees
 - a. Define roles of legislative and executive authorities
 - b. Timeline for the executive branch to present the budget to the legislative branch as defined by KRS
 - c. Chairs of committees are to correspond with City Clerk to ensure the Open Meetings Act is being followed
 - B. All legislation should be discussed at caucus meetings with exceptions such as emergencies
 - C. Discontinue floor amendments to eliminate any confusion; Any substantive proposed changes to legislation would require another first reading
 - D. Sponsored legislation should be shared with the Mayor, City Administrator, and City Attorney to ensure that all executive or organizational items are included and that the appropriate department leader or leaders are included
 - E. Deadline to submit legislation would be 12:00 p.m. on the Friday before a council meeting
- > Action requested -
 - A. Jack Gatlin could draft a municipal order to be read at the February 2, 2021 regular council meeting or discussed at the next caucus meeting
 - B. Mayor Fette asked for the railroad lease legislation to be drafted and added to the February 2, 2021 agenda
 - C. Mr. Hermes requested that if a draft of a municipal order for Zoom meeting policies is created, to add the municipal order to the February 2, 2021 regular council meeting agenda

Railroad Lease - Mayor Jessica Fette

- > Discussion - Reviewed City Administrator Matt Kremer's email that was sent on January 15, 2021
 - A. Lease is for the property that the Public Works' facilities and the FOP Lodge are located on
 - B. Five year lease with two five year extensions, fifteen years total; a longer term was the better option
 - C. Yearly lease amount would be \$16,100.00

- D. Cost effectiveness of leasing vs purchasing property; land opportunities were researched and found to be more costly than leasing; few industrial land opportunities in Erlanger and city owned property did not qualify
- > Action Requested -
 - A. Mayor Fette requested that a municipal order be drafted and read at the February 2, 2021 regular council meeting, this would be for a five year lease with two five year extensions; no opposition for request from City Council

Legislative Budget Committee - Council Member Gary Meyer

- > Action requested - Establish committee
 - A. Council Member Rebecca Reckers to serve as Chair; Council Member Gary Meyer to serve as Vice-Chair
 - B. Council Member Jennifer Jasper volunteered to serve on committee

2021 Goals and Task Forces - Mayor Jessica Fette

- > Review of 2020 Task Forces and Action Requested -
 - A. Small Business Incentive - Rebecca Reckers to continue as Chair, Tyson Hermes as Co-Chair; Emi Randall will replace Dave Hahn on committee; Mayor Fette volunteered to reach out to Mike Stubblefield, Mike Durret, and Linda Young to see if they want to remain on committee; Mayor Fette will reach out to business owners Matt Grimes and Chris Derry as potential new members
 - B. Blight - Disbanded in 2019
 - C. Summer Sendoff - Mayor Fette to continue as Chair, Tyson Hermes as Co-Chair; Ryan Elmore, Renee Skidmore, and Diana Niceley joined the task force along with other employees
 - D. Public Input - Vickie Kyle will continue as Chair; Rebecca Reckers and Jennifer Jasper joined the task force; goal is to promote community engagement through Zoom meetings with representatives from different areas of the city; asked council to reach out to neighbors for participation
 - E. City Beautification - Peter Glenn will continue as Chair, Ryan Elmore will serve as Co-Chair; Diana Niceley, Tom Cahill, Vicki Kyle, and Don Skidmore will also serve on task force
 - F. Mural - Mayor Fette will continue as Chair, Tyson Hermes will serve Co-Chair; Renee Skidmore, Diana Niceley, Sherry Hoffman, and Peter Glenn will also serve on committee
 - G. Farmers' Market - Rebecca Reckers tabled until 2022
 - H. Facilities Task Force - Tom Cahill will continue as Chair; Tyson Hermes will continue as a member with other employees
- > Addition of New Task Forces and Action Requested -
 - A. Race Diversity - Jennifer Jasper will Chair; Mayor Fette and Tom Cahill joined task force; Mayor Fette requested a meeting with Ms. Jasper to discuss previous programs, meetings, and discussion
 - B. Parks Master Planning - Ryan Elmore requested; included will be the Dog Park task force request by Jennifer Jasper; Kathy Cahill joined the task force; Kim Wolking was suggested as a member
 - C. Additional Social Worker - Vicki Kyle requested; Chief Rader will meet with Social Worker Becky Strouse to see if there is a need for an additional social worker

ADJOURNMENT: 9:08 p.m.

ATTEST:



Sherry Hoffman, City Clerk