

CAUCUS MEETING MINUTES  
ERLANGER CITY COUNCIL  
March 16, 2021

Mayor Jessica Fette called the caucus meeting of the Erlanger City Council to order in the City of Erlanger Council Chambers at 7:00 p.m., Tuesday, March 16, 2021.

The following Members of Council were present: Kathy Cahill, Tom Cahill, Ryan Elmore, Tyson Hermes, Jennifer Jasper, Stephen Knipper, Vicki Kyle, Gary Meyer, Diana Niceley, Rebecca Reckers, Don Skidmore, and Renee Skidmore. Council Members Kathy Cahill and Vicki Kyle participated virtually.

Also present were: Mayor Jessica Fette, City Administrator Matt Kremer, 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, Director of Public Works Peter Glenn, Fire/EMS Chief Todd Whitaker, and City Attorney Jack Gatlin.

### CAUCUS DISCUSSIONS

#### Business Spotlight - Bob Kirkwood, Bob's Original Sweeper Shop

- Presentation
  - A. History of business
  - B. Locations of business
  - C. Service of business
- Action
  - A. Mayor fette proclaimed March 17, 2021 as Bob's Original Sweeper Shop Day in the City of Erlanger in honor of their 50 years of service

#### Public Works Office Space - City Administrator Matt Kremer

- Discussion
  - A. Public Works' office areas recently flooded; seeking temporary office space in other locations
  - B. 1300 square feet located in the Erlanger City Center; includes four offices, two cubicles, common area, kitchenette, and bathroom
  - C. Cost for a one year lease at this location would be \$1730.38 per month, \$20,769.00 per year
  - D. The cost to make the Public Works facility functional would be \$50,000.00; this does not include addressing the mold issues
- Action requested
  - A. Mr. Kremer will email a copy of the lease to council members to review
  - B. Mr. Gatlin to draft legislation allowing the Mayor to sign a one year lease agreement and read at the April 6, 2021 regular council meeting

#### Surplus Rescue 74 - Chief Todd Whitaker

- Presentation
  - A. History of rescue truck usage
  - B. Equipment now carried on first response engines; rescue truck does not have a pump
  - C. No personnel to staff the rescue truck
  - D. Total mileage for a fifteen month period was 207 miles
  - E. Rescue truck last fueled in June 2020
- Action requested
  - A. Mr. Gatlin to draft legislation surplussing Rescue Truck 74 and read at the April 6, 2021 regular council meeting

#### Amended FY21 Budget - Mayor Jessica Fette

- Discussion
  - A. \$1.2 million was allocated to the City's COVID Relief Fund; the entire amount was not needed, leaving \$30,000.00 to be allocated elsewhere in FY21 and \$60,000.00 to be allocated elsewhere in FY22
- Project One Suggestion for FY 21 - Director of Public Works Peter Glenn
  - A. Park/Park Planning

1. Silverlake Park - 2nd phase of park design
  2. Rainbow Park - 1st phase of park design
  3. Requesting \$60,000.00 for both projects
  4. Will use Viox and Viox for design plans
- B. Action
1. Majority of City Council approved Mr. Gatlin to draft an ordinance regarding these funds (\$60,000) and read at the April 6, 2021 regular council meeting
- Project Two Suggestion for FY21 - Councilwoman Ryan Elmore
- A. Railroad Underpass Renovation
1. \$195,000.00 needed for materials, lead treatment, paint, traffic control
  2. \$20,000.00 needed for the mural
  3. Requesting up to \$300,000.00 for the project
  4. Three-four week process
- B. Actions Requested
1. Mayor Fette to confirm that the railroad will still provide the flaggers for the project; confirm that Arlinghaus Plumbing, Heating & Air Conditioning will pay for the cost of the mural
  2. Mr. Hermes to confirm that Sherwin Williams will still donate the paint
  3. Mr. Kremer to research available grants for paint removal; confirm structural stability
  4. Majority of City Council approved Mr. Gatlin to draft an ordinance regarding these funds (\$300,000.00) and read at the April 6, 2021 regular council meeting

Automatic Changeable Copy Signs - Councilman Gary Meyer

- Discussion
- A. Current code does not allow for electronic/digital signage in the neighborhood commercial zoning district
  - B. Proposed new legislation containing regulations for digital signage along the Dixie corridor
- Action Requested
- A. Draft legislation prepared and discussed at the April 20, 2021 caucus meeting

ADJOURNMENT

The caucus meeting adjourned at 8:18 p.m.

ATTEST:

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Sherry Hoffman, City Clerk