

CAUCUS MEETING MINUTES
ERLANGER CITY COUNCIL
May 18, 2021

Mayor Jessica Fette called the caucus meeting of the Erlanger City Council to order in the City of Erlanger Council Chambers at 7:13 p.m., Tuesday, May 18, 2021.

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

Also present were: Mayor Jessica Fette, City Administrator Matt Kremer, Building/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

Personnel Policy Changes - City Administrator Matt Kremer

- Discussion
 1. Reviewed policies and submitted updated job descriptions for the following:
 - A. Economic Development Director/Assistant City Administrator
 - B. Human Resources Administrator
 - C. Historian/Program Coordinator
 - D. Police Lieutenant
 2. Presented new Wage Scale for review
- Action requested
 1. Mr. Kremer requested a municipal order to be read at the June 1, 2021 regular council meeting

Proposed Changes to the Building Permit Fee Structure - Director Emi Randall

- Discussion
 1. Current fee schedule is based on market values instead of square footage, making it difficult to understand
- Action requested
 1. Legislation to be read at the June 1, 2021 regular council meeting amending the current fee schedule to be based on square footage

Ordinance Approving a KBI Incentive for Atlas Air - Director Emi Randall

- Discussion
 1. 1% occupational license fee incentive; 0.75 Erlanger, 0.25 Kenton County Fiscal Court
- Action requested
 1. First reading of an ordinance at the June 1, 2021 regular council meeting

Park Improvement Plan- Mayor Jessica Fette

- Discussion
 1. The Parks Master Planning Task Force recommendation
 - A. Create a Parks Improvement Plan
 - B. Move excess revenue into the Parks Improvement Plan each year; this money would only be spent on parks; similar to the Capital Improvement Plan
- Action requested
 1. Instructed Mr. Gatlin to create an ordinance adding a line that specifies 15% of property tax revenue goes into a Parks Improvement Plan; the draft ordinance will be reviewed at the June 15, 2021 caucus meeting
 2. Requested first reading of the ordinance at the August 3, 2021 regular council meeting

Cul-de-Sac Parking - Councilwoman Vicki Kyle

- Discussion
 1. Case by case review vs. no parking on any cul-de-sac
- Action Requested
 1. City staff to review parking in cul-de-sacs on Crestline and Edgar, notify residents

Stimulus Money - Councilwoman Jennifer Jasper

- Discussion
 1. City will receive \$4.9 million over the next three years, \$2.4 million in the next few days
- Action Requested
 1. Further discussion at the June 15, 2021 caucus meeting

ADJOURNMENT

M/S, Reckers-Niceley, to adjourn the caucus meeting at 7:49 p.m. All ayes, no nays, motion carried.

ATTEST:

Sherry Hoffman, City Clerk