

CAUCUS MEETING MINUTES  
ERLANGER CITY COUNCIL  
June 15, 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, June 15, 2021.

The following Members of Council were present: Ryan Nicole Elmore, Jennifer Jasper, Stephen Knipper, Vicki Kyle, Gary Meyer, Diana Niceley, Don Skidmore, and Renee Skidmore. Council Members Kathy Cahill, Tom Cahill, Tyson Hermes, and Rebecca Reckers 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 Assistant Chief Dave McQuerry, and City Attorney Jack Gatlin.

### CAUCUS DISCUSSIONS

#### American Rescue Plan Funds - City Administrator Matt Kremer

- Discussion
  1. Received two rounds of guidance, will need more
  2. Have not received funds yet
  3. Funds must be obligated by October 31, 2024, spent by 2026
  4. Should receive \$4.9 million dollars over three years
  5. Ms. Kramer submitted comments regarding loss revenue calculations
  6. Ms. Kramer tracks process daily
- Action requested
  1. None at this time.

#### CDBG Grant for Utilities - City Administrator Matt Kremer

- Discussion
  1. Distributed three resolutions, also emailed to council members
  2. All three resolutions were reviewed
    - A. Resolution 1 - Fair housing, establishes laws to follow
    - B. Resolution 2 - Title 6, appoints Mr. Kremer as Coordinator and Ms. Randall and Ed Bailey as Committee Members
    - C. Resolution 3 - Authorizes the Mayor to sign three contracts, appoints Mr. Kremer as the Environmental Consultant, works with the NKADD and Community Action
  3. Process for Resolution 3, resolution recommended by Staff
    - A. Upon approval, NKADD submits the contracts to the State
    - B. Money will be received within (30) thirty days
    - C. Community Action receives the money on behalf of the City
    - D. Community Action issues the money to the utility companies, on behalf of approved residents, to pay their unpaid bills
- Action requested
  1. Resolution 3 to be read at the July 6, 2021 regular council meeting

#### Surplus Property - City Administrator Matt Kremer

- Discussion
  1. Distributed to council members by email
  2. Police Department equipment
- Action requested
  1. Municipal Order to be read at the July 6, 2021 regular council meeting

#### Z-21- Council Member Gary Meyer

- Discussion
  1. Met with Ms. Randall and Mr. Stewart
  2. Must begin with an application to the Kenton County Planning Commission
- Action requested
  1. Resolution to be read at the July 6, 2021 regular council meeting

Codification - City Clerk Sherry Hoffman

➤ Discussion

1. Codification includes 2020 ordinances, ordinance numbers 2488-2512
2. Submitted ordinances to American Legal to codify
3. Draft completed and reviewed, changes requested by Hoffman, Kremer, and Gatlin

➤ Action Requested

1. Draft version emailed to council members for their review
2. First reading of ordinance at the July 6, 2021 regular council meeting

ADJOURNMENT

M/S, Knipper-Niceley, to adjourn the caucus meeting at 7:18 p.m. All ayes, no nays, motion carried.

ATTEST:

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Sherry Hoffman, City Clerk