

CAUCUS MEETING MINUTES
ERLANGER CITY COUNCIL
September 21, 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, September 21, 2021.

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

CAUCUS DISCUSSIONS

Concord Drive Parking - Public Works Director Peter Glenn

- Background
 1. Anonymous resident submitted a letter to Mayor and Council requesting elimination of parking between two poles in the curve at 3509 Concord Drive
 2. Requestor reported that the sinkhole and bushes across from 3509 Concord presents a visibility issue and dangerous situation when passing parked vehicles against oncoming traffic
- Discussion
 1. Director Glenn traveled the area several times and found there was lengthy view range
 2. Property owner agreed to cut back the bushes that possibly obstructed the view of drivers
 3. Limited parking for residents at that location
 4. Speed limit change from 25 mph to 20 mph; analysis done in the past, decreasing the speed limit did not change the outcome
- Action requested (Staff recommendation)
 1. Cut back the bushes
 2. Leave everything else the same

Expenditures of Federal Funds - Finance Director Kara Kramer

- Discussion
 1. Recommendation of Auditor in 2020 to create an Expenditures of Federal Funds policy
 2. Policy is for internal staff use
- Action requested
 1. Mr. Gatlin to prepare a municipal order

Budget Amendment FY 2021 - Finance Director Kara Kramer

- Discussion
 1. Changes were made to adjust the FY 2021 to actual:
 - A. Budget amendment for FY 2021 total increase in revenue was \$1,715,640.00
 - B. Budget amendment for FY 2021 total decrease in expenditures was \$2,898,533.00
 2. Questions were answered regarding the lease buy out by ProSource to Donnellon McCarthy
- Action requested
 1. First reading of ordinance

Budget Amendment FY 2022 - Finance Director Kara Kramer

- Discussion
 1. General Fund Revenues: The City received the following grants from the federal government, in which the revenue was placed into the General Fund
 - A. American Rescue Plan Act (ARPA) - the first tranche was received in the amount of \$2,491,962.00
 - B. CARES Money Round 2 - the City will receive \$141,118.00

- C. Community Development Block Grant - CV (CDBG-CV) Utility Assistance Program - The preliminary amount is \$200,000.00
 - D. House Bill 8 Assessment Fee on Ground Ambulance Providers - The City will receive an additional \$210,000.00 for FY 2022
 - 2. Capital Fund Revenues: Increasing of transfers from \$1,600,000.00 to \$2,300,000.00 to cover the expenses associated with the land purchased for the Public Works Facility
 - 3. Park Fund Revenues: 12% of real estate tax revenue will be allocated to the Park Improvement Fund, estimated to be \$500,000.00
 - 4. General Fund Expenditures:
 - A. General Government department budget will increase by \$200,000.00 for the CDBG-CV utility grant; this is a pass-thru cost that will be paid to NKADD and Northern Kentucky Community Action Commission
 - B. Fire/EMS department budget will increase by \$46,381.00 due to the House Bill 8 5.5% assessment tax
 - C. General Fund transfers out will increase by \$700,000.00 due to the purchase of land for the Public Works facility
 - 5. Capital Fund Expenditures: The Montgomery Drive North property acquisition for the future site of the Public Works facility will be added to the FY 2022 budget; total cost is \$1,343,900.00
 - A. Purchase Final - December 2021
 - B. Design Process - Spring 2022
 - C. Construction Begins - July 2022
- Action requested
 - 1. First reading of ordinance

Reduction in Council Size - Councilwoman Diana Niceley

- Action Requested
 - 1. To table until the October caucus meeting on October 19, 2021

Chickens - Councilman Steve Doan

- Background
 - 1. Four residents requested a change in legislation to allow chickens
 - 2. Asked City Attorney Jack Gatlin to draft a new ordinance
- Discussion
 - 1. Proposed changes to the current code of ordinances:
 - A. Could not sell chickens
 - B. Allow up to six chickens
 - C. Coop/Pen must be 50 feet from dwellings
 - D. Chickens cannot be free range or run at large
 - E. Cannot process chickens in view of neighbors
 - F. No roosters
 - G. Includes civil offenses
 - 2. Areas with Homeowners Associations do not allow chickens
- Action Requested
 - 1. First reading of the ordinance at the October council meeting on October 5, 2021

Pot Belly Pig - Building and Zoning Administrator Mark Stewart

- Background
 - 1. Codes Officers were notified that a resident (who was present and spoke) had a pot belly pig
 - 2. Owner was given one week to find another home for their pig; codes officers referenced the nuisance ordinance which prohibits swine within 500 feet of any residence
- Discussion
 - 1. Definition of swine
- Action Requested
 - 1. Staff to meet and discuss the ordinance and this case
 - 2. Mr. Kremer will contact the resident and owner of the pot belly pig on September 22, 2021

Rent Assistance Presentation - Councilmember Jennifer Jasper-Lucas

- Discussion
 1. Goal for this program is to assist in helping residents stay in their homes and renters in keeping their property
 2. Program is set-up for short term needs that do not require continuous funding in the future; no mortgage assistance, only rent
 3. Organizations would apply to distribute funds to Erlanger residents
 4. City Council would review the applications and select the organizations
- Action requested
 1. Jack Gatlin to meet with Auditor and Ms. Kramer (to discuss what the City's role needs to be in this program to abide by public purpose spending requirements) before next council meeting

Check Register Requests - Councilmember Rebecca Reckers

- Discussion
 1. Request has been resolved; Ms. Kramer will send out the check registers monthly with her report

ADJOURNMENT

M/S, Meyer-Niceley, to adjourn the caucus meeting at 8:20 p.m. All ayes, no nays, motion carried.

ATTEST:

Sherry Hoffman, City Clerk