

CAUCUS MEETING MINUTES
ERLANGER CITY COUNCIL
September 17, 2024

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 17, 2024.

The following Members of City Council were present: Tom Cahill, Tyson Hermes, Vicki Kyle, Jennifer Jasper-Lucas, Diana Niceley, Rebecca Reckers, Don Skidmore, Renee Skidmore, and Renee Wilson.

Also present were: Mayor Jessica Fette, City Administrator Peter Glenn, Assistant Chief of Police Mike Leming, City Clerk Sherry Hoffman, Director of Economic Development/ACAO Mark Collier, Director of Finance/HR Kara Kramer, Public Works Director Kevin Quinn, Fire/EMS Chief Randy Godsey, and City Attorney Jack Gatlin.

CAUCUS DISCUSSIONS

Cahill Commons Recap - Director of Economic Development/ACAO Collier

- Presentation
 1. Marketing video of the park's grand opening and dedication to former employee and Council Member Kathy Cahill
- Action Requested
 1. None

Budget Amendment - City Administrator Peter Glenn

- Discussion
 1. Four items proposed for amendment
 - A. Vacant Administrative Clerk Position - This position would remain vacant with its responsibilities shared among other Administrative employees.
 - B. Finance Accountant Position - This position would be created to assist the Finance Department with accounts receivable responsibilities and would utilize the existing salary for the vacant Administrative Clerk position.
 - C. Marketing - This was initially funded for six months, but requested additional funding for six additional months.
 - D. Capital Fund
 01. Totaled Police Vehicle Replacement
 02. Firehouse Station I Feasibility Study - Chief Godsey confirmed the department had an in-house committee for this study.
- Action Requested
 1. Legislation - First reading of an ordinance at the October 1, 2024 regular council meeting, second reading at the November 2024 council meeting

Alice Street Beautification Improvements - Councilwoman Rebecca Reckers

- Discussion
 1. Project
 - A. Previous Recommendation - The recommendation of the Beautification Task Force was to install horse fencing for \$5000.00. The check register showed approximately \$20,000 was spent on this project.
 - B. Expense Summary - Mr. Glenn explained that there had been a miscoding of the accounts. The total cost for the beautification of this project was \$10,104.00, which included the fencing, trees, grading, mulch, and equipment rental. The total cost for the street maintenance of this project was \$5,500.00, which included sidewalk removal and gravel placement. The beautification and street maintenance were two separate funds.
 - C. Additional Issue Not Resolved - Mr. Glenn reported there was an apron issue at this location that needed to be addressed. It was discussed at the September Beautification meeting. The repair costs for this project would come out of the street maintenance fund, not the beautification fund.
 - D. Remaining Beautification Budget - Approximately \$42,000 remained in the budget.
- Action Requested
 1. Notification of Projects - Prior to the start of the apron project, the project and cost should be discussed at a Beautification Task Force meeting, so the task force could report the information at a caucus meeting.

Task Force Meetings - Mayor Jessica Fette

➤ Action Requested

1. Meeting Minutes - The Chair of the task force was responsible for the meeting minutes.

ADJOURNMENT

M/S, Wilson-Kyle, to adjourn the caucus meeting at 7:40 P.M. All ayes, no nays, motion carried.

ATTEST AND RESPECTFULLY SUBMITTED:



Sherry Hoffman, City Clerk