

**Council Meeting 646  
Special Meeting Villa Madonna Academy  
April 20, 2016**

Mayor Sophia Mancini called the April 20, 2016 City of Villa Hills special meeting to order at 6:30 p.m. at the Villa Madonna Academy Auditorium, 2500 Amsterdam Road, Villa Hills, Kentucky. Councilmember Brooklyn Pickens gave the prayer and Mayor Mancini lead the Pledge of Allegiance. City Administrator/Clerk Wynnie Serra took the roll. Those in attendance:

**Mayor Butch Callery**  
**G. Bruns**  
**G. Kilburn**  
**M. Koenig**  
**S. Ringo**  
**J. Vaden**  
**G. Waugaman**

**Craig T. Bohman**, City Administrator/Clerk  
**Lee Metzger**, Assistant City Attorney  
**Dave Whitacre**, City Engineer  
**Bryan Allen**, Chief of Police  
**Derick "Buck" Yelton**, Public Works Director

Joining the Mayor, Council members, and staff were the following 5<sup>th</sup> graders serving as city officials for the day:

**Mayor Sophia Mancini**, Villa Madonna Academy  
**Graham Coomes**, Safety chair, St. Joseph School  
**Michael Finn**, Fire Authority chair, St. Joseph School  
**Greta Koszarek**, Administration chair, Villa Madonna Academy  
**Brooklyn Pickens**, Public Works chair, Villa Madonna Academy  
**Keira Schneider**, Events & Beautification chair, St. Joseph School  
**Benjamin Straeffler**, Finance chair, River Ridge Elementary School  
**Wynnie Serra**, City Administrator/Clerk, St. Joseph School  
**Courtney Mueller**, City Attorney, St. Joseph School  
**Chase Fischer**, City Engineer, Villa Madonna Academy  
**Evie Meyer**, Chief of Police, Villa Madonna Academy  
**Henry Ratterman**, Public Works Director, Villa Madonna Academy

A quorum was present.

A motion was made to approve the minutes of meeting #645. Motion made by Mr. Coomes (Bruns), seconded by Ms. Schneider (Koenig). A voice vote was taken, all in favor. Ms. Koenig abstained.

**Presentation:**

- Mayor Callery asked the members of the Board of Adjustment to come to the front of the auditorium. Mayor Mancini asked the members to raise their right hands and Mayor Callery administered the oath of office to Mr. Bitter, Mr. Cleves, Mr. Krallman, and Mr. Wellbrock. Mr. Zembrodt was not present.

Mayor Callery asked Mr. Ringo to introduce the students. Mr. Ringo introduced the students. Mayor Callery thanked Mr. Ringo and Mr. Waugaman for putting the student shadowing event together.

The next item on the agenda was legislation.

**Legislation:**

- City Attorney Courtney Mueller gave a first reading to draft Ordinance 2016-C Authorizing a lease in the amount of \$750,000 for financing the costs of construction of street improvements and road repair; providing for the payment and security of the lease; creating a sinking fund; authorizing the execution of various documents related to such lease; and making certain designations regarding such lease.
- City Attorney Courtney Mueller read draft Resolution 2016-F Thanking River Ridge Elementary, St. Joseph School, and Villa Madonna Academy for allowing their students to participate in the Villa Hills Shadowing program. Ms. Schneider (Koenig) made the motion to approve, seconded by Mr. Straeffer (Waugaman). A roll call vote was taken as follows:

Mr. Coomes (Bruns)	aye	Ms. Pickens (Kilburn)	aye
Mr. Finn (Ringo)	aye	Ms. Schneider (Koenig)	aye
Ms. Koszarek (Vaden)	aye	Mr. Straeffer (Waugaman)	aye

Motion carried 6-0. This will become Resolution 2016-8.

The next item on the agenda was committee reports

**Committee Reports:**

**Police:**

- Chief Evie Meyer gave the monthly Police Chief report. She reported that there were 620 calls for service and three cases were opened during the month. Chief Meyer urged residents to slow down now that warm weather has returned and kids are playing more outside and asked motorists to be patient in road construction areas. She reported vehicle break-ins on Arden and Cedarbrook and reminded everyone to remove valuables from vehicles. Chief Meyer urged residents to call in any suspicious activity to dispatch. She also announced the 5K race to be held May 21<sup>st</sup> and Safety Night to be held August 3<sup>rd</sup> at the Villa Sports Complex.
- Mayor Callery announced that the Blackhawk helicopter would be back for this year's Safety Fair.

**Safety:**

- Mr. Graham Coomes gave the Safety committee report. He noted that the committee reviewed the monthly police department statistics and discussed the upgrade of the dispatch system, Safety night, new fingerprinting fees, and employees raises. Mr. Coomes passed along that committee member Ray Profit stated he was glad to see the officers out on patrol.
- The next meeting of the Safety Committee is May 10<sup>th</sup> at 6:30 p.m. in Council Chambers.
- Mr. Coomes (Bruns) made a motion, seconded by Ms. Pickens (Kilburn), to authorize the police chief to set appropriate fingerprinting fees. Motion carried voice vote all in favor.

**City Engineer:**

- Mr. Chase Fischer gave the City Engineer report. He reported that a drainage project on Palomino Drive will need to be installed before the street could be overlaid. Mr. Fischer stated that bid specifications are being prepared for asphalt work on Steamboat, Sunglow, Timberline, Villa, Villa Marie, Lakeshore, Frank, Lake, Kingston, Roger, Brookview, and Palomino, as well as for \$100,000 in concrete panel replacement, and \$100,000 in crack-sealing.

**Public Works:**

- Mr. Henry Ratterman gave the Public Works Director's report. He reported that the public works department has been busy patching potholes, picking up trash, inspecting sidewalks, grass cutting and prepping the ball fields.
- Ms. Brooklyn Pickens gave the Public Works Committee report. She reported that approximately \$589,000 is available for road work and \$495,000 of road work has been bid out and underway on streets such as Windgate, Palomino, Sunglow, Valley Trails from Niewahner to Dalewood and Brookville Court. Ms. Pickens noted that \$115,000 of work has been approved for Damson, Winesap, Macintosh, and Peartree will begin after July 1<sup>st</sup>.
- Next meeting is May 11, 2016 at 1:00 p.m. at 720 Rogers Road.
- Ms. Vaden inquired about the \$93,000 difference in funds available and bid road work. Mr. Bohman replied that the difference is for day-to-day maintenance such as patching, catch-basin repair, and signage to be used over the next few months. Mr. Kilburn noted that the difference would also include debt service on the lease agreement.

**Events and Beautification:**

- Ms. Keira Schneider gave the Events and Beautification report. She thanked the Civic Club for hosting and helping with the annual Easter Egg hunt. Ms. Schneider also thanked the Garden Club for their work on the traffic islands and for their spring cleanup.
- Ms. Schneider reminded the public about the upcoming Citywide Yard sale to be held Thursday April 29<sup>th</sup> and Friday April 30<sup>th</sup>. She also announced the Garden Clubs annual plant sale on May 14<sup>th</sup> at the Civic Club parking lot.
- Ms. Schneider invited the public to the 20<sup>th</sup> anniversary celebration of the Garden Club to be held Saturday May 21<sup>st</sup> at the Commemorative Garden.
- Next meeting is May 2<sup>nd</sup> at 6:30 p.m. at 720 Rogers Road.

**Finance:**

- Mr. Benjamin Straeffer wished his father a happy birthday. Mr. Straeffer gave the Finance Committee report. He reported that the questions posed by the committee were submitted to the City Administrator/Clerk and the response reviewed. Mr. Straeffer noted that the committee discussed delinquent vehicle license fee collection, the audit contract renewal for one year, the Fire Authority budget proposed no increase, and reviewed the proposed draft city budget. Mr. Straeffer noted that committee recommended that the March Finances be approved.
- The next meeting is May 16<sup>th</sup> at 7:00 p.m. in Council Chambers.

**Administration:**

- Ms. Greta Koszarek gave the Administration Committee report. She noted that the new Deputy Clerk, Jennifer Lipson had started and is training with Sue Bree. Ms. Koszarek reported that the committee discussed plans for recognizing Ms. Bree upon her retirement, that the record preservation project is underway. She also noted that the department budget standing is good, but several large expenses may require a budget amendment.
- The next meeting is May 4<sup>th</sup> at 6:30 p.m. at 720 Rogers Road.

**Recreation:**

- Mr. Michael Finn reported that there was no meeting of the Recreation Committee this month.

**Fire Authority:**

- Mr. Michael Finn gave the Fire Authority report. He reported the monthly run totals and noted they were on par with last year. Mr. Finn stated that both Crescent Springs and Villa Hills decided to fund the new radios within their city budgets, allowing the Fire Authority to submit a flat budget for the upcoming fiscal year. He informed the Mayor and Council that 2 bids for the pumper had been received. Mr. Finn stated that the Fiscal Court had turned down the Fire Authority proposal to add the annual subscription to the County tax bill for unincorporated parcels.
- Mr. Finn reported that Fire Chief Wendt had asked for a 2<sup>nd</sup> access road to the Prospect Point subdivision be included in the development of the St. Walburg property.
- Next meeting is May 16<sup>th</sup> at 6 p.m. at the Firehouse.
- Ms. Vaden inquired of Mr. Ringo if there was any viable alternative to getting the annual subscriptions on the tax bill. Mr. Ringo replied that there was not.

**City Attorney:**

- Ms. Courtney Mueller gave the City Attorney's report. She updated Council on the code enforcement action involving 812 Wesley, stating that since litigation was now underway, future discussions of this property would take place in executive session. Ms. Mueller also noted that legal staff drew up an encroachment application form at the request of the City Administrator/Clerk and prepared a summary of the ordinance passed by Council in March.

### **City Administrator Clerk:**

- Ms. Winnie Serra gave the City Administrator/Clerk's report. She reported that the draft budget for the next fiscal year was submitted to the Finance Committee for their review. Ms. Serra noted that the new phones for the Public Works Department had been ordered and are expected by the end of the month. She also informed Council that hiring for seasonal employees. Ms. Serra reported that the Department of Library and Archives has taken all the minutes from 1962 through 2009 to Frankfort for digital imaging and security filming. She also noted that staff has removed about 2/3 of the records that state law no longer requires the city to keep.
- Ms. Serra informed Mayor Mancini that the vote to approve the March financial reports was missed. Mayor Mancini asked for a motion on the finance reports.
- Mr. Straeffler (Waugaman) made a motion to approve the March financials, seconded by Ms. Kozsarek (Vaden). Voice vote all in favor.

### **Mayor's Report:**

- Mayor Callery asked Mayor Mancini to tell the audience a little bit about herself. Mayor Mancini discussed her various pets, and stated she was excited to be acting as Mayor and did not know if she would run for Mayor when she was older.

### **Old Business**

- There was no old business.

### **New Business:**

- A motion was made by Mr. Kilburn, seconded by Mr. Ringo to ratify all the actions taken by the students on behalf of Council during the meeting. Motion carried by voice vote, all in favor.

### **General Announcements**

- Mr. Straeffler thanked Mr. Waugaman for selecting him to serve.
- Ms. Mueller thanked Mr. Metzger for selecting her for this experience and that she had a lot of fun.
- Ms. Schneider urged her friends to volunteer to help other kids.
- Ms. Serra thanked Mr. Bohman because when she looked at the list of positions she knew she wanted to be City Administrator.
- Mayor Mancini stated that she was very surprised when she was selected to serve as Mayor because she never gets picked for anything.
- Ms. Pickens thanked her teacher, Mrs. Lynch, for teaching her so much.
- Mr. Ringo thanked Mr. Finn, noted that he attended the Fire Authority meeting and toured the firehouse. He also thanked Villa Madonna Academy principal Soshanna Bosley for hosting the event.
- Mr. Ratterman thanked his parents, his teacher and Mr. Yelton for giving him this once in a lifetime experience.
- Chief Allen thanked Ms. Meyer for being a great partner and noted that she says she is going to be the first female Police Chief of Villa Hills.
- Mr. Kilburn stated that he enjoyed working with Ms. Pickens and stated that this event is the most enjoyable thing he gets to do as a Council member and thanked all the students and council members for participating.

- Ms. Koenig thanked Ms. Schneider, stated that this is great groups of kids and thanked the parents for sharing them with the city for the evening. She noted that the kids are the future of Villa Hills and was happy to embrace the future.
- Ms. Vaden stated that she was so glad to have met Ms. Koszarek who wrote an excellent essay. Ms. Vaden commented that she expects to see her in local government in the future and thanked Ms. Koszarek.
- Mr. Waugaman thanked the Parents, teachers, and principals for giving the students the chance to write the essays and participate. He noted that Mr. Straeffer attended the Finance committee meeting as well. Mr. Waugaman described how he selected Mr. Straeffer's essay.
- Mayor Callery commented that many students wanted to be Mayor. HE stated that Ms. Manicni was the perfect person to serve as Mayor and thanked her for participating. Mayor Callery also thanked everyone who attended.
- Mr. Bohman thanked Ms. Serra and noted that she performed the duties of Administrator/Clerk with poise and was proud of her.
- Mr. Whitacre thanked Mr. Fischer for participating because most people don't think of being an Engineer.
- Mr. Yelton thanked Mr. Ratterman for being interested in the roads department at an early age and noted that an application would be waiting for him when he finished college.

#### **Public Comments**

- Mr. Jim Cleves, Lakeshore Drive, addressed the Mayor, Council, and students regarding the good job everyone did participating in the meeting.

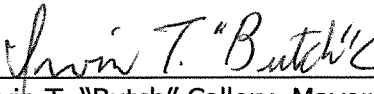
With there being no further business, Mr. Coomes (Bruns) made a motion to adjourn, seconded by Ms. Schneider (Koenig). Motion carried by voice vote, all in favor. Mayor Mancini gaveled the meeting to a close.

Time of adjournment was 7:20 p.m.

Respectfully submitted,

  
 Wynnie Serra, City Administrator/Clerk-for-a-Day

  
 Craig T. Bohman, City Administrator/Clerk

  
 Irvin T. "Butch" Callery, Mayor