

**Caucus Meeting  
December 14, 2016**

Mayor Irvin T. "Butch" Callery called the December 14, 2016 City of Villa Hills Caucus meeting to order at 6:30 p.m. at the Dennis M. Stein Municipal Building, 719 Rogers Road, Villa Hills, Kentucky. Mr. Kilburn gave the prayer and Mayor Callery led the Pledge of Allegiance. Those in attendance:

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

**Bryce Rhoades, Assistant City Attorney**  
**Craig T. Bohman, City Administrator/Clerk**  
**Chief of Police Bryan Allen**  
**Buck Yelton, Public Works Director**

A quorum was present.

The first item on the agenda was the Oath of Office for the 2017-2018 Council

**Oath of Office:**

- Mayor Callery administered the Oath of Office to Councilmembers George Bruns, Gregory W. Kilburn, Mary Koenig, D. Scott Ringo, Jennifer Yost Vaden, and Gary Waugaman for the Council term beginning January 1, 2017 and ending December 31, 2018 in the presence of Mr. Bohman, a State-at-Large Notary Public for the Commonwealth of Kentucky.

The next items on the agenda was the 1<sup>st</sup> reading of Ordinances

**Legislation:**

- Mr. Rhodes gave a first reading to **Ordinance 2016-M Establishing Code Enforcement Fines**. Mr. Bruns commented that he thought this was passed last month. Mr. Rhoades explained that the model ordinance drafted by the County let fines to be determined by separate ordinance.
- Mr. Rhodes gave a first reading to **Ordinance 2016-N Amending Industrial Revenue Bond Agreement for the 2010 Villa Madonna Project**. Mr. Bohman explained that in 2010 the city issued Industrial Revenue Bonds for the Villa Madonna Academy gymnasium building and that the city acts only as a pass through fiscal agent for the fund with no obligation to pay the debt, however as the fiscal agent all the documents for the loan have to flow through the city. He informed Council that the bond counsel for the bond has requested that an amendment be made to the agreement.

With no further legislation, the meeting proceeded to Reports and Updates.

## Reports and updates:

- **Ethics Report:** Mr. Bohman presented the annual Ethics committee report to Council and noted that the report will be posted online per the updated Ethics Ordinance.
- **Road Plan Review:** Mr. Kilburn explained that an update to the Roads plan is needed due to the determination that the initial plan to mill and overlay Appleblossom is not feasible and instead must be completely replaced. He noted that the change will require an additional \$220,000 than budgeted. Mr. Kilburn reminded Council that the prep work for the Buttermilk project is underway. He noted that with the grant project deadline already set, it is likely that the Appleblossom project will have to split in half with the 2<sup>nd</sup> half not occurring for a couple of years after the first phase. Mr. Kilburn also noted that additional work has been promised on Villa Drive and Rosewood is being undermined by excessive sprinkler use. He also noted additional streets that the Public Works Director has identified as needing repair have not been estimated yet. Mr. Kilburn stated that any new project that goes into the road plan will require a previously scheduled project to come out.
- Mr. Ringo noted that the Road tax did not solve all of our problems and while the city is performing road repairs faster than ever before, there is still a lot of work to be done. Mr. Kilburn noted that the city was \$3 million behind in road work and that the bond only closed \$750,000 of that gap. Mr. Ringo stated that as long as the city is making progress on road repairs he is happy. Mr. Kilburn noted that there is still \$2.2 million in needed road work the city cannot get to immediately and that Appleblossom has been identified as the worse street in the city. Discussion followed regarding the water issue on Rosewood, the substandard design of Appleblossom's construction.
- Mr. Ringo inquired if it is possible to prevent developers from building substandard streets once the portion of the St. Walburg property slated to be sold is developed. Mr. Bohman replied that the standards may be able to be negotiated if the city uses a planned development approach to the area. Discussion followed regarding private streets, PDS inspections of initial subdivision buildout, the state of streets built recently compared to the original streets built in the 60's, requiring quality standards bonds, the requirement for new streets to be transferred to the city within 45 days after completion. During the discussion Mr. Ringo left the Council Chamber reducing quorum to 5 members for 1 minute and returned bringing quorum back to 6 members. Mr. Rhoades stated that he would look into the options available.
- **PW Work Order System Update:** Mr. Bohman brought Council's attention to the charts showing the 1<sup>st</sup> year activities reported by the Public Works Department using the Work Order system set up with the assistance of Mr. Waugaman. He explained that the city had not had a work order system in recent years and did not know how much time the staff was spending on particular activities. He noted that several dozen activity codes were developed

and had been tracked for the past year and that Jennifer Lipson in the Clerk's office distilled the data down to the charts passed out to Council. Mr. Bohman noted that with the tracking the city can determine how much time is being devoted to particular activities and can identify ways to perform tasks better. Mr. Kilburn noted that the work order system also tracks the location of the work so the city can tell residents how many times and what activities were performed on a given street. Ms. Vaden noted the existence of an activity code for "Administrator said do it now" into which no hours were reported. Mr. Bohman stated that staff did not report any activities in that code and it was included for fun. Mr. Waugaman noted that previously there was a lot of "windshield time" in the PW daily routine that was unproductive as the staff interrupted one project to complete another requested task. Ms. Vaden inquired of Mr. Yelton if maintaining the work order system was useful or burdensome. Mr. Yelton replied that it was good documentation.

With no further legislation, the meeting proceeded to General Discussion.

**General Discussion:**

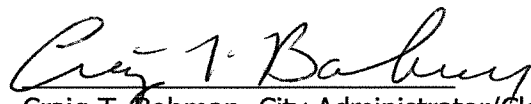
- Mayor Callery invited Mr. Waugaman to make a special presentation. Mr. Waugaman presented Chief Allen with a \$500 check for the Shop with a Police Officer and Fireman fund from the St. Joseph Holy Name Society. Chief Allen thanked Mr. Waugaman and the Holy Name Society.
- There was no other general discussion items.

With there being no further general discussion items, the meeting proceeded to the next item, a potential executive session. Mr. Rhoades stated that he did not have any items to discuss in executive session. Brief questions followed about the resumption of the trial regarding the code enforcement violations at 812 Wesley.

With there being no further business or discussion, Mr. Kilburn made a motion, seconded by Mr. Ringo to adjourn. Motion carried by voice vote all in favor.

Time of adjournment was 7:00 p.m.

Respectfully submitted,

  
Craig T. Bohman, City Administrator/Clerk

  
Irvin T. "Butch" Callery, Mayor