



**Meeting 632 minutes
February 18, 2015**

Mayor Irvin T. "Butch" Callery called the February 18, 2015 City of Villa Hills Council meeting #632 to order at 6:33 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.

Mayor Callery asked City Administrator/Clerk Craig Bohman to take the roll. Those in attendance:

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

Mary Ann Stewart, City Attorney
Craig T. Bohman, City Administrator/Clerk
Chief of Police Bryan Allen
Dave Whitacre, City Engineer
Buck Yelton, Public Works Director

A quorum was present.

The first order of business was the approval of the minutes of the January 21, 2015 special meeting. Motion made by Mr. Bruns, seconded by Mr. Waugaman. A voice vote was taken all in favor.

Motion made by Mr. Kilburn, seconded by Mr. Ringo to approve the minutes of the meeting #631. A voice vote was taken all in favor.

The next item on the agenda was Presentations. There being none, the meeting proceeded to legislation.

Legislation:

Mayor Callery reminded the public that if they wished to address the Council on an issue being discussed or voting on to raise their hand and wait to be recognized.

- City Attorney Mary Ann Stewart gave a 2nd reading to draft Ordinance 2015-A amending the FY 2014-2015 Budget. Ms. Koenig inquired about the phone systems quotes. Mr. Bohman responded. Ms. Vaden asked about the cost of new PD radios. Discussion followed. Mr. Ringo inquired about grant funding. Chief

Allen responded regarding the grants that have been applied for or are forthcoming. Mr. Bohman noted that an additional expense of \$2650 needed to be added to the Police budget to cover reaccreditation fees. Ms. Koenig recommended moving \$4,000 from the Administration Department phone replacement line to the PD budget to cover the fees with the balance going to new equipment/replace. Ms. Koenig clarified that the reading was an ordinance and not a municipal order. Mr. Bohman stated that a municipal order had been drafted based on the discussion from last meeting and distributed. Ms. Koenig stated that since the amendment involves a large amount, she wanted an ordinance for transparency. City Attorney Stewart inquired of Mr. Bohman if the proposed amendment would get the City to the end of the fiscal year. Mr. Bohman replied that based on current operations, the amendment should get the city to the end of the budget year without the need for another amendment. Mr. Ringo and Mr. Bruns stated the past practice was to wait until the end of the fiscal year for a budget amendment. Discussion followed. Motion made by Mr. Kilburn, seconded by Ms. Koenig to approve the ordinance as amended on the floor by Ms. Koenig. A roll call vote was taken as follows:

Mr. Bruns	aye	Mr. Ringo	aye
Mr. Kilburn	aye	Ms. Vaden	aye
Ms. Koenig	aye	Mr. Waugaman	aye

Motion carried 6-0. This will become Ordinance 2015-2

- City Attorney Stewart gave a 2nd reading to draft Ordinance 2015-B, making text amendments to the zoning code and flood plain development regulations to conform to the new Comprehensive Plan and NKAPC name change. Motion made by Mr. Bruns, seconded by Mr. Ringo. Motion carried by voice vote, all in favor.

Motion carried 6-0. This will become Ordinance 2015-3

- City Attorney Stewart read draft Resolution 2015-E. City Attorney Stewart and Mr. Bohman explained that JPS was the lowest bidder in the fall on the project when it was delayed to allow the Water District to install a new main. The contract was not signed due to the delay and now the City has a new Mayor. Mr. Bruns inquired if the firm to complete the water district project had been identified. City Engineer Whitacre reported that the project requires a permit from the Division of Water and the Water District's project would not be bid until after the permit was received. Mr. Bruns noted that if the Water District use the same contractor as the City both agencies could save money. Discussion followed. Mr. Ringo inquired about delaying the vote to which Mr. Whitacre replied that the contractor was asking that the contract be signed. Motion made by Mr. Kilburn, second by Ms. Koenig. A roll call vote was taken as follows:

Mr. Bruns	aye	Mr. Ringo	aye
Mr. Kilburn	aye	Ms. Vaden	aye
Ms. Koenig	aye	Mr. Waugaman	aye

Motion carried 6-0. This will become Resolution 2015-5

With no additional legislation to consider, the meeting proceeded to committee reports.

Committee Reports:

Police:

- Chief Allen provided the monthly Police report, noting that it has been an uneventful month and the two cases discussed last month have been resolved.
- Chief Allen thanked Karen Bradshaw for providing knitted afghans for the department to have available in the cruisers for those in need being assisted by the department.
- Chief Allen thanked the Roads Crew for a job well done with snow removal. He noted that a snow emergency was declared early for Sunday and helped get cars off the streets for plowing.
- Chief Allen announced that the police department had a new Facebook page and Twitter account. In addition, Chief Allen premiered a new free MYPD app for the police department for both apple and android phones which was released that day. Chief explained the features of the app which allows for push notifications and for the public to report concerns directly to the department. He also noted that the department was one of the few agencies in Kentucky to deploy apps.
- Ms. Vaden inquired about towing procedures during snow emergencies. Chief Allen explained the procedure officers follow to attempt to notify the owner to remove the vehicle before towing. Chief Allen noted that 10 vehicles were issues and 3 vehicles were cited.

Safety:

- Mr. Bruns noted the absence of the safety minutes from the packets. Mr. Bohman apologized for not including them in the packet.
- Mr. Bruns reported that the committee meeting was well attended and discussed the need for new police radios.
- Mr. Bruns announced the next Safety meeting would be March 10th.

City Engineer:

- City Engineer David Whitacre reported that he and the Public Works Director reviewed the wish list presented at the public works committee meeting and would have recommendations for road projects next month. He mentioned that Sunglow, Squire Valley, and Deer Field need panel replacements.
- Mr. Bruns commented on the need to wait for the freeze/thaw cycle to end before performing road work. He also noted that the streets mentioned are young streets that already need repair. Mr. Whitacre noted that the issue on Sunglow appears to be a bad pour effecting one side of the road for nearly 700 feet.

Public Works:

- Mr. Kilburn thanked the Public Works employees for their work during the recent snow storms. He also noted that former Councilmember
- Mr. Kilburn provided the Public Work committee minutes and announced the next meeting would be March 11th at 1 p.m.

- Mr. Kilburn brought Council's attention to the need to chemically grout areas on Squire Valley for \$15,450 and presented his recommendation and that of Mr. Yelton to approve the expenditure.
- Mr. Kilburn reported that the committee would make recommendation on how to use about \$170,000 in Kentucky Municipal Road Aid Funds for the next meeting.
- Public Works Director Derick "Buck" Yelton reported that the city tries to keep 300 tons on hand and used of 220 tons of salt so far this season. There are 100 tons on order with a second order ready to place. He noted minor damage to one of the plows for hitting a sewer lid and the alternator going out on another during snow removal.
- Mr. Yelton reported to Council the typical activities of the department staff during the winter months such as daily maintenance, picking up trash, catch basin cleaning, and thanked Scott Smith and Corey Schalk for refinishing old sign posts and re-facing faded signs to save taxpayer money, saving \$520 last month as well as recycling scrap to put money into the general fund.
- Mr. Kilburn inquired about how much salt it takes to treat the city. Mr. Yelton responded that it take about 25 tons to cover the city one time. Mr. Yelton and Mr. Bruns commented on snow removal strategies such as not using salt at first during large snow events, plowing first, then using salt at the end. Mr. Bruns stated that the public works employees do a fantastic job removing snow.
- Mr. Kilburn revisited the chemical grouting issue on Squire Valley. Mayor Callery noted that there was pretty bad separation and the issue needed to be addressed.
- Mr. Kilburn informed Council that Mr. Bohman was working with the new County Engineer on the issue of a salt dome. Ms. Vaden inquired if a salt dome would be in the next budget. Mr. Kilburn responded he didn't know if it would be in the budget or not, but the information would be shared with Council. Mayor Callery noted that he and Mr. Bohman meet with the new County Public Works Director and will participate in the County's joint salt bid next year. Mr. Yelton noted that our current contract with Morton is for \$132 per ton and reported that Mr. Bohman had sourced salt our of Louisville for \$98 per ton plus \$4 per mile. Mr. Bohman report that turned into a rate of \$115 per ton delivered.
- Mr. Kilburn made a motion, seconded by Mr. Waugaman to approve the expenditure of \$15,450 for the chemical grouting of Squire Valley. Mr. Bruns noted that he is not a fan of chemical grouting because you don't know what you putting grout into or how big the void is. Discussion followed. Voice vote, motion carried all on favor.

Events & Beautification:

- Ms. Koenig announced that the first meeting of the Events and Beautification Committee would be March 2nd at 6:30 at 720 Rogers Road.

Recreation:

- Mr. Ringo gave the Recreation Committee report.
- Mr. Ringo reported that the committee discussed the schedule, activities, repairs, and materials that would be needed to condition the fields as well as replacing equipment and contractual obligations.
- Mr. Ringo announced the next Recreation meeting would be the second Thursday at 6:30 p.m.

- Public Works Director Yelton reported that the gutters on the concession building at Villa Fields had been replaced. Mr. Ringo described the changes to the buildings roof drainage in order to address standing water issues.
- Mayor Callery informed Council that he, Mr. Ringo and Mr. Bohman had met with the coaches and staff at Villa Madonna Academy and have already fixed several of the items VMA raised.

Finance:

- Mr. Waugaman presented the Finance Committee report, noting that the meeting had been cancelled on Monday and a special meeting was held on Tuesday.
- Mr. Waugaman presented the finance committee request from that a project spreadsheet be developed along the lines of the legal spreadsheet.
- Mr. Waugaman noted that all the finance committee questions about the financials had been answered.
- Mr. Waugaman announced that \$40,000 in delinquent vehicle sticker fees will be sent to a collection agency that would pursue the accounts by adding their fees onto the amount owed and would not charge the city. Mr. Ringo asked for clarification on if the amount represented 1,000 people who refused to pay the fee. Mr. Bohman responded that the delinquent list covered two years. Mr. Waugaman noted that the \$40,000 figure represent just the base amount and not any penalty interest or fees.
- Mr. Waugaman brought council attention to a prior period correction in the garbage waste fees which was a prepaid posting issue.
- Mr. Waugaman reported that the Finance Committee recommends approval of the January financial statements.
- Mr. Kilburn made a motion, seconded by Mr. Bruns to accept the January financials report as presented and to the post the legal spreadsheet and financials on the website with the bills for payment without redaction. Motion carried by voice vote all in favor.

Administration:

- Ms. Vaden presented the Administration Department report.
- Ms. Vaden discussed the phone system quotes and Mr. Bohman was zeroing in on one vendor,
- Ms. Vaden noted that the business line contract and wireless services move from Cincinnati Bell are both up near the end of the month.
- Ms. Vaden reported that the City was in the process of obtaining an Employee Assistance Program with St. Elizabeth. Mr. Ringo pointed out the the Fire Department was also in the process of setting up an EAP and that the City could save money by doing a joint contract.
- Ms. Vaden informed Council that the next contract to be worked on would be the trash contract that expires in June.
- Announced that the next Administration Meeting would be March 4th.

Fire Authority:

- Mr. Ringo reported that there was no Fire Authority meeting due to bad weather.

- Mr. Ringo announced that the Fire Authority Board meets the 3rd Monday of the month at the Fire House.

City Attorney:

- City Attorney Mary Ann Stewart reserved her comments for executive session.

City Administrator/Clerk Report:

- City Administrator/Clerk Bohman noted that passport applications have picked up and reminded the public to make appointments for submitting passport applications.

Mayor's Report:

- Mayor Callery Thanked the Public Works Department for the job they did removing snow.

Old Business

There being no old business, the meeting proceeded to new business

New Business

There being no new business the meeting proceeded to general announcements.

General Announcements

- Mr. Waugaman thanked the Public Works Department for the work they performed removing snow.
- There were no comments from the public.

At 7:26 p.m., Mr. Kilburn made a motion to enter into executive session pursuant to KRS 61.810(1)(c), for discussions of pending or threatened legal actions. Motion seconded by Ms. Koenig. Motion carried voice vote all in favor.

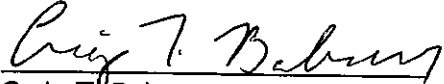
While the Mayor and Council were in another room conducting executive session, City Administrator/Clerk Bohman distributed the minutes of the February Safety meeting.


At 9:52 p.m. Ms. Koenig made a motion, seconded by Mr. Kilburn to leave executive session. Motion carried by voice vote, all in favor.

With there being no further discussion, Mayor Callery adjourned the meeting.

Time of adjournment was 9:53 p.m.

Respectfully submitted,


Craig T. Bohman, City Administrator/Clerk


Irvin T. "Butch" Callery, Mayor