

**Caucus Meeting
January 14, 2015**

Mayor Irvin T. "Butch" Callery called the January 14, 2015 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.

Mayor Callery addressed the audience stating that he and Council were honored to have been elected and are committed to working together. Even though over time there may be disagreements, the residents want the Council to agree to disagree and not make it personal. Mayor Callery stated the people of Villa Hills want this Council to be Civil and that he believes that could be accomplished.

Mayor Callery introduced Covington City Solicitor Frank E. Warnock who filled in as the City Attorney for the meeting. Mr. Warnock served as the City Attorney for Melbourne for 6 years, Bellevue for 10 years and Covington for 10 years. Mr. Warnock thanked the Mayor and stated he was volunteering his time and not interested in the position. Mr. Warnock praised Mayor Callery.

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

Frank E. Warnock, Guest City Attorney

Craig T. Bohman, City Administrator/Clerk

Chief of Police Bryan Allen

A quorum was present.

The first order of business was the 2nd reading and approval of draft Ordinance 2014-AB, amending the City's Meeting Schedule. Mr. Bohman read the Ordinance and noted the change in days, times, and locations for the Council meetings, Caucus meetings, Committee meetings and the Board of Ethics meetings. Ms. Koenig requested that the location of the new Events and Beatification Committee be moved to 720 Rogers Road. Mr. Bruns made the motion to approve, seconded by Mr. Kilburn. 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 2015-1

The next item on the agenda was consideration of draft Municipal Order 2015-A, Designating Councilmember Gary Waugaman as Mayor-Pro-Tem. Motion to approve by Mr. Kilburn, second by Mr. Ringo. 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	abstain

Motion carried 5-0 with 1 abstention. This will become Municipal Order 2015-1

The next item on the agenda was consideration of draft Municipal Order 2015-B, Appointing Michael Burke, Greg Toebbe, and Michael Molony to the Villa Hills Board of Ethics for various terms. Motion to approve by Mr. Kilburn, second by Mr. Ringo. 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 Municipal Order 2015-2

The next item on the agenda was consideration of draft Municipal Order 2015-C, Appointing Councilmember Mary Koenig as the city's representative to the Planning and Development Services Council and designating Mayor Callery as the alternate. Motion to approve by Mr. Ringo, second by Mr. Kilburn. A roll call vote was taken as follows:

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

Motion carried 5-0 with 1 abstention. This will become Municipal Order 2015-3

The next item on the agenda was consideration of draft Resolution 2015-A, Making various committee appointments. Requests were made to add several individuals to various committees, all of which were incorporated into the legislation. Motion to approve by Mr. Ringo, second by Mr. Bruns. 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 2015-1

The next item on the agenda was consideration of draft Resolution 2015-B, concurring in the Mayor's selection of check signers. Mr. Bohman stated this was required by the city's financial institution in order to comply with federal banking laws. Motion to approve by Mr. Kilburn, second by Mr. Ringo. A roll call vote was taken as follows:

(Resolution 2015-B continued)

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 2015-2

Mr. Warnock inquired if the City's check signers were bonded. Mr. Bohman replied that check signers are bonded and that applications for bonds for the new signers are in process.

The next items on the agenda were the discussion of the change from GAAP to Fund accounting and the presentation of the November 2014 Financial statements. Mr. Waugaman presented the November Financials. Mr. Ringo inquired if the Council would be receiving the financials two months prior each meeting. Mr. Waugaman explained that this was the catch-up due to the holidays and that the financial reports will be for the month just ended going forward. Motion for approval by Mr. Kilburn, seconded by Mr. Ringo. A voice vote was taken, all in favor no opposition.

Mr. Waugaman explained to council the transition of the financial statements from GAAP basis to Fund basis, presenting a spreadsheet detailing the difference in the statements. Mr. Waugaman stated that the reason for the change was for a new GASB rule which would require the booking of the city's portion of the unfunded liability of the state's retirement system under GAAP, which would make the city look insolvent. Mr. Waugaman noted that long-term debts and assets are not included on the balance sheets set up on a Fund basis. Council members inquired regarding various changes and discussion followed. Mr. Jim Cahill arrived at 6:50 p.m. and Mr. Waugaman yielded the floor to Mr. Cahill who spoke from the podium. Mr. Cahill discussed the changes to the balance sheet, explained the new layout of the financial statements and answered questions from councilmembers.

Mr. Bruns made a motion, seconded by Mr. Kilburn to approve the change from GAAP to Fund accounting. 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 2015-3

Mr. Ringo inquired about recommendations made in the finance committee meeting minutes. Discussion followed. Mr. Ringo made a motion to approve the publication of the bills for payment without redaction. Mr. Kilburn seconded the motion. A voice vote was taken all in favor, no opposition.

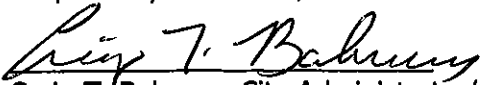
With no further items on the agenda, Mayor Callery opened the floor to councilmembers for general discussion.

- Mr. Bruns inquired regarding the procedure for the application of penalty and interest on delinquent tax bills. Mr. Bruns discussed offering relief to taxpayers who were reported delinquent due to the office being closed for the final 4 days to pay for the Thanksgiving weekend holiday. Mr. Ringo suggested giving five additional days. Mr. Waugaman agreed. Ms. Koenig noted that the tax bills were sent out in September, due October 1st, and that a 60 day grace period expired on November 30th. Discussion followed. Mr. Bohman explained that the ordinance passed by Council setting the tax rates each year contain the penalty and interest provisions including the deadline and that the software system automatically applies the penalty and interest per the law passed by Council. Mayor Callery asked Mr. Bohman to provide him with a report on the late payments made by delinquent taxpayers.
- Mr. Kilburn thanked the residents for returning him to Council. He noted that the Public Works Director now had permission to talk to the City Engineer without having to get permission first. Mr. Kilburn also noted a policy change where the City Engineer shall inspect all completed road work prior to payment.
- Ms. Koenig had nothing to discuss.
- Mr. Ringo reported on the Fire Authority appointments made by Mayor Callery. Mr. Ringo stated that he would be chair of the Fire Authority this year. Mr. Ringo announced that the field draw for Franzen and Villa field practice times would be at 6:30 p.m. on January 15th. He noted that future field draws would be in the fall. Mr. Ringo also noted that city has scheduled the meeting with the Sisters and Villa Madonna.
- Ms. Vaden had nothing to discuss.
- Mr. Waugaman had nothing to discuss.
- Mayor Callery explained the new procedure to request to speak at Council meetings. Mayor Callery informed residents that those wanting to speak on any piece of legislation being considered needed to raise their hand and wait to be recognized, give their name, address and present their question or comment. There would not be a sign-in sheet prior to the meeting. Mayor Callery informed the public that the City received 9 Requests for Proposals (RFPs) for City Attorney.

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

Time of adjournment was 7:15 p.m.

Respectfully submitted,


 Craig T. Bohman, City Administrator/Clerk


 Irvin T. "Butch" Callery, Mayor