



**Meeting 631 minutes  
January 21, 2015**

Mayor Irvin T. "Butch" Callery called the January 21, 2015 City of Villa Hills Council meeting #631 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 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.

Mayor Callery reminded the public about the new procedure to speak at the City meeting. If anyone would like to comment on legislation being considered, they are to raise their hand and will be allowed to speak at that time. At the end of the meeting the public may also seek recognition to address Council.

The first order of business was the approval of the minutes of meeting #630. Motion made by Ms. Koenig, seconded by Mr. Kilburn. A voice vote was taken all in favor.

Motion made by Mr. Bruns, seconded by Mr. Ringo to approve the minutes the January 14, 2015 Caucus meeting. Mr. Kilburn requested that a comment that the City Engineer was to inspect all work prior to payment be added to his comments on page 4. Mr. Bruns and Mr. Ringo amended their motion, a voice vote was taken all in favor.

The next item on the agenda was Presentations.

**Presentations:**

- The first presentation was made by Jake Darpel regarding his proposed Eagle Scout project at Rigney Park. Mr. Darpel proposed landscaping, painting, and improvements to the Basketball court. His sponsor is a Villa Hills resident. At the request of Mr. Ringo, Mr. Darpel explained the process and parameters of obtaining an Eagle Scout badge. Discussion about the various parts of proposal

ensued. Mr. Waugaman suggested that the retaining wall be power washed instead of painted. Mr. Kilburn suggested that the Basketball posts be wrapped in foam protection. Mr. Kilburn requested that a finding that the expenditure on this project is a public purpose be added to the Resolution. Mr. Ringo requested that a not to exceed \$1,000 clause be added. He suggested transplanting trees from Franzen Park to Rigney instead of purchasing new trees to reduce costs. Ms. Koenig questioned the effort needed to transplant trees. Discussion followed regarding the funding. Mr. Bruns asked Ms. Koenig if she would serve as the Council contact. Ms. Koenig agreed. Mr. Bruns offered to assist by connecting Mr. Darpel with businesses that may be willing to donate toward the project. A motion was made by Mr. Kilburn, seconded by Ms. Vaden to approve draft Resolution 2015-D as amended supporting the Eagle Scout project at Rigney Park. 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 Resolution Order 2015-4

- The next presentation was from Drew Harris, Assistant County Attorney. Mr. Harris requested approval of a resolution authorizing the Mayor to sign an updated inter-local cooperation agreement to allow the City of Ryland Heights, which just implemented a payroll tax, to join the countywide collection agreement used by all the cities that impose the payroll tax in Kenton County. Motion to approve draft Municipal Order 2015-D authorizing the Mayor to sign the inter-local agreement was made 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	aye	Mr. Waugaman	aye

Motion carried 6-0. This will become Municipal Order 2015-5

Mayor Callery immediately signed the Inter-local Cooperation Agreement and returned it to Mr. Harris.

The meeting proceeded to Legislation.

#### **Legislation:**

- City Attorney Mary Ann Stewart gave a first reading to draft Ordinance 2015-A amending the FY 2014-2015 Budget. Mr. Bohman directed Council to a memo in the packet explaining in detail the changes proposed by the amendment. Mr. Bohman noted that the changes are needed to address unanticipated costs, such as one police cruiser needing to be replaced earlier than budgeted. Mr. Bohman also noted that the proposed amendment includes budget requests from department heads that would normally be in the next fiscal year budget be added to the current year budget in order to free up as much resources as possible for Council to consider additional staff for the police department. Mr.

Bohman noted that the amendment also moves Municipal Road Aid to a separate fund in the budget per the decision of Council at the caucus meeting and creates a new department Events and Beautification. Mr. Ringo inquired about using a municipal order to adopt the changes since the original amounts of overall revenue and expenditures would be within the adopted budget even if the department totals were not. He suggested giving the ordinance a first reading then tabling it until June to incorporate any additional changes that may be needed. Discussion followed. Mr. Waugaman noted that having the budget amendment brought forward made the proposed changes public. Mr. Kilburn noted that the state has revised the municipal road aid projection downward.

Mr. Kilburn discussed a \$1,000 donation made last month by the previous mayor from the City that the previous council did not act on. Mr. Kilburn stated that he believed that the payment was legal but suggested that anything that was not in regards to the day-to-day operations of the city should come before Council for its approval and asked that legislation be incorporated into the budget to prevent such a situation in the future. Mr. Waugaman noted that this issue came up at the Finance meeting and the issue was how the payment was made and the perception surrounding it.

Tom Wenning was recognized was asked if the changes would be reflected on the reports on-line. Mr. Bruns responded that he would like the financials to reflect the approved spending and show any overages with notes. Discussion followed. Mr. Bohman inquired if an expenditure caused a department to exceed its budgeted amount, could the expense be authorized. City Attorney Stewart responded that it would need Council approval. Ms. Koenig asked if Council could approve all the changes outlined in the memo. Mr. Waugaman noted that the changes were primarily for equipment. Mr. Bruns noted that the proposed changes are within the current city-wide budget. Ms. Koenig noted that the proposal reduces the planned surplus from \$150,000 to \$11,000. Mr. Kilburn made a motion to authorize the spending changes as outlined in the memo dated Jan 19, 2015 from the City Administrator. Seconded by Mr. Ringo. Ms. Koenig inquired if everyone is ready to vote on this since it was presented as a first reading and not a vote. Ms. Vaden asked if the motion would approve everything immediately without considering individual expenditures. Mr. Ringo suggested that the Council take a month to review the proposal and vote on a municipal order at the next meeting, not a budget amendment. Mr. Waugaman noted that there are many items in the request that Council is going to have to approved because they are needed. Mr. Ringo asked that staff indicate which items in the proposals are needs and which ones are wishes. Ms. Vaden stated she would appreciate it.

- City Attorney Stewart gave a first 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. Mr. Bohman explained that this is a clean-up ordinance to bring the city's codes in line with the recent name change of the Northern Kentucky Area Planning Commission to Planning and Development Services of Kenton County and to make the changes needed to conform to the newly adopted comprehensive plan. The changes are at the request of PDS. Mr. Kilburn agreed to be the sponsor.

With no additional New Legislation, the meeting proceeded to Committee Reports.

### **Committee Reports:**

#### **Police:**

- Chief Allen provided the monthly Police report.
- Chief Allen described the calls for service during the previous month.
- Mr. Waugaman inquired if the 7<sup>th</sup> full-time officer was helpful. Chief Allen responded "Yes." Mr. Kilburn noted that the officer had an immediate positive impact. Chief Allen stated that the officer solved 3 cases after becoming full-time.
- Mr. Ringo inquired about the City's coverage of River Road. Public Works Director Yelton responded that the City is responsible for 3 miles.
- Chief Allen presented his annual report for 2014. He noted the 3 year plan contained in the report and reviewed the statistics for the previous year. Chief Allen reported that crime had gone up a little but was still very close to the number from the prior year. He explained the increase in burglaries as a combination of a change in how certain crimes are reported and a small increase in criminal activity tied to the heroin issue. Chief Allen noted a 50% drop in overtime from the prior year and that the department had responded to 8200 calls last year. Mayor Callery and Ms. Koenig praised Chief Allen for an excellent report.

#### **Safety:**

- Mr. Bruns presented the Safety Committee Report.
- He reported that the committee reviewed the Police department monthly report and the Chief's budget request.
- Mr. Bruns engaged in a colloquy with Ms. Vaden regarding her not being notified of the first meeting. He noted that he does not call members before meetings. Ms. Vaden said she thought there would not be a meeting since the committees had not yet appointed at that time.
- Mr. Bruns stated that he is thankful for the new members that have joined the Safety Committee.

#### **City Engineer:**

- City Engineer David Whitacre reported that the only project he was working on was the replacement of Buttermilk from Rogers to Niewahner which he is working with the Water District on. Mr. Whitacre noted that the city needed to reach a consensus on the location and size of the traffic island. The city's portion of the project is scheduled for the July – October time frame. Mr. Bruns inquired about working with the Water District to coordinate the project and receive help paying for the project since the Water District would not have to restore the street. Mr. Whitacre responded that the Water district coordinates projects with cities to avoid having to pay restoration costs.
- Mr. Kilburn noted that Mr. Whitacre would inspect all work performed upon completion.
- Mr. Whitacre noted that in 2023 the age of all the city's roads would be 50 years or older and that costs will continue to increase until all are replaced. Mayor Callery noted that was only 8 years away.

- Resident Vicky Kilburn requested to be on the committee that reviews any changes to the Niewahner Island. Ms. Koenig described the proposal to shrink the island and improve drainage. Mayor Callery noted that Mr. Waugaman installed the original electric on the traffic island.

#### **Public Works:**

- Mr. Kilburn noted that the first Public Works Committee meeting would be 1 p.m. on February 11<sup>th</sup> at 720 Rogers Road.
- Mr. Kilburn thanked Ms. Koenig for her service as chairperson of the committee during the prior term.
- Public Works Director Derick "Buck" Yelton congratulated the Mayor and Council on their election and that we looked forward to working with them.
- Mr. Yelton reported that the City has used approximately 75 tons of salt at \$133/ton this winter and wants to keep 300 tons on-hand. Currently the city has 225 tons. He noted that Mr. Bohman had located salt for sale at \$98/ton plus mileage out of Louisville as a back-up source.
- Mr. Yelton noted that the new skid steer was delivered and the crew was cleaning catch basins.
- Mr. Yelton requested a new F-6500 dump truck be considered over the next few years. The approximate cost is \$90,000.
- Mr. Yelton directed the Mayor and Council's attention to the roads spreadsheet and the current repair needs.

#### **Events & Beautification:**

- Ms. Koenig had nothing to report at this time.

#### **Recreation:**

- Mr. Ringo reported on the annual field drawing and noted that it was an excellent process and went very well.
- Mr. Ringo informed Council that he, the Mayor and Mr. Bohman had meet with the coaching staff at Villa Madonna Academy and described that meeting.
- Mr. Ringo announced the next meeting of the Recreation Committee would be at 6:30 p.m. on February 12 at 719 Rogers Road.

#### **Finance:**

- Mr. Waugaman Presented the minutes for the November and December finance committee meetings.
- Mr. Waugaman forwarded a request from the finance committee to the public works committee to post a list of projects for which restricted funds were used to place on the website. He stated that the committee asked that the legal spreadsheet be posted as a separate document on-line and not as a part of the monthly financials
- Mr. Waugaman noted that the committee recommended adoption of the December financials and reviewed the proposed budget amendment.
- A motion was made by Mr. Kilburn, seconded by Mr. Bruns to approve the December 2014 monthly financials and to post the same with the bills for payment without redaction. Motion carried voice vote all in favor.

**Administration:**

- Ms. Vaden announced that the 1<sup>st</sup> Administration Committee meeting will be February 4th and did not meet in January since the committees had not been appointed at that time.

**Fire Authority:**

- Mr. Ringo reported the year end run totals for both fire and EMS.
- Mr. Ringo informed the Mayor and Council that the Fire Department is trying to meet with the new Judge-Executive to discuss the unincorporated areas served by the department. He noted that some property owners are not paying for the service.
- Mr. Ringo forwarded a request from Chief Wendt to keep lanes open during the water main project on Buttermilk and to ensure that the Water District work with the Fire Department on that issue.
- Mr. Ringo told the Mayor and Council he would send out the Fire Department's annual report.
- Mr. Ringo reported that the new Fire Department Finance Committee asked to combine Basic Life Support and Advanced Life Support billings and described the staff time needed to split the bill between the two line items. Mr. Kilburn made a motion, seconded by Mr. Waugaman to allow the CSVFD to combine BLS and ALS accounting. Motion carried by voice vote all in favor.
- Mr. Ringo announced the next meeting of the Fire Authority Board would be February 16 at 6:30 p.m. at the Firehouse.
- Ms. Koenig requested if it was possible to get run numbers from the fire department listing where calls are and to divide the runs into fire and ambulance runs. Mr. Bruns and Mr. Ringo replied that it was possible and explained that the fire department reports to 2 dispatch centers since Crescent Springs stayed with Erlanger.

**City Attorney:**

- City Attorney Mary Ann Stewart reported that the legal files from Gerner and Kearns would be transferred next week.
- Ms. Stewart noted a handout in the packet from Covington City Solicitor Frank Warnock regarding KRS 15.520 "The Police Officers Bills of Rights" explaining a recent Supreme Court ruling on the statute.

**City Administrator/Clerk Report:**

- City Administrator/Clerk Bohman thanks his staff, Administrative Clerk Sue Bree and Receptionist Becky Crutcher for their work over the past 3 months collecting property taxes and closing out the collection of vehicle license fees.
- Mr. Bohman reported on the status of property tax and vehicle license fee collection. He noted that request for passports was up due to the time of year and asked the public to call ahead and make appointments.
- Mr. Bohman reported that the items that he is working on next include various phone contracts due to expire and the upcoming budget for next fiscal year.
- Mr. Kilburn thanked Mr. Bohman for sending out information about bonding and some projections on a potential bond.

**Mayor's Report:**

- Mayor Callery discussed letters he had received from 3rd grade class at River Ridge Elementary and the number one complaint was road conditions.
- Mayor Callery informed Council that He has asked the firm Peck Shafer to give a presentation on taking out a bond for roads at the next Council meeting.
- Mayor Callery thanked the students from Dixie High School for staying for the full meeting.

**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.

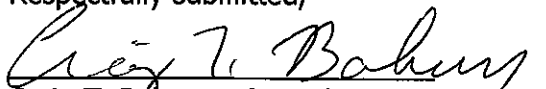
**General Announcements:**

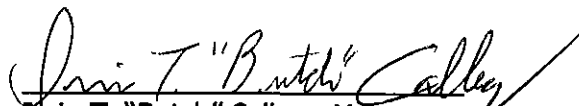
- Mr. Waugaman discussed the new "vista" program being used by utilities to show scheduled work and encouraged the city to join the program. Mr. Yelton said it would help with the city's projects and that he has been trained on it.
- Mr. Waugaman noted that Mayor Callery had been elected Vice Chair of the Kenton County Mayor's group.
- With there being no further comments from Council or staff, Mayor Callery opened the floor for public comment, there being none.
- Mayor Callery opened the floor for public comment, there being none;

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

Time of adjournment was 8:17 p.m.

Respectfully submitted,

  
Craig T. Bohman, City Administrator/Clerk

  
Irvin T. "Butch" Callery, Mayor