



**Caucus Meeting  
March 11, 2015**

Mayor Irvin T. "Butch" Callery called the March 11, 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 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**

**Craig T. Bohman, City Administrator/Clerk**  
**Chief of Police Bryan Allen**

**Assistant City Attorney Lee Metzger**  
arrived at 6:50 p.m.

A quorum was present.

Mayor Callery addressed the audience explaining that the caucus was a working session for the Council and public comments would not be taken.

The first order of business was a presentation from Roger Peterman of Dinsmore Shohl regarding bonding for Roads.

- Mr. Peterman introduced himself and explained the services offered by his firm. He then explained the typical process of borrowing money through a general obligation indebtedness. He described the limits of borrowing under the state constitution. For a city Villa Hills size, 5% of the assessed value of the real property in the city would be its debt limit. Mr. Peterman also described that most bonds are set at no longer than the useful life of the capital improvement but not more than 10 year. Mr. Peterman provided an example that if the city wished to have a debt service of \$200,000 per year, the City could borrow \$1,710,000 for 10 years. Mr. Ringo inquired about the city's legal debt limit which Mr. Peterman estimated to be \$31 million. Mr. Ringo stated that the City could borrow \$80,000 for every \$10,000 its willing to spend on debt service. Mr. Peterman described that municipal bonds typically don't have the ability to call the bonds. Discussion followed regarding redeeming the bonds early, the taxation mechanism that serves as collateral for the bond, and the bonding process/timeline. Mayor Callery stated that bonding is a good financing mechanism. Mr. Kilburn inquired about the bond rating processes. Mr. Peterman explained the rating criteria.

The next item on the agenda was the Discussion of the National League of Cities joint marketing proposal regarding water and sewer service line warranties.

- Mayor Callery explained to Council an opportunity to join the National League of Cities program that would offer residents service line warranties, or insurance, for the replacement of failed water and sewer line laterals. Mayor Callery explained the rates would be \$7.75 per month for sewer lines and \$5.75 for water. Mr. Kilburn stated his approval for the program. Mayor Callery noted that the program is voluntary. Discussion followed on examples and costs for replacing laterals. Mr. Bruns and Ringo stated that the City should avoid an endorsement or scare tactics. Mr. Waugaman pointed out that the property owner is responsible for their sewer lateral from the main to their house and for the water lateral from the meter to their home. Mr. Bruns described a previous assistance program offered by SD1 that may be reinstated. Additional discussion followed. Consensus emerged that the City should participate in the program.

The next item on the agenda was potential legislation.

- City Administrator/Clerk Bohman requested that a municipal order to accept the changes to the Police Department Rules and Regulations. Mr. Bohman explained that historically the Rules and Regulations have been approved by Council. He noted that the upcoming reaccreditation required the review of the existing document. Mr. Bohman directed Council's attention to binders in the back of the room containing the updated Rules and Regulations. He noted that the sections are written in such a manner as to adhere to the reaccreditation standards and the city's existing personnel policies. Chief Allen explained the update process, that every chapter has been rewritten. He noted that many of the sections of the existing rules and regulations date to the original 1985 version. Chief Allen described the reaccreditation procedures, including the "dry-run" set for March 26<sup>th</sup> and the final review in May. Discussion and questions followed regarding the reaccreditation process. Chief Allen requested the updated rules and regulations be adopted as soon as possible.
- City Administrator/Clerk Bohman presented two ordinances from the City of Southgate for discussion, one creating a vacant property registry, and one for an increased tax rate for properties that are declared vacant. Mr. Bohman noted that it has been difficult for the city to address code issues on foreclosed properties when the banks do not file updated deeds in the court house when they foreclose. He also noted that increasing the taxes owed on a property compared to its value makes the property a higher priority for banks to process through the foreclosure process. Mr. Waugaman noted that the legislation is drafted for properties in foreclosure. Mr. Kilburn requested that the section of Evidence of Vacant Property include pools that are in states of disrepair or non-maintained. Ms. Koeing inquired if this legislation would apply to abandoned property not in foreclosure. Mr. Bohman responded that the registry would not apply, but the vacant tax rate ordinance would. Mr. Bruns and Ms. Vaden expressed concerns about enforcement of these ordinances, particularly in cases caused by medical issues or advanced age. Mr. Bohman explained that the process would be complaint driven and staff would not be proactively searching

for vacant property. He noted that code violations would typically be the trigger that would attract staff attention. Mayor Callery noted that similar legislation was passed in Covington and it was a big help in addressing problem properties. Mr. Bruns requested that the City develop an assistance program to aid distressed homeowners not in foreclosure. He suggested community volunteers could assist distressed property owners. Additional discussion followed.

- City Administrator/Clerk Bohman presented a sidewalk repair and maintenance ordinance for discussion. Mr. Bohman noted that court rulings apply liability to the city in regards to broken or unsafe sidewalks once they have been reported to the City. Mr. Bohman directed Council's attention to a recent court ruling that extended some protections to cities that had a systematic inspection and replacement program in place. Mr. Bohman noted that \$10,000 is requested for the program in the upcoming budget. Property owners would be notified to repair their sidewalk and if they fail to do so within 60 days, they City would repair it and lien their property for the cost. The budget request would ensure funds are available to cover the expense until the lien is paid. Discussion followed regarding previous sidewalk programs, existing city code requiring property owners to maintain the sidewalks, and prior agreements to install sidewalks that contained maintenance requirements. Mr. Ringo noted that the purpose of the program was to comply with the court ruling that a program provides some legal defenses and reduces potential liabilities.
- City Administrator/Clerk Bohman presented the Kentucky League of Cities Model Ethics Ordinance for discussion. Mr. Bohman explained that KLC created the model ordinance 20 years ago in 1994 when the state passed ethics requirements for cities. Nearly every city adopted KLC's model at that time. KLC updated their model ordinance last year and updating the ethics ordinance was discussed during the recent campaign. Mr. Bohman explained some areas of concern with the model code and noted that several ordinances changing the reporting levels for investments passed by the City should be incorporated. Discussion followed. Mr. Bohman noted the proposed time line was to work up a draft specific to the City of Villa Hills and present it to the Ethics Board for their comments before their May meeting then a final draft would be brought to Council for action.

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

- Ms. Koenig announced the Easter Egg Hunt would be held March 29, 2015 at 1:00 p.m. at Franzen Fields.
- Mr. Kilburn discussed pending legislation in Frankfort that addresses issues that impact the City, particularly the Spiking issue and the gasoline tax which funds the Kentucky Municipal Road Aid program.

There being no further items for general discussion, the meeting proceeded to executive session.

At 7:55 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 Mr. Ringo. Motion carried by voice vote, all in favor.

Mayor Callery announced that there would be no business following executive session.

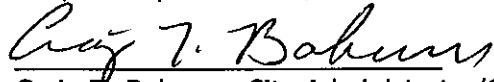
At 8:45 p.m. Mr. Ringo made a motion, seconded by Mr. Bruns to leave executive session. Motion carried by voice vote, all in favor.

There being no further business,

Mr. Kilburn made a motion to adjourn. Mr. Waugaman seconded the motion and all members were in favor

Adjournment time: 8:46 p.m.

Respectfully submitted,



Craig T. Bohman, City Administrator/Clerk



Irwin T. "Butch" Callery, Mayor