

Special Meeting April 5, 2017 Student Shadow Night

Mayor Seth Dossa called the April 5, 2017 City of Villa Hills Special Council meeting to order at 6:30 p.m. at the Villa Madonna Academy Theater, 2500 Amsterdam Road, Villa Hills, Kentucky. The prayer was given by Mr. Kilburn. Mayor Callery led the Pledge of Allegiance. Mayor Callery welcomed the audience to the 2017 Shadow Night. Mayor Callery thanked Council for hosting the shadow night event noting that there is no better way to learn about government than to participate. He thanked the students and River Ridge Elementary, St. Joseph School, and Villa Madonna Academy for taking part. Mayor Callery stated his belief that these are the best elementary schools in the state and that the parents and teachers at these schools should be congratulated.

The first item on the agenda was the introduction of guests. Participants went around the table and introduced themselves.

City administrator/Clerk Adam Hassoun called 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
Dave Whitacre, City Engineer
Craig T. Bohman, City Administrator/Clerk
Chief of Police, Bryan Allen
Buck Yelton, Public Works Director

Also in attendance were students from local 5th grade classes from River Ridge Elementary School, St. Joseph School, and Villa Madonna Academy who were shadowing elected officials and staff. The following students conducted the meeting with the advice and guidance of their respective sponsors:

Seth Dossa, Mayor (Mayor Callery)
Jaden Allen, Administration Committee (Ms. Vaden)
Annika Kasle, Events and Beautification Committee (Ms. Koenig)
Zoey Lyttle, Safety Committee (Mr. Bruns)
Janie McManus, Finance Committee (Mr. Waugaman)
Breann Roe, Public Works Committee (Mr. Kilburn)
Carter Schroer, Fire Authority Representative (Mr. Ringo)
Evelyn Kuhns, City Attorney (Ms. Stewart)
Emma Stocker, City Engineer (Mr. Whitacre)
Adam Hassoun, City Administrator/Clerk (Mr. Bohman)
Chole Haskamp, Chief of Police (Chief Allen)
Jonah Gambrel, Public Works Director (Mr. Yelton)

A quorum was present.

The next item on the agenda was the approval of the minutes of meeting # 657. Motion made by Ms. McManus, seconded by Ms. Lyttle to approve. A voice vote was taken, all in favor.

The next item on the agenda was legislation.

Legislation:

- **Consideration and approval of a draft Resolution 2017-F
A Resolution of the City Council of Villa Hills Kentucky
commending and congratulating the Villa Madonna Academy K1
and K3 chess teams on winning the 2017 state team
championship.**

City Attorney Kuhns read draft Resolution 2017-F in full. Mayor Callery invited the members of the chess teams to come forward and be recognized. Mayor Dossa led the audience in applause for teams' accomplishments. Ms. McManus made a motion for approval, seconded by Mr. Schroer. Motion carried by voice vote all in favor.

This will become Resolution 2017-6

Mayor Callery presented a token of appreciation to the chess team members. Coach Ajdin Dropic thanked the Mayors and Council.

- **Consideration and approval of a draft Municipal Order 2017-F
A Municipal Order amending the Villa Hills Police Department
Rules and Regulations to update the Use of Force Regulations.**
City Attorney Kuhns read draft Municipal Order 2017-F in full. Chief Haskamp explained that the changes updated definitions and best practices as recommended by accreditation. Ms. McManus made a motion for approval, seconded by Mr. Schroer. A voice vote was taken all in favor.

This will become Municipal Order 2017-6

- **Consideration and approval of a draft Municipal Order 2017-G
A Municipal Order amending the 10-year Road Plan**
City Attorney Kuhns read draft Municipal Order 2017-G in full. Ms. Roe made a motion for approval, seconded by Mr. Schroer. A voice vote was taken all in favor.

This will become Municipal Order 2017-7

- **Consideration and approval of a draft Municipal Order 2017-H
A Municipal Order to Authorize an application to Kenton County
Planning Commission to incorporate solar panel regulations into
the Villa Hills Zoning Ordinance.**

City Attorney Kuhns read the summary for draft Municipal Order 2017-G. Mayor Dossa asked if anyone wished to speak on this issue.

- Mr. Gino Sund of Squire Lake Drive asked Council to vote to forward the ordinance to the Kenton County Planning Commission for their consideration. He noted that currently there are few rules on the placement of these devices and that as the price continues to drop and their efficiency improves there will probably be more solar panels in Villa Hills. Mr. Sund stated that solar panels present safety and aesthetic concerns that can be mitigated with the proposed regulations. He noted that passing the regulations would safeguard quality of life and property values. Mayor Dossa thanked Mr. Sund for his comments.
- Ms. Koenig asked if there were solar panel regulations anywhere else in the county. City Administrator/Clerk Hassoun replied that there are currently not any such regulations. Ms. Koenig inquired about the adoption process. Ms. Stewart responded that the municipal order allows the Planning Commission to review the ordinance and make a recommendation back to the city. Mr. Waugaman noted that the only thing the city could regulate is the aesthetics because the rest would be covered by the national electrical code which the city cannot change. Ms. Vaden noted that PDS staff would also review the ordinance for changes. With no further questions or comments, a motion for approval was made by Ms. Kasel, seconded by Ms. McManus. A voice vote was taken all in favor.

This will become Municipal Order 2017-8

- **Consideration and approval of a draft Resolution 2017-E
A Resolution of the City Council of Villa Hills Kentucky thanking River Ridge Elementary School, Saint Joseph School, and Villa Madonna Academy for participating in the 2017 government shadowing program with the City of Villa Hills.**

City Attorney Kuhns read draft Resolution 2017-F in full. A motion for approval was made by Ms. Kasel, seconded by Mr. Schroer. A voice vote was taken all in favor.

This will become Resolution 2017-7

Mr. Kilburn suggested to Mayor Callery that commemorative copies of the resolutions with Council signatures be presented to each of the students.

With there being no further legislation, the meeting proceeded to committee reports

Committee Reports:

Police:

- Chief Haskamp gave the police department report. She stated that Unit 131 was back in service following repairs after an accident. Chief Haskamp reported that Sergeant Wright retired at the end of March and that a promotional exam would

be held on April 20th. She announced that Safety Night would be held Wednesday August 2nd from 6pm to 9 pm. at Tom Braun Field.

Safety:

- Ms. Lyttle gave the safety committee report. She noted that the role of the committee was to provide a forum for council members and citizen members to discuss items that affect public safety. Ms. Lyttle reported that the committee discussed Chief Allen's monthly report, Ms. Vaden's concern about the traffic at River Ridge Elementary School, Chief Allen's updated Use of Force regulations, and that Officer Sandel was hired and that Officer Dooley is on track to graduate from the police academy in May. Ms. Lyttle reported that Mr. Proffit raised concerns about setting up a safe zone for Craigslist purchases at the police department. She reported that Ms. Koenig followed up with Chief Allen about benefits being offered to rehired-retired police officers and that Chief Allen indicated that an additional week of paid time off was well received.
- The next meeting is April 11th in Council chambers.
- Ms. Vaden inquired of Chief Allen if the city is ready for the May Armed Forces and Veterans run/walk. Chief Allen replied that the department is ready.

Engineer:

- City Engineer Emma Stocker gave the Engineers report. She reported that the Northern Kentucky Water District will be replacing the water main On Buttermilk between Collins and Rogers this summer, the plans are complete, and the project will be let out for bid soon. Ms. Stocker noted that plans for Buttermilk Pike's replacement are being prepared. She noted that a proposal for a Geotechnical Engineer to do pavement design in order to meet the current traffic count is required. Ms. Stocker reported that bid specifications for Appleblossom and Villa Drive are in process.

Public Works Committee:

- Ms. Roe gave the Public Works Committee report. She outlined the various available funding for road projects, noted that the amount of work planned exceed the available amount by \$29,000, but that \$88,000 is available in unbudgeted restricted reserves. Ms. Roe reported on the proposed order from Eagle Sign and Design that staff is working with vendors to finalize pricing for the decorative sign posts. She reported that Mr. Whitacre has received approval from the state to replace Buttermilk at the existing 20-foot width with rolled curbs.
- Ms. Roe congratulated Mr. Yelton on obtaining a lower than expected street sign price to go with the new sign poles. She noted that a water main break occurred on Doriel and that staff is working with the Water District on street repairs. Ms. Roe announced that Mr. Yelton will be performing minor patch work near the Rogers Road bridge. Finally Ms. Roe reported that Mr. Whitacre informed the committee that cost estimates for the Buttermilk Pike project have not changed, but could if a lot of base repair is needed.
- Next meeting is April 12 at 1:00 p.m. in the conference room at 720 Rogers.
- Ms. Vaden inquired about the pole selection and pricing. Mr. Kilburn deferred to Mr. Yelton as he has been working on the issue.

Public Works Director:

- Mr. Gambrel gave the Public Works Director's report. He noted that the Public Works crew opened the parks after winter, and began cutting grass and patching potholes. Mr. Gambrel reported the staff also replaced faded street signs and cleaned out storm drains. He noted that staff still has their trucks set up for winter in case there is a late snow or ice storm. Mr. Gambrel stated that staff has been assisting the Garden Club in sprucing up landscaped areas and thanked the Garden Club for their hard work in making our city #1 and beautiful.

Events and Beautification:

- Ms. Kasel gave the Committee report. She announced that the Easter Egg Scramble is April 9 from 2pm to 4pm at the Civic Club and would include arts & crafts and that the Easter Bunny will be available for pictures. Ms. Kasel reported that the Villa Hills Garden Club's Spring clean-up day is April 8th at 9am starting in the Civic Club parking lot. She noted that this is a good project for students looking for service hours. Ms. Kasel announced that the Garden Clubs annual plant sale will be held on May 13th from 9 am to noon at the Civic Clubs parking lot rain or shine.
- Ms. Kasel announced that there would only be a single City Wide Yard Sale scheduled for July 21st & 22nd. She reported that in order to sign up to have your sale displayed the list and for Yard Sale days to please send an email to the city office via city website.
- Ms. Kasel announced that MusicFest is scheduled for Sept. 23rd from 5:00 pm to 10:30 p.m. at Crescent Springs Park.
- Next Events and Beautification Meeting will be held May 1st at 6:30 at City Building conference room.

Finance:

- Ms. McManus reported that the Finance committee has not meet this month and the next meeting is April 17th at 7 pm in Council Chambers.

Administration:

- Ms. Allen gave the Administration Committee report. She reported that PDS is hiring a consultant to review all of the zoning codes in Kenton County, has interviewed the consultants. Ms. Allen stated that the city will get a report from the consultants about any issues with the Villa Hills zoning code that are identified during the review.
- Ms. Allen announced that performance evaluations will start next month and all evaluations must be completed by July 1st. She reminded council that medical, dental, and vision insurance renewals occur on July 1. Ms. Allen explained that the anticipated 5% increase was raised to 7% due to a large claim that cut the reserves in the health pool in half and the board felt it was necessary to rebuild the reserves.
- Ms. Allen reported that the draft codification changes were received and that administrative staff and city attorney will review and request necessary changes by the end of April.
- The next meeting is scheduled for Wednesday, May 3rd at 6:30.

Recreation:

- Mr. Ringo announced there was no Recreation report.

Fire Authority:

- Mr. Schroer gave the Fire Authority report. He informed the Mayor and Council reported that the new fire engine has arrived and that the old fire truck was declared surplus and sold at auction to a South Carolina fire department for \$5,500.
- Mr. Schroer reported that the board requested another meeting with the Kenton County Fiscal Court to discuss the collection of fire service fees from delinquent property owners. A meeting with Judge Knochelman is scheduled for April 10th.
- Mr. Schroer stated that the Two new trainees are in training.
- Mr. Schroer explained that the radio bids came in and Chief Wendt and the dispatch committee are reviewing them. The FEMA grant that could fund a portion of the new radio system is 2 months behind schedule due to the change in Presidential administration and this is common after changes in the White House.
- Mr. Schroer reported that the Specs Committee began to outline the requirements for the next ambulance to be ordered in 2018. He noted that between design time, spec writing, approvals and a six month ordering lead time, it will be mid next year before the new ambulance arrives.
- Mr. Schroer reminded the public about the Fire Department's Fish Fry every Friday during Lent and encouraged everyone to come out and support the fire department.
- The next meeting of the Fire Authority is Monday, April 17th at 6pm at the fire house.

City Attorney:

- Ms. Kuhns provided an update of some matters that legal counsel has been working on since the last City Council Meeting.
- Ms. Kuhns reported that legal staff is working with American Legal Publishing to update the City's codified ordinances to incorporate the ordinances passed during the last Council term. Once the review is complete the final version will be submitted to Council for approval.
- Ms. Kuhns reported that Planning and Development Services continues to work on the model sign ordinance for its member cities to make changes in light of the more recent Supreme Court decisions, including *Reed v. Town of Gilbert*.
- Ms. Kuhns stated that legal counsel continues to work with Mr. Bohman, the Mayor, and city staff on day-to-day matters and are always available to answer any e-mail or call.

City Administrator/Clerk:

- Mr. Hassoun reported that staff contacted the traffic engineer at KDOT District 6 office about daily back-ups on Collins. He stated that KDOT monitored traffic for several days and added 20 seconds of green light to Collins and added 5 seconds to Buttermilk. Mr. Hassoun noted that the Traffic Engineer said they could adjust the light again once the Buttermilk replacement project began and that there is no intention to add a turn arrow from Collins onto eastbound Buttermilk Pike.
- Mr. Hassoun reported that Planning and Development Services is changing the way they charge for services. He explained that instead of having 3 tiers of

service, they are going to a flat percentage of their of their staff time for all jurisdictions. They are no longer going to charge the cities for staff time to review zoning permits, but they are going to increase the amount they charge for Code Enforcement and Board of Adjustment reviews. Hassoun noted that This results in an anticipated increase of about \$1,500 to \$2,000 for Villa Hills and this has been incorporated into the budget. On a good note, Mr. Hassoun announced that PDS donated 2 four-drawer map cabinets to the city which will allow for the building plans and subdivision plats that the city must keep on file to be stored flat instead of rolled up.

- Mr. Hassoun informed the Mayor and Council that the city cell phone contract is under review. He reported that all city cell phones are eligible for free replacement or upgrade with Verizon upon renewal of the standing 1 year purchase authorization. Mr. Hassoun noted that a quote from Sprint was received and is also being reviewed, but Sprint wants the city to buy new phones and lock in for 2 years.
- Ms. Vaden asked for clarification on the new PDS pricing structure. Mr. Bohman explained that the PDS has been charging the city for 25% of their staff time to process zoning, code enforcement, and Board of Adjustment cases. He noted that under the new pricing structure, PDs would no longer bill back the staff time for zoning permit reviews, but would increase the amount of staff time billed back to the city to about 50% for code enforcement and BOA cases.

Mayor's Report:

- Mayor Dossa stated that he had fun chairing the meeting. He said that he forgot to tell Mr. Sund that he only had three minutes to talk, but it had been a good night.

Old Business/New Business:

- There was no old business.
- Under New Business, the listed agenda item was ratification of the actions taken by the students during the meeting. Mr. Kilburn made a motion, seconded by Mr. Bruns to ratify and affirm votes and the decisions made by the students. Motion carried by voice vote all in favor.

General Announcements and Council Comments


- Mr. Bruns commented that he was very proud to sit with the students tonight and thanked Villa Madonna for hosting the event and that he looks forward to doing it again next year.
- Mr. Kilburn thanked the students, parents, schools and staff for working with the students and that he enjoyed the event.
- Ms. Koenig told the students that they did great and encouraged them to stay involved. She also thanked the parents for attending.
- Mr. Ringo thanked Carter Schroer for participating and for being well prepared. He noted that all the students did an excellent job. Mr. Ringo thanked Shoshana Bosely, Villa Madonna's principal, for hosting the event.
- Ms. Vaden said she was happy that the event was held this year, that all the local schools were well represented, and she looked forward to doing it next year.

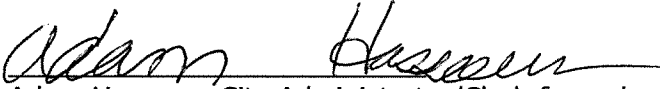
- Mr. Waugaman thanked all the parents, schools, teachers Mr. Ringo, and invited Ms. McManus to the Finance Committee meeting on the 17th. He noted that the special meeting was held prior to
- Mayor Callery noted that we often hear bad things about our country and the government in the media. He feels that the youth we have in the area is great and that this has been a great lesson for them. He thanked the students for participating, thanked the parents, and the schools.

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

Time of adjournment was 7:21 p.m.

Respectfully submitted,


Craig T. Bohman, City Administrator/Clerk


Adam Hassoun, City Administrator/Clerk-for-a-day


Irvin T. "Butch" Callery, Mayor