

**Caucus Meeting
June 14, 2017**

Mayor Irvin T. "Butch" Callery called the June 14, 2017 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. Those in attendance:

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

**Lee Metzger, Assistant City Attorney
Craig T. Bohman, City Administrator/Clerk
Officer Greg Sandel
Buck Yelton, Public Works Director
Dave Whitacre, City Engineer**

A quorum was present.

The first item on the agenda was the updated road plan for FY 2017/2018.

- Mr. Bohman presented the updated plan noting \$1.4 million dollars in anticipated work. He noted that the amount was increased due to moving money forward from the current fiscal year in light of the wet spring and restricted revenue receipts higher than expected. He noted that the additions include a \$400,000 asphalt bid and the \$59,000 match for the Crescent Springs/Kenton County/Villa Hills sidewalk project for Short Amsterdam. Mr. Ringo asked if the city could get that amount of work completed in a year. Mr. Bohman replied that the thought so. He noted that the Appleblossom bid was out, that the asphalt and Villa Drive bids would be out shortly, and a Sunglow bid would be prepared after that. Mr. Kilburn noted that the intent is to have the asphalt work complete by the end of October. He also reported that the Buttermilk project is slated to begin June 1, 2018 and be complete by September 30, 2018. Mr. Kilburn stated that Mr. Bohman is working with the NKADD to ensure that all federally required contract provisions and reporting is addressed during the project. Mr. Ringo asked if there was a way to make sure the project avoided the school session. Mr. Whitacre noted that some of the drainage work could be started earlier than June 1, 2018. Mr. Kilburn noted that an additional \$50,000 is being held back to cover base repairs. He noted that Buttermilk could be replaced with concrete or asphalt. Mr. Whitacre replied that would be determined after the geotechnical report was completed.
- Mr. Bruns asked Mr. Whitacre what the current bidding climate was for vendors. Mr. Whitacre replied that bidders are looking for work to start in August because of a lack of state projects this year. He noted that asphalt bidders have work until late September. Mr. Bruns inquired if there would be savings in bidding the asphalt work as a unit price versus bidding out specific streets. Mr. Whitacre noted that the County does use a unit price bid. Mr. Bruns suggested that the

city look at using a unit price bid to see if the more streets can repaired. Discussion followed regarding drafting specifications, reverse bidding, and vendor mobilization.

With no further discussion on this item, the next item on the agenda was legislation.

- **First reading of draft Ordinance 2017-B (2017-B1 as amended), FY 2017/2018 Budget.** Mr. Metzger gave a new 1st reading to 2017-B (2017-B1 as amended). Mayor Callery explained that the changes made to the draft budget for next year after its initial 1st reading in April constituted significant changes that required a new 1st reading. Mr. Bohman noted that the budget would be considered for 2nd reading at the June Council meeting.
- **Second Reading and approval of draft Ordinance 2017-C Amending FY 2016/2017 Budget.** Mr. Metzger gave a 2nd reading to draft Ordinance 2017-C amending the 2016/2017 budget. Mr. Kilburn noted a typo in the preamble regarding the fiscal year dates. A motion was made by Mr. Kilburn, seconded by Mr. Ringo to approve with the correction to the preamble. 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

This will become Ordinance 2017-1

With no additional legislation, the meeting moved to updates.

Updates:

- Mr. Bohman gave an update on the progress of Planning and Development Services "Zoning for the 21st Century" (Z-21) project. He noted that the consultant hired to diagnosis problems with the zoning code will meet with the city on July 20th at 11 a.m. to discuss zoning issues and tour the city and would like to have a councilmember present. Mr. Bohman informed Council that there will be a taskforce meeting the next day that would be very similar to the one used for the St. Walburg property. Mr. Kilburn asked if the consultant would recommend changes for areas they find problems. Mr. Bohman said that they would on a separate contract or the city could work with PDS to make changes on its own. Mr. Kilburn followed up asking if there would be many problems. Mr. Bohman replied he did not expect a lot of issues since the city was built out using the code that was adopted in the 1980s. He noted that the main concerns are to be sure that the St. Walburg development is incorporated into the city and that reinvestment in the older sections of the city was not impeded.
- Mr. Bohman informed Council that the solar panels regulations have been pulled back for further review and work with the staff at PDS because of concerns over its complexity and ease of administration. Mr. Ringo requested that a redline version of the changes be presented to council.

With no further updates, the meeting proceeded to reports on items being worked on.

Items being worked on:

- Mr. Bohman explained the outline for a residential rental registration and inspection program being developed by the Administration committee. He noted that the idea would be for a residential rental registry so the city would have contact information for each rental unit in the city and in return a residential unit license would be given at no charge upon registration which could be pulled if a property posed safety concerns. Mr. Bohman said that inside inspection of rental properties would occur when a complaint is received or when other triggers such as outside property maintenance code violations or chronic nuisance violations occur. He noted that there would be a fee for inside inspections, but that would be PDS costs, since they would be the building inspectors.
- Mr. Bohman gave notice to the Council to expect an update on the personnel policies in the next quarter such as requests for being able to donate PTO time, giving the police department flexibility in the number of hours that can be worked, and reviewing the document for other updates. Mr. Waugaman requested that any update focus on helping the city retain staff and making it easier to do so.
- Mr. Bohman reported that has met with Duke Energy to discuss changing out all the street lights to LED lights. He noted that the once the city was completely changed over, the city's electric bill for street lights would drop from \$55,000 to about \$11,000 per year, but the city would have to pay to replace all the existing light fixtures at an estimated cost of \$330,000. Mr. Bohman noted that he contacted Heritage Bank and a 10 year loan for that amount would cost \$38,000 per year. He noted the catch in the plan is that Duke cannot switch out the whole city overnight, so there would be about a 6 month to 1 year period where there would be capital costs and the current electric bill leaving a gap of about \$30,000 to \$60,000 in being able to do the project all at once. Mr. Waugaman asked if this was connected to the SmartWatt program. Mr. Bohman did not believe so. He noted that Duke would provide the financing for the project but it would increase in the annual bill to \$71,000 for 10 years. Mr. Kilburn asked if there were grants through the Department of Energy to assist with the conversion. Mr. Bohman said he would check. Mr. Bruns suggested taking a multi-year approach and change out the highest wattage lights first. Discussion followed. Mr. Ringo noted that it was admirable to try and get the whole city done in one year and start saving the amount immediately but a program to get there is also saving money. Mr. Waugaman noted that the SmartWatt programs help people drop their usage as well and the return on investment should be within 3 to 5 years. Mayor Callery asked Mr. Bohman to explore these options and bring it back.

With no further reports, the meeting proceeded to General Discussion

General Discussion:

- Mr. Bruns asked Ms. Koenig when the fishing derby is taking place. Ms. Koenig replied that it has not been scheduled. She noted that she had worked with Ed Nutini in the past on the derby, but he was no longer President of the Civic Club and the Club does not have anyone who can work during the day. Ms. Koenig stated that the Club provided a lot of support for the event and she worked on the food. Mr. Bruns offered to help. Ms. Koenig stated that would be great.
- Mr. Kilburn requested an executive session to discuss ongoing litigation in two cases.
- Mayor Callery offered the floor to any member of the public present, there were no public comments.

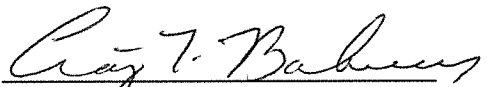
Mr. Ringo inquired if Mr. Metzger would be able to answer Mr. Kilburn's questions in executive session. Mr. Metzger replied that he had information on one of the cases with him. With there being no further general discussion items, at 7:03 p.m. Mr. Kilburn made a motion to go into executive session pursuant to KRS 61.810(c), to discuss issues related to litigation. Ms. Koenig seconded. A voice vote was taken, all in favor.

A motion was made by Mr. Ringo and seconded by Mr. Waugaman to leave Executive Session at 7:17 p.m. A voice vote was taken, all in favor.

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

Time of adjournment was 7:18 p.m.

Respectfully submitted,


Craig T. Bohman, City Administrator/Clerk


Irvin T. "Butch" Callery, Mayor