



**Meeting 663 Minutes
September 20, 2017**

Mayor Irvin T. "Butch" Callery called the September 20th, 2017 City of Villa Hills Council meeting #663 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. A roll call was taken. Those in attendance:

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

Mary Ann Stewart, City Attorney
Craig Bohman, City Administrator/Clerk
Bryan Allen, Police Chief
Dave Whitaker, City Engineer

A quorum was present.

The next item on the agenda was approval of the minutes of meeting #662 as amended. Mr. Waugaman noted that the Finance Meeting was held on September 11 rather than September 18th. Motion made by Mr. Bruns, seconded by Ms. Koenig to approve. A voice vote was taken, all in favor.

The next item on the agenda was approval of the minutes of the Tax Rate Public Hearing on September 13, 2017. Motion made by Mr. Bruns, seconded by Mr. Ringo. A voice vote was taken, all in favor.

The next item on the agenda was approval of the minutes of the September 13, 2017 Caucus meeting. Motion made by Mr. Bruns, seconded by Mr. Waugaman. A voice vote was taken, all in favor.

Legislation:

- **2nd Reading and approval of Draft Ordinance 2017-AI**
An ordinance of the City of Villa Hills, Kenton County, Kentucky, amending the table of contents, Title VII, and Title IX of the City of Villa Hills Zoning Code by adding new definitions and sections regarding solar energy panels. Mr. Kilburn asked why different bill draft numbers. Mr. Bohman replied that significant changes were made between the original 10 page version forwarded by Council to KCPC and the 5 page version that was reworked by city and planning staff necessitating a new draft designation. Motion made by Mr. Kilburn, seconded by Mr. Waugaman. 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 2017-5.

- **2nd Reading and approval of Draft Ordinance 2017-G as amended**

An Ordinance of the City of Villa Hills, in Kenton County, Kentucky amending Title IX section 9.23 (C) of the City of Villa Hills Zoning Code to extend the allowable period of driveway parking of trailers, mobile homes, campers, boats, recreational vehicles, or similar type equipment and correcting a spelling error. Ms. Koenig inquired if Mr. Bohman had checked on the requirement for vehicles and equipment to be parked on paved surfaces. Mr. Bohman replied that he had not checked but believed Mr. Bruns was correct that it was contained in another section of the zoning code. Motion made by Mr. Kilburn, seconded by Mr. Waugaman. A roll call vote was taken as follows:

Mr. Kilburn	Aye	Ms. Vaden	Aye
Ms. Koenig	Aye	Mr. Waugaman	Aye
Mr. Ringo	Aye	Mr. Bruns	Aye

Motion carried 6-0. This will become Ordinance 2017-6.

- **1st Reading and Discussion of Draft Ordinance 2017-E**

An Ordinance of the City of Villa Hills, in Kenton County, Kentucky creating Chapter 154 of the Villa Hills Code of Ordinances and establishing a new rental license and safety inspection program. Ms. Stewart gave a first reading to draft ordinance 2017-E. She noted that the attorney for PDS called her last week asking if the city could look at Elsmere's new ordinance and use it because Elsmere's ordinance was going to be the basis for a countywide model. Ms. Stewart asked Council how they wanted to proceed. Mr. Bruns noted that this was discussed at the caucus meeting and Council wanted to proceed with its ordinance and would consider amending later after a model ordinance was available. Mr. Waugaman suggested to have the 1st reading and amend later. Mr. Ringo comment noted that Council wanted to address important issues that face Villa Hills. Ms. Vaden noted that the Administration Committee looked at Bellevue, Erlanger, and Covington ordinances. Discussion followed. Mayor Callery asked the City Attorney to review and advise at the next meeting.

Consideration and approval of Draft Municipal Order 2017-M

A Municipal Order of the City of Villa Hills, Kentucky, approving the appointment of Jim Kinsler as an alternate to the Kenton County Joint Code Enforcement Board. Motion made by Mr. Ringo, seconded by Mr. Bruns. A voice vote was taken, all in favor.

Motion carried 6-0. This will become Municipal Order 2017-13.

Consideration and approval of Draft Municipal Order 2017-N

A Municipal Order of the City of Villa Hills, Kentucky, approving the reappointment of Tom Wenning to the Vacant Properties Commission for the

term specified herein. Motion made by Mr. Waugaman, seconded by Mr. Kilburn. A voice vote was taken All in favor.

Motion carried 6-0. This will become Municipal Order 2017-14.

Consideration and approval of Draft Municipal Order 2017-0

A Municipal Order of the City of Villa Hills, in Kenton County, Kentucky, accepting the bid of Morton Salt for the purchase of sodium chloride (road salt) at the price of \$57.09 per ton delivered for fiscal year 2017/2018. Mr. Kilburn noted that the price is less than last year's. Motion made by Mr. Kilburn, seconded by Mr. Waugaman. A voice vote was taken all in favor.

Motion carried 6-0. This will become Municipal Order 2017-15.

With no additional legislation, the meeting moved to committee reports.

Committee Reports:

Police:

- Chief Bryan Allen presented the monthly police report. He noted that it was a typical month, 40.5 hours of overtime with 56 calls outside of the city. Chief Allen noted that the department continues to work on open cases.
- Mr. Ringo inquired which city the VHPD is responding to the most. Mr. Bruns noted that it was Crescent Springs. Chief Allen replied that Ludlow was second most with 13 of the 21 stops in Crescent Springs resulting from traffic stops that started in Villa Hills but the offender stopped in Crescent Springs. Mr. Kilburn questioned if having drivers stop in Crescent Springs impacted base court revenue transfers. Chief Allen replied that the stop would count for Villa Hills because it was initiated by the VHPD.
- Chief Allen reported that the department is ready for Music Fest.
- Mr. Waugaman stated that the city should provide better notice to residents about races and events and suggested a city permit process. Chief Allen noted that a permit is required and explained the process. Mr. Waugaman followed up that residents were not notified enough. Chief Allen stated that the city put notice out through social media. Mr. Waugaman counted that as this was a new event, residents did not expect race closures in September. Discussion followed that event will grow and organizers should do more to notify residents about special events.
- Mr. Bruns asked for an update on the status of an officer's off duty injury. Chief Allen replied that the officer will be out awhile.

Safety:

- Mr. Bruns said that there was no meeting. The next meeting is October 10th.

Engineer:

- Mr. Whitaker gave the Engineers report. He stated that the Appleblossom project got started a little behind schedule, but the contractors have noted that the subgrade is the best they have seen all year. Mr. Whitacre noted that utility trenches have caused issues on the street, but the poor condition of the road is not due to the subgrade. Mr. Bruns asked what the plan was to deal with utility

trenches. Mr. Whitacre responded that if any had soft subgrade, they would be undercut, repaired, and have geo-fabric added.

- Mr. Whitaker reported that the asphalt repairs have started on Lauren and will move northeast through the city.
- Mr. Whitaker introduced Matt Bogen to the Mayor and Council as the new hire for Cardinal Engineering. He noted that his main focus will be the Buttermilk Pike replacement.
- Ms. Koenig asked when NKWD will start the water main project on Buttermilk. Mr. Whitaker replied that it has not bid yet, but is a project that can be completed over the winter. He stated the Buttermilk Road project would be on time in the spring.

Public Works:

- Mr. Kilburn gave the Public Works report. He reported that there is about \$568,500 on hand with \$658,300 incurred leaving a \$89,800 shortfall but noted that road tax of \$460,000 will post by the end of the month and leave more than \$375,000+ available for the rest of the year.
- Mr. Kilburn noted that Rosewood project saved \$30,000 by having the city crew do the work.
- Mr. Kilburn noted two change orders with an approximate cost of \$14,000. He was happy that the subgrade on Appleblossom was in good shape because that was one of the unknowns as the street was built to a private standard.
- Mr. Bruns asked if staff anticipated any subgrade work on Appleblossom. Mr. Whitaker pointed out that the city bid a unit price for undercutting and stabilization but did not budget anything. He noted that any work that needs to be done would be in addition to the bid price. Mr. Bruns followed up inquiring about the installation of side-drains. Mr. Whitacre replied that they are being installed.
- Ms. Vaden inquired about the status of the street signs. Mr. Waugaman noted that the street signs would be installed after grass cutting and road work wrapped up at the end of the year. Ms. Vaden asked if all the signs had been received. Mr. Kilburn replied that 2 of 3 shipments had been received.
- Next meeting is October 11 at 1:00 p.m. at 720 Rogers Road.

Events and Beautification:

- Ms. Koenig gave the Events and Beautification report. She reminded everyone that Music Fest is Saturday from 5:00 p.m. to 10:30 p.m. Games and balloons for kids will be available and fireworks are at 10:00 p.m. She noted that the Fire department will be cooking, the Holy Name Society will staff the beer garden and The Pete Wagner Band and Velvet Soul will perform.

Finance:

- Mr. Waugaman presented the Finance Committee report. He stated that questions were submitted by the committee and responded to by The City Administrator/Clerk. Mr. Waugaman noted that the auditor, Mr. Chamberlin presented the draft audit to the committee. He reported that items discussed included the proposal to provide police services to Crescent Springs. He stated that the committee recommended approval subject to audit adjustments.

- Mr. Kilburn made a motion, seconded by Mr. Ringo, to approve the August financials subject to audit adjustment and to post them on the website. A voice vote was taken, all in favor.

Administration:

- Ms. Vaden gave the Administration Committee report. She noted that Mr. Bohman gave the committee an update on the Z-21 zoning project and would be meeting with the consultants. Ms. Vaden reported that the River Road Study is underway and that there is no new information about the Sanctuary development but an update is expected in a month.
- Ms. Vaden said that the payroll tax figures are up and the committee reviewed the Administration budget and Mr. Bohman responded to questions.
- Ms. Vaden described the River Road task force membership and reported that the concerns raised by the group include utilities and zoning.
- Ms. Vaden noted that staff are working on a Personnel Policy update expected to be ready at the end of the year. She noted that taxes will be out soon and that the rental registry draft was reviewed and discussed and the committee felt that it was important to move forward.
- Next meeting October 4th at 6:30 p.m. at 720 Rogers Road.
- Mr. Bruns asked if the payroll tax revenue growth was anticipated. Mr. Bohman replied yes, but not to the extent that was received. Mr. Waugaman noted that the increase was the result of the Occupational License Inspector. Mr. Kilburn inquired as to the amount of the increase. Mr. Waugaman responded \$15,000. Mr. Bohman noted that the increase was the result of annual filings.

Recreation:

- Mr. Ringo gave the Recreation Committee report. He noted that softball, baseball and football are still in full swing, but that it was time to perform the annual maintenance and repairs per the contracts. Mr. Ringo stated that the committee discussed the supplies that would be needed and is working with the Soccer Club on filed close-out for the season and he is coordinating with staff on the end of the season projects.
- Mr. Ringo announced the annual field draw for spring ball would be December 14th at 6:30 p.m. in Chambers.
- Next meeting October 12th at 6:30 in Council Chambers.

Fire Authority:

- Mr. Ringo gave the Fire Authority report. He provided the monthly run numbers.
- Mr. Ringo noted that the audit is underway and will present their report to the Fire Authority Board next month.
- Mr. Ringo informed the Mayor and Council that bids for squad billing software and an ambulance would be put out soon.
- Mr. Ringo reported that Chief Wendt and the NKWD have discussed relocating several hydrants. He also noted that the County tax bills included the Fire Authority fees on the county tax bill for those areas covered by the Fire Authority in unincorporated territory. Mr. Ringo thanked the Fiscal Court for their help.
- Mr. Ringo stated that 14 recruits are ready for recruit training but the regional class was cancelled. He said Chief Wendt is trying to find a way to train them in-house.

- Mr. Ringo discussed a Suicide Prevention program for first responders and invited the Police department to participate. Ms. Vaden inquired about the instructors. Mr. Bruns replied that the Chief had a state certified instructor in mind.
- Next meeting is October 16 at 6:00 p.m. at the Firehouse.

City Attorney Report:

- Ms. Stewart had no new items to report. There was no need for an Executive Session.

City Administrator/Clerk:

- Mr. Bohman announced that the tax bills had been mailed with an October 1st due date and a 60-day grace period to pay without penalty and interest. He informed the public that tax bills could be mailed to the lockbox, paid at the Heritage Bank in Crescent Springs, paid at the City Clerk's window or placed into the drop box at the Administrative office after business hours.

Mayor's Report:

- Mayor Callery reported that he has spoken to students in several classes at River Ridge Elementary and Villa Madonna Academy. He stated that we have three of the best schools around including St. Joseph School.

Old Business/New Business:

- Mr. Waugaman brought up Shadow Night and noted a new principal at St. Joseph. Mr. Ringo requested the new principal's email address so he could reach out regarding the April Shadow Night after the holidays. Mr. Waugaman said he would get the email.

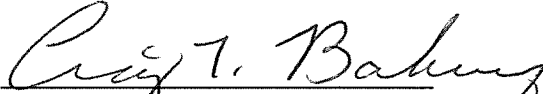
Comments:

- Mr. Bruns discussed awareness of deer season and asked residents to be vigilant. He also noted the presence of Bald Eagles near TransMontagne on River Road. Discussion followed about eagle sightings in the city.
- Mr. Kilburn noted he will wait for next meeting to discuss a research project (Code enforcement liens) with Mr. Bohman.
- Ms. Koenig reminded everyone that Haunted Trails will be October 28th.
- Mr. Waugaman thanked Administrative staff, Mr. Bohman, and the Finance Committee for a successful audit. He noted that the City's auditor uses Villa Hills as an example of best practice for other cities, particularly for the Finance Committee membership. Mr. Waugaman also noted that the 6th Circuit ruled prayer before legislative meetings is allowed.
- There were no comments from members of the public.

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

Time of adjournment was 7:17 p.m.

Respectfully submitted,


Craig Bohman, City Administrator/Clerk


Irvin T. "Butch" Callery, Mayor