



**Special Meeting Minutes
December 13, 2017**

Mayor Irvin T. "Butch" Callery called the December 13, 2017 Special meeting of City of Villa Hills Council meeting (Meeting #666) to order at 6:31 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
S. Ringo
J. Vaden
G. Waugaman**

**Bryce Rhodes, Assistant City Attorney
Craig Bohman, City Administrator/Clerk
Chief Allen, Villa Hills Police
Derick Yelton, Public Works Director
Matt Bogen, Assistant City Engineer**

A quorum was present.

Mr. Bohman read the special meeting notice and a waiver was signed by all Councilmembers present.

The first item on the agenda was approval of the minutes of meeting #665. Mr. Kilburn noted a typo in the minutes. Motion made by Mr. Bruns, seconded by Ms. Vaden to approve, with Mr. Kilburn's correction. A voice vote was taken, all in favor.

Legislation:

- **2nd Reading and Discussion of Draft Ordinance 2017-H An ordinance of the City of Villa Hills, in Kenton County, Kentucky amending Article XIV Sign Regulations of the Villa Hills Zoning Code.** Mr. Rhoades gave a second reading to draft Ordinance 2017-H. A motion was made by Mr. Ringo, seconded by Ms. Koenig. A roll call vote was taken as follows:

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

Motion carried 6-0. This will become Ordinance 2017-8

- **Consideration and approval of draft Municipal Order 2017-R Authorizing the Mayor to enter into an Inter-local Cooperation Agreement to provide the City of Crescent Springs with police services beginning July 1, 2018.** Mr. Kilburn made a motion to postpone consideration of draft Municipal Order 2017-R no later than January 17, 2018, seconded by Mr. Ringo. Mr. Ringo asked why the municipal order needed to be considered so quickly. Mr. Bohman replied that without the agreement in place staff felt that they could not proceed with preparations and staff increases in anticipation of the agreement Mr. Ringo replied that once Crescent Springs votes to approve, Villa Hills has their known commitment so it doesn't matter if Villa Hills waits to approve the agreement. A roll call vote was taken on the motion to postpone consideration of Municipal Order 2017-R until January 17, 2018 as follows:

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

Motion carried 6-0.

With no further legislation, the meeting proceeded to committee reports.

Committee Reports:

Police:

- Chief Allen thanked Sergeant Hall for filling in for him for the past few meetings. He reported that call volume has been busier than normal and described the types of calls and case closures, the amount of overtime and number of calls outside the city.
- Mr. Ringo asked about assist fire calls. He noted that there were no calls in Crescent Springs. Chief Allen replied that there were no calls to assist the fire department in Crescent Springs last month but noted in the past there has been such calls.
- Chief Allen announced that Officer Finan he is leaving to go to Covington next month and that officer Emily Horseman will be coming on board beginning January 21st and be sworn in at the January Council meeting.
- Chief Allen noted that he is working on hiring and purchasing equipment for the Crescent Springs contract. Mr. Ringo enquired about the depth of the applicant field. Chief Allen replied that he trying to get a good mix of officers. He noted that he has 100 applications from people who need to go to the academy and the city is having difficulty attracting laterals. Chief noted this is important because the available spots for academy slots are filling up so they need to be hired immediately. He noted that laterals can come in in May and be ready for the July takeover. Chief Allen said that the search was going well despite the obstacles.
- It was announced that the AAA Platinum Award was received for traffic safety. This was either the 10th or 11th year for these awards, and the 2nd in a row of being awarded the Platinum Award. Mr. Waugaman noted that we are one of the only Northern Kentucky departments to receive this award.

Safety:

- Mr. Bruns gave the monthly Safety Committee report. He noted that committee discussed the monthly report, and discussed staff changes.
- Mr. Bruns asked that neighbors be courteous of others, describing parking situation on Sunglow that could cause line of sight issues.
- Bruns reminded the public to store packages and valuables out of sight and to lock cars.
- Next meeting January 9, 2018.

Engineer:

- Mr. Bogen gave the Engineer report. He discussed the Buttermilk Pike Water Main preconstruction meeting scheduled for later in the week.
- Mr. Bogen reported that Reigler has completed their contract obligations and asked be paid their retainage.
- Mr. Bohman asked how far along the RFP process for the Buttermilk Pike SNK project was. Mr. Bogen replied that the storm water design is underway and then need to determine the type of pavement to be specified. Mr. Bohman followed up asking when the city should expect the RFP to be bid. Mr. Bogen said that he would ask his staff.

Public Works:

- Mr. Kilburn gave the Public Works Report. He noted that the road work for the fall is complete and that payments show in the finance reports. Mr. Kilburn thanked Mark Vincent of fords lumber for the firewood for Christmas in the Park.
- Mr. Kilburn said that Mr. Bohman reported that \$400,000 is available for road works and that \$100,000 is set aside for panel replacements, \$100,000 for routine maintenance and \$85,000 for spring projects.
- Mr. Kilburn stated that the bids for the Buttermilk project is expected by February and will determine the gutter specifications shortly. He noted that \$75,000 from surplus is set aside for design work and drainage projects.
- Mr. Kilburn stated he reminded staff to check on the Rogers Road Bridge conditions twice per year. And reported that Mr. Yelton is working with SD1 on a void under an unspecified street.
- Next meeting is January 10, 2018 at 1 p.m. at 720 Rogers Road.

Events and Beautification:

- Ms. Koenig gave the Events and Beautification report. She stated that Christmas in the Park was very well attended and noted that the participation is growing. She reported that 300 smores kits were used up within an hour and apologized for running out.
- Ms. Koenig thanked Santa and Mrs. Claus for attending as well as Karen Borros, Charlie and Jean Stoltz, Mike Koenig, Noah and Cindy Koenig, Carley Callery, Jennifer Lipson, Students from Dixie Heights, the Villa Hills Public Works Department, Home Depot for providing crafts, and the City of Crescent Springs.
- Ms. Koenig stated that it was very enjoyable to work with Crescent Springs on these events.

Finance:

- Mr. Waugaman stated that the committee has not met yet. The meeting is Monday December 18th at 7:00 p.m. He noted that Council will consider two financial reports in January.
- Mr. Kilburn inquired if the contractors for the fall work have been paid. Mr. Bohman replied that JPS was paid in full but the check did not go out until early December, so it did not show on the November financials. He noted that \$22,000 in retainage is being paid to Riegler.

Administration:

- Ms. Vaden gave the Administration Committee Report. She noted that budget is going well. Ms. Vaden gave an update on the Z-21 project by noting that an RFP will go out to have a consultant draft a single model zoning code for cities to modify instead of creating 12 unique codes.
- Ms. Vaden reported that staff is in the process of updating personnel policies like the social media policy, noting that the last update was the fall of 2015.
- Next Meeting January 3, 2018 at 6:30 p.m. .

Recreation:

- Mr. Ringo announced that the next Recreation Meeting is postponed until 12/21/2017 due to scheduling conflicts with coaches for the annual field draw which will take place that evening.

Fire Authority:

- Mr. Ringo reported that the Fire Authority meeting is next Monday. He informed the Mayor and Council that 3 bids for ambulance the ambulance RFP were received and the bids ranged from \$224,000 - \$286,000. Mr. Ringo noted that the Fire Authority Spec Committee is reviewing the bids.
- Next meeting is December 18th at 6 p.m. at the Firehouse.

City Attorney Report:

- Mr. Rhoades had nothing to report.

City Administrator/Clerk:

- Mr. Bohman had nothing to report.

Mayor's Report:

- Mayor Callery informed Council that the annual Shop-with-a-Cop event is tomorrow and that it is a great event for the kids selected. Mr. Ringo asked for volunteers to help wrap the children's gifts during the event.

There was no Old Business or New Business.

Council Comments:

- Mr. Kilburn wished everyone a Merry Christmas.
- Ms. Koenig wished everyone a Merry Christmas. She stated that it has been a great year and hopes that next year is even better.
- Mr. Ringo wished everyone a Happy Holidays.
- Ms. Vaden asked about Shadow Night. Mr. Ringo replied that it will be held April 18, 2018 and will start preparations and working with schools after the holidays.

- Mr. Waugaman wished everyone a Merry Christmas.
- Mayor Callery wished everyone a Merry Christmas.

Public Comments:

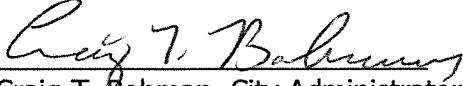
- Mayor Callery asked Mr. Rhoades if Public Comments could be taken at a special meeting. Mr. Rhoades replied that since it's on the agenda the public can speak, but Council cannot take any action on anything discussed.
- Mr. Schlekter, 1085 Carpenters Trace asked again for consideration by Council in regards to the proposed Sanctuary project. He noted that the neighbors support the Sisters of St. Walburg, but requested Council put into place a better balance in the plan. Mr. Schlekter stated that the plan places a 4 story 187 unit apartment building with a nearly 300 car parking lot 50 feet away from carpenters Trace homes. He stated that the neighbors recognized the need for the developer to turn a profit but did not want such a dramatic change to the character of the neighborhood. He thanked Council for the opportunity to address his concerns. Mr. Waugaman responded that the building would be no higher than the houses on Carpenters Trace due to elevation changes. Mr. Schlekter questioned that assumption and expressed concerns regarding the outdoor pools' light and noise pollution. He questioned why the building was placed so close to existing residents when the opportunity existed to move the building toward the center of the development and away from existing homes. Mr. Schlekter stated he did not oppose the small area study and does not oppose the project, but wants consideration for the concerns of the neighbors.
- Tom Bogner of 1089 Carpenters Trace commented that the apartment building would profile as a 4-story building as viewed from the yards on Carpenters Trace because the grading would cut into the ridge line from the north side (the high side) , not the south. Mr. Waugaman replied that the grading would change the elevations significantly from what residents are used to seeing. Mr. Bogner asked Council to reserve judgment on the elevations questions and review it instead of saying that the building would not look like its 4 stories. He stated that he visited Planning and Development Services and reviewed the plan with PDS staff. Mr. Bogner questioned the property line location and number placement of parking spots. He noted discrepancies between the physical survey stakes and the plat drawing. Mr. Bogner stated that the area for the apartment building parking lot is one football field long and one-and-a half football field wide and believes that the parking lot extends over the proposed property line. He asked for city assistance to clarify the location of survey lines. Mr. Waugaman stated the City would check on that. Discussion followed on the location of the survey stakes. Mayor Callery stated that the city would check on that issue.

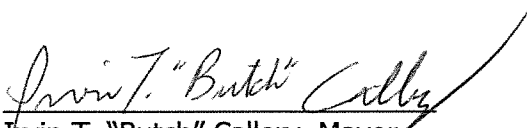
With no further public comments, Mayor Callery inquired if an executive session was needed. Mr. Rhoades stated there was not a need for executive session.

With no further business, Mr. Waugaman made a motion to adjourn, seconded by Mr. Kilburn. Voice vote was taken. All in favor.

Time of Adjournment was 7:10 p.m.

Respectfully submitted,


Craig T. Bohman, City Administrator/Clerk


Irvin T. "Butch" Callery, Mayor