

**Meeting #679 Minutes
January 9, 2019**

Mayor Heather Jansen called the January 9, 2019 meeting of City of Villa Hills Council (Meeting #679) to order at 6:30 p.m. at the Dennis M. Stein Municipal Building, 719 Rogers Road, Villa Hills, Kentucky. Mayor Jansen led the prayer and the Pledge of Allegiance.

City Administrator/Clerk, Craig Bohman, called roll. Those in attendance:

Mayor Jansen
R. Baehner
J. Cahill
S. Ringo
C. Stover
S. Thompson
S. Wadsworth

Mary Ann Stewart, City Attorney
Craig Bohman, City Administrator/Clerk
Chief Allen, Police Department
Bryce Rhoades, Assistant City Attorney

A quorum was present.

Mayor Jansen welcomed everyone to the first council meeting of 2019. She thanked the previous Mayor and Council for all the work they did on behalf of residents and thanked everyone who has been working in the community.

The first item on the agenda was approval of the minutes of the December 19, 2018 Special Meeting, #678. Motion made by Mr. Baehner, seconded by Mr. Ringo. A voice vote was taken, motion carried all in favor.

Legislation:

- Discussion and approval of draft Resolution 2019-A. This is a Resolution of the City of Villa Hills making appointments to various city committees.

Ms. Stewart presented draft Resolution 2019-A. Discussion ensued as various Councilmembers were added to several committees and Ms. Wadsworth inquired about keeping a committee member on the list whom she had not confirmed. Mr. Baehner made a motion, seconded by Mr. Thompson to approve as amended. A voice vote was taken, all in favor.

This will become Resolution 2019-1.

- Discussion and approval of draft Resolution 2019-B. This is a Resolution of the City of Villa Hills appointing Councilmember Cathy Stover as the City's Representative to the Planning and Development Services Council and appointing Councilmember Sue Wadsworth as the alternate expiring December 31, 2019.

Ms. Stewart presented draft Resolution 2019-B. Mr. Ringo made a motion, seconded by Mr. Baehner to approve. A voice vote was taken, all in favor.

This will become Resolution 2019-2.

- Discussion and approval of draft Resolution 2019-C. This is a Resolution of the City of Villa Hills concurring in the Mayor's selection of check signers for the city's bank accounts.

Ms. Stewart presented draft Resolution 2019-C. Mr. Ringo made a motion, seconded by Mr. Baehner to approve. A voice vote was taken, all in favor.

This will become Resolution 2019-3.

- Discussion and approval of draft Resolution 2019-D. This is a Resolution of the City of Villa Hills appointing Councilmember Scott Ringo to the Ohio-Kentucky-Indiana Regional Council of Governments Board of Directors for a term ending December 31, 2019.

Ms. Stewart presented draft Resolution 2019-D. Mr. Baehner made a motion, seconded by Ms. Stover to approve. A voice vote was taken, all in favor.

This will become Resolution 2019-4.

- Discussion and approval of draft Resolution 2019-E. This is a Resolution of the City of Villa Hills concurring in the Mayor's decision to purchase a canine (K-9) using donated, grant and drug forfeiture funds.

Ms. Stewart presented draft Resolution 2019-E. Mr. Baehner thanked the previous council as well as the current council for their support of purchasing a canine (K-9). He also thanked Chief Allen for his work on getting the dog. Mr. Ringo asked when the canine would arrive. Chief Allen stated that the canine would arrive in 2 weeks. Mr. Ringo followed inquiring when the dog would be in service. Chief Allen replied that the K-9 is expected to be in service in May. Mr. Cahill asked what the ongoing cost of the canine is going to be. Chief Allen stated that it would be \$8,000 per year for care & maintenance and food. Mr. Baehner suggested that Chief put out information on social media and to the news outlets when the dog arrives. Mr. Ringo asked if additional insurance was required. Mr. Baehner replied that the city already had a rider added to cover the dog's safety and will be added to the liability coverage. Mr. Thompson asked if the canine was a patrol dog or a search dog. Mr. Baehner replied that it will be a patrol dog. Brief back and forth comments followed.

Ms. Stover made a motion, seconded by Mr. Baehner to approve. A voice vote was taken, all in favor.

This will become Resolution 2019-5.

The next item on the agenda Discussion of Electronic document distribution and retention.

- Mr. Thompson discussed having Council go paperless. He noted that the two packets he received as a Councilmember-elect were quite thick and he did not know what to do with them. Mr. Baehner suggested retaining them. Mr. Thompson replied that they were copies of the official documents kept by the City Clerk. He desired having some type of cloud storage or shared drive into which documents could be placed. He noted that the record custodian would need access to the documents.
- Mr. Baehner asked if open record issues were a concern. Mr. Bohman replied that if documents were created originally in electronic format on the share drive it would need to be retained. Mr. Baehner followed up stating that electronic documents sent out by Mr. Bohman would be retained by Mr. Bohman. Mr. Bohman and Ms. Stewart concurred.
- Mr. Thompson followed up asking that if he created a new document in electronic form on a share drive that Mr. Bohman would still need access. Ms. Stewart noted that situation would be similar to the use of personal email where each council member would be responsible to retain the documents they create per the record retention schedule. Mr. Baehner clarified if that meant committee minutes could be upload and stored on the shared server. Ms. Stewart agreed.
- Ms. Stover asked if Council members could continue to receive paper copies. Mr. Ringo also stated he wanted paper copies.
- Mr. Thompson clarified that if he created his own drive he would have to follow the record retention policy. Ms. Stewart concurred and described recent Attorney-General opinions that require anyone who uses personal emails must retain those documents and make them available for open records. She also explained the open records exceptions. Discussion followed on how to store and retain electronic records. Mayor Jansen stated that the city's Information Technology vendor can set up a shared drive if Council desired.
- Mr. Cahill inquired of Mr. Thompson what documents other than committee minutes would go onto the shared drive. Mr. Thompson replied getting the packet electronically through the drive. Mr. Cahill noted that Mr. Bohman can send out the packet electronically. He also noted that the packet is usually thicker than the packet for this meeting because it lacked the financials and the committee reports. Mr. Ringo noted that receiving the packet electronically via email already creates a retained copy. Mr. Thompson replied that if he was allowed to store the documents he received on a personal drive it would solve the problem. Ms. Stewart agreed that Mr. Thompson could save the documents to a personal drive. Mr. Thompson asked about the handwritten notes. Ms. Stewart stated that those should not go into the city's records and they would not be subject to open records under the drafts and preliminary policy exceptions. Mr. Ringo noted once Mr. Thompson emails the minutes to Mr. Bohman, a record is created. Mr. Thompson stated he wanted to make sure he understood so he would be in compliance.
- Consensus emerged that a shared drive for Council was not needed.
- Ms. Wadsworth asked if she could have her packet set aside for her to pick-up versus having the police deliver the packets. Mr. Bohman stated he could put the

packet in her box and email her that it was ready. Mr. Baehner also requested that his packet not be delivered.

At 6:49 p.m. Mr. Baehner made a motion, seconded by Mr. Ringo to enter into executive session pursuant to KRS 61.810 (b) discussions of the purchase or sale of real property where public discussion may affect the value and KRS 61.810 (c) to discuss pending or threatened litigation. A voice vote was taken, all in favor. Council entered Executive Session.

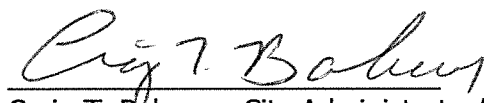
At 8:57 p.m. Mr. Baehner made a motion to leave executive session, seconded by Mr. Ringo. A voice vote was taken, all in favor.

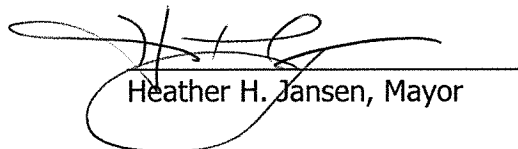
City Attorney Mary Ann Stewart announced that no actions were taken by Council while in executive session.

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

Time of adjournment was 8:58 p.m.

Respectfully submitted,


Craig T. Bohman, City Administrator/Clerk


Heather H. Jansen, Mayor