



**Meeting #682 Minutes  
March 20, 2019**

Mayor Heather Jansen called the March 20, 2019 meeting of City of Villa Hills Council (Meeting #682) to order at 6:30 p.m. at the Dennis M. Stein Municipal Building, 719 Rogers Road, Villa Hills, Kentucky. The prayer was given by Mayor Jansen and she led the pledge. 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  
Derick Yelton, Public Works Director  
Matt Bogen, City Engineer**

A quorum was present.

The first item on the agenda was approval of the minutes of the Meeting, #681 (February 20, 2019). Motion made by Mr. Ringo, seconded by Mr. Baehner. A voice vote was taken, motion carried all in favor.

The next item on the agenda was approval of the minutes of the Caucus Meeting (March 13, 2019). Motion made by Mr. Ringo, seconded by Mr. Baehner. A voice vote was taken, motion carried all in favor.

The next item on the agenda was presentations.

**Presentations:**

- Mayor Jansen administered the Oath of Office to Officer Quintin McHale.

The next item on the agenda was legislation.

**Legislation:**

- 2<sup>nd</sup> reading and approval of draft Ordinance 2019-A. This is an Ordinance to amend section 74.32 of the Villa Hills Code of Ordinance to add parking restrictions on Meadow Wood Drive and correct scrivener's errors in sections 74.12, 74.13 and 74.31.

A motion was made by Mr. Ringo, seconded by Ms. Wadsworth to approve. Questions and discussion followed. A roll call vote was taken as follows:

Mr. Baehner	Yes	Ms. Stover	Yes
Mr. Cahill	Yes	Mr. Thompson	Yes
Mr. Ringo	Yes	Ms. Wadsworth	Yes

Passed 6-0. This will become Ordinance 2019-1.

- 1<sup>st</sup> reading and discussion of draft Ordinance 2019-B. This is an Ordinance of the City of Villa Hills making the International Property Maintenance Code a part of the permanent records of the city, and adopting the provisions thereof by reference thereto, with certain amendments and revisions thereof.

Ms. Stewart gave a 1<sup>st</sup> reading to draft Ordinance 2019-B. Questions and discussion followed.

- Consideration and adoption of draft Municipal Order 2019-B. This is a Municipal Order stipulating the City Council's expectations regarding future development along River Road in furtherance of the recent comprehensive plan update for the City of Villa Hills as drafted by the Kenton County Planning Commission.

Back and forth discussion among staff, Councilmembers followed and several members of the public followed. Consensus emerged among Councilmembers to hold off on consideration of this this until the April meeting.

- Consideration and adoption of draft Municipal Order 2019-C. This is a Municipal Order of the City of Villa Hills approving a lease agreement with the Villa Hills Civic Club.

Mr. Ringo described the lease terms. After questions and discussion among councilmembers Mayor Jansen asked for a vote. A motion was made by Mr. Thompson, seconded by Ms. Stover to approve. A voice vote was taken, motion carried 6-0, all in favor.

Passed 6-0. This will become Municipal Order 2019-2.

- Consideration and adoption of draft Municipal Order 2019-D. This is Municipal Order of the City of Villa Hills approving the appointments of Paul Krallman, Jason Stover, and Randy Rawe to the Villa Hills Board of Adjustments for the terms specified herein.

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

Passed 6-0. This will become Municipal Order 2019-3.

- Consideration and adoption of draft Municipal Order 2019-E. This is a Municipal Order of the City of Villa Hills amending the development agreement with Ashley Commercial Group and authorizing Mayor Jansen to sign said agreement.

Mr. Bohman explained the need to amend the agreement to reflect changes in the development plan as a result of the legal settlement by the developer and the neighbors. Questions and discussion between staff and Councilmembers followed. A motion was made by Mr. Ringo, seconded by Mr. Thompson to approve. A voice vote was taken, motion carried all in favor.

Passed 6-0. This will become Municipal Order 2019-4.

- Consideration and adoption of draft Resolution 2019-F. This is a Resolution of the City of Villa Hills accepting the proposal of T. Lucky and Sons for chemical grouting of Brookville Court in an amount of \$6,825.00 and authorizing Mayor Jansen to sign a contract for the same.

Discussion took place regarding the efficacy of using chemical grouting and the costs associated with replacing dropped panels versus using chemical grouting. Mr. Yelton noted that Brookville needed a bulkhead and underdrains like Rosewood. A motion was made by Mr. Baehner, seconded by Ms. Wadsworth for approval. A voice vote was taken, all in favor.

Passed 6-0. This will become Resolution 2019-6

- Consideration and adoption of draft Resolution 2019-G. This is a Resolution of the City of Villa Hills finding that the property located at 2727 Vera Cruz Drive presents danger to the health, safety and welfare of the citizens of the City and is so deteriorated, dilapidated, and out of repair as to be dangerous, unsafe, unsanitary, and otherwise unfit for human habitation or occupancy, and authorizing the City Attorney to pursue a demolition order before The Kenton County Joint Code Enforcement Board.

Questions were addressed to the City Attorney and discussion followed. Ms. Stover made a motion, seconded by Mr. Baehner to approve. A voice vote was taken all in favor.

Passed 6-0. This will become Resolution 2019-7

- Consideration and adoption of draft Resolution 2019-H. This is a Resolution of the City of Villa Hills accepting the proposal of Bayer Becker for engineering and design services for an updated traffic improvement study of the Collins Road and Amsterdam Road intersection and nearby side streets and authorizing the Mayor to sign a contract for the same.

Discussion took place regarding the cost and need to include the evaluation of roundabouts. Consensus emerged to begrudgingly keep the evaluation of roundabouts in the proposal.

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

Passed 6-0. This will become Resolution 2019-7

Before starting committee reports, Mr. Ringo commented that the next meeting will be held at Villa Madonna Academy Auditorium.

The next item on the agenda was committee reports.

### **Committee Reports:**

#### **Police:**

- Chief Allen went over the monthly police report.
- Discussion followed regarding keeping vehicles locked and valuables out of sight; making sure Crescent Springs receives the same report (which they do); how the new K-9 officer was doing which Chief reported was doing very well; the receipt of additional drug forfeiture funds; and the timeline to order a new cruiser.

Mr. Baehner made a motion, seconded by Ms. Wadsworth to advise Chief Allen to order a new cruiser now for next fiscal year. A voice vote was taken, motion carried all in favor.

#### **Safety:**

- Mr. Baehner gave the Safety Committee report. He noted that Bike Patrol will resume soon thanks to warmer weather.
- Mr. Baehner asked Chief Allen to summarize the new policy 17.3 for a K-9 officer. Chief Allen explained the new policy in great detail.

Mr. Baehner made motion, seconded by Mr. Ringo to approve policy 17.3. A voice vote was taken, motion carried all in favor.

Passed 6-0. This will become Municipal Order 2019-4.

- Mr. Baehner discussed the speed sign to be installed on Rogers Road and inability to complete a stealth stat study on Prospect Drive due to lack of poles on which to attach the equipment. .
- Mr. Baehner asked Mr. Bohman to give an update regarding Buttermilk Pike/Collins Road. Mr. Bohman noted that the city signed an agreement with the state to purchase the equipment through state contract and the bid should be released next week.
- Next meeting is April 9<sup>th</sup> at 6:30 p.m. in Chambers.

#### **City Engineer:**

- Mr. Bogen gave the City Engineer report. He noted that Palmer is still working on easement acquisition and he is working with one property owner to upgrade SD1 facilities on the property as a part of our project at SD1 cost. Questions and discussion followed.

- Mr. Bogen noted that the Public Works Committee continues to work on prioritizing road projects.

**Public Works Committee:**

- Mr. Thompson gave the Public Works Committee report.
- Mr. Thompson stated that the committee discussed parking for residents during the Buttermilk replacement project; the removal of the Lake Leen deck; the Palomino drainage project with SD1; the Sanctuary traffic study; and directional boring on Rogers Road; the speed sign on Rogers Road, project prioritization. He noted that future projects are up in the air until the Buttermilk Project is complete.
- Mr. Thompson urged residents to sign up for the city's email listserv to receive construction notices.
- Mr. Baehner inquired about the time line on completing the new salt garage. Discussion followed.
- Next meeting is April 10<sup>th</sup> at 1:00 p.m. at 720 Rogers Road.

**Public Works:**

- Mr. Yelton gave the Public Works Director's report. He noted the amount of salt on hand; the order of porta-lets for the ballfields; work on the Lake Leen deck; the Palomino drainage project; and that upcoming event signage had been placed throughout the city.
- Mr. Baehner thanked Public Works for their work on snow removal over the winter.
- Mr. Yelton discussed the bulkhead work needed on Brookville.

**Events and Beautification:**

- Ms. Wadsworth gave the Events and Beautification Committee report. She explained activities around the Veterans Memorial 5K run/walk that is to be held on May 18<sup>th</sup>.
- Ms. Wadsworth reminded the public about the Shred Day event at River Ridge Elementary on April 13<sup>th</sup> 10:00-12:00.
- Ms. Wadsworth announced that the Citywide Yard sale will be held in conjunction with Crescent Springs this year and staff will work with Crescent Springs to have one map and list. She noted that the event will be held April 26<sup>th</sup> and 27<sup>th</sup>.
- Next meeting is April 1<sup>st</sup> at 6:30 p.m. at 720 Rogers Road.

**Finance:**

- Mr. Cahill gave the Finance Committee report.
- Mr. Cahill reported that questions were answered by the City Administrator/Clerk to the committee's satisfaction, and the committee recommended approval of the monthly financials.

Mr. Cahill made a motion, seconded by Mr. Thompson to approve the February 2019 Financials. A voice vote was taken, all in favor.

- Mr. Cahill discussed the current surplus and noted that the committee recommended elimination of the cash flow restriction, noting that undesignated reserves of \$1.3 million is sufficient.
- Next meeting is April 15<sup>th</sup> at 7:00 p.m. in Chambers.

**Administration:**

- Ms. Stover gave the Administration Committee report.
- She noted that the committee discussed the River Road study at length, talked about LED street lights and how Crescent Springs funds the switchover; the Z-21 project and that Planning and Development Service would like several cities in the same subgroup to work together on their zoning code updates; and the new Sanctuary traffic study.
- Next meeting is April 3<sup>rd</sup> at 6:30 in at 720 Rogers Road.

**Recreation:**

- Mr. Ringo gave the Recreation Committee report. He noted that the seasonal grounds keeper has returned and the ballfields are open.
- Mr. Ringo thanked Henry Mitchell for the donated material and labor to replace the roofing on the dugouts and concession stands. He also thanked Council for support during the Civic Club Lease negotiations.
- Mr. Ringo noted that the city declined an offer by Kings Hammers to start a 3-7 year old Soccer Program using Villa's fields because the current Villa Hills Soccer Club uses the fields and their schedule is full.
- Mayor Jansen inquired about Shadow Night process. Mr. Ringo explained the event in great detail. Questions and discussion followed.
- Next meeting is April 11<sup>th</sup> at 6:30 in Chambers.

**Fire Authority:**

- Mr. Ringo gave the Fire Authority report. He reported financials were approved and gave the run numbers. Mr. Ringo noted that the rate change for unincorporated parcels had changed and notice was sent to the Fiscal Court. He reported that there was billing issue with St. Elizabeth for squad runs. Mr. Ringo announced that the Fire Authority continues discussion with Bromley on the provision of fire services.
- Next meeting is April 15 at 6:00 p.m. at the Firehouse.

**City Attorney:**

- No report. Ms. Stewart indicated that an executive session was not necessary.

**City Administrator:**

- No report.

**Mayor:**

- No report.

**Old Business:**

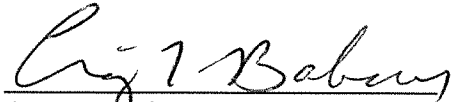
- None.

**New Business:**

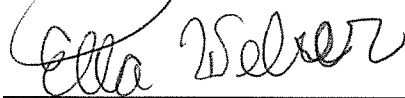
- Mr. Ringo asked Mayor Jansen to for her appointees to the ad-hoc committee to replace the firehouse. Mr. Baehner volunteered to serve on the committee. Discussion followed about the types of backgrounds potential appointees should possess in order to have a well-rounded committee.
- Mr. Cahill noted the minutes are very detailed and expressed concern about how much time staff spends on the minutes. Discussion followed and consensus emerged to have staff streamline the minutes.

At 8:50 a motioned was made by Mr. Ringo, seconded by Mr. Baehner to adjourn. A voice vote was taken, all in favor. Time of adjournment was 8:50 p.m.

Respectfully submitted,

  
\_\_\_\_\_  
Craig T. Bohman, City Administrator/Clerk

  
\_\_\_\_\_  
Heather H. Jansen, Mayor

  
\_\_\_\_\_  
Ella Weber, Mayor-for-a-day