



**Meeting #688 Minutes  
September 18, 2019**

Mayor Heather Jansen called the September 18, 2019 meeting of City of Villa Hills Council (Meeting #688) 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 the roll. Those in attendance:

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

**Bryce Rhoades, City Attorney  
Craig T. Bohman, City Administrator/Clerk  
Sergeant Matt Hall, Police Department  
Derick "Buck" 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 August 21, 2019 council meeting #687. Motion was made to approve by Mr. Baehner, seconded by Ms. Stover. A voice vote was taken, all in favor.

The next item on the agenda was approval of the minutes of the September 11, 2019 Tax Rate Public Hearing and Caucus meeting. Motion was made to approve as amended by Mr. Ringo, seconded by Mr. Baehner. Mr. Baehner asked that a reference that any changes to future legislation be brought back to Council be included. A voice vote was taken, all in favor.

The next item of business was legislation.

**Legislation:**

Ms. Stewart gave a 1<sup>st</sup> Reading of draft **Ordinance 2019-I**. This is an Ordinance of the City of Villa Hills amending Chapter 74 of the Villa Hills Code of Ordinances titled Traffic and Parking Regulations.

- Mr. Bohman explained that the Safety Committee recommended three No Parking Zones and while amending the section staff is updating the Fire Lanes. Mr. Baehner also noted that No Parking on Lauren Drive on the southbound side needed to be added. Ms. Stover noted that Carpenter's Trace is missing from the list.

The next item on the agenda was Consideration and adoption of draft **Municipal Order 2019-I**. This is a Municipal Order of the City of Villa Hills transferring the duties of the Vacant Property Review Commission to the Kenton County Joint Code Enforcement Board.

- Mr. Baehner explained that as the former chair of the commission, it was appropriate to shift the duties to the Joint Code Enforcement Board due to lack of business for the Commission to consider.
- A request was made to fix the typos on the headers and in the word "Whereas".
- A motion to approve was made by Mr. Ringo, seconded by Mr. Thompson. A voice vote was taken, all in favor.

**This will become Municipal Order 2019-11**

The next item on the agenda was Consideration and adoption of draft **Resolution 2019-Q**. This is a Resolution of the City of Villa Hills accepting the bid of Sebree Enterprises, LLC for the Villa Hills Concrete Panel Replacement project in the amount of \$31,584.00 and authorizing Mayor Jansen to sign a contract for the same.

- Mr. Bohman explained the bid is for a panel replacement project on Squire Oaks and Rosewood. He noted that the previous contractor with the city let the contract expire and the city used the \$30,000 allowable non-bid amount to finish work underway while the city went through the bid process. He noted that the resolution includes a change order provision to allow additional panel replacement.
- A motion to approve was made by Mr. Thompson, seconded by Ms. Wadsworth. A voice vote was taken, all in favor.

**This will become Resolution 2019-17**

The next item on the agenda was committee reports.

**Committee Reports:**

**Police:**

- Sergeant Hall gave the Police Department report. He discussed call volumes, cases, training and overtime. Sergeant Hall noted that K-9 Officer Onexx is the 2<sup>nd</sup> most deployed K-9 in Kenton County and only three K-9 calls were outside of Villa Hills and Crescent Springs.
- Sergeant Hall described the Federal Overtime Program and the grant the city received.
- Mayor Jansen asked if there had been any accidents at Buttermilk and Collins since the new signal was installed. Sergeant Hall responded that there have been none so far.
- Mayor Jansen inquired about the use of the center lane on Crescent Springs/Anderson Road. Sergeant Hall responded that he contacted the County Attorney's office on the issue and was waiting for the County Attorney's office to get back to him on the legality of driving for a long distance in the center lane. Council discussed the use of the center lane on Crescent Springs/Anderson Road during heavy traffic.
- Mr. Thompson asked about traffic issues with the new Panera Bread store. Sergeant Hall replied that there were not many due to the signage and the design of the curbing at the exit which directs cars to right turn only. He also discussed that a no U-turn sign had been added by the state but that its view is blocked.

**Safety:**

- Mr. Baehner gave the Safety Committee report.
- Mr. Baehner noted that the committee discussed the Eagle Scout project and the Colina Drive crosswalk.
- Mr. Baehner noted that the next meeting will be held October 8<sup>th</sup> at 6:30 in Chambers.
- Mr. Baehner discussed the need for additional signage to notify residents that traffic will not stop for the new crosswalk at Colina. He asked that a letter be sent to the Ria Vista neighborhood to notify them that cross traffic will not stop. Discussion followed regarding concerns about a mid-block crosswalk and the need for additional safety signage. Mr. Ringo noted that the 2 flag lots adjacent to the crosswalk are in unincorporated county and that staff needs to make sure that the driveway for the new houses being built do not interfere with the proposed crosswalk.

**City Engineer:**

- Mr. Bogen presented the City Engineer's report.
- Mr. Bogen reported that SD1 increased support from \$127,000 to \$238,000 for the 50/50 Buttermilk Stormwater project based on the bid price received for the work.
- Mr. Bogen noted that Lakeshore Dr. at Lake Ct. road work will be done in Spring 2020.
- Mr. Bogen stated that Sebree just completed the panel replacement and underdrains on Brookville Court. He noted that 3 contractors picked up the bid specs but only Sebree submitted. Mr. Ringo asked why there was not more interest. Mr. Bogen replied that the strong economy, the lateness of season, and that one company has gone out business contributed to lack of interest.
- Mr. Bogen reported that the signal project was complete and was \$3,000 under budget.
- Mr. Bogen stated that the proposed street assessment vendor used by Kenton and Boone Counties is for pavement conditions and does not cover underground base assessment. Discussion took place regarding various street assessments not covered by the proposal. Mr. Bogen reminded Council that staff still performs visual inspections which augment any reports received through the proposed assessment.

**Public Works Committee:**

- Mr. Thompson gave the Public Works Committee report.
- Mr. Thompson provided a brief update on ongoing projects.
- Mr. Cahill inquired on the status of the Palomino drainage project. Mr. Thompson replied that the city is working with SD1 to access the 10-foot sanitary sewer easement for the city pipe. Discussion followed about project details.
- Mr. Baehner inquired about the sidewalk inspection program. Mr. Thompson replied that Planning and Development staff recently moved locations and that their proposal for sidewalk inspection have not been received yet. Mr. Baehner followed up asking if the city has sent out letters. Mr. Bohman replied that the city sends out about 75 letters per year. Discussion followed about areas in the city where sidewalks are in particularly poor conditions and the notification process. Mayor Jansen noted sidewalk inspection areas are compliant based.

**Public Works Director Report:**

- Mr. Yelton gave the Public Works Director's report.
- Mr. Yelton reported on daily tasks of the Public Works Department, including the project on Brookville Court, removing illegal posters on city light poles, Woodchuck panel replacements, a repair of the culvert at Amsterdam Madonna Manor Boulevard,

the Villa Drive curb issue has been addressed, and the repair of the fence and gravel being added to the lot at Franzen Fields.

- Mr. Yelton noted an upcoming repair on Summe Court and crack sealing throughout the city.
- Mr. Yelton stated that there is a waterline issue at Franzen Fields and the restrooms are without water. Discussion followed about previous repair projects on the waterline.
- Mr. Yelton thanked Garden Club for all that they do throughout the year and King & Sons for their work on a recent project.
- Mr. Yelton noted that Public Works will assist with Music Fest.
- Mr. Yelton discussed the need to add side rails on the bleachers at Villa Field to meet safety standards. Ms. Stover asked if the schools pay for bleachers. Mr. Ringo explained the past cost sharing arrangements with Villa. Discussion followed.
- Mr. Yelton announced the Northern Kentucky Hazmat Cleanup event to be held at Florence Freedom Field on Saturday November 2<sup>nd</sup> from 9 am to 2 pm.
- Ms. Wadsworth noted that the loss of restrooms is an issue for the Spartans team and for Haunted Trails. Discussion followed on adding Port-O-Lets to Franzen Field.

#### **Events and Beautification:**

- Ms. Wadsworth gave the Events and Beautification Committee report.
- Ms. Wadsworth noted the ongoing Photo Contest. She stated that so far there have been several entries.
- Ms. Wadsworth reminded the public that Music Fest will be held this weekend at Crescent Springs Community Park.
- Ms. Wadsworth stated that Haunted Trails is upcoming and she discussed changes to the event planning and asked for student volunteers to assist with the various scenes.
- Ms. Wadsworth asked residents to sign up for the City's email list and to also like the City's Facebook page. She announced a marketing effort to ask residents to sign up during city events.
- Ms. Wadsworth stated that the Mum sale is underway and that orders are due by September 24, 2019.

#### **Finance:**

- Mr. Cahill gave the Finance Committee report.
- Mr. Cahill thanked Mayor Jansen for the moment of silence in remembrance of Finance Committee member Scott Campling.
- Mr. Cahill reported that field work on the audit was complete. He noted that questions by the committee were presented to Mr. Bohman and he replied to them.
- Mr. Cahill made a motion to accept the August financials, subject to audit adjustments. Mr. Ringo seconded. A voice vote was taken, all in favor.
- Mr. Cahill discussed the KLC investment pool and that the committee was reviewing a new investment policy.
- Next meeting October 14 at 7 PM in Chambers.

#### **Administration:**

- Ms. Stover gave the Administration Committee report.
- Ms. Stover noted that she, Mr. Cahill, and Mayor Jansen met with Mr. Bohman to discuss the duties of Administrative staff and review job descriptions which were shared with the committee.
- Ms. Stover reported the committee continues to work on the Z-21 project. She asked Council if they want the committee to review all the proposed zoning changes and

bring to Council a recommendation or if Council wanted to be directly involved in each decision. Discussion followed and consensus emerged that Council will receive a recommendation from the committee on the final document.

- Ms. Stover pointed out placards set up in Chambers which show the updated Sanctuary layout.
- Mr. Thompson inquired about the process to adopt the new zoning code. Ms. Stover explained the committee process. Mr. Bohman provided additional details on the blueprint code and the committee process. Mr. Thompson wanted to know if the draft the committee is working on will come before Council. Mr. Bohman replied that it would come before Council several times with additional required public hearings before final adoption.

#### **Recreation:**

- Mr. Ringo gave the Recreation Committee report.
- Mr. Ringo reported that there was not a quorum.
- Mr. Ringo noted that he toured the facilities at Franzen Field. He stated that the fencing is old but functional. He stated that other maintenance needs are being reviewed but there were no needed expenditures at this time.
- Mr. Ringo also reported on a meeting with the new Villa Madonna Athletic Director to discuss the spring schedule.

#### **Fire Authority:**

- Mr. Ringo gave the Fire Authority Report.
- Mr. Ringo reported the monthly run numbers.
- Mr. Ringo noted that the audit came back good as an unqualified opinion.
- Mr. Ringo noted there is a new Director at Villa Madonna and that the nursing home will be installing a new phone system that will identify where on the property the call is coming from.
- Mr. Ringo reported that the state announced that Bromley Crescent Springs Road Phase I will begin in 6 months.
- Mr. Ringo noted that the next meeting will be held October 21<sup>st</sup> at the Firehouse.

#### **City Attorney:**

- Ms. Stewart reported that the city intervened in the 2727 Vera Cruz bank foreclosure to assert the city's liens. She stated that there was no need for executive session at this time.

#### **City Administrator/Clerk:**

- Mr. Bohman noted LED lights proposal from Duke was received and that the price of the switch out has increased about \$90,000 from 2 years ago. He distributed a spreadsheet with the cost changes. Mr. Bohman noted that due to the cost change there was not funding available in the current budget for the switch-out. Mr. Baehner inquired which committee would discuss the implementation of franchise fees on Duke.
- Discussion followed and consensus emerged to have both the Finance and Administration committees review any franchise fee proposals. Mr. Cahill asked for an outline of the process to approve a franchise fee. Mr. Bohman stated that would be provided.
- Mr. Bohman announced that property tax bills would be going out this week and reminded the public of the various methods for making payment.

**Mayor's Report:** No report.

**Old Business/New Business:** There was no old business. No new business was brought forward.

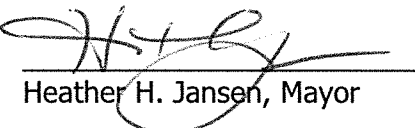
**Public Comments:** There were no public comments.

At 7:58 a motion was made by Mr. Baehner, seconded by Ms. Wadsworth to adjourn. A voice vote was taken, all in favor.

Time of adjournment was 7:58 p.m.

Respectfully submitted,

  
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Craig T. Bohman City Administrator/Clerk

  
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Heather H. Jansen, Mayor