



**Meeting #690 Minutes  
November 20, 2019**

Mayor Heather Jansen called the November 20, 2019 meeting of City of Villa Hills Council (Meeting #690) 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**

**Mary Ann Stewart, City Attorney  
Craig T. Bohman, City Administrator/Clerk  
Bryan Allen, Chief of Police  
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 October 16, 2019 council meeting #689. Motion was made to approve by Mr. Ringo, seconded by Mr. Baehner, with an amendment added to correct the next meeting date for the Safety Committee. A voice vote was taken, all in favor.

The next item of business was legislation.

**Legislation:**

Ms. Stewart gave a 2<sup>nd</sup> reading of draft **Ordinance 2019-I** that was held from the last Council meeting. This is an Ordinance of the City of Villa Hills amending Chapter 74 of the Villa Hills Code of Ordinances title Traffic and Parking Regulations.

- Mr. Baehner explained the changes. He stated Chief Wendt wants the location painted or marked with signage.
- Mr. Ringo made a motion to approve, seconded by Mr. Baehner. A vote was taken as follows:

<b>Mr. Baehner</b>	<b>Y</b>	<b>Ms. Stover</b>	<b>Y</b>
<b>Mr. Cahill</b>	<b>Y</b>	<b>Mr. Thompson</b>	<b>Y</b>
<b>Mr. Ringo</b>	<b>Y</b>	<b>Ms. Wadsworth</b>	<b>Y</b>

Motion carried with 6 ayes and 0 nays. **This will become Ordinance 2019-9.**

The next item of legislation was the 1<sup>st</sup> reading and discussion of draft **Ordinance 2019-J**. This is an Ordinance of the City of Villa Hills amending Section 30.37 of the City of Villa Hills Code of Ordinances Revising the Schedule for Council Committee Meetings.

- Ms. Stewart gave a first reading to draft Ordinance 2019-J.
- Mr. Cahill explained the change in the location of the Finance Committee meeting.

The next item of legislation was consideration and adoption of draft **Municipal Order 2019-L**. This is a Municipal Order of the City of Villa Hills declaring surplus property.

- Mr. Bohman explained the surplus property was the result of obtaining chairs from PDS when they changed locations and now share a chamber with the Fiscal Court and their old furniture was no longer needed.
- Mr. Ringo suggested holding the Municipal Order until next month to determine if the City should keep the chairs for use in overflow situations.
- A motion was made to hold the Municipal Order until next month by Mr. Ringo, seconded by Ms. Wadsworth. A voice vote was taken, all in favor.

The next item of legislation was consideration and adoption of draft **Municipal Order 2019-M**. This is a Municipal Order of the City of Villa Hills approving the appointment of Denny Houlehan to be Villa Hills' representative to the Telecommunications Board of Northern Kentucky Board of Directors.

- There were no questions or comments.
- A motion to approve was made by Mr. Baehner, seconded by Mr. Ringo. A voice vote was taken, all in favor.

**This will become Municipal Order 2019-14.**

The last item of legislation was the consideration and adoption of draft **Municipal Order 2019-N**. This is a Municipal Order of the City of Villa Hills amending the Villa Hills 10-year Road Plan.

- Mr. Bohman explained the amendments to the 10-year Road Plan.
- Ms. Stover asked about Meadow Wood Dr. and the road assessment proposal. Mr. Bohman replied that the amount was just for Villa Hills' portion of the street and the road assessment would be used to adjust the plan going forward.
- Mr. Thompson pointed out that the plan includes a 6 year build up for the short Amsterdam TAP project.
- Mr. Cahill asked if this commits the City. Mr. Bohman replied that it does not and the document is only a forecast of future road work which may change as needs arise.
- Discussion followed about updates and if the updates should be done.
- A motion was made to approve by Mr. Thompson, seconded by Ms. Stover. The motion was carried by a voice vote, all in favor.

**This will become Municipal Order 2019-15.**

The next item on the agenda was committee reports.

## **Committee Reports:**

### **Police:**

- Chief Allen gave the Police report.
- Chief Allen gave the monthly run, accident and citizen arrests numbers. Mr. Ringo noted that the Buttermilk Pike crashes are in Crescent Springs by the interstate.
- Chief Allen announced that the Radar Trailer is in and insurance coverage has been updated. He said the trailer has already been deployed.
- Chief Allen noted that Shop with the Police and Firefighters is December 11<sup>th</sup>. He thanked Officer Krull for raising \$3,200.00 and urged everyone to volunteer to help wrap gifts that are purchased. Ms. Wadsworth asked about where volunteers should go to help. Mr. Ringo described the process and the happiness children show during the event. Chief Allen announced that the police department will also participate in "Stuff the Cruiser" with Fort Mitchell PD and described past recipients' reactions of gratitude.
- Mr. Cahill asked about speeding on Kenridge Drive. Chief Allen deferred to Mr. Baehner's upcoming Safety Committee report.
- Mr. Thompson wondered if there would be a difference in speed between the speed signs and the trailer since the trailer does not list the speed limit. Chief Allen replied that the data did not show a difference.

### **Safety:**

- Mr. Baehner gave the Safety report.
- Mr. Baehner praised Chief Allen for the drop in Over Time.
- Mr. Baehner explained that data collected over 3 separate studies show no speeding issue on Kenridge Drive.
- Mr. Baehner updated Council on the Eagle Scout project to add Bike Safety signs to Collins and Amsterdam. He thanked Mr. Yelton for his assistance with that project.
- Mr. Baehner discussed the Colina crosswalk proposal and alternatives to extend the sidewalk on that side from Colina to the intersection of Highwater and Amsterdam. Mr. Baehner stated that the committee recommended installing a hidden side street sign and gave assurances that the committee will continue to look for ways to provide a safe pedestrian crossing of Amsterdam in that area.
- Mr. Baehner stated that the City received complaints about coyotes. He noted that there are companies that provide trapping services and that the issue was a private property issue and not one the city could address. There was also concern about liability for injuries that may be caused by people or pets who inadvertently trigger the traps.
- Mr. Ringo raised the issue of if the City extends the sidewalk at Colina to accommodate a safe pedestrian crossing, other areas will ask for them as well. Mayor Jansen said she asked Public Works to start looking at potential areas to extend sidewalks across the city. Discussion followed about line of sight and setting priorities for needed sidewalks.

### **City Engineer:**

- Mr. Bogen presented the City Engineer's report.
- Mr. Bogen stated that work started on Buttermilk for the storm water phase. He noted that there would be temporary daytime closures. He stated road work should start in March 2020.

- Mr. Bogen reported that the Palomino storm water extension is almost complete and restoration will be done next week. Mr. Cahill inquired if the project will be complete by Thanksgiving. Mr. Yelton replied that it would be the Monday after Thanksgiving.
- Mr. Bogen explained various potential cost share projects with SD1. He suggested that Riverwatch be taken off the cost share list and addressed when the road is resurfaced.
- Mr. Bogen noted that the easement required by the relocation of a signal pole at Buttermilk and Collins has been agreed to and are waiting on the legal paperwork to be completed.
- Mr. Bogen reported that the void at the Crescent Springs city sign has not opened back up and the city is waiting for SD1 to video inspect the storm water line. He noted the Collins sidewalk repairs, necessary to fix damage that occurred during the signal installation cost \$2,450.

#### **Public Works Committee:**

- Mr. Thompson gave the Public Works Committee report.
- Mr. Thompson noted that Brookville is complete and the new drainage is working well.
- Mr. Thompson discussed the PDS sidewalk inspection proposal. He stated that having PDS do the inspections would be a better use of resources than having the Public Works Director perform the inspections. Mr. Thompson noted that there is \$10,000 in the budget already to cover sidewalk replacements when someone does not fix their sidewalks and the \$4,500 cost of the PDS proposal can be paid for out of that line.
- Mr. Baehner inquired about restriping crosswalks. Mr. Yelton made a suggestion to wait until spring due to winter weather. Mr. Bohman noted funding for restriping is from the \$100,000 maintenance and repair line.

#### **Public Works Director Report:**

- Mr. Yelton gave the Public Works Director's report.
- Mr. Yelton noted that the proposed striping also includes center line striping.
- Mr. Yelton provided a progress report on the Palomino project.
- Mr. Yelton noted that the city trucks are ready for winter. He said that the small snow storm just received was easy to deal with.
- Mr. Yelton spoke about the Franzen Concession stand water line. He thanked King & Sons, Bob Ulrich (Villa Hills Civic Club President) and the Villa Hills Garden Club for their help with the project. He also said that staff would be setting up Christmas in the Park.
- Mr. Yelton stated that staff will install thermo stripes on the two existing speed humps during the next good weather days.
- Mr. Yelton noted that staff assisted Crescent Springs Public Works with installing digital signs in their city.

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

- Ms. Wadsworth gave the Events and Beautification Committee report.
- Ms. Wadsworth announced that the Committee was adding two new members.
- Ms. Wadsworth noted that with Haunted Trails having been cancelled due to weather, they have an opportunity to save because they won't need supplies next year.
- Ms. Wadsworth noted that a Pumpkin Patch was held instead on the following Tuesday from when Haunted Trails was scheduled to take place.
- Ms. Wadsworth stated that Music Fest made money this year and thanked Karen Borros for her work on the planning committee.

- Ms. Wadsworth announced that the Photo Contest will be judged in December and the winners will be recognized in January.
- Ms. Wadsworth discussed internal control procedures on purchasing by committee members.
- Ms. Wadsworth noted that Christmas in the Park will be held on December 7<sup>th</sup>.
- Ms. Wadsworth stated that the Shred Event will not occur again until 2021 as the committee will be focusing on more family-friendly events.
- Ms. Wadsworth stated that they have booked the skating rink for Villa Hills residents on March 7, 2020.
- Ms. Wadsworth stated that the committee discussed a summer movie night at either Franzen Field or in the back yard of the Administration building.
- Ms. Wadsworth also pointed out that Janie Terrell is looking into Senior Bingo. The need to get a charitable gaming license was discussed.
- Ms. Wadsworth discussed additional events such as an adult Easter Egg Hunt and a Singles bus trip to Keeneland.
- Ms. Wadsworth noted that the next meeting will be held on December 9<sup>th</sup>.
- Mr. Baehner asked about the yard sale. Ms. Wadsworth stated that the event will be an annual one in the spring.

#### **Finance:**

- Mr. Cahill gave the Finance report.
- Mr. Cahill noted the change in location of the November Finance meeting.
- Mr. Cahill made a motion, seconded by Mr. Baehner to approve the audited July, August and September financial statements and to post them. Carried by voice vote all in favor.
- Mr. Cahill made a motion, seconded by Mr. Thompson to approve the October financial statements and post them. Carried by voice vote all in favor.
- Mr. Cahill asked Ms. Stewart about adopting an investment policy by Ordinance or Municipal Order. Ms. Stewart responded that it could be done as a Municipal Order.
- Mr. Cahill asked for volunteers to join the Finance Committee.
- Mr. Cahill noted that the next meeting will be held on December 16<sup>th</sup> at 7:00 in Chambers.

#### **Administration:**

- Ms. Stover gave the Administration Committee report.
- Ms. Stover described the new Eubanks project (350 new homes and 165 condos) and the TIF in Crescent Springs. She stated that Eubanks Road would be widened at an estimated cost of \$5 million.
- Ms. Stover announced that Mr. Gordon at PDS will retire in July.
- Ms. Stover mentioned that the committee continued to discuss LED lights. Mr. Ringo questioned why Duke can't just replace bulbs. Discussion followed regarding the differences between replacing the ballast in the poles vs. replacing the bulbs. Ms. Stover stated she would research the questions with Duke.
- Ms. Stover noted that the review of the proposed administration reorganization is still continuing.
- Ms. Stover noted the next Z-21 meeting will be December 12<sup>th</sup> and thanked Mr. Bohman for his prep work for the committee.
- Ms. Stover stated that the next meeting will be held on December 4<sup>th</sup> at 6:30 at 720 Rogers Road.

**Recreation:**

- Mr. Ringo gave the Recreation Committee report.
- Mr. Ringo announced the field are closed for the season. He thanked Wayne Slusher and the Public Works crew for the work they did on the fields.
- Mr. Ringo noted that the next meeting is December 12<sup>th</sup> which is the annual Field Draw for the ball fields.

**Fire Authority:**

- Mr. Ringo gave the Fire Authority report.
- Mr. Ringo reported the monthly run numbers.
- Mr. Ringo stated that the money for digital radios has been transferred from the City to the Fire Authority. He said the balance sheet will look off until the invoice is paid.
- Mr. Ringo announced that a pontoon boat has been offered by Duke Energy and that the Fire Authority is checking on prices for insurance. Her noted that the city has more river frontage then Covington and Newport combined.
- Mr. Ringo noted that the RFP for the fire house assessment has been finalized.
- Mr. Baehner explained the bids are expected back by the end of February.
- Mr. Ringo noted that the payroll clerk has retired and the duties have been transferred to another Fire Department member.
- Mr. Ringo added that Bromley Crescent Springs Road is slated to begin soon and Fire and EMS vehicles will need another entry into Emerald Springs as the access from Anderson will be restricted. Access will be provided to emergency vehicles only over a dirt connection from Woodside with the agreement from the Squire Valley and Emerald Springs Home Owners Associations.
- Mr. Ringo noted that the next meeting will be held on December 16<sup>th</sup> at 6pm at the fire house.

**City Attorney:**

- Ms. Stewart did not have anything new on the legal front to report.
- Mr. Cahill questioned about the status of recovery of liens for the foreclosures on River Road and the Vera Cruz property. Ms. Stewart stated she would have to get info from Mr. Rhoades for specifics but various motions have been filed to move the cases along.

**City Administrator/Clerk:**

- Mr. Bohman brought Council's attention to the annual Ethics report in their packets and noted that the report has been posted online.
- Mr. Bohman reminded the public that the tax bill deadline is at the end of the month and noted the various ways to pay to avoid 15% penalty and 6% per year interest.
- Mr. Bohman noted that drafts of the 4 Franchise agreements would be provided and that these would be on the agenda for December.
- Mr. Bohman reported that the December caucus has been cancelled in deference to the annual Shop with Police and Firefighter event.
- Mr. Cahill asked Council if they wished to continue to receive the paper copies of the financial report. Council members stated they wanted the reports electronically.

**Mayor's Report:**

- Mayor Jansen noted that she distributed an Executive Order with the personnel policy changes.
- Mayor Jansen explained that the change adds Martin Luther King Jr. Holiday to the staff Holiday schedule and removes Presidents' Day. Discussion followed about keeping

both holidays and the cost. Further discussion followed on procedural actions regarding the Executive Order.

- Ms. Stover made a motion, seconded by Ms. Wadsworth to repeal Executive Order 2019-8 and asked the Mayor to resubmit by keeping President's Day. Motion carried by voice vote all in favor.

**Executive Order 2019-8 is repealed and personnel policy changes are not adopted.**

**Old Business/New Business:**

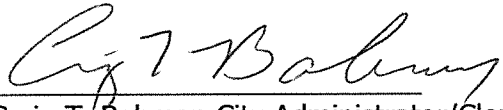
- There was no old business.
- New Business – Mr. Ringo announced that Shadow Night will be held on April 22<sup>nd</sup> and suggested moving the monthly meeting for that month.

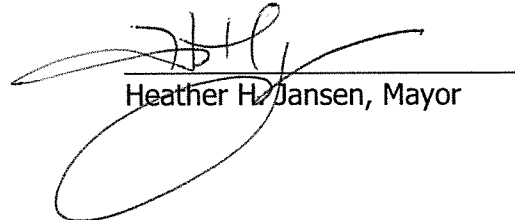
**Public Comments:** No comments.

At 8:02 a motion was made by Mr. Baehner, seconded by Mr. Ringo to adjourn. A voice vote was taken, all in favor.

Time of adjournment was 8:03 p.m.

Respectfully submitted,

  
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Craig T. Bohman City Administrator/Clerk

  
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Heather H. Jansen, Mayor