



### **Special Meeting April 18, 2018 Student Shadow Night**

Mayor Jenna Vaden called the April 18, 2018 City of Villa Hills Special Council meeting to order at 6:30 p.m. at the Villa Madonna Academy Theatre, 2500 Amsterdam Road, Villa Hills, Kentucky. Mayor Callery asked for a moment of silence in recognition of the passing of former First Lady Barbara Bush. The pledge was led by Mayor Vaden.

The first item on the agenda was the introduction of guests. Participants went around the table and introduced themselves.

City Administrator/Clerk Brea McGinnis called the roll. Those in attendance:

**Mayor Butch Callery**  
**G. Bruns**  
**M. Koenig**  
**S. Ringo**  
**J. Vaden (Jennifer)**  
**G. Waugaman**

**Mary Ann Stewart, City Attorney**  
**Matt Bogen, City Engineer**  
**Craig T. Bohman, City Administrator/Clerk**  
**Chief of Police, Bryan Allen**  
**Buck Yelton, Public Works Director**

**G. Kilburn was absent**

Also in attendance were students from local 5<sup>th</sup> grade classes from River Ridge Elementary School and Villa Madonna Academy who were shadowing elected officials and staff. The following students conducted the meeting with the advice and guidance of their respective sponsors:

**Jenna Vaden, Mayor** (Mayor Callery)  
**Cameron Grice, Administration Committee Chair** (Ms. Vaden)  
**Quinn Holtzman, Events & Beautification Committee Chair** (Ms. Koenig)  
**Alex Kruer, Safety Committee Chair** (Mr. Bruns)  
**Vincente May, Finance Committee Chair** (Mr. Waugaman)  
**Ella Bardun, Public Works Committee Chair** (Mr. Kilburn/Ms. Koenig)  
**Luke Smith, Fire Authority Representative** (Mr. Ringo)  
**Jesper Koch, Recreation Committee Chair** (Mr. Ringo)  
**Alejandra Decima, City Attorney** (Ms. Stewart)  
**Makenna Matherne, City Engineer** (Mr. Bogen)  
**Brea McGinnis, City Administrator/Clerk** (Mr. Bohman)  
**Vanessa Beck, Chief of Police** (Chief Allen)  
**Rylee Hale, Public Works Director** (Mr. Yelton)

A quorum was present.

The next item on the agenda was the Oath of Office for Officers Jacob Bolton and John Karl III. Mayor Vaden asked Officers Bolton and Karl to step forward. Chief Beck introduced the two new academy students. Both will be starting the academy on Sunday April 22, 2018 and will be graduating the third week in October.

Mayor Callery administered the Oath of Office to Officers Bolton and Karl. Mayor Vaden presented each officer with their badge.

The next item on the agenda was the approval of the minutes of the March 22, 2018 Special Meeting. Motion made by Mr. May, seconded by Ms. Bardun to approve. A voice vote was taken, all in favor.

The next item on the agenda was legislation.

**Legislation:**

- **1<sup>st</sup> reading of draft of Ordinance 2018-C**  
**An ordinance of the City of Villa Hills, in Kenton County, Kentucky, amending the city's budget and ordinance 2018-2 by amending Revenues, Contracted Services, Designated Funds, Police, and Public Works budgets and the Capital fund budget. This amended budget ordinance is enacted pursuant to KRS 91A.030(10) for the fiscal year beginning July 1, 2017 and ending June 30, 2018, by estimating revenues and resources and appropriating funds for the operation of city government and providing that no monies shall be expended by or on behalf of the City of Villa Hills except in accordance here within.**

A first reading of draft Ordinance 2018-C was given City Attorney Decima.

- **Consideration and approval of a draft Municipal Order 2018-C**  
**A Municipal Order amending the Villa Hills Police Department Rules and Regulations to update the Use of Force Regulations.**  
City Attorney Decima presented draft Municipal Order 2018-C. Mr. May made a motion for approval, seconded by Ms. Holtzman. A voice vote was taken all in favor.

Motion carried 6-0. This will become Municipal Order 2018-C

- **Consideration and approval of draft Resolution 2018-G**  
**A Resolution of the City Council of Villa Hills Kentucky thanking River Ridge Elementary School and Villa Madonna Academy for participating in the 2018 Government Shadow Program with the City of Villa Hills.**

City Attorney Decima presented draft Resolution 2018-G. Mr. May made a motion for approval, seconded by Mr. Koch. A voice vote was taken all in favor.

Motion carried 6-0. This will become Resolution 2018-G

## **Committee Reports:**

### **Police:**

- Chief Beck gave the police department report. She stated that there were 627 calls for the month. Chief Beck reported that the closure rate for investigations is at 92.9% year-to-date. She noted that there are two open cases and 7 DUI arrests for the month.
- Chief Beck also reported on the status of the preparation for the June 27<sup>th</sup> transfer of the police contract with Crescent Springs. She stated that all personnel will be hired by the May meeting. Chief Beck reported that the equipment should be in by the second week of May and the department is on schedule for it to be ready for the transfer from Erlanger Police. She said that the city should have a good idea of the process for the digital radio changeover by next month.
- Chief Beck noted that the Police Department is keeping in continual contact with Crescent Springs regarding the transition.

### **Safety:**

- Mr. Kruer gave the safety report.
- Mr. Kruer noted that Sergeant Hall was present at the committee meeting as Chief Allen was on vacation. He noted that the monthly report was reviewed and new hires were discussed. Mr. Kruer also reported that the committee reviewed the new Duty to Disclose policy.
- Next meeting will be held May 8<sup>th</sup>, 2018 at 6:30 pm.

### **Engineer:**

- Ms. Matherne gave the City Engineer Report.
- Ms. Matherne reported that Water District main replacement project is approximately two weeks behind and will finish by mid-May.
- Ms. Matherne announced that Palmer Engineering had submitted a proposal for the Easement Acquisition for the grant project.
- Ms. Matherne stated that the bids for the Buttermilk road work will go out once Environmental approval is given by the state.
- Ms. Jennifer Vaden inquired about when Buttermilk road work will start. Mr. Bogen replied that the bids can't go out until the environmental approval is received and the work can't start until the easement acquisition occurs. Ms. Vaden confirmed that the Buttermilk road project will not begin in May and Mr. Bogen concurred. Mr. Bruns noted that the state does not move quickly.

### **Public Works Committee:**

- Ms. Bardun gave the Public Works Report.
- Ms. Bardun reported that there are \$429,657 of road funds available and \$372,737 in planned projects this spring. She stated that the estimated remaining balance after projects are completed is \$56,920. Ms. Bardun said the balance is being held in the event that there are cost overruns on the Buttermilk Pike project.
- Ms. Bardun reported that discussion took place on the need for sidewalks on Kenridge and Sunglow and that Mr. Reibold suggested using a TAP (Transportation Alternative Program) grant to fund the sidewalks.
- Ms. Bardun also stated that four Request for Proposals for sidewalks, panel

replacement, phase II construction of the Appleblossom project, and the replacement on Sunglow from Lillian to Buttermilk were released.

- Ms. Bardun informed the Mayor and Council that the bid specifications for the Buttermilk project will go out once the environmental review is completed by the state, which is expected in a few weeks.
- Ms. Bardun reported that SD1 will share the cost of the storm water improvements on Buttermilk 50/50 with the city, which will include cost already spent on the design. She also reported that Mr. Bohman is finalizing the selection of the easement acquisition firm for the storm water project.
- The committee discussed the repair and replacement of curbs on Villa Drive and using savings from the reduced need for maintenance and panel replacement as a result of the work that has been done over the past few years to pay for the repairs.
- Ms. Bardun also reported that David Heidrich, representing Riverview Farms HOA discussed an agreement with the city where the HOA would pay the difference between resizing the entrance to Riverview Farms subdivision versus having the city remove the traffic island. She noted that the current island is causing problems for school buses and delivery trucks.

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

- Ms. Hale gave the Public Works Director report.
- Ms. Hale reported that last month the Public Works Department worked on salting and plowing streets for inclement weather, patching holes, cleaning storm drains and tuning up mowers and tractors for grass cutting and dragging the ball fields.
- Ms. Hale stated that mulch has been hauled to the city islands for the Garden Club to use to spruce them up. She noted that the Garden Club does a great job!
- Ms. Hale said that the Public Works Department is measuring and marking areas of concern on roads to be replaced this year. She noted that staff has been meeting with homeowners and SD1 regarding drainage issues.
- Ms. Hale reported that work is continuing on the new sign program as well as looking into the sidewalk program this year.
- Ms. Hale announced that Public Works staff would like to thank workers from Crescent Springs and their City Administrator, George Ripberger, for their help on a mud slide caused by the heavy rainfall that led to the recent Ohio River flooding. She also thanked Chief Wendt and his workers for bringing over the pumper from the fire station in Crescent Springs to clean mud off of several streets.

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

- Ms. Holtzman gave the Events and Beautification report.
- Ms. Holtzman reminded the public about the City-wide yard sale on Friday April 27<sup>th</sup> and Saturday April 28<sup>th</sup> from 9:00 a.m. to 3:00 p.m. She asked that residents that wanted to sign-up to be on the yard sale map should do so no later than April 20<sup>th</sup>.
- Ms. Holtzman announced that the Villa Hills Garden Club will hold their annual plant sale on Saturday, May 12<sup>th</sup> from 9:00 a.m. to 12:00 p.m., rain or shine, in the Villa Hills Civic Club parking lot (729 Rogers Road). She said that there will be hundreds of plants to choose from as well as additional garden gift items. Ms.

Holtzman noted that the Garden Club has requested "No early birds" so they have enough time to set up.

- Ms. Holtzman reported that the roses on Niewahner Island needed to be removed due to root disease. She said that the Garden Club will purchase new plants.
- Ms. Holtzman announced that Music Fest is scheduled for Saturday, September 29<sup>th</sup> and the headliner is the band Naked Karate Girls.
- Next meeting will be held Monday May 1, 2018 at 6:30.

#### **Administration:**

- Ms. Grice gave the Administration report. She reported that Mr. Bohman presented the committee with the draft of the first 4 chapters of the proposed updated personnel policy that had been reviewed by the City Attorney. The committee reviewed the proposed changes and questions were answered. Ms. Grice noted that additional suggestions were made by committee members. She reported that changes will be continued to be reviewed and proposed changes will be submitted at a future meeting.
- Ms. Grice reported that the committee reviewed updated salary range information that used data collected from the NKADD yearly survey. She noted that updated salary ranges will be integrated into the upcoming budget.
- Ms. Grice noted that the next River Road Task Force meeting is scheduled to take place April 12<sup>th</sup>.
- Ms. Grice stated that the committee discussed the upcoming Z21 meeting and the direction of the zoning update project. She noted that Ms. Waugaman will attend the meeting on April 21<sup>st</sup>.
- The next Administration Committee meeting will be held May 2, 2018 at 6:30 p.m.

#### **Finance:**

- Mr. May gave the Finance report.
- Mr. May reported that the committee submitted questions that were answered by Mr. Bohman. He reported that the budget amendment was discussed and that that draft budget for Fiscal Year 2018-2019 were reviewed and discussed.
- Mr. May noted that no motion was made to approve the March 2018 financials. He stated that as chair of the committee, Mr. Waugaman had requested that the council approve the March 2018 financials and post them on the website. A motion was made by Ms. Jennifer Vaden, seconded by Ms. Holtzman to approve and post the March 2018 Financials.
- The next meeting will be held May 14, 2018 at 7:00 p.m.

#### **Recreation:**

- Mr. Koch gave the Recreation report.
- Mr. Koch reported that the committee discussed the activities and field maintenance at the Civic Club and Villa ballfields. He noted club elections had resulted in new leadership at the Civic Club and that Bob Aldrich and Roy East of the Villa Hills Civic Club asked for new talks on the Franzen field lease.
- Mr. Koch announced that the restrooms have been opened at the ball fields. He stated this is the longest the city ever had to wait to reopen them.
- Mr. Koch thanked Officer Horseman for giving him a tour of her police cruiser showing him all the equipment.

- The next meeting is June 14<sup>th</sup>. The May meeting has been cancelled.

**Fire Authority:**

- Mr. Smith gave the Fire Authority report.
- Mr. Smith gave the monthly run numbers and noted that the current trend is approximately the same as last year.
- Mr. Smith noted that the Fire Authority's Finance Committee reviewed the March financials and they were approved.
- Mr. Smith stated that the new ambulance would arrive soon and would have the required power cots.
- Mr. Smith noted that Chief Wendt announced that the FEMA grant for new radios had been denied and that all grants by Local jurisdictions were rejected. He noted a change in the evaluation method for FEMA grants.
- Mr. Smith noted that Crescent Springs' members discussed new developments in their city, including a new apartment building. He stated that this lead to a general discussion on how new developments in both cities will require new approaches to providing services to the residents of both cities.
- Mr. Smith announced that the Adopt a Troop Breakfast will take place on Saturday May 19<sup>th</sup> before the annual Armed Forces Day race. Volunteers are needed.
- Mr. Smith thanked Chief Wendt for giving him a tour of the Firehouse and all of the vehicles and equipment. He said it was very impressive.
- The next meeting will be held on May 14<sup>th</sup> at 6:00 p.m. at the Firehouse.

**City Attorney:**

- Ms. Decima gave the City Attorney report.
- Ms. Decima reported that the foreclosure actions on 9 abandoned River Road properties with unpaid taxes and the owners cannot be found.
- Ms. Decima informed the Mayor and Council that legal staff continues to work with Mr. Bohman on unpaid property taxes and liens. She noted that letter were sent out to delinquent property owners in the fall and the next step is to identify the properties that are still unpaid and consider foreclosure actions against them.
- Ms. Decima stated that legal staff continues to work on the update to the personnel policy and is sharing the updated chapter with the Administration Committee as they are completed.

**City Administrator/Clerk:**

- Ms. McGinnis gave the City Administrator/Clerk report.
- Ms. McGinnis informed the Mayor and Council that staff mailed out the new rental license applications to approximately 320 addresses in the tax software system that had different bill to and property addresses. She reported that approximately 230 have been received back. Ms. McGinnis noted that about 48 addresses were in fact not rental properties but were mailed applications due to using a P.O. Box. The deadline to apply for a rental license was April 15<sup>th</sup>.
- Ms. McGinnis reported that the Business License Inspector has returned and found 27 companies since the end of March doing business in the city without a license. She stated that several obtained licenses while others left the city without obtaining a license and did not return.
- Ms. McGinnis announced that The River Road Taskforce made up of residents and property owners held their final meeting. She said a report on the taskforce's

findings will be prepared by NKADD. Ms. McGinnis said property owners are asking for relief from restrictive zoning, especially near the border of Bromley, which will allow them to redevelop their properties. She stated that more details will be provided with the full report.

- Ms. McGinnis reminded everyone that the annual Ethics forms are due by April 30, 2018. She asked anyone who has not turned in a form yet to do so because they will be reviewed by the Ethics Board on May 1<sup>st</sup>.
- Ms. McGinnis updated Council on delinquent tax collection. She noted that to date, 55 properties out of 3,000 still have unpaid property taxes or waste fees. This equates to 1.8% of the total tax bills that were mailed out in September 2017. The amount unpaid at this time is \$16,816.00 with penalty and interest.

#### **Mayor's Report:**

- Mayor Vaden read an email from Assistant Principal Natalie Ewald from River Ridge Elementary, thanking the city for having police officers at school during the day. In her letter, Mrs. Ewald described many positive interactions between students and the officers.

#### **General Announcements and Council Comments**

- Mr. Ringo informed the audience that the meeting is being recorded by the Telecommunications Board of Northern Kentucky and would be aired on Spectrum channel 204 and Fioptics channel 218 and that the schedule could be found at [www.tbnk.org](http://www.tbnk.org).
- Mr. Waugaman noted that the video would also be available on the website in about 4 or 5 days.
- Mr. Bruns thanked all students who participated in writing essays for Shadow Night. He noted that it was a hard decision to pick the best and he thanked the Sisters for allowing the meeting to take place at Villa Madonna Academy each year.
- There were no public comments.

#### **Old Business/New Business**

- There was no Old Business on the agenda.
- The agenda item under New Business included a motion to ratify the decision of the students. Mr. Ringo made a motion to ratify the decisions and actions taken at the meeting by the students, seconded by Mr. Bruns. A voice vote was taken, all in favor.

City Attorney Mary Ann Stewart requested an Executive Session for the purpose of discussing pending and threatened litigation per KRS 61.810(C).

At 7:11 p.m. Mr. Waugaman made a motion, seconded by Ms. Koenig to go into Executive Session. A voice vote was taken, all in favor.

Mayor Jenna Vaden ceremoniously closed the public portion of the Council meeting.

Before entering Executive Session, Mr. Waugaman asked the audience to give the students a round of applause. The audience applauded the students.

Group pictures were taken of elected officials, staff and the students. Family members and educators greeted and thanked elected officials and staff in brief conversations. When pictures were completed, Mayor Callery and Council entered into Executive Session.

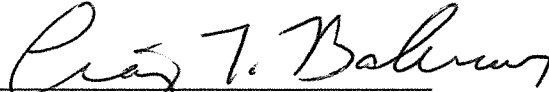
At 8:28 p.m. a motion was made to leave Executive Session by Mr. Waugaman, seconded by Ms. Koenig. A voice vote was taken, all in favor.

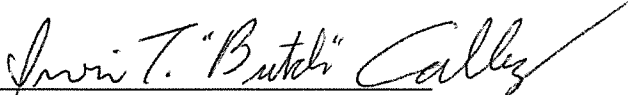
With there being no further business or discussion, Mr. Waugaman made a motion to adjourn, seconded by Ms. Koenig. Motion carried by voice vote, all in favor.

Time of adjournment was 8:29 p.m.

Respectfully submitted,

  
Brea McGinnis, City Administrator/Clerk-for-a-day

  
Craig T. Bohman, City Administrator/Clerk

  
Irvin T. "Butch" Callery, Mayor