



**Meeting #695 Minutes
April 15, 2020**

NOTICE: Pursuant to KRS 61.826, OAG 20-05, and SB-150(RS2020), the State of Emergency regarding the threat to Public Health presented by the COVID-19 Pandemic this meeting of the Villa Hills City Council was conducted by audio and video teleconference. All Council meetings may be attended by the public by viewing the live stream on TBNK's ToGo channel 2 found at URL <http://www.tbnk.org/togo2>

Mayor Heather Jansen called the April 15, 2020 meeting of City of Villa Hills Council (Meeting #695) to order at 6:30 p.m. via teleconference from her home in Villa Hills, Kentucky. Mayor Jansen led the prayer and the Pledge of Allegiance. City Administrator/Clerk Craig Bohman called the roll. Those in attendance via teleconference:

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

Craig T. Bohman, City Administrator/Clerk
Jennifer Lipson, Deputy Clerk/Finance Clerk
Bryan Allen, Police Chief
Derick "Buck" Yelton, Public Works Director
Matt Bogen, City Engineer

A quorum was present.

The first item on the agenda was Executive Order 2020-5 Declaration of a State of Emergency. Mayor Jansen requested Mr. Bohman to poll council to inquire if any council members had any questions or discussion. There was no discussion.

The next item on the agenda was consideration and adoption of draft Municipal Order 2020-H.

- This is a Municipal Order for the City of Villa Hills for approval of COVID-19 related meeting protocols.
- There was no discussion.
- A motion was made to approve by Mr. Baehner, seconded by Ms. Stover. Roll call was taken, all in favor.

The next item on the agenda was consideration and adoption of draft Municipal Order 2020-G.

- This is a Municipal Order for the City of Villa Hills for approval of COVID-19 related Personnel Policy changes.
- There was no discussion.
- A motion was made to approve by Ms. Stover, seconded by Mr. Thompson. Roll call was taken, all in favor.

The next items on the agenda were Executive Orders 2020-4, Delegation of Authority, and 2020-6, Extension of Occupational License Deadline.

- A motion was made to approve both Executive Orders was made by Mr. Baehner, second by Mr. Ringo. Roll call was taken, all in favor.

The next item on the agenda was approval of the minutes of the March 18, 2020 Council meeting.

- A motion was made to approve by Mr. Baehner, seconded by Ms. Wadsworth. A voice vote was taken 5-0 in favor, Ms. Stover abstained due to being absent, motion passed.

The next item of business was legislation.

Legislation:

- **Consideration and Approval of draft Municipal Order 2020-D.**

Mayor Jansen informed Council that this is a Municipal Order appointing Craig T. Bohman as the City Administrator.

Ms. Wadsworth made a motion to approve, seconded by Ms. Stover. A roll call vote was taken, all in favor.

This will become Municipal Order 2020-7

- **Consideration and Approval of draft Municipal Order 2020-E.**

Mayor Jansen informed Council that this is a Municipal Order appointing Jennifer Lipson as the City Clerk.

Ms. Stover made a motion to approve, seconded by Mr. Ringo. A roll call vote was taken, all in favor.

This will become Municipal Order 2020-8

- **Consideration and Approval of draft Municipal Order 2020-F.**

Mayor Jansen informed Council that this is a Municipal Order Declaring Surplus Property of a vehicle that has recently been replaced. The vehicle being declared surplus is a dump truck from the Public Works Department.

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

This will become Municipal Order 2020-9

Committee Reports:

Police:

- Chief Allen gave the Police Report
- Chief Allen gave the monthly run, crimes and accident numbers.
- Chief Allen advised Council that several trainings were cancelled due to COVID.

- Chief Allen advised there were 56 hours of overtime in March, several of those hours were during the preparation and going through the Accreditation for the department.
- Chief Allen stated that the Villa Hills Police Department has received their 6th Accreditations. Chief Allen wished to thank Mr. Yelton, Mr. Schalk and Mr. Loschiavo from the Public Works Department for their assistance in the re-design and re-build of the department's evidence room. Also thanks to Sergeant Bird, Officer Krull, Officer Brockman, and Detective Horseman for their work on getting the evidence room put back together and working to digitalize the evidence room.
- Chief Allen stated that the new police cruiser was finished and put into service on Monday. The 2 more cars that were recently ordered are now being delayed by COVID shut downs. It is estimated that they should be in sometime in August.
- Officer Dooley and K-9 Onexx will be on national television program, "America's Top Dog", they will be flown to California.
- Chief Allen addressed Council and the residents regarding call responses, in relation to COVID-19. He stated that his department has not changed much, as far as responses to calls. He stated that they will attempt to take as much report information by phone, when possible. When they respond to a residence they are now requesting that the resident step outside the home to give report information, in order to minimize contact for the officers.

Safety:

- Mr. Baehner advised that the April meeting was cancelled due to COVID-19. At this time, they are unsure if there will be a May committee meeting.
- Mr. Baehner addressed residents and implored them to follow social distancing standards. The City has received reports of gatherings and asks residents to be mindful of the Governor's orders.
- Mr. Baehner advised that these are trying times, and requires a sacrifice by everyone.
- At this time, police are not going onto private property, except Madonna Manor, where they requested police to patrol.
- Mr. Baehner advised of an email that Mayor and Council had received from Chief Wendt. Chief Wendt advised that the fire department has received information that 3 patients transported in recent weeks have tested positive for Coronavirus. Chief Wendt filed precautionary worker's compensation claims for all personnel involved in those transports. Additionally, the department is now treating all patients as possible COVID patients.

City Engineer:

- Mr. Bogen presented the City Engineer's report
- Mr. Bogen gave an update report to Council on the Buttermilk Pike Project. There will be daytime closures and detours along Buttermilk to replace pipes. Riegler will start pavement work once pipes are finished being replaced.
- Mr. Bogen advised council that they had received an estimate from Sebree for work on Meadow Wood. Sebree came back less than Engineer's estimate, with \$23,684 to do repairs on the street. This estimate would not require assistance from the City. There was discussion about getting an estimate for the work, with the City's Public Works doing the removal of the street. Mr. Bohman advised that our crew is working alternating schedules to reduce risk of COVID exposure and pointed out that since the estimate was lower, the City could get the project started prior to our staff being back in full force.

- Mr. Bogen advised Council that estimates for work to be completed on Rogers Road from the Bridge to Pineview were \$100,300 for spot repairs or \$275,000 for full replacement.
- Mr. Bogen advised Council that the bids were received and opened for the 2020 Concrete Panel Replacement. Three bids were received. The low bid was \$72.50 per square yard from TMS. There was no minimum amount of work guaranteed to the bidder. Mr. Bogen recommends awarding project to TMS.
- Mr. Thompson made a motion, seconded by Mr. Baehner to accept quote submitted by Sebree to complete the work on Meadow Wood. Roll call vote taken, all in favor.
- Mr. Thompson made a motion, seconded by Ms. Wadsworth to accept the bid submitted by TMS for the 2020 Concrete Panel Replacement program. Roll call vote taken, all in favor.

Public Works Committee:

- Mr. Thompson advised that the committee did not meet due to COVID.
- Mr. Thompson advised the City will be careful on scheduling on concrete panel replacement, to see the effects of COVID on future budget needs.
- Service Condition Survey will be done to check all city streets for condition of concrete.
- Mr. Cahill asked how critical the issue on Rogers Road is. Meadow Wood is more dire than Rogers.

Public Works Director:

- Mr. Yelton gave the Public Works Director's Report.
- Mr. Yelton advised his department has been cutting grass, cleaning catch basins and patching holes.
- Mr. Yelton advised he had a meeting with Mr. Bogen, City Engineer and the project manager on Buttermilk Pike to make sure they have signage in place at all times while work is taking place, and regarding erosion control and keeping roadways cleaned up.
- Mr. Yelton and Mr. Bogen met on Stevens Court for a drainage issue going on.
- Public Works is checking playgrounds daily to ensure caution tape and fencing is still in place.
- They are also cleaning the police offices daily to ensure the officers have a clean area to work.
- Mr. Yelton advised he has worked with TMS on street programs before and they do good work.
- Mr. Yelton advised that the new development at Niewahner and Amsterdam, making sure they have proper tap-in to underground drains that run down to Stonewood. A corner yard at Niewahner & Amsterdam had improper restoration done and that will be fixed.
- Mr. Baehner asked Mr. Yelton about the crosswalk striping. Mr. Yelton advised that the County has the equipment for that. He is working with them and stated when they have a project nearby, which they will soon on Highview, then they will work together to get the striping completed in Villa Hills.

Events & Beautification:

- Ms. Wadsworth advised that the committee did not meet due to COVID.
- Ms. Wadsworth stated that they tried to have an Easter egg hunt, but it was cancelled by Emergency Management.
- Ms. Wadsworth told about the Inspirational Signs/Messages contest that was held instead. Families/Individuals created a message, then sent in a picture of their

message. Those who submitted pictures all received prizes. We requested ages, so we were able to appropriately match prizes to families, based on ages.

- Ms. Wadsworth inquired if she tried to have an on-line bingo, if no fee, would that be gambling? Ms. Stewart was unsure and will reach check and get back to Ms. Wadsworth.

Finance:

- Mr. Cahill advised the committee did not meet due to COVID.
- Mr. Cahill advised that due to lost power in March, there were no February statements. Due to technical difficulties the March statements have not yet been prepared. In May, Council should be prepared to review and approve 2-3 sets of financial statements.
- Additionally, Craig is working on the budget. If there is no May meeting, there are 2 scheduled meetings in June, Caucus and Council Meetings. The budget and budget amendment will need to be completed in June.
- Next scheduled meeting is May 18th.
- Mr. Baehner inquired if the Insurance Premium rate was filed and accepted on time. Mr. Bohman advised that it was and he had received confirmation.

Administration:

- Ms. Stover advised that the committee did not meet due to COVID.
- Ms. Stover gave an update on Z21 study, as the committee had met on March 4th.
 - the committee discussed revisions in Article 7, Development Standards, and Article 14, Definitions.
 - Z 21 Taskforce meeting for March 31 was cancelled due to COVID-19.
 - Article 12, Mural guidelines were emailed to the committee. Results of the committee discussions of Articles 7, 12, and 14 were emailed to PDS staffer, Andy Videkovich. Those were accepted.
 - Email was sent to Mr. Videkovich to find out what comes next. His reply was:
 - Cities still need to review the character standards.
 - The City will receive a completely tailored zoning ordinance specifically for Villa Hills.
 - Next week PDS staff will be trained on a web based platform that will reflect the blueprint for Villa Hills. PDS staff will need several weeks to work through this process.
 - PDS will set up an initial meeting to introduce the new ordinance to the City Council. An Optional, but recommended, meeting will be held for public input. There will be a third meeting with the City Council to discuss any changes as a result of public input. Then Council will authorize an application to the Planning Commission for recommendation to accept and then it comes back to Council for approval.
 - PDS hopes to have the tailored versions of the zoning ordinances to the cities who have been involved in this first group by the end of June.

Recreation:

- Mr. Ringo advised that the committee did not meet due to COVID.
- Mr. Ringo announced that the May Meeting is officially cancelled for the Recreation Committee.

- Mr. Ringo stated that the organized sports who utilize the fields in Villa Hills have suspended all activities, practices, and games at this time
- Mr. Ringo advised he would like to discuss Shadow Night later in the meeting.

Fire Authority:

- Mr. Ringo advised that the committee did not meet in March due to COVID.
- Mr. Ringo announced that the meeting on April 20th will take place by video conferencing.
- Mr. Ringo advised that the fire department has realized water and electrical issues that were discovered. There is no safe clean-up room for emergency personnel.

City Attorney:

- Ms. Stewart advised that she had no report.

City Administrator / Clerk:

- Mr. Bohman advised that City Government is still in operation. Not quite the way that everyone is used to, but we are still here for the residents.
 - Offices are closed, with staff stopping in occasionally to perform essential functions.
 - If anyone needs assistance, they are advised to call the main office 341-1515 and leave a message. The message will be forwarded to the appropriate staff.
 - Emails can be sent in the comment portal on the website.
 - Messages can be sent through Facebook Messenger.
 - Responses may not be as quick as normal, but we will be responding.
- Mr. Bohman advised that Passport Services and Fingerprint Services have been suspended until further notice. State Department is not giving a guarantee of when passports will be processed.
- Mr. Bohman thanked all staff for their work during City's COVID-19 response. The Public Works has been split into 2 platoons and are working every other week. The Police Department is in full operation, and has been doing an excellent job. Thanks to Ms. Lipson, newly appointed City Clerk on her appointment and thanked her for her help in the last 2 days before the offices shut down, with helping rearrange the information network that we needed to be able to do our work remotely.
- Mr. Bohman advised Council that he was meeting accountant at the office on next date to process financials.
 - Mr. Bohman addressed council regarding 2 issues with revenue that Council needs to be aware of:
 - The payroll tax received for March was only 25% of what was anticipated. An inquiry has been made with the County to see who is reporting and who is not reporting, to get an idea if some of the annuals are pushing off since we did give the 3 month extension for the annuals. But if some of the monthly filers, it may be an issue to keep track of for cash flow.
 - We received notice from City's insurance broker that some of the larger car insurance companies are suspending premiums for policy holders for next couple of months due to less travel and fewer vehicles on the roads. This will affect Insurance Premium taxes as there will not be any premiums to tax. We will need to track that in the next quarter to see what effect it will have on City's budget.

- Good news is that we were running surplus and that will hopefully sustain the City through this event.
- Mr. Baehner requested a status update on Duke Franchise Fee. Mr. Bohman advised it needs to be bid out, but it has not been bid out yet. Part of the problem is that it needs to go in front of the Public Service Commission, which is not currently meeting, so this cannot move forward yet.
- Mr. Cahill informed Mr. Bohman that he was made aware of an issue in Country Squire with the creek running through their yard near Orchid. A new resident has dammed up the creek with stones and is creating issues. There is question of who could issue a permit addressing the issue.

Mayor’s Report:

- Mayor Jansen thanked Mr. Bohman for his work on setting up the teleconferencing for the meeting.
- Mayor Jansen reviewed information from Chief Wendt:
 - There are 3 positive cases of COVID of residents of Villa Hills, there are likely more than that, please continue practicing social distancing.
- Drive-Thru testing is not available at Summit View Middle School. Log into Kroger Little Clinic, if you meet the requirements for an appointment.
- University of Louisville is working with Governor Beshear on widespread testing for antibodies.
- Three governors from tri-state is working on a process for when the outbreak subsides, for re-opening businesses.
- Mayor Jansen advised that we know nicer weather will be here soon and it will test everyone. Please continue to practice social distancing.
- Mayor Jansen reminded residents – please complete your CENSUS. It helps establish funding needs for the future.

Old Business

Mayor Jansen gave a 2nd reading of draft Ordinance 2019-N (as amended), that was held from the January 2020 meeting. Mayor Jansen advised that Mr. Bohman, Mr. Ringo and Ms. Stewart had worked together to modify the language from the previous draft.

This is an Ordinance of the City of Villa Hills Establishing a Non-Exclusive Franchise for the use of Public Rights of Way for the Purposes of Installation, Maintenance, Upgrade, Repair, And Removal of Poles, Cable, Optical Fibers, Wires, and Electrical Conductors, Conduits, Subways, Manholes, and Other Facilities and Fixtures of a Telecommunications (Non-Cable Television) System.

Mr. Baehner made a motion to approve, Ordinance 2019-N as amended, seconded by Mr. Ringo. 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

Motion carried with 6 ayes and 0 nays. This will become Ordinance 2020-8.

Mr. Ringo brought up for discussion Shadow Night. Shadow Night was originally scheduled for April 22, 2020. That night has been cancelled. Mr. Ringo advised that 2 of the 3 schools had submitted their essays prior to the schools closing down. The 3rd is trying to get theirs submitted, but have run into technical difficulties.

Mr. Ringo stated that there are 2 options available. The first is to cancel the event for this year. The second is to wait and hold the event in September, if we are able to get a date at the host facility. The students would then be 6th graders.

Ms. Wadsworth stated she feels like it should be rescheduled, as this is a great opportunity for the students. Mr. Baehner brought up the fact that 2 of the 3 schools, the students would be at the same school still, but the 3rd school, the students would be moving on to middle school. The city would need to work with the schools to make sure we have parent contact information. All members agreed to reschedule. Shadow Night will be postponed until September. Mr. Ringo will start checking for availability on regularly scheduled meeting night in September.

At 7:41 p.m. a motion was made by Mr. Baehner, seconded by Mr. Ringo to adjourn. A roll call vote was taken, all in favor.

Time of adjournment was 7:42 p.m.

Respectfully submitted,

Jennifer Lipson, City Clerk

Heather H. Jansen, Mayor