

**Meeting #693 Minutes
February 19, 2020**

Mayor Heather Jansen called the February 19, 2020 meeting of City of Villa Hills Council (Meeting #693) to order at 6:31 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 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 January 15, 2020 council meeting #692. Motion was made to approve by Mr. Baehner, seconded by Mr. Ringo. A voice vote was taken 5-0, Ms. Stover abstained. all in favor.

The next item on the agenda was Oath of Office for Officer James Black.

- Chief Allen introduced James Black as the newest Villa Hills Police Officer.
- Mayor Jansen administered the Oath of Office to Officer James Black Jr.

The next item on the agenda was a presentation by Mayor Jansen regarding Employee Compensation.

- Mayor Jansen stated that the City's policy is to be in the "middle of the pack" on pay and above average on benefits. She described the various benefits offered to employees. Mayor Jansen noted that the City salary and benefits are just under 30% of the overall budget.
- Ms. Wadsworth inquired if the City is in midrange. Mayor Jansen replied that Villa Hills is falling below the middle. She noted that Villa Hills spends less of a percentage of the budget on personnel compared to what other cities spend.
- Ms. Stover noted that the Administration Committee reviewed the benefits of Villa Hills and 20 other cities and unanimously supports the current benefits with no changes.
- Mayor Jansen hoped that the information would assist Council and information could be shared with new employees during orientation.

- Mr. Baehner inquired if current employees were asked about the current benefit package. Mr. Bohman replied that when the additional time off for officers was developed those conversations were held with the police department and it was a component that came up. He also noted that retired officers asked for a 401k match plan, but the previous Council declined due to the amount already paid into the retirement system. Mr. Baehner followed up if exit interviews are conducted and Mr. Bohman replied that they are not.
- Ms. Stover noted that the Administration committee also recommends keeping 12 holidays. Discussion followed regarding the process to codify that change.
- Mr. Baehner and Mr. Cahill thanked Mayor Jansen and Mr. Bohman for the work done on the presentation. Mayor Jansen thanked the Administration Committee for their work on this as well.

Mr. Cahill asked if Chief Allen knew the primary reason why officers leave. Chief Allen replied that the turnover 5 years ago was driven by changes in the department policies. He noted two officers were lost to larger departments and most of the recent turnover is due to officers not working out.

The next item on the agenda was discussion regarding Franchise agreements.

- Mr. Bohman explained the changes to the Telecommunication and electric Franchise agreements. Discussion and questions followed regarding timelines and final approvals.
- Mr. Ringo suggested adding a minimum fee (\$15,000 per year) in lieu of equipment and facility charges for those franchisees who believe their equipment would generate less than \$15,000 in fees in order to ease administration of any agreement.
- A consensus emerged to approve the electric and gas franchises but to hold the telecommunications franchise ordinance.

The next item of business was legislation.

Legislation:

- **2nd Reading of draft Ordinance 2019-K, an Ordinance of the City of Villa Hills amending, repealing or readopting the Ordinances 2-1982, 10-1994, 9-1999, 3-2004, 2014-6, 2014-7 and various sections of the Villa Hills Code of Ordinances to reestablish the city offices of Full Time City Clerk and Full Time City Administrator for the City of Villa Hills, pursuant to KRS 83A.085 and KRS 83A.090.**

Ms. Stewart gave a 2nd reading of draft Ordinance 2019-K. Ms. Stover reviewed the changes and noted that the language that will require the City Administrator to attend meetings will be included in the job description. Ms. Stover made a motion, seconded by Mr. Baehner to approve. A roll call vote was taken as follows:

Mr. Baehner	<u>Yes</u>	Ms. Stover	<u>Yes</u>
Mr. Cahill	<u>Yes</u>	Mr. Thompson	<u>Yes</u>
Mr. Ringo	<u>Yes</u>	Ms. Wadsworth	<u>Yes</u>

Motion carried 6-0. This will become Ordinance 2020-2.

- **Approval of draft Municipal Order 2020-B, a Municipal Order of the City of Villa Hills reappointing Sam Bitter to the Villa Hills Board of Adjustments for a four-year term ending 4/1/2024.**

Ms. Stewart presented draft Municipal Order 2020-B. Mr. Ringo noted that there are 2 vacancies on the Board of Adjustments and asked that those interested to contact Mayor Jansen. Ms. Stover made a motion, seconded by Ms. Wadsworth to approve. A voice vote was taken, all in favor.

Motion carried 6-0. This will become Municipal Order 2020-2.

- **Approval of draft Municipal Order 2020-C, a Municipal Order of the City of Villa Hills declaring surplus property.**

Ms. Stewart presented draft municipal order 2020-C to surplus Unit 133. Mr. Thompson made a motion, seconded by Mr. Ringo to approve. A voice vote was taken, all in favor.

Motion carried 6-0. This will become Municipal Order 2020-3.

The next item on the agenda was committee reports.

Committee Reports:

Police:

- Chief Allen gave the Police Report.
- Chief Allen praised Detective Horseman for her work in solving a break in at River Ridge Elementary School. Detective Horseman had all 3 juveniles charged within 24 hours.
- Chief Allen gave the monthly run, citation, arrest, accident and crime numbers. He also discussed the K-9 activity, training and the SRO activities.
- Chief Allen announced that the Police Department will be added to the I-75 corridor enforcement grant with \$20K starting in October 2020.
- Chief Allen compared various accident types between 2018 and 2019 and noted that all are lower because of increased officer enforcement. He praised the officers for their work.
- Chief Allen announced that the K-9 Foundation has awarded the City a grant for Onyx's medical insurance for this year.
- Chief Allen gave an update on the expansion of the evidence room.
- Chief Allen noted the change in uniform color to black from tan.

Safety:

- Mr. Baehner gave the safety report.
- Mr. Baehner reported that the new cruiser is due on March 1st.
- Mr. Baehner noted that seat belt use is 90% and citations are up over last year.
- Mr. Baehner stated that the committee suggested putting money aside for the future replacement of the K-9 unit.
- Mr. Baehner noted that the State will not allow the Stop Ahead sign on Collins to be relocated

- Mr. Baehner thanked Officers Brockman and Bolton for their efforts on a critical emergency call that involved an infant.
- Next meeting will be held March 10th at 6:30 p.m. in Chambers.
- Mr. Baehner announced that Onyx will be in a K-9 calendar.

City Engineer:

- Mr. Bogen gave the City Engineer report.
- Mr. Bogen provided an update on the Buttermilk Pike storm water project.
- Mr. Bogen announced that short-term day-time closures will start next week.
- Mr. Bogen discussed needed repairs on Meadow Wood Dr. due to construction traffic at an estimated cost of \$22,000.
- Mr. Bogen stated that the Lakeshore Dr. project will begin in April and design for Phase II will begin soon. He noted that this will include drainage work on Rogers Road. He stated that the estimate for phase II is \$250,000.
- Mr. Bogen provided an update on the pavement costs of various projects and road condition survey.

Public Works:

- Mr. Thompson gave the Public Works report.
- Mr. Thompson noted that the City will be dealing with Meadow Wood Dr. for a while. Discussion followed about the timing of repairs and the inability to seek reimbursement from the developer of the project in Crescent Springs.
- Mr. Thompson reported that the City CDL drivers are now required to be drug tested because the new dump truck is over the weight limit in Federal regulations that requires such testing.
- Ms. Stover inquired about the work at the Rogers Road and Buttermilk Pike intersection. Mr. Bogen replied that it was storm water work related to the Buttermilk project.

Public Work Director:

- Mr. Yelton gave the Public Works Director report.
- Mr. Yelton discussed the drainage issue at Meadow Wood Drive and Buttermilk Pike.
- Mr. Yelton noted that Meadow Wood Dr. would be an estimated \$336,000 for a full replacement or \$22,000 for repairs to buy more time. Mr. Ringo asked for clarification on the City's inability to limit construction traffic on public streets. Mr. Yelton confirmed the city cannot limit access to public streets. Discussion followed on the cost of making constant repairs on Meadow Wood Drive.
- Mr. Yelton described the routine tasks that Public Works staff performs.
- Mr. Yelton noted 140 tons of salt has been used this winter which is under budget with 200 tons on hand.
- Mr. Yelton thanked the Police Department and Public Works staff for their work in the evidence room expansion. Mr. Yelton discussed various other projects.
- Mayor Jansen thanked the Public Works staff for their efforts on snow removal.

Events and Beautification:

- Ms. Wadsworth gave the Events and Beautification report.
- Ms. Wadsworth stated that about 135 people attended the Christmas event at the Behringer Crawford Museum. The cost was \$500.
- Ms. Wadsworth noted that a skating party for Villa Hills residents will be held on March 7th at the Northern KY Ice Center.

- Ms. Wadsworth requested to move mulch costs to the Public Works budget which will reduce the budget of the Events and Beautification Committee.
- Ms. Wadsworth stated that the committee discussed charging a nominal fees at events and asking for donations (Donation jar) to offset costs.
- Ms. Wadsworth reported that the City-Wide Yard Sale will take place May 1st and 2nd.
- Ms. Wadsworth noted that the committee has discussed possibly holding an Easter Egg Hunt the week before Easter at the Villa Hills Civic Club.
- Ms. Wadsworth stated that the committee has been discussing the following events: a movie night, a Florence Y'all's Baseball night, Senior Bingo, and a trip to Keeneland.
- Next meeting will be held on March 2nd at 6:30 in the Administration Conference Room.
- Mayor Jansen suggested contacting St. Joseph for students needing service hours to help at events.
- Mr. Ringo noted that the Villa Hills Longhorns schedule and using the fields for events need to be coordinated.
- Ms. Stover praised Ms. Wadsworth and the Events and Beautification Committee for all of their work.

Finance:

- Mr. Cahill gave the Finance report.
- Mr. Cahill stated the committee reviewed the financials and stated there were no changes.

Mr. Cahill made a motion, seconded by Mr. Baehner to approve the financials. A voice vote was taken, all in favor.

- Mr. Cahill stated that the police proposal with Crescent Springs will be reviewed.
- Mr. Cahill discussed the fire budget. He noted that Bromley is no longer contracting which resulted in revenue loss. Mr. Cahill also noted the increases in expenses.
- Mr. Cahill stated that the Fire Authority is requesting an additional \$50,000 for legal and design work for a new firehouse.
- Mr. Cahill announced that the next meeting will be held on Mar. 16th at 7:00 p.m.

Administration:

- Ms. Stover gave the Administration report.
- Ms. Stover reported on PDS Council reorganization. She noted that all PDS Council motions require 3 of 4 of Covington, Independence, Erlanger or Kenton County to pass and those same jurisdictions will receive 4 of the 7 management board seats. All representatives must be elected officials.
- Ms. Stover noted that the next meeting will be held on Mar. 4th at 6:30 p.m. and that the committee will review Z-21 documents.

Recreation:

- Mr. Ringo stated that there was no meeting due to lack of a quorum.
- Mr. Ringo noted that the seasonal groundskeeper will start on March 15th.
- Mr. Ringo asked that Port-O-Lets be installed by March 1st.
- Mr. Ringo announced that Shadow Night letters have been sent out. He explained the time line on selections.
- Next meeting will be held on March 12th at 6:30 p.m. in Chambers.

Fire Authority:

- Mr. Ringo gave the Fire Authority report.
- Mr. Ringo gave the monthly run numbers.
- Mr. Ringo noted that they have obtained a 3-year extension of audit screenings.
- Mr. Ringo announced that the budget request was approved by the Fire Authority.
- Mr. Ringo stated that TransMontaigne will seek a permit to carry styrene. He noted that the Fire Chief is O.K. with the proposal after talking about safety measures with the facility staff. Discussion followed.
- Mr. Ringo announced another donation to the Fire Authority to purchase equipment.
- Mr. Ringo discussed vendor payroll issues which cut payroll fees in half and announced recent promotions for EMS Chief and Assistant Chief.
- Mr. Ringo announced that bids for the Assessment of the current firehouse are due March 6th.
- Mr. Ringo noted rumors of Starbucks and a hotel in Crescent Springs, that if true, would increase traffic and run volume.
- Mr. Ringo reported that alternate routes would be used by the Fire Department during the Buttermilk Pike project.
- Ms. Stover inquired about the shuttered BP gas station at Anderson Road. Chief Allen replied that the operator lost its EPA license and was required to shut down. Discussion followed.
- Next meeting will be held on March 16 at 6:00 p.m. at the Firehouse.

City Attorney:

- Ms. Stewart stated that a brief had been filed in the Supreme Court regarding the City's appeal of a spiking penalty and the reply brief from Retirement Systems was due at a later date.

City Administrator:

- Mr. Bohman had nothing additional to report.

Mayor:

- Mayor Jansen had nothing further to report.

Old Business:

- **Consideration and adoption of draft Municipal Order 2019-O.**
A Municipal Order of the City of Villa Hills approving an Investment Policy for the City of Villa Hills.

Ms. Stewart presented draft Municipal Order 2019-O. Mr. Cahill made a motion, seconded by Mr. Ringo to approve. A voice vote was taken, all in favor.

This will become Municipal Order 2020-4.

- **2nd reading and approval of draft Ordinance 2019-N.**
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, seconded by Ms. Wadsworth to table the issue at this time. A voice vote was taken, all in favor.

• **2nd reading and approval of draft Ordinance 2019-O**

An Ordinance of the City of Villa Hills Establishing a Non-Exclusive Franchise for The Use of The Public Streets, Alleys, and Other Public Grounds of the City for the Transmission and Distribution of Natural Gas Through and for Consumption within the City; and Providing the Terms Thereof.

Mr. Baehner made a motion, seconded by Mr. Thompson to approve. A roll call vote was taken as follows:

Mr. Baehner	<u>Yes</u>	Ms. Stover	<u>Yes</u>
Mr. Cahill	<u>Yes</u>	Mr. Thompson	<u>Yes</u>
Mr. Ringo	<u>Yes</u>	Ms. Wadsworth	<u>Yes</u>

Motion carried 6-0. This will become Ordinance 2020-3.

• **2nd reading and approval of draft Ordinance 2019-P.**

An Ordinance of the City of Villa Hills Establishing a Non-Exclusive Franchise for The Use of The Public Streets, Alleys and Other Public Grounds of the City for the Transmission and Distribution of Electricity Through and for Consumption within the City; and Providing the Terms Thereof.

Ms. Stewart gave a 2nd Reading to Draft Ordinance 2019-P as amended. Mr. Baehner made a motion, seconded by Ms. Stover to approve. A roll call vote was taken as follows:

Mr. Baehner	<u>Yes</u>	Ms. Stover	<u>Yes</u>
Mr. Cahill	<u>Yes</u>	Mr. Thompson	<u>Yes</u>
Mr. Ringo	<u>Yes</u>	Ms. Wadsworth	<u>Yes</u>

Motion carried 6-0. This will become Ordinance 2020-4.

New Business:

- Mr. Thompson requested an Ordinance to remove the defunct sticker fee from the Code of Ordinances.
- Mr. Ringo requested that the caucus include project planning as a part of the budget discussion.

Comments: No comments.

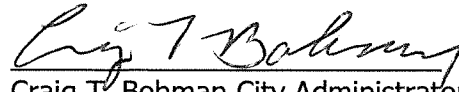
Public Comments: No comments.

Executive Session: Ms. Stewart stated there was no need for an executive session.

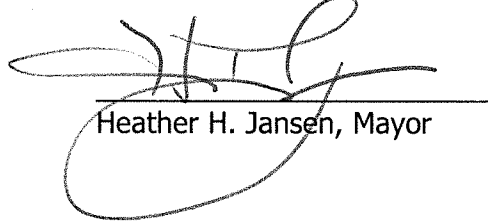
At 8:20 p.m. a motion was made by Mr. Ringo, seconded by Mr. Baehner to adjourn. A voice vote was taken, all in favor.

Time of adjournment was 8:20 p.m.

Respectfully submitted,



Craig T. Bohman City Administrator/Clerk



Heather H. Jansen, Mayor