



**Meeting #702 Minutes  
November 18, 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 November 18, 2020 meeting of City of Villa Hills Council (Meeting #702) to order at 6:30 p.m. via teleconference from her home in Villa Hills, Kentucky. Mayor Jansen asked guest Sara Jansen to lead Council in the Pledge of Allegiance, Mayor Jansen then led Council in prayer. City Clerk Jennifer Lipson 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**  
**Jennifer Lipson, City Clerk**  
**Matt Hall, Police Sergeant**  
**Derick "Buck" Yelton, Public Works Director**  
**Matt Bogen, City Engineer**  
**Bryce Rhoades, City Attorney**

A quorum was present.

The first item on the agenda was approval of the minutes of the October 21, 2020 Council meeting.

- A motion was made to approve by Mr. Baehner with a correction under Safety Committee dates, seconded by Mr. Ringo. A roll call vote was taken 6-0 in favor, motion passed.

**Legislation:**

- **1<sup>st</sup> Reading and discussion of draft Ordinance 2020-J**

Mr. Rhoades informed Council that this is an Ordinance approving a lease for financing of a project, providing for the payment and security of the Lease; creating a sinking fund; and authorizing the execution of various documents relating to such lease.

Mr. Bohman advised council that this is for the city to join the Kentucky Bond Corporation, the ordinance was reviewed with Ms. Stewart and she had recommended approval. Mr.

Thompson inquired who would be making actual payments, the Fire Authority will make the actual payments.

There was no further discussion.

- **Consideration and Approval of draft Resolution 2020-G.**

Mr. Rhoades informed Council that this resolution is authorizing participation in the "Kentucky League of Cities Investment Pool Plus".

Mr. Baehner made a motion to approve, seconded by Ms. Stover. A voice vote was taken, all in favor.

**This will become Resolution 2020-7**

- **Consideration and Approval of draft Resolution 2020-H.**

Mr. Rhoades informed Council that this resolution is approving an Interlocal Cooperation Agreement between the City of Villa Hills, Kentucky and other parties thereto regarding the Kentucky Bond Corporation.

Mr. Cahill made a motion to approve, seconded by Ms. Wadsworth. A voice vote was taken, all in favor.

**This will become Resolution 2020-8**

- **Consideration and Approval of draft Resolution 2020-I.**

Mr. Rhoades informed Council that this resolution is approving transfer of control of Cincinnati Bell Inc. and Cincinnati Bell Extended Territories LLC to Red Fiber Parent LLC and RF Merger Sub Inc.

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

**This will become Municipal Order 2020-9**

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

Mr. Rhoades informed Council that this was a Municipal Order to declare items as Surplus property from the City. The items are street signs which were recently replaced along Buttermilk Pike.

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

**This will become Municipal Order 2020-14**

## **Committee Reports:**

### **Police:**

- Sergeant Hall gave the Police Report
- Sergeant Hall gave the monthly run, crimes and accident numbers.

- Sergeant Hall advised that FOT is still ongoing for I-75. With I-75 bridge closure and traffic reduced to one lane northbound, there hasn't been much need for enforcement Northbound. However, Southbound has seen a noticeable increase of speeders. This may be due to drivers getting through the closure and limited traffic traveling southbound through the area. Officers will continue enforcement in the area.
- Onexx and Officer Dooley have been very reliable. They are getting calls often to assist nearby cities.
- Sergeant Hall informed Council and residents that the department has started transitioning to a new color scheme on the police cruisers. As cruisers are replaced, the new color scheme will be used. So, the cruisers will have 2 different looks.
- Sergeant Hall informed Council that the department has accepted a \$1,000 grant from Home Depot and a grill. Home Depot is thanking the police department for their service and assistance at their location.
- The robbery and assault at photography business in Crescent Springs has had progress. There are suspects, and the FBI has taken over the investigation and will be charging suspects federally.
- Sergeant Hall thanked Mayor and Council for giving him the opportunity to attend SPI for 3 months. Mayor Jansen congratulated Sergeant Hall on his completion of SPI.

#### **Safety:**

- Mr. Baehner advised that the November meeting was cancelled due to COVID-19 and Governor's mandates.
- The next meeting will be on December 8<sup>th</sup> and may take place virtually.
- Nathan Harmon's Eagle Scout project is complete and the signs look great.
- Firehouse Committee did not meet, attorneys will be having a conference call early the week of November 23<sup>rd</sup>.
- There should be a Municipal Order for the Mayor to sign in December for the Interlocal Agreement.
- Firehouse Request for Quotes are due December 12<sup>th</sup>. Fire Authority will have a Special Meeting on December 14<sup>th</sup> and review bid and the Inter-Local Agreement.

#### **City Engineer:**

- Mr. Bogen presented the City Engineer's report.
- Mr. Bogen announced that Buttermilk Pike has re-opened. Mr. Bogen and Mr. Yelton will be walking the site on November 20<sup>th</sup> to look for anything that needs to be taken care of by the contractor. Duke contractors are finishing up sidewalks that they had torn out.
- Mr. Bogen advised that storm sewer project at 2611 Buttermilk was reviewed and that pipes had been installed and built to specifications and were according to the plan. The pipe was about 6 inches higher than plan, but wasn't enough to cause concern. The design was done according to SD1 standards and SD1 reviewed and had an on-site review. Homeowners felt the design did not meet their expectations. There was discussion on homeowner expectation not being the same as design presented. Council felt that there may have been a breakdown in conversation between homeowner and engineer, and design team. Mr. Bogen was asked about design package that would show flow of water and effect on surrounding land. Mr. Bogen advised that the engineers did have this type of tool and technology, but that it is not a good tool for modeling for public understanding. It was determined that the homeowners perceive a potential erosion issue, however, there has been no issue seen

yet. Council would like to wait 6 months to be able to view heavy rains and effects on land before they spend money to fix a problem that may not exist.

- Discussion about easement obtained for property and whether easement was adhered to. The easement was obtained by a third party for the City. In the meeting, homeowner requested pipe at a 45-degree angle. SD1 would not allow a specific angle in the agreement, as it would be too legally binding. Wording was changed to align with stream channel.
- Council agreed to wait 6 months, watch for any erosion issues, and address the issues, if they arise. Mr. Yelton, Mr. Thompson and Mr. Bogen will set up a meeting with the Pembertons.

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

- Mr. Thompson advised Meadow Wood was re-patched and some areas are still bumpy and needs milling. The driveway on the property at the corner of Lakeshore at Rogers, will need the area at the end of the driveway redone.
- Mr. Thompson advised that the HOA has agreed to split the cost to have the new stop signs purchased and installed.
- Mr. Thompson advised the City will do a total replacement of Robin Lane in 2021. Northern Kentucky Water District will be done in March with replacement of water lines, then the city contractor will follow immediately to tear out the roads and replace.
- Mr. Thompson has had inquiries and asked Council and staff to look at what it will cost to have leaf pick up in the city next fall.
- Mr. Thompson advised that the proposed design work has been submitted by 2 firms for the Amsterdam intersection. Both submitted very different proposals. Mr. Bohman will send follow-up, setting parameters for the firms to follow. When RFP goes out, the City needs to put limits in it, so the firms know the design standpoint for the City.
- Buttermilk Pike project finished about \$100,000 over budget. Total expenditures are about \$1.4 million.

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

- Mr. Yelton gave the Public Works Director's Report.
- Mr. Yelton advised that the Villa Marie intersection was milled and overlaid.
- Mr. Yelton advised both Buttermilk and Meadow Wood road issues will be corrected by the contractors.
- Mr. Yelton advised that his crew is ready for snow, with 300 tons of salt in the garage, and plows are installed, tested and ready.
- Roads for Sanctuary have a base layer and planners have not installed top layer of road. Streets have not been turned over to the City yet.
- Mr. Yelton advised that street signs have been picked up for Sanctuary and will be installed in the spring.

#### **Events & Beautification:**

- Ms. Wadsworth advised that the committee did not meet, as they are unable to plan events.
- Ms. Wadsworth advised that they did hold a selfie contest and that she had delivered Snappy Bucks to the 5 participants.

- Ms. Wadsworth advised that she is working with Chief Wendt to have Santa & Mrs. Claus visit Villa Hills and Crescent Springs, as a drive by visit on fire trucks. More details and route will be posted on the City's website and Facebook pages.

#### **Finance:**

- Mr. Cahill advised the committee met by teleconference.
- Mr. Cahill made a motion to adopt the June, July, August, September, and October Finance Reports, and 2019/2021 Audit report and publish all of them to the website, second by Mr. Baehner. Vote taken, all in favor, motion passed.
- Mr. Cahill advised that the KLC Investment Pool and the ordinance for the KLC Bond that Council voted on earlier in the meeting, were other issues that were addressed by the committee.
- Mr. Cahill advised Council that they received a memo from the Fire Authority advising the cities that the Fire Department may run out of money before June 30<sup>th</sup>. The runs for the year are down, billing is down and overtime is up. People are opting not to go to the hospital, so runs are not able to be billed. Due to increased COVID cases in first responders, overtime is increasing to ensure coverage for calls. Additionally, PPE costs are up and are needed and supplies are quickly depleted. Another unexpected expense for the fire department was the 2 heart monitors that were recently purchased to replace older ones that the company purchased from was no longer able to support. Mr. Cahill advised that the fire department may be requesting money from the CARES Act that both cities received to help with their funding.
- Next scheduled meeting is December 14<sup>th</sup>, and the meeting will be likely be virtual.

#### **Administration:**

- Ms. Stover advised that the committee did not meet due to the Governors orders.
- Ms. Stover and Mr. Bohman will have a virtual meeting with Chris Schneider from PDS
- Next scheduled meeting is December 2<sup>nd</sup>, at 6:30 pm and will be held virtually.

#### **Recreation:**

- Mr. Ringo advised that the committee did not meet in November and will not have a meeting in December or January.
- Mr. Ringo advised that the civic club was inquiring about status for fencing on the backstop at the field, and if it is on the project list for Public Works for this winter – Mr. Yelton confirmed that it was on their list.
- Mayor Jansen informed Council that a resident had contacted her about using the shelter at Villa for their Thanksgiving gathering. Mayor Jansen advised that the shelter was not available for use.

#### **Fire Authority:**

- Mr. Ringo gave a report of runs for the month and year to date. Chief Wendt reported that the run volume is still down. The year to date runs are about 300 runs less than same time last year.
- Amounts paid by Fire Authority for St. Elizabeth EAP have increased and Fire Authority has not requested additional funds. They are asking the Cities now to make up the difference in future quarterly payments. Staff agreed that the increase of approximately \$28.00 per year would be covered.
- Interlocal Agreement is almost ready to be signed, and will be presented at Council Meeting in December.

- Fire Authority will have a Special Meeting on December 14<sup>th</sup>, this will be a virtual meeting, the bids for the firehouse will be open at Chairperson's home and will read the vendor, and amounts of bids.
- Fire Department will not be making runs across the river at this time, due to the bridge being closed.
- Next scheduled meeting is December 21<sup>st</sup> at the Firehouse.

**City Attorney:**

- Nothing to report

**City Clerk:**

- City offices are closed to the public for safety due to COVID, but employees are continuing to work in the office.
- Tax bills are due November 30<sup>th</sup>. Homeowners can pay by mail, by dropping off payments in the drop box at the city building, at Heritage Bank or by paying online.

**City Administrator:**

- Mr. Bohman advised that the Ethics Committee will meet in December and get their annual report to Council for the December meeting. November regular meeting date was cancelled due to closures by the governor.

**Mayor's Report:**

- Mayor Jansen congratulated all of council on their re-election. She thanked them all for their time and continued commitment to the City.
- Mayor Jansen informed Council that she and her daughter worked with Officer Krull and members of the fire department at the intersection of Buttermilk and Collins to collect money for Shop with a Cop program. Overall they collected almost \$3,000.
- Police K-9 Memorial was covered by River City News and there was an article on Cincinnati.com. Officer Dooley and K-9 Onexx joined Mayor Jansen at the memorial for the article.
- Mayor Jansen reviewed new orders issued by Governor Beshear on November 18<sup>th</sup>. She reminded residents to mask up and social distance.
  - From November 20 starting at 5:00 pm through December 13<sup>th</sup>, there will be no inside dining, outdoor dining, carryout and delivery will be allowed.
  - Limit in-home gatherings to 8 people until December 13<sup>th</sup>.
  - Youth winter sports postponed until December 13<sup>th</sup>.
  - Indoor venues for live events are limited to 25 people, with masks and socially distanced.
  - All government offices closed to the public immediately, with no more than 1/3 of staff on-site at one time.
  - All schools, public and private are closed to in-person instruction, starting on Monday. Elementary can start back on December 7<sup>th</sup>, as long as their county is no longer in the red. Middle and High schools can resume after the first of the year.
  - Retail can remain open, as long as they enforce the 50% capacity rule.
  - In Kentucky there have been over 144,000 cases of COVID in Kentucky, 1,700 deaths, recently reported one of the youngest deaths, a 15 year old in Ballard County.
  - Hospital staff is seeing an increase in infections among workers, which is affecting staffing at hospitals.

- Tax Bills – after information was received from Kenton County PVA, taxes were calculated and bills were sent out, the city was contacted by Madonna Manor, who had received a bill. They are tax exempt. The bill was coded wrong by the county and assessed value was added. This has created a hole in the city’s budget of \$140,000. PVA is working to fill the hole in the city’s budget. The PVA has agreed to give back fees collected from Villa Hills for 2019 and 2020. This amount is approximately \$75,000. City departments are also tightening belts to help fill the hole. Residents need to be aware that this will impact taxes for next year. Most property tax bills were about \$47 less in real estate taxes than what the bills should have been.
- Mayor Jansen and Mr. Bohman went for a visit and tour of the Sanitation District Dry Creek sewer plant after numerous resident complaints. The cleaning of the tanks should be completed by the end of December. SD1 is working to acquire funding to improve the plants to replace older mechanism to reduce the smell. If residents have a smell in a localized area, they are requested to complete a report on SD1 website, so the issue can be looked at, in case it is a local area issue and not a problem at the plant.

**Old Business**

NONE

**New Business**

NONE

**General Comments**

Mr. Baehner stated he was glad to continue serving on Council with everyone. Other council members agreed.

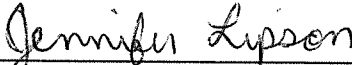
Mr. Thompson received a message from Mrs. Pemberton and read the context of the email to Council.

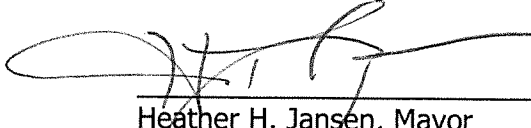
Sergeant Hall advised he had just received a message from Secretary Gray stating that an order had been signed banning all commercial vehicles without local deliveries from being traveling North of I-275 on I-75. Trucks will be stopped and cited.

At 8:40 p.m. a motion was made by Ms. Wadsworth, seconded by Ms. Stover to adjourn. A roll call vote was taken, all in favor.

Time of adjournment was 8:40 p.m.

Respectfully submitted,

  
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Jennifer Lipson, City Clerk

  
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Heather H. Jansen, Mayor