

**Meeting #703 Minutes
December 16, 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 #703) to order at 6:30 p.m. via teleconference from her home in Villa Hills, Kentucky. Mayor Jansen led Council in prayer and the Pledge of Allegiance. 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
Mary Ann Stewart, City Attorney
Chief Jeff Wendt

A quorum was present.

The first item on the agenda was approval of the minutes of the November 18, 2020 Council meeting.

- A motion was made to approve by Mr. Baehner, seconded by Mr. Ringo. A vote was taken 6-0 in favor, motion passed.

The next item was approval of the minutes from the December 9, 2020 Caucus meeting.

- A motion was made to approve by Mr. Baehner, seconded by Mr. Thompson. A vote was taken 6-0 in favor, motion passed.

Presentation

Chief Wendt was present to give a presentation to Council on the Fire Authority. The Fire Authority responded to 45 fire runs and 75 EMS runs in November. The Fire Authority is well over budget because of COVID related expenses, much of it is due to covering overtime. At the end of November, the department was \$80,000 over budget, with 7 months remaining in the fiscal year. Many volunteer and part-time employees are employed full-time at other departments. With COVID positive, and quarantines in those employees' full-time departments, the employees have either been affected by quarantining or by working overtime at that department and are unable to work for Crescent-Villa. This has caused a

significant increase in overtime hours. The Fire Authority was also currently affected with having 5 employees in quarantine.

Mr. Baehner discussed the Interlocal Agreement that the Fire Committee has been working on. Part of the agreement increases voting members to 9, adding 2 members from the Fire Department to the Fire Authority. The other 7 members, are 4 representatives from Villa Hills and 3 from Crescent Springs. The Interlocal agreement also notes the financial responsibility from the cities as Villa Hills 60%, and Crescent Springs at 40%. The committee came up with a formula to evaluate the split. This will be re-evaluated every 5 years, and will only be adjusted if the percentage changes by 5%. The formula is based on Real/Commercial valuation; Commercial Valuation; total number of runs per city; and population. Also in the interlocal agreement is the budget process and timeframe. The budget will be presented yearly to each City for the city to be involved in the budget process for the Fire Authority.

New Interlocal Agreement includes language around the new firehouse project. Fire Department is in agreement with the new ILA and gave authority to proceed. Agreement appears to be a go for the City of Crescent Springs. Crescent Springs has not had a vote on moving forward yet. Villa Hills will need to approve a Municipal Order giving Mayor Jansen authority to sign the new Interlocal Agreement.

Ms. Wadsworth thanked Chief Wendt for helping with the Santa Parade.

Mr. Ringo sends thanks to the fire department members after a very stressful week. They had a fatality accident involving minors and another death. The members were able to utilize the EAP program, which is invaluable to members during a week like they have had.

Bids were submitted for the proposed firehouse. These will be reviewed, there were 10 bids received and ranged in cost from \$5.5 million to \$6.5 million. It may take at least 2 months to review all bids and for the committee to make a recommendation.

With the previously mentioned overtime putting the department over budget, Chief Wendt advised Council that they will be seeking supplemental funding in the next couple of months from both cities. This supplemental funding will most likely appear on the April invoice. With the 2nd round of CARES Act funding that the City will be receiving, Council feels they will be able to cover the funding necessary to keep the Fire Authority operating.

Legislation:

- **2nd Reading and approval of draft Ordinance 2020-J**

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

This will become Ordinance 2020-15

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

Ms. Stewart informed Council that this resolution is making appointments to various city committees.

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

This will become Resolution 2020-10

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

Ms. Stewart informed Council that this resolution is appointing Councilmember Cathy Stover as the City's Representative to the Planning and Development Services Council and appointing Mayor Jansen as the alternate expiring December 31, 2021.

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

This will become Resolution 2020-11

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

Ms. Stewart informed Council that this resolution is appointing Councilmember Seth Thompson to the Ohio-Kentucky-Indiana Regional Council of Governments Board of Directors for a term ending December 31, 2021.

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

This will become Resolution 2020-12

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

Ms. Stewart informed Council that this was a Municipal Order approving the appointment of Stephen Venard as the representative and Jim Kinsler as an alternate to the Kenton County Joint Code Enforcement Board.

Mr. Ringo made a motion to approve, seconded by Mr. Thompson. A vote was taken, all in favor. Motion passed.

This will become Municipal Order 2020-15

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

Ms. Stewart informed Council that this was a Municipal Order reappointing Greg Toebbe to the Villa Hills Board of Ethics.

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

This will become Municipal Order 2020-16

- **Presentation of Executive Order 2020-9.**

Ms. Stewart presented Council with Executive Order updating and amending the 2013 Personnel Policy for the City of Villa Hills, Kentucky to continue the list of Holidays from 2020 to 2021.

There was discussion from Council regarding making Martin Luther King, Jr. Day a permanent holiday to be added to the existing list in the City Personnel Policies.

Mr. Ringo made a motion to add Martin Luther King Jr. day to the personnel policy for the list of holidays, seconded by Ms. Wadsworth. A vote was taken, all in favor. Motion passed.

This will become Resolution 2020-15

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

Ms. Stewart informed Council that this resolution is awarding a ten year franchise to Duke Energy Kentucky, Inc. for the use of the public streets, alleys and other public transportation of the City for the transmission and distribution of Electricity through and for the consumption within the City; also authorizing the Mayor to execute the Franchise Agreement with Duke Energy Kentucky, Inc.

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

This will become Resolution 2020-13

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

Ms. Stewart informed Council that this resolution is awarding a ten year franchise to Duke Energy Kentucky, Inc. for the use of the public streets, alleys and other public transportation of the City for the transmission and distribution of Natural Gas through and for the consumption within the City; also authorizing the Mayor to execute the Franchise Agreement with Duke Energy Kentucky, Inc.

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

This will become Resolution 2020-14

Council members inquired on when the City will start seeing the payments for the Franchise Fees. If the agreement is completed by January 1st, it may start showing up on bills in February, and possibly start receiving payments in April. This was an equitable solution so everyone utilizing the fire department services pays a fair share. 100% of these funds are designated for paying for the new firehouse.

Committee Reports:

Police:

- Sergeant Hall gave the Police Report
- Sergeant Hall gave the monthly run, crimes and accident numbers.
- Sergeant Hall advised that Shop with a Cop or Fireman was very different this year, as they were unable to shop with the children. Police Officers and Firefighters did the shopping and wrapping, then delivered the presents along with a hot meal from Bob Evans to the families. Sergeant Hall thanked Mayor Jansen for her assistance in collecting money, and the community for their donations,
- Sergeant Hall advised that he had applied for and received a grant from Norfolk Southern. The grant can be used for anything for the department.
- K-9 Incorporated, who provided K-9 vest for Onexx, selected K-9 Onexx and Officer Dooley for the 2021 Calendar, they appear in the calendar for November. Calendars are on sale for \$15, the site will be shared on the Police Department's Facebook page. A portion of the proceeds from the sales of the calendars will go back to the 12 department represented in the calendar to be used for K-9 expenses.
- Sergeant Hall informed Council that officers responded to a shooting in Crescent Springs. The suspect was apprehended, arrested and charged with Manslaughter 2nd.

Safety:

- Mr. Baehner advised that the committee met on December 8th virtually.
- Mr. Baehner addressed the concern of many residents in regards to speeding complaints made to the police department. Patrols have been added to the problem areas, and data is collected. When the data shows a need for extra patrol, the patrol is increased. Many times the data collection shows isolated incidences of speeders, but not a chronic issue. Since Buttermilk re-opened, the department has received numerous complaints. Data collection was done on the downhill section of the road and the average speed was 33 mph, which is 2 mph lower than the posted speed limit. The department will continue looking at areas of concern.
- Mr. Baehner said he has a great group of residents on his committee, and all will be returning and he appreciates their time.
- Next Meeting will be on January 12, 2021 at 6:30.

City Engineer:

- Mr. Bogen presented the City Engineer's report.
- Mr. Bogen announced that Buttermilk Pike punch list was provided to Riegler and most issues have been addressed. The tree at the Hensley property will not be addressed until June 1st to see if it survives – it will be evaluated at that time, and replaced if necessary.
- Mr. Bogen advised that a portion of SD-1 cost sharing is remaining that can be claimed.
- Mr. Bogen advised that Road Surface Survey report has been received by the County and should be sent to the Cities soon.

Public Works Committee:

- Mr. Thompson advised Meadow Wood will be smoothed out in 2021
- Mr. Thompson advised that Lakeshore and Villa Marie had some design issues that needed attention.

- Mr. Thompson advised that the crosswalks have been completed, the signs that the HOA has agreed to cost-share on have been ordered.
- Mr. Thompson advised that Sanctuary has discussed a hand over of a portion of the streets. Public Works will mark and only plow to point where homes are occupied. And some signs will start being installed soon.
- Mr. Thompson advised that Parks and Recreations areas have officially been closed. The parks have required a lot of overtime hours for cleaning, they need to leave overtime hours for snow removal. The treatment used on play equipment is not effective in freezing conditions and could cause an increase in COVID risks.
- Mayor Jansen advised of that Bromley-Crescent Springs Road is under construction and that the work may require lane closures.
- The Committee will be conducting interviews with each firm that submitted a design for Amsterdam and Collins intersection and should have a recommendation at the January meeting.

Events & Beautification:

- Ms. Wadsworth advised that the committee did not meet, as they are unable to plan events. They will wait for reduced restrictions from Governor's office before events can be planned. They are looking ahead with the possibility of it being fall before events will be permitted.
- Ms. Wadsworth advised that the Fire Department parade with Santa had a good turnout and the weather held off until the parade finished.

Finance:

- Mr. Cahill advised the committee was unable to meet, as accountant was ill and unable to complete financial statements.
- Next scheduled meeting is January 18th, where both November and December financials will be reviewed.

Administration:

- Ms. Stover was not present. Mayor Jansen presented the committee report.
- The committee reviewed the Z21 study and that the animal control ordinance was reviewed. Villa Hills is the guinea pig on being first to finalize their Z21.
- The committee inquired about an update on Transmontaigne. Nothing moving forward until they are able to have an in-person meeting.
- Next scheduled meeting is January 6th, at 6:30 pm and may be held virtually.

Recreation:

- Mr. Ringo advised that the committee did not meet and will not have a meeting until at least February.

Fire Authority:

- Mr. Ringo advised that this report was provided during Chief Wendt's presentation at the beginning of the meeting.
- Next scheduled meeting is January 18th at the Firehouse.

City Attorney:

- Ms. Stewart wished Mayor, Council and Staff a Merry Christmas and Happy New Year.
- Mayor Jansen congratulated Ms. Stewart and her law firm, who has re-branded and after January 1st will become Adams Law.

City Clerk:

- Ms. Lipson advised that delinquent tax bills have been sent out and that about \$200,000 in taxes remained to be paid.

City Administrator:

No Report

Mayor's Report:

- Mayor Jansen reviewed the list of accomplishments over the last 2 years:
 - Buttermilk full depth replacement
 - Staff changes – City Administrator roll was separated from City Clerk
 - Police staffing for both cities stable in the pandemic
 - Renew police contract with Crescent Springs
 - Executed a new contract with Villa Hills Civic Club
 - City financially stable in the pandemic. CARES Act helped – thank you to Governor Beshear and agencies involved to provide that funding.
 - Crescent Springs and Villa Hills and the Fire Authority are working together on planning a new firehouse the long-term financing.
 - Officer Onexx was added to the Police Department in February 2019
 - Converted both Police and Fire to digital radios
 - Fire Authority added an additional paramedic for 24/7 ambulance staffing
 - Hired additional full-time Public Works employee Dallas Emery

Old Business

NONE

New Business

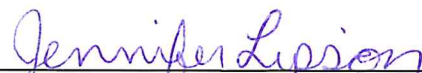
Mayor Jansen informed Council that the Oath of Office for Council can be done virtually. December 28th at 6:30 will be a special meeting for administering the Oath and a Special Meeting notice will be sent out.

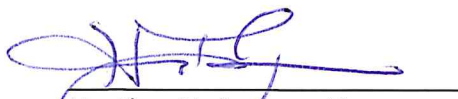
General Comments

At 7:46 p.m. a motion was made by Ms. Wadsworth, seconded by Mr. Baehner to adjourn. A roll call vote was taken, all in favor.

Time of adjournment was 7:47 p.m.

Respectfully submitted,


Jennifer Lipson, City Clerk


Heather H. Jansen, Mayor