

**Caucus Meeting
March 10, 2021**

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 March 10, 2021 City of Villa Hills Caucus meeting to order at 6:30 p.m. via teleconference from the Dennis M. Stein Municipal Building, 719 Rogers Road, Villa Hills, Kentucky. 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**

**Mary Ann Stewart, Assistant City Attorney
Craig T. Bohman, City Administrator
Jennifer Lipson, City Clerk**

A quorum was present.

First item on the agenda was a presentation from Meghan Sandfoss with the Northern Kentucky Area Development District (NKADD).

Ms. Sandfoss from NKADD opened her presentation by discussing the CDBG-CV (Community Development Block Grant) application for pandemic utility assistance funding. This will provide assistance with residents in paying delinquent utility bills. The bills that can be applied for coverage towards are Duke Energy, Sanitation District No. 1, and Northern Kentucky Water District. The time period covers from January 21, 2020 to present. The household will be eligible if they live within City of Villa Hills and they certify that they were impacted by COVID-19. An application with an explanation for why bill wasn't paid. The funds, once approved, will go straight to the utility company to pay the bills. NKADD will receive an administration fee from the funds to cover the costs of reviewing applications and paying the bills. City is mostly a pass through, City applies for the grant funds, then NKADD runs the process that tracks and monitors applications and payments. Mr. Bohman obtained a list of delinquent bills from all 3 utility companies to determine amount of money to apply for. Currently outstanding from Villa Hills residents is SD1 \$17,000; Northern KY Water District \$48,000; Duke Energy \$146,000. \$200,000 is the maximum amount for the City to request for this program. Maximum amount of assistance per household is \$1,500.

- **Resolution 2021-D - Resolution to authorize the Mayor to submit a CDBG-CV application for up to \$200,000 in pandemic utility assistance funds.**

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

This will become Resolution 2021-3

The next item on the agenda was a presentation from Planning and Development Services (PDS) Staff with the Villa Hills draft zoning code rewrite (Z-21).

Mr. Videkovich from PDS thanked members of the committee for their hard work, then presented the report on the Z-21 process. Chris Schneider from PDS was also present to review the Z-21 process with Council. PDS staff reviewed the Z-21 process, goals and how this code accomplishes those goals, what's new, what hasn't changed, walk through zones, approval processes (Concept and Final), storage of flammable and explosive materials, next steps for the City to move forward.

Council inquired how PDS will handle the Public hearing and notification, which is required in the next step. PDS is currently handling public hearings virtually. The only required notification per KRS is publishing a notification in the largest paper of circulation, but the City would also put notification on the website and Facebook to notify residents.

Mr. Bohman thanked Mr. Videkovich, Mr. Schneider and PDS staff for all of their work and thanks to Ms. Stover and the Administration Committee for all of the work over the past 2 years to get the Z-21 re-write finished.

The next item on the agenda was Draft Budget Priorities discussion.

Mr. Cahill noted that it is important to determine what projects the City wants to complete, then figure out how to fund these projects. Mr. Cahill advised that the committee will not be ready for a draft in March, but will have a draft ready for the April meeting.

Discussion followed about CERS rate increases, cost of living, health insurance cost, and road expenses. \$702,000 received in CARES funding that Council needs to decide what to do with the funds. Mr. Cahill outlined his suggestions of budget items to cover with the funds. Replace revenue lost due to COVID include drops in payroll taxes, insurance premium tax, bank interest, business license fees, base court revenue and gross receipts. FY19/20 and FY 20/21 estimated decrease of \$172,000, Budgeting \$149,000 estimate for FY21/22. Pay cash for equipment, rather than financing. LED lights, increase number being completed. Pay down debts, work on more TIF projects that have deadlines, keep surplus close to \$1 million, and delay increase to property tax, as long as possible.

Major budget changes included in revenue will be addition of Franchise Fee for firehouse expense, compensating rate for taxes will be approximately \$48,000, and use of surplus from CARES funds of \$702,000. Included in expenses are the Firehouse bond payment, which will mostly be paid from Franchise fee, wages and CERS increases of \$48,000, if the 3% cost of living raise is approved, LED replacements, and the department wish lists include 3 new cruisers, 1 which is a replacement for the cruiser that was totaled, and a new small dump truck for Public Works, and adding a 15th officer to the department.

Discussion followed where Council gave input on adding a 15th officer, paying cash on vehicles, LED lighting and funding for Amsterdam and Collins project.

Mr. Bohman discussed taking the Personnel Policy to the Administration Committee for review. Areas to be looked at is updating for flexible schedules, with rules and outlines of how and when remote work would be allowed. Other items to look at would be requests for Maternity/paternity policy, PTO for part-time employees on pro-rated basis, review current retention contract for retired/rehired police officers.

Council discussion was in favor at looking at remote work opportunities, but also realize that public has expectation to find employees in person. This would be more of an as needed basis, not necessarily ongoing. Also in favor at looking at a maternity/paternity policy for leave. Council agrees to allow all items presented by Mr. Bohman to go to Administration Committee for review.

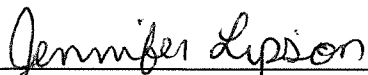
General Discussion:

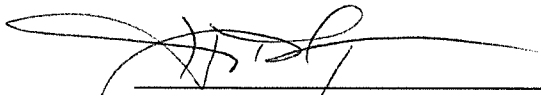
- Mayor Jansen had planned to look at the initial plan for Amsterdam and Collins, but they do not have a presentation available yet. Council prefers to wait until there is a presentation for them to see at the next week's Council Meeting. Bayer Becker is currently taking detailed measurements in the area. Discussion amongst Council about the TIF District for funding, installation of sidewalks, turn lanes and street light.
- Mayor Jansen asked Council if they wanted to meet in person again, since everyone from Council will be vaccinated. Council agreed to meet in person starting with March Council Meeting. With limited space for residents or others, an overflow area will be set up in the Public Works Garage.
- Mr. Baehner informed Council that he spoke to Chief Wendt and that surveyors were out during the week at the site for the firehouse. There is a chance that preliminary site drawings will be available at the Council Meeting.
- Ms. Wadsworth asked if staff can remind construction companies about work hours. Mayor Jansen advised that Ashley has already been reminded that the work hours are permitted from 7 am – 7 pm.

With there being no further discussion or comments, a motion was made by Ms. Wadsworth, seconded by Ms. Stover to adjourn. Motion carried voice vote all in favor.

Time of adjournment was 8:38 p.m.

Respectfully submitted,


Jennifer Lipson, City Clerk


Heather H. Jansen, Mayor