



720 ROGERS RD • VILLA HILLS, KY 41017 • (859) 341-1515 • FAX (859) 341-0012

**Meeting #706 Minutes  
March 17, 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 met in Chambers and streamed to the public who could not attend due to pandemic restrictions. 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 17, 2021 meeting of City of Villa Hills Council (Meeting #706) to order at 6:30 p.m. at the Dennis M. Stein Municipal Building, 719 Rogers Road, Villa Hills, Kentucky. Mayor Jansen led Council in prayer and the Pledge of Allegiance. City Clerk Jennifer Lipson called the roll. Those in attendance:

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

**Craig T. Bohman, City Administrator**  
**Jennifer Lipson, City Clerk**  
**Bryan Allen, Police Chief**  
**Mary Ann Stewart, City Attorney**  
**Matt Bogen, City Engineer**  
**Derick Yelton, Public Works Director**

A quorum was present.

The first item on the agenda was approval of the minutes of the February 17, 2021, 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 on the agenda was approval of the minutes of the March 10, 2021, Caucus meeting. A motion was made to approve by Mr. Ringo, seconded by Mr. Thompson. A vote was taken 6-0 in favor. Motion passed.

**Legislation:**

- **Discussion and Consideration of Municipal Order 2021-C**

Ms. Stewart presented Council with Municipal Order 2021-C. This is a Municipal Order authorizing an application to the Kenton County Planning Commission for the repeal of the current Villa Hills Zoning Code and zoning map and the adoption of a new zoning code and zoning map.

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

**This will become Municipal Order 2021-3**

- **Discussion and consideration of Resolution 2021-E.**

Ms. Stewart informed Council that this resolution is authorizing Heather H. Jansen, Mayor, to execute a Memorandum of Agreement for the development of the Regional Hazard Mitigation Plan through FEMA.

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

**This will become Resolution 2021-5**

**Committee Reports:**

**Police:**

- Chief Allen presented a Power Point of the February 2021 Police report.
- Chief Allen reported on crimes, accidents, overtime, training and K-9 activity.
- Chief Allen reported increased speeding patrol in the area of 2300 Amsterdam Road, due to increased traffic caused by construction detour from Bromley-Crescent Springs Road. He also reported that the high collision areas continue to include Buttermilk Pike in the areas between Anderson Road and I-75 interchange.
- Chief Allen reported that both officers involved in the officer involved shooting have been cleared to return to work.

**Safety:**

- Mr. Baehner advised that Chief has placed the order for 3 new cruisers, 1 is scheduled to come in this fiscal year in June, 2 more should be delivered in July.
- Mr. Baehner noted that they are looking to resume Safety Night.

**City Engineer:**

- Mr. Bogen presented the City Engineer's report.
- Mr. Bogen reported an update on Buttermilk Pike project. Riegler has installed the trash racks for the headwalls. Sidewalk panels cracked at Mary Street, possibly by Riegler while installing trash racks, Mr. Bogen will follow-up on that issue.
- Mr. Bogen reported that Lakeshore phase 2 is scheduled to resume on March 22nd. The ponding water issue is being looked at and may be able to be resolved by adjusting the profile of the road to allow for better drainage.
- Mr. Bogen noted that the Road Surface Survey report is scheduled to be in during the current week. Villa Hills received an average of 73 out of 100 on Road score, national average is 60-65. 30% of roads in Villa Hills are in good condition. Villa Marie and Robin Lane are 2 roadways on the list in poor score and in need of repair, and are both scheduled to be fixed in the next 2 years.

**Public Works Committee:**

- Mr. Thompson reported that they are working on proper procedures for notifying residents of work being done in areas that affect the homeowners.

- Mr. Thompson reminded residents that sidewalks are the homeowners responsibility. Sidewalk letters are sent by Code Enforcement.
- Mr. Ringo inquired about an area of concern on Doriel. The sidewalk has a manhole cover within that panel and the panel needs to be repaired. Mr. Ringo inquired why SD1 hasn't fixed it. Mr. Yelton will contact SD1 about the repair.
- Amsterdam/Collins
  - No changes have been made at the intersection since the 1960s.
  - There was discussion about how many cars actually travel straight across Amsterdam vs number turning onto Collins.
  - Mr. and Mrs. Smedley were present. They were told that they will be invited to meet with Bayer Becker when the update is presented, because their property will be impacted directly.
  - Mr. Ringo stated that he retired from Cincinnati Bell and reached out to his contacts, as he wanted to know what happens if that building was gone. Cincinnati Bell would have to do an analysis to determine need for the building in the area. A new company is buying Cincinnati Bell, so it could also affect use of the building.
  - Mayor Jansen and Mr. Bohman are looking to see if COVID money can be used to possibly help relocate Cincinnati Bell building, since improving technology is an allowable CARES Act expense.
  - Timing is an issue, the project is required to begin by 2024. Discussion about going back to negotiate with the state, if Cincinnati Bell has a plan in place for moving their building and utilities.
  - Mr. and Mrs. Smedley told Council that they appreciate the open communication and look forward to seeing the plans. Mr. Thompson will email them when he receives the suggestions and plans.

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

- Mr. Yelton advised he would contact SD1 about manholes that are affecting sidewalks on Doriel and Armella.
- Mr. Yelton informed Council that we had a good winter, that there are 300 plus tons of salt on hand, there were 586 tons used to date.
- Mr. Yelton advised that speed signs were being updated for signs that are fading out.
- Mr. Yelton advised that Niewahner signs were ordered and they are waiting for them to come in so they can be replaced.
- Mr. Yelton informed Council that he has been following up with residents on Valley Trails concerning sidewalks.
- Mr. Yelton advised that Wayne had begun work on the fields to prepare them for the sports seasons. They also did repairs to fencing including backstops at Franzen Field, and added gravel at Franzen. Soccer fields will open soon, Rigney Park is open, and Public Works has resumed spraying the parks 7 days a week.
- Mr. Yelton advised that he and his staff have resumed training virtually with KLC.
- Panel replacements and overlays will start soon.
- Mr. Yelton thanked the residents for donations of food and treats during the snow storms.
- Ms. Stover inquired about having Mr. Yelton return to look at her neighbor's water drainage issue. Mr. Yelton advised that after being checked by himself, SD1 and Northern Kentucky Water, they believe the issue is a result of an underground spring.

### **Events & Beautification:**

- Ms. Wadsworth advised that her committee will resume meetings in April.
- Ms. Wadsworth advised that Crescent Springs has reached out to start meeting for MusicFest, which is being planned for September 18, 2021. They will also be discussing having more joint events with Crescent Springs, such as movie nights.
- Flowers were purchased and switched out in the pots around the city.
- Villa Hills Civic Club inquired again about City participating in their Easter Egg Hunt this year. The City is unable to participate yet, and because they were not involved in the planning, city funds could not be spent on the event.
- Ms. Wadsworth is hopeful that things will open up more in June and July to allow for more events.
- Ms. Lipson informed Ms. Wadsworth that the office has been receiving inquiries about hosting a Citywide Yard Sale. The City will not be hosting one in the Spring, but will discuss a date for one in possibly September, during their next meeting.

### **Finance:**

- Mr. Cahill advised that the committee met virtually and reviewed the February Financial Statements.
- Mr. Cahill made a motion to adopt the February Financial Statements and have them published. Second by Mr. Baehner. All approved, motion passed.
- Mr. Cahill stated that the committee will be reviewing the 2021/2022 Budget during their next meeting and will have a recommendation for Council for the April meeting.
- Mr. Cahill discussed the KLC Investment Pool – he has asked Mr. Bohman to check with accountant and auditors to see if we need to be tracking the increases and decreases to the fund in Quickbooks.
- Mr. Cahill stated that the next meeting will be held on April 19, 2021 at 7:00 pm in Council Chambers
- Joint Finance meeting with Crescent Springs and Fire Authority as required by Interlocal Agreement.
  - Capital Budget changes requested – used estimates and several estimates are coming in close to actual amounts, so committee will recommend to keep Capital as presented.
  - Crescent Springs finance committee has approved the Crescent Springs / Villa Hills Fire Authority budget.

### **Administration:**

- Ms. Stover advised the Committee met on March 3<sup>rd</sup> to review the final draft of the Z-21. Ms. Stover and Mr. Bohman are open to answer any questions on the study.
- Mayor Jansen had informed the committee that she has been asked about looking to allowing golf carts within Sanctuary. Some possible issues may be with police patrol, underage driving of golf carts and where carts can drive. There was no recommendation at this time from the Committee. Discussion followed about what happens if other areas start requesting to use golf carts on streets. Chief Allen advised there are rules and KRS that would need to be reviewed, as one of the issues is that it is illegal to cross over a street.

### **Recreation:**

- Mr. Ringo advised that his committee has not met, but that work is going on.
- Ballfields were opened on March 11<sup>th</sup>.

- Mr. Yelton had received bids for replacing the backstops at Franzen Fields, the low bid was \$3,150. This has already been completed.
- Soccer fields are ready to be opened.
- Mr. Ringo advised that the Civic Club had spotted raw sewage in the lake. SD1 was contacted, found the location of the leak and made repairs.
- Mr. Ringo requested a decision on the 2 AEDs that were discussed at the last meeting. The Fire Department will take care of maintenance and storing during off season, but city will need to pay all costs. KRS 419, says that as long as the property owner (this includes City) makes unit available for recreational purposes, that the City has immunity as long as units are being maintained.
- 2 units mounted in boxes for \$3,800. Mr. Ringo states he has \$3,000 in his budget for the expense. Villa Madonna will also pay half for their unit.
- Signs will also be posted on the boxes, advising "You are on Camera". With units placed in a location where cameras will capture video of anyone around the units.

Motion by Mr. Baehner to approve the purchase of 2 AEDs for the parks, and use up to \$3,000 from Park and Recreation Funds, seconded by Mr. Ringo. A voice vote was taken, all in favor. Motion passed.

#### **Fire Authority:**

- Fire Authority met and Mr. Ringo gave a report on number of runs.
- Mr. Ringo reported that run numbers have increased and transports and billing are up. The deficit for the department is continuing to go down. The department is currently down to about \$35,000 deficit for the fiscal year.
- Mr. Ringo advised that the department has recently received several grants to help pay for various items for the department.
- Mr. Ringo advised that only 1 bid was received for the new ambulance. The Bid was \$241,108 plus \$10,000 for the power cot. Coming in at almost \$255,000 total. If the bid is accepted and approved, the ambulance would be delivered in October.
- Mr. Ringo advised the survey work for the new firehouse has been completed by Brandstetter.
- Mr. Ringo advised the new 8" water main at Villa complex to the school, sisters, monastery and Transmontaigne has increased water pressure for the fire department in the area.
- Mr. Ringo updated that the Super America deal is moving forward and that the fire department is hoping to train on the building on the property soon.
- Mr. Cahill advised Council that they may need a special meeting around the first of April for financing for the firehouse. The bond will go for sale on March 31<sup>st</sup> and both cities will need to move fast to accept the proposal, therefore needing a special meeting the first week in April. Council discussed and the current Municipal Order already approves and authorizes the Mayor to sign if the bond comes in at 2.95% for 25 years, or if a lower rate is received. Council all agreed that the authority for the Mayor to sign has already been given. The special meeting will only be necessary for a higher rate, to approve the new rate. Mr. Cahill advised that if the rate is higher, they will also have to option to switch to a 30-year bond. The first Franchise fee payment should be received in April, the first payment on the bond would be delayed and not due until July.
- Next Meeting, Monday April 19<sup>th</sup> at 6:00 pm.



**City Attorney:**

- Ms. Stewart stated that there was no report.

**City Clerk:**

- Ms. Lipson stated that there was no report.

**City Administrator:**

- Mr. Bohman advised Council and residents that the City offices will resume normal operating hours on April 12<sup>th</sup>. Administration staff will be fully vaccinated by that date. Mr. Bohman thanked Kenton County Emergency Management with assistance on getting staff appointments for the vaccine.

**Mayor's Report:**

- Mayor Jansen thanked the Public Works department for their hard work over the winter. She advised that there would be an article about the Public Works Department and Committee in the Villa Hills/Crescent Springs magazine about the department.

**Old Business**

None

**New Business**

None

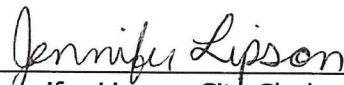
**General Comments**

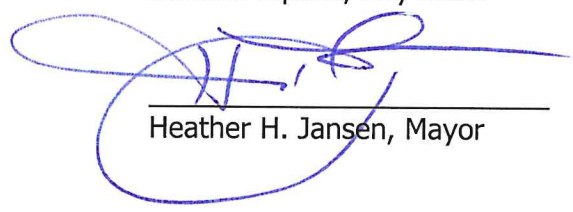
Mr. Ringo stated he was glad to be back in person, several others agreed with his comment.

At 8:16 p.m. a motion was made by Ms. Stover, seconded by Ms. Wadsworth to adjourn. A voice vote was taken, all in favor. Motion passed.

Time of adjournment was 8:16 p.m.

Respectfully submitted,

  
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Jennifer Lipson, City Clerk

  
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Heather H. Jansen, Mayor