

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

Meeting #701 Minutes October 21, 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 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 October 21, 2020 meeting of City of Villa Hills Council (Meeting #701) to order at 6:40 p.m. Mayor Jansen led council with the Pledge of Allegiance. City Clerk Jennifer Lipson called the roll. Those in attendance were:

**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
Derick "Buck" Yelton, Public Works Director
Matt Bogen, City Engineer
Mary Ann Stewart, City Attorney**

A quorum was present.

The first item on the agenda was approval of the minutes of the September 16, 2020 Council meeting.

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

Audit Report:

Mr. John Chamberlain with Van Gorder, Walker & Co. presented the Draft 2020 Annual Financial report to City Council. Mr. Chamberlain informed Council that the City received an unmodified opinion of its financial statements. Mr. Chamberlain advised there were no matters involving internal control and no issues of non-compliance found.

Legislation:

- **Approval of Municipal Order 2020-L. A Municipal Order accepting the Bid for Road Salt**

Ms. Stewart presented draft Municipal Order 2020-L, a Municipal Order for the City of Villa Hills, Kentucky accepting the bid of Morton Salt for the purchase of Sodium Chloride (Road Salt) at the price of \$65.40 per ton delivered (dyed) for Fiscal Year 2020/2021 and authorizing

the use of Compass Minerals at the price of \$63.32 per ton delivered (undyed) as the backup supplier.

- Motion by Mr. Thompson, seconded by Mr. Ringo, to adopt the Municipal Order. Voice vote taken 6-0 in favor, motion passed.

This will become Municipal Order 2020-13

Committee Reports:

Police:

- Chief Allen gave the Police Report
- Chief Allen gave the monthly run, crimes and accident numbers.
- Chief Allen advised that they have started using the FOT and Corridor grants, which are a combined total of \$31,000.
- Officer Lucas attended NFAI training and is now a certified Arson Investigator.
- Onexx has had 18 apprehensions, most were drug offenses.
- The Police Department has received numerous complaints of traffic issues. Chief Allen reminded residents that they are running radar, but they have 30 areas of complaints and normally only 3 officers on at a time, they cannot be everywhere at the same time.
- Officer Bolton received an award from Kentucky State Police for most DUI arrests.
- Chief Allen advised Council that Sergeant Hall has 2 ½ weeks of SPI training and will be back at the first part of November.
- Traffic complaints around drop off and pick up times of students along Amsterdam and Collins are due to an increase of car riders vs. bus riders. Car riders have doubled, therefore causing additional traffic in the area of the schools and surrounding areas.

Safety:

- Safety Committee met on October 20th.
- Eagle Scout Candidate Nathan Harmon updated the committee on his Share the Road sign project. The State has placed 10 signs along the state-owned portion of Route 371. Nathan has purchased 8 additional signs that will be placed by his project team with the assistance of Buck and Public Works Department. They hope to have the project completed in 2-3 weeks. There will be a Safety Tip sheet that will be shared on the website.
- Mr. Baehner advised that the Firehouse general committee has met and will meet every 3 weeks. The RFQ for Firehouse has been put out. The goal is a functional and safe firehouse.
- An Inter-local Agreement Sub-committee has completed the revised Inter-local Agreement and it is being reviewed by both city attorneys. There will be several memorandums of understanding attached for better understanding of the processes by future councils/committees.
- Firehouse Finance sub-committee has had discussions about project financing and have had positive discussions. In March the committee plans to meet with both cities.
 - All banks with a branch in Crescent Springs, as well as KLC were asked if they were interested in providing financing. Most banks did not respond, a few did. Best finance option is a 30 year Bond with KLC.
 - Both cities will need to join the Kentucky Bond Corporation. Council must pass a Resolution to join. This will be on the November agenda.
 - Fire Authority will hold the loan for the firehouse, both cities must guarantee their portion. The 30 year bond will be 60/40 split for the life of the loan, 60%

Villa Hills, 40% Crescent Springs. The split was determined based on several factors including population, percent of runs to each city, and taxable values of each city.

- Villa Hills is planning to pay their portion with the Franchise Fee.
- Next Meeting will be November 10th.

City Engineer:

- Mr. Bogen presented the City Engineer's report
- Mr. Bogen gave an update report to Council on the Buttermilk Pike Project. He advised that the work by Duke's contractors has been completed and Riegler is now starting Phase 3. The work should be completed before asphalt plants close in mid-November.
- Stormwater at Lake Leen – concerns by residents on restoration work. Two fixes looked at, one is a concrete wall on one side to prevent erosion, which would cost \$31,424; the second option is to remove and relocate last section of pipe, which would cost \$25,329. Either option would address concerns and alleviate problems.
- Lakeshore and Villa Marie project was stopped until spring. The project was awarded to Riegler, who is also completing Buttermilk. To ensure enough manpower to complete Buttermilk, the Lakeshore project will be completed in Spring of 2021. Area will be temporarily repaired and Public Works will do any necessary maintenance over the winter.
- Asphalt resurfacing work is being done by Michels. Rosewood and Englewood are complete; Riverwatch and Timberline will be started within the next week. Woodbury, Willowdale, and Welshire will be completed the following week.
- In prioritizing projects for 2021, Robin Lane is a high priority. Water District will replace water main at the same time.
- Council inquired about the Lake Leen drainage issue. There was discussion about whether contractor followed plan with proper elevations and angles for drainage to Lake Leen and if the engineer had checked the work while it was being completed. It appears the pipe was angled closer to the embankment than what was in the plans.
 - Mr. and Mrs. Pemberton, whose property is affected by the drainage issue addressed council. They are worried that the erosion problem could de-value their property. Mrs. Pemberton acknowledged that they did sign a contract and sold an easement for the project. Owners informed council that during the project they pointed out to contractors that the pipes were pointed out facing the wrong way, but it wasn't changed. Council assured the homeowners that the City will help, they need time to figure out what went wrong, and who will be responsible for the fix.
 - Mr. Bogen will have a survey crew review the line location vs. what was on the plan.

Public Works Committee:

- Mr. Thompson advised that Meadow Wood work is not acceptable and will have additional work done.
- Mr. Thompson advised that a letter will be sent to residents on Lakeshore concerning the project delay.
- Niewahner signs will be replaced when other signs are placed along Buttermilk.
- The bridges at Rogers and Doriel/Amsterdam were inspected and no visible problems were found.

Public Works Director:

- Mr. Yelton, Public Works Director, gave the Public Works Director's Report.

- Mr. Yelton wished to thank Corey and the rest of his crew for the work they completed while he was out.
- Riegler will be rough paving the base course on Buttermilk Pike on Saturday and will start on the curbs on Monday.
- Crack sealing and panel replacements are completed in many areas throughout the city.
- Overlay is in progress by Michels.
- Currently have 300 tons of salt in storage.
- Awaiting a date from the county on when bush hog work will be completed.
- Speed bumps and signs have been installed on the drive next to Villa Hills Civic Club.
- Thanks to Robin Graham and Rich Cline, who were observed picking up trash throughout the city while they were out walking.

Events & Beautification:

- Ms. Wadsworth advised that the committee did not meet.
- Ms. Wadsworth advised that the display is still up for photo opportunities at the City building.
- The City is still unable to hold events due to COVID restrictions.
- Next meeting will be in November.

Finance:

- Mr. Cahill advised the committee met in person on Monday night, while social distancing and wearing masks.
- Mr. Cahill informed council that Mr. Chamberlain had given the same audit report to his committee on Monday night.
- Mr. Cahill advised that the committee had reviewed the September Financial Statement. Mr. Cahill noted that the committee had planned to recommend approval of July, August and September financials, as well as the Audit report, but will not do so, as the audit is still in draft form.
- Mr. Cahill thanked Mr. Bohman, Ms. Lipson and department heads for doing an excellent job on keeping spending within budget. The auditors had recommended \$50 in total adjustments on the City's \$5 million budget, which is excellent.
- The committee discussed the KLC Investment Pool staff recommended that the City place \$500,000 into a KLC bond, as it is the most stable investment at this time. The Committee agreed with staff.
- Mr. Cahill made a motion for the City to place \$500,000 in the bond fund in the KLC Investment Pool, Seconded by Mr. Baehner. Voice vote taken, all were in favor, motion passed.
- Next scheduled meeting is November 16th, and the meeting will be held in Council Chambers.

Administration:

- Ms. Stover advised that the committee did meet to discuss the update on the Z21 study.
- The committee reviewed additional standards that were sent by PDS staff.
- The committee's recommendations were returned to PDS, which will be included in the Villa Hills zoning guidelines.
- PDS Council met by zoom meeting. A draft was presented on fees, which reflected some changes in the Tax Based and Fee Based Services which will begin in 2021.
- Next scheduled meeting is November 4th at 6:30 p.m. in Council Chambers.

Recreation:

- Mr. Ringo announced that on October 25th the fields and fall sports will come to a close. Recreation will be done until sports resume in March.

Fire Authority:

- Fire Authority met on Monday and Chief Wendt gave his report.
- Runs are down, and billing is down. People don't want to call or go to the hospital these days, which is resulting in a decrease of income from billing.
- Jim Sparrow, with Rankin and Rankin completed the audit report for the Fire Authority.
- Madonna Manor is wanting to add additional housing units, but they have a water pressure issue, that needs to be fixed first.
- The Fire Authority has purchased 2 new heart monitors from Stryker. They received a good deal and a 5-year warranty.
- Next meeting is scheduled for November 16th at 6:00 at the firehouse.

City Attorney:

- Ms. Stewart advised she had nothing to report.
- Council members inquired on status of Transmontaigne. Ms. Stewart advised that the State Fire Marshall has not issued a permit. The application with PDS is still pending. Transmontaigne had requested a continuance with Board of Adjustment, they have not yet requested to have it put back on the agenda. PDS and Board of Adjustment is waiting and are in a holding pattern until Transmontaigne moves forward.

City Clerk:

- Ms. Lipson thanked Mayor Jansen, Hayley Jansen, her daughter Arielle, Corey, Buck, Dallas, Craig, Anna and Mr. Cahill for their help getting tax bills prepared and out.
- Ms. Lipson advised that as of today, tax payments are 1/3 collected.

City Administrator:

- Mr. Bohman advised Council that he participated in a Zoom call with Duke LED. The discussion on the call was about replacing the street lights in the city. Duke would start with replacing the 67 cobra head lights located throughout the city. Timeframe for project would be 1 month for their engineering design and 3 months to complete the work. Savings would be seen in about 7 months.

Mayor's Report:

- Mayor Jansen reported that Villa Hills will have Trick or Treating on October 31st from 6-8 pm. Northern Kentucky Health guidelines will be posted on the City website and on the Facebook page.
- Villa Hills Civic Club is hosting Trunk or Treat on October 24th. This is not a City event.
- Mayor Jansen wished to thank Carol Kerr who went out and cleaned up the Villa area after the area was discussed at last month's meeting.
- Mayor Jansen announced that a Charitable Trust had been set up by her family at Highland Cemetery to fund a pet cemetery. The charitable trust will be putting up a Police K-9 monument. The monument will be created with names of dog and dates of service, and will provide the burial and marker. This will include retired police dogs.

Old Business

Bids for Franchise Fee – Mr. Bohman advised that staff is looking for guidance before moving forward on advertising for solicitation for bids and continue with next steps with Duke.

Mr. Ringo made a motion to move forward and advertise the Franchise Fee, seconded by Ms. Stover. Roll call vote taken, 6-0 in favor, none opposed. Motion passed.

New Business

None

General Comments

None

Public Comments

Mr. Mike Bartels from River Road addressed Council. Mr. Bartels inquired about property on River Road with contaminated dirt and inquired on what the City has done. Council advised that the City is not involved and that the issue was a civil matter between the property owners and the company that dumped the contaminated dirt.

Mr. Bartels then inquired about what the City was doing about Transmontaigne. Mr. Bartels asked if there was styrene being stored already and felt that the maintenance at the facility was prep work for styrene. Council advised that the maintenance being done did not require a permit and because the property was commercial, any permits for work would be acquired from the state. Council advised that the State Fire Marshall had inspected and found that they were only doing maintenance work and there was no styrene being stored.

There was no further discussion.

Mr. Thompson made a motion to go into Executive Session, pursuant to KRS 61.810 (f) discussion related to the appointment, discipline, or dismissal of an employee. Second by Mr. Baehner. All were in favor.

Council adjourned to Executive Session at 9:25 pm.

Ms. Stover made a motion to adjourn from Executive Session, second by Mr. Ringo, all were in favor.

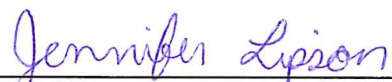
Council returned from Executive Session at 9:43 pm.


There was no further business.

At 9:44 p.m. a motion was made by Mr. Baehner, seconded by Ms. Wadsworth to adjourn. All were in favor.

Time of adjournment was 9:45 p.m.

Respectfully submitted,


Jennifer Lipson, City Clerk


Heather H. Jansen, Mayor