

**Meeting #706 Minutes
April 21, 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 April 21, 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 a moment of silent in memory of Crescent Spring's Mayor Lou Hartfiel and the Pledge of Allegiance. City Clerk Jennifer Lipson called the roll. Those in attendance:

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

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

S. Ringo was absent for this meeting.

A quorum was present.

The first item on the agenda was approval of the minutes of the March 17, 2021, Council meeting. Mr. Thompson requested an amendment due to repetition of a portion of the minutes. A motion was made to approve by Mr. Baehner, seconded by Mr. Cahill. A vote was taken 5-0 in favor. Motion passed.

The next item on the agenda was approval of the Special Meeting minutes of the March 24, 2021, Special meeting. A motion was made to approve by Ms. Wadsworth, seconded by Mr. Baehner. A vote was taken 5-0 in favor. Motion passed.

Legislation:

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

Ms. Parsons presented Council with Municipal Order 2021-D. This is a Municipal Order Declaring Surplus Property. The property for surplus is the 2006 Gold Crown Victoria that was being used as a vehicle for the Administration Department.

Mr. Cahill inquired on what Administration will use for a vehicle. Mr. Bohman advised that the Police Department had recently removed unit 129, a 2013 Crown Victoria from the fleet and Administration will now use that vehicle.

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

This will become Municipal Order 2021-4

Committee Reports:

Police:

- Mayor Jansen expressed appreciation for the police department for their assistance and participation in the funeral procession for Mayor Lou Hartfiel.
- Chief Allen presented a Power Point of the March 2021 Police report.
- Chief Allen reported on crimes, accidents, overtime, training and K-9 activity.
- Chief Allen reported that citations had increased due to traffic issues, but that the majority of citations being issued were as a result of the federal grant for patrol on I-75, other areas with high number of citations continue to be on Buttermilk, and Amsterdam.
- Chief Allen was asked how long the federal grant was good for. Chief Allen informed Council that the grant is renewed in July or September and is based on citations issued.
- Chief Allen reported to council that shift coverage resulted in 39 hours of overtime, and 14 hours of overtime for FOT (federal grant for I-75).
- Chief Allen informed Council that in-person court was resuming, therefore an increase in overtime for court should be anticipated.
- K-9 team has done an excellent job. There are drug crimes occurring in both cities, not just Crescent Springs.
- Chief Allen informed Council that he had received notice from Officer Bolton that he would be leaving as of May 3rd and going to work for Boone County. The search for a replacement has already begun.

Safety:

- Mr. Baehner advised that their meeting began with a moment of silent for Mayor Lou Hartfiel.
- Mr. Baehner informed Council that the 1st cruiser on order is due to be received in mid-June, with the next 2 being received in July.
- Mr. Baehner announced that lots of work is being done with design work for the firehouse, but that it would still be a while before dirt starts moving.
- Mr. Baehner stated that plans were to start bike patrol, but due to the snow and unseasonable weather, that has been delayed. Bike patrol will begin once the weather is warmer.
- Safety Night is planned for August 4th.
- MusicFest is being planned for September 18th.
- There was discussion about inner block crosswalk on Prospect Point Drive. There was a request to re-paint the faded crosswalk striping across the street. The sidewalk ends near the lake with both sections on opposite sides of the street having a leading

sidewalk towards the street. There was discussion that this gives pedestrians a false sense of security with the sidewalk and painted crosswalk. The issue is that there is a hill and blind curve right where the sidewalk ends and where people are crossing. Council decided to deny the request for the city to re-paint, due to the safety concerns in the area.

- Discussion followed about establishing a procedure for residents when making requests for crosswalks.
- Safety Committee will invite Prospect Point HOA to their next meeting to see if they can work together to find a safer solution to the crossing issue.
- Next meeting for Safety Committee is May 11th at 6:30.

City Engineer:

- Mr. Bogen presented the City Engineer's report.
- Mr. Bogen reported an update on Buttermilk Pike project. He met with Riegler, Lonkard and Mr. Hensley and it was decided to add 4 trees to fill in buffer and add topsoil on Mr. Hensley's property. 2 sections of sidewalk that were presumably damaged by Riegler's equipment will be replaced. Approximate cost to purchase trees is \$1,200.
- Mr. Bogen reported that Lakeshore phase 2 has begun. The street on Villa Marie was torn out and repaving has begun. The island had been damaged during the curb work and the garden club asked the city to just remove the island rather than replacing it. Areas of weakness were found along Villa Marie, including the area where the island was. This required road sub-grade stabilization under the area of the island and geo-grid work on Villa Marie the total overage is at \$5,700 for the project.

Public Works Committee:

- Mr. Thompson made a note to Council that once they replace the trees and shrubs and replace the sections of sidewalk, that Buttermilk will be done, it should be finalized during the current fiscal year.
- Mr. Thompson advised that on Meadow Wood at Buttermilk, the company that had done the work would be out within the week to patch or repair the roadway. Discussion with council about ruts constantly being made in the dirt and grass near the street. It was decided that this area might be best to be filled in with gravel or concrete to prevent the ruts caused by large/heavy trucks.
- The Surface Condition Survey report has been provided to Council for the Villa Hills area.
- There were two areas of sidewalk that SD1 has repaired along Valley Trails.
- Amsterdam and Collins intersection, still waiting on draft from engineer.
- There was discussion about Sanctuary and water drain issues, as many of the downspouts are pointed towards the street. SD1 reviews and approves the drainage in new developments. A copy of the SD1 storm water plans for Sanctuary will be requested. This will also be discussed with the developers in the development area.

Public Works Director:

- Mr. Yelton advised that Sebree has milled down the area of concern along Meadow Wood and will be repaving the area on next date.
- Mr. Yelton informed Council that the Niewahner signs are up.
- Niewahner also has a bad sidewalk area between two properties with grass and mud on the sidewalk causing possible trip hazards for pedestrians. Letters were sent to both property owners near the area.

- Mr. Yelton advised that mulch has been placed throughout the city at the various gardens.
- Mr. Yelton informed Council that the areas of concern with SD1 and the sewer lids that were causing sidewalk issues have all been replaced except one. He will follow up with SD1 to find out when the last one will be fixed.

Events & Beautification:

- Ms. Wadsworth advised that her committee met and will be creating an Events and Beautification Facebook page to share all events that they will be hosting. The planned launch of the page is set for July.
- Ms. Wadsworth listed the following Events that the committee is working on for the remainder of the year
 - Staff Appreciation – which will be box lunches catered for staff. Date to be determined
 - Yard Sale – being planned for September 3 and 4, 2021.
 - MusicFest – September 18, 2021 from 5:00 – 10:15.
 - Haunted Trail – tentatively scheduled for October 30, 2021.
 - Christmas in the Park – December (date to be determined)
 - Keeneland – the committee is looking at the possibility of having a Villa Hills day at Keeneland.
 - Behringer Crawford Museum at Christmas – possibly joint with Crescent Springs.
 - Looking at possibly going to Sunlite Pools for a Villa Hills Day.
 - There was also discussion to have a craft making event, but finding a space may be an issue. Mr. Baehner informed Ms. Wadsworth that after the Firehouse is completed that they will have a training room that could be used for hosting crafting events.

Finance:

- Mr. Cahill advised that the committee met in person, masked and socially distanced and reviewed the March Financial Statements.
- Mr. Cahill made a motion to adopt the March Financial Statements and have them published. Second by Mr. Baehner. All approved, motion passed.
- Mr. Cahill informed Council that they discussed the KLC Investment Pool – the committee would like to have the Investment Pool balance reviewed on September 30th of each year, as opposed to monthly. September 30 is the low end of cash balance in the budget and should be where the number is based. Doing it monthly leads to the constant moving of money back and forth and the committee felt it best to only move money once a year.
- Mr. Cahill advised the potential revenue from ARPA program was discussed, but guidance on the money hasn't been set yet, therefore the committee has no recommendation.
- Mr. Cahill advised that the first Franchise Fee check has been received for \$59,000 and is sufficient to cover the debt service for the firehouse.
- 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 May meeting, with a 1st Reading of the Ordinance. Then discussion will take place at the Caucus meeting with the 2nd reading occurring at the June Council meeting.
- Mr. Cahill stated that the next meeting will be held on May 17, 2021 at 7:00 pm in Council Chambers

Administration:

- Ms. Stover advised the Committee met on April 7th.
- Ms. Stover advised that Z-21 application has been submitted for review to KCPC with corrections that the committee submitted. Review by KCPC will occur on the first Thursday in May. This is a Public Hearing that will be virtual, those wishing to participate will need to contact KCPC for the link. This information has been shared on the City's Facebook page. The document can be viewed at KCPC's website at www.KCPC.org.
- Ms. Stover informed Council that it was recently discovered that PDS had issued 2 separate permits to property owners for installation of solar panels. Both properties had installed the solar panels on the front face of their roofs. Villa Hills' ordinance only allows installation on the rear face or in the rear yards. The City will not take action against these property owners, but has brought it to the attention of PDS staff. This information will also be requested to be added to the Z21.

Recreation:

- Mr. Ringo was absent from the meeting, there was no report.

Fire Authority:

- Mr. Cahill gave a report on number of runs for the department.
- Mr. Cahill reported that the department is keeping maintenance to the building to a minimum, but they recently had to make some repairs.
- Mr. Cahill advised that the audit was completed for the Fire Authority and that there were no recommendations.
- Mr. Cahill reported that the current deficit for the Fire Authority seems to be evening out and he doesn't anticipate coming to the cities for additional funding.
- Mr. Cahill reported that House Bill 8 should be providing additional funding for Medicaid patients, but they have not seen money from that yet.
- Mr. Cahill advised that the Firehouse Bond has been funded at a rate of 2.752% for 25 years. It came in under the rate that was anticipated.
- Mr. Cahill brought up for discussion that the Legal, Design and Construction funds received from the cities in the amount of \$50,000 were more than necessary for upfront costs. However the first payment for the bond is coming due June 1, 2021, which is sooner than expected. Instead of both cities needing to prepay, Mr. Cahill is asking for the cities to allow the balance of the \$50,000 to be used towards the first payment. Council was in agreement with this, as the money was already allocated and sent to Fire Authority for the Firehouse.
- In fiscal year 2020-2021, Villa Hills paid a total of \$30,000 of the \$50,000 "firehouse fund to Crescent-Villa Fire Authority restricted for use in legal, design and construction of a replacement firehouse.

Mr. Cahill made a motion to add an additional usage to that restriction so that the monies can be used for legal, design, construction and debt service on the bond used to finance the firehouse replacement, seconded by Mr. Baehner. A vote was taken, all in favor. Motion passed.

- Mr. Cahill advised he will pay the June 1st payment from the funds.
- Mr. Cahill advised that the City Administrators and City Clerks from both cities will be meeting with him in the coming days to discuss how to handle getting the money from

each city into the account prior to the first of each month, since the payment will be auto withdrawn on the 1st.

- Firehouse design work shows there is a change in the design of the firehouse as a result of a 22 foot elevation change in the land. The sleeping quarters were originally planned to be on the side of the building away from Crescent Springs Public Works building, but they will now need to be moved to being on the side closer to their building.
- Brandstetter Carroll has submitted the first invoice for payment. Mr. Cahill will take all invoices to the Fire Authority for approval to request disbursements from Kentucky Bond Corporation. The City Clerk's will receive a copy of the invoice and request for disbursement, to be placed on City website for transparency.
- Fire Department membership voted unanimously to deed the land for the firehouse to the Crescent-Villa Fire Authority.
- Ambulance – Crescent Springs attorney asked for it to be delayed due to passing of Mayor Hartfiel. Fire Authority needs resolution from Crescent Springs to proceed with ordering the ambulance.
- Next Meeting, Monday May 17th at 6:00 pm. Fire Authority Finance meeting at 5:45 pm.

City Attorney:

- Ms. Parsons stated that there was no report.

City Clerk:

- Ms. Lipson stated that there was no report.

City Administrator:

- Mr. Bohman advised Council that PDS has done the next quadrant of the sidewalk inspection program and made sure it's in a format the city can pull data out of GIS to be able to send letters out on a regular basis.

Mayor's Report:

- Mayor Jansen – was contacted by Josie Schriver who was writing an article about Mayor Jansen. The article will be in the Northern Kentucky Tribune
- Ribbon cutting at Madonna Manor is planned for May 18th at 10 am. They were also inquiring about help with flag ceremony at event.
- Mayor Jansen met with Byron Wolfe from Prospect Point, he thanked everyone for work and attention they have received. Prospect Point has a local newsletter called the Prospector that is put out for the residents of their community. He will contact City for information that the City may want to place in the newsletter.
- Tunnel to Towers Run will take place in the fall on September 11, 2021.
- Villa Hills Civic Club will be having their Fire in the Hills event.

Old Business

None

New Business

None

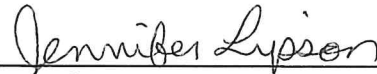
General Comments

None

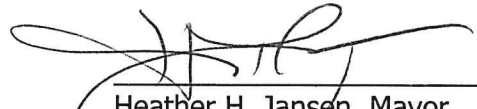
At 8:08 p.m. a motion was made by Ms. Stover, seconded by Mr. Thompson to adjourn. A voice vote was taken, all in favor. Motion passed.

Time of adjournment was 8:09 p.m.

Respectfully submitted,



Jennifer Lipson, City Clerk



Heather H. Jansen, Mayor