

**Caucus Meeting
June 9, 2021**

Mayor Heather Jansen called the June 9, 2021 City of Villa Hills Caucus meeting to order at 6:30 p.m. at the Dennis M. Stein Municipal Building, 719 Rogers Road, Villa Hills, Kentucky. Those in attendance were:

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

**Bryce Rhoades, City Attorney
Craig T. Bohman, City Administrator
Jennifer Lipson, City Clerk
Bryan Allen, Police Chief**

A quorum was present.

- The first item on the agenda was 1st Reading and Discussion of Ordinance 2021-F, an Ordinance of the City of Villa Hills, in Kenton County, Kentucky adopting the 2021 S-6 Supplement to the City of Villa Hills, Kentucky Code of Ordinances, as recently prepared by the American Legal Publishing Corporation.

Mr. Rhoades explained to Council that this was an ordinance accepting the codification of prior ordinances adopted by the Council from 2018 through first ordinance of 2021.

- The next item on the agenda was 1st Reading and Discussion Ordinance 2021-E, an Ordinance of The City of Villa Hills, In Kenton County, Kentucky, amending the city's budget and Ordinance 2020-9 by increasing the amount of overall revenue and expenditures to account for various changes. this is an amended budget ordinance for The City of Villa Hills, Kentucky pursuant to KRS 91a.030(10) for the Fiscal Year beginning July 1, 2020 and ending June 30, 2021, by estimating revenues and resources and appropriating funds for the operation of city government and providing that no monies shall be expended by or on behalf of The City of Villa Hills except in accordance herewith.

There was discussion about why the amendment was necessary. There was a bookkeeping error due to the grant received for Buttermilk, money is all accounted for, it was the way it was posted that had to be corrected. There was discussion regarding overage due to overtime expenses and insurance costs. The insurance costs were due to life event changes for several employees who were married and/or had babies during the past year, causing a rise in expenses to the insurance

line. There was also discussion about overages on various road projects resulting in the need to adjust the expense line for the Road Fund. Council requested that Public Works Committee supply an update monthly on expenses and overages, so they are aware of the status every month. Additionally, the amendment includes adding the franchise fee, ARPA funds and TIF funds to the ordinance.

Council agreed to a change on this Ordinance to Section V, adding the Road Tax Fund Prior Year Balance of \$130,000, which will also change Total Road Fund Available to \$640,000, and Road Projects to \$590,000. These changes will pay for the overages on Lakeshore/Villa Marie project.

- The next item on the agenda was 1st Reading and Discussion Ordinance 2021-C2, an Ordinance of The City of Villa Hills, in Kenton County, Kentucky, pursuant to KRS 91a.030(10) for the Fiscal Year beginning July 1, 2021 and ending June 30, 2022, by estimating revenues and resources and appropriating funds for the operation of city government and providing that no monies shall be expended by or on behalf of the City of Villa Hills except in accordance herewith.

There was discussion about not expending any money from ARPA funds until the city knows with certainty what expenses are allowable. Council does not want to get into a situation where they think an expense is eligible, and then find out several years down the road that it wasn't eligible and that they would then need to reimburse for the expenses. ARPA account has been set up as a separate fund, and the proposed ordinance has expenses at \$0.00, which means Council must approve any expenses from the fund.

Additional discussion included the cost-sharing with Crescent Springs to add a 15th officer to the Police Department, several members were completely in favor of adding the officer, several prefer to wait to make sure Crescent Springs passes their Ordinance to include their half of the funding for the officer, before they will approve. Crescent Springs has their second reading on Monday, prior to this Council's regular meeting and 2nd reading on June 16th. The expenses for the additional officer for the 2021/2022 FY would be for up to 6 months as the person would not start until the academy start date in February 2022. Council requested that Mayor Jansen open talks with Crescent Springs about adding the 6th officer (paid for 100% by Crescent Springs) that is allowable in the contract for future planning.

Administration Committee has been discussing changes to the personnel policy, which may include addition of Sick Time to all employee benefits in the future. Council requested a cost estimate for the addition of that benefit. This may not be effective until 2022/2023, but in case the Council and Mayor decide to make it effective sooner, a cost estimate was added to the budget.

Council asked Chief Allen about vehicle replacement schedule and he explained that typically a vehicle should last 8 years, and once a vehicle nears 100,000 miles that it is considered to reach its life on the road for a police vehicle. He also noted that when maintenance of a vehicle starts reaching several thousand a year, that it is considered for replacement. With the vehicles on order for the next year, Chief Allen feels he has 2 years before the department will need to replace another vehicle.

Council stated they would be interested to see details on why the 2014 Dump truck is in need of replacement at this time. They inquired if it was high on mileage, increase maintenance costs, or what is the reason for the truck on the wish list? Council asked that Mr. Yelton discuss with the Public Works Committee and for the committee to report back to council.

There was discussion about possible increased revenue in the future with the build out of Sanctuary Development. Increased revenue is being seen from gross receipts, and occupational license. There was a drop in revenue in the first quarter of the fiscal year for Insurance Premium Tax, due to the increase from 5% to 6% not being implemented before the first quarter tax being due. Insurance companies also gave refunds to vehicle policy holders during the first quarter, the refunds caused a decrease in taxes to be paid, therefore causing a reduction in revenue for the City. Staff feels this number will return to anticipated amounts during the next fiscal year.

Changes made to the Ordinance and agreed upon by Council included:

Section II General Fund:

- Revenues: Interlocal contract revenue increased \$28,500 to reflect Crescent Springs portion for 15th officer.
- Total General Fund Expenses increased \$28,500 to account for proposed changes in PTO and sick time.

Section VII Federal Grant Fund:

- Revenues: additional line of \$200,000 for CDBG Grant for utility assistance, and the addition of a \$200,000 Disbursement line for CDBG Expense. This is a pass-through expense for the utilities grant that will go to the Northern Kentucky Community Action Commission.

General Discussion:

- Mayor and Staff have been conservative on projects for FY 2021-2022. Council requested that staff chart projections for the next year and also to look at planning out a multi-year budget to predict future needs of the City.
- There was discussion about City Engineer's cost and a request for the engineer's costs to be tied into the total cost of future road projects. Along with bids from contractors, the engineer would submit a contract management proposal for their estimated time on the project.
- There was discussion about the replacement of street lights with LED lights. Overall cost is estimated around \$388,000, which is on target with city funds made available by CARES Act reimbursement of frontline salaries. Council gave direction to move forward with this project.
- Mayor Jansen asked Council for their thoughts on televising Caucus meetings in the future. Council was in agreement that they accomplished a lot more not being televised and having more open discussion than they have in the past when the

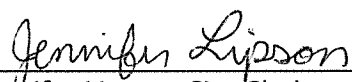
same meetings were televised. Council agreed that future Caucus meetings will not be televised, but will be open for public attendance, as required by law.

- Collins/Amsterdam update was given. Mr. Thompson reported that Katie Dillenburger met with the Public Works Committee and showed the proposal of the intersection. The current proposal would shift part of the road and have an impact on 2 additional properties on Carpenters Trace that originally were not thought to have an impact, but most of the work would remain within the right-of-way.
- There was discussion about the Cincinnati Bell building and Council was informed by Mr. Ringo that Cincinnati Bell has already started working with Mr. Shriver and Mr. Knochelmann from Kenton County on a proposal to integrate fiber in all 17 cities within the County. With the possibility of removing the building to allow a different approach to the intersection, Cincinnati Bell has said that they would work with Villa Hills and possibly make Villa Hills a priority on the project. Villa Hills currently has about 1,000 households not with Cincinnati Bell who would need to be moved off of copper, before the building could be eliminated. The next Public Works Committee meeting with Bayer Becker, the Smedley's and the 2 additional property owners will take place on site. The update also shows turn lanes from both directions into Villa Madonna Academy. There was discussion about the option of using the area of the lake, this would need to include SD1 and the Army Corps of Engineers in the project and this could prolong the project being completed on time.

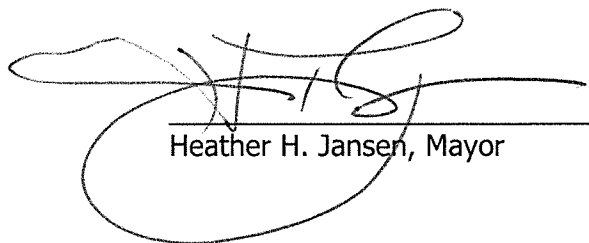
With there being no further discussion or comments, a motion was made by Mr. Cahill, seconded by Mr. Baehner to adjourn. Motion carried voice vote all in favor.

Time of adjournment was 9:30 p.m.

Respectfully submitted,



Jennifer Lipson, City Clerk



Heather H. Jansen, Mayor