



**Meeting #708 Minutes
July 21, 2021**

Mayor Heather Jansen called the July 21, 2021 meeting of City of Villa Hills Council (Meeting #708) 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 a moment of silence and the Pledge of Allegiance.

City Clerk Jennifer Lipson called the roll. Those in attendance:

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

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

R. Baehner – absent

A quorum was present.

The first item of business on the agenda was approval of the minutes of the June 16, 2021, Council meeting.

A motion was made to approve the minutes by Mr. Ringo, seconded by Ms. Stover. A vote was taken 5-0 in favor. Motion passed.

Legislation:

• Discussion and consideration of Resolution 2021-I

Ms. Stewart presented Council with Resolution 2021-I. This is a Resolution of the City of Villa Hills, in Kenton County, Kentucky waiving code enforcement orders, and authorizing the Mayor or her designee and the agents of the Kenton County Joint Code Enforcement Board to execute any documents necessary to release said code enforcement liens against the subject property subject to certain conditions. Property address is 570 River Road. Family member passed away and nearby resident is interested in purchasing the property.

Council inquired if the problems were fixed and how they would be assured that the issues will not occur again. Mr. Bohman advised that the property was being sold to a nearby homeowner and that the liens were from the years 2012 through 2015 and there have not been any issues since. The problems were fixed, but the fines were never paid.

Mr. Thompson made a motion to approve the Resolution, second by Ms. Wadsworth. Roll call vote taken, all in favor, motion passed.

This will become Resolution 2021-9

Committee Reports:

Police:

- Sergeant Hall presented a Power Point of the June 2021 Police report.
- Sergeant Hall reported on crimes, accidents, overtime, training and K-9 activity, and that the department has a 97% closure rate on cases.
- Sergeant Hall informed Council that there were 15 crimes for June. A court case for a Rape 2nd resulted in a guilty plea with a possible 15 year sentence.
- Sergeant Hall advised that the FOT grant has been renewed for the time period October 2021 through September 2022. This Federal Highway Safety Grant is for \$17,000; the second highway grant is for \$13,000.
- Sergeant Hall reported that the department had 54 hours of training and that Officer Bullard was finishing his field training and would be out on his own soon.
- K-9 was on vacation for 10 days, and it was also noted that the team had a successful track, where the subject was located in just 10 minutes.
- Sergeant Hall advised Council and residents that there has been an increase of break-ins to vehicles in the area. Villa Hills had an incident where vehicle parked outside was unlocked and had garage opener in the vehicle. The subjects gained access to the garage where another vehicle was located with a purse and keys inside, that vehicle was stolen. Sergeant Hall reminds everyone to lock your vehicles and remove valuables.
- Sergeant Hall gave an update on a pedestrian struck on Buttermilk Pike recently. The juvenile is still in the hospital. Sergeant Hall thanked the numerous other police departments for their assistance in clearing the interstate and escorting the ambulance to Children's Hospital.
- Sergeant Hall reminded everyone that Safety Night will be held on August 4, 2021 from 6:00-8:00 pm. They will have Police, Fire, Air Care, Black Hawk, K-9, Bike Rodeo as well as a food truck and KONA Ice.

Safety:

- Ms. Wadsworth informed Council that the Safety Committee had been updated on recent projects, and that the Prospect Point Crosswalk was ahead of schedule as work had already begun, it was anticipated to begin in August.
- The design development work on the new firehouse is nearly complete. Construction documents are the next step and should be completed by November, so bids can be solicited.
- Ms. Wadsworth advised Chief Allen had presented his proposed changes to the Special Event Permit and they were approved by the Committee.
 - Updates requires application to be submitted 60 days, and no changes to permit may be made 21 days prior to the event.
 - These permits are expected to be completed for any event within Villa Hills or Crescent Springs. Both City's planning committees have been made aware of the need to complete the application, and it will be shared with Roy East and the Villa Hills Civic Club during an upcoming Haunted Trails meeting with them.
- Police Cruiser Take Home Policy was revised to allow for 30 mile maximum for officers to take cruisers home.
- 2 Police cruisers have been received, 1 is scheduled to be up-fitted starting August 2. Both vehicles were paid for in full from Capital account.

- Crescent Springs recently had an incident as a result of a park shelter rental. Crescent Springs is considering implementing a security deposit for rentals to help alleviate the issues.
- Next meeting for Safety Committee is August 10th at 6:30.

City Engineer:

- Mr. Bogen presented the City Engineer's report.
- Mr. Bogen reported that he and Mr. Yelton had reviewed Buttermilk and Lakeshore and have provided a punch list for restorations to Riegler Construction.
- Robin Lane bid was awarded to Eaton Asphalt. The Public Works Committee met with the project manager during their meeting. They are projecting a start date in mid-August. 1 driveway will need handicap access throughout the project, so they will be accommodating the resident with ongoing access. The project should take approximately 3-4 weeks.
- Bid solicitation for asphalt resurfacing is scheduled for the newspaper posting on July 22nd with bids due August 6th.
- Michels will begin work on Rogers Road, they will complete 1 lane at a time and this should take approximately 2 weeks to complete, weather permitting.

Public Works Committee:

- Mr. Thompson advised that the Public Works Committee had met on-site at Amsterdam and Collins. He reviewed pictures with Council to show where the new sidewalk is being proposed. There were numerous residents present at the meeting to see where the intersection and sidewalk will be.
- Mr. Thompson advised that him, Mr. Ringo and Mayor Jansen will be meeting with Sisters on July 23rd to go over the impact that the new intersections will have on their properties. The driveway to the school will need to be shortened for the current plans.
- Mr. Thompson advised that if the Cincinnati Bell building is torn down, designs and costs will go up, but the City needs to continue with planning, because the City has a deadline and cannot wait to see what will happen. If the building is removed in time for changes to be made, then the intersection will be reviewed and would affect fewer residents.
- Mr. Thompson advised that the Committee had updated the 10-year Road Plan and that a preliminary spreadsheet had been shared with Council.
- Mr. Thompson advised that Request for Qualifications were going out for City Engineer and will be due back in August.

Public Works Director:

- Mr. Yelton advised that the Public Works crew has been updating signs throughout the City. They have also been installing signs in Sanctuary and replacing stop signs only in Squire Valley.
- Michels will be starting in a few weeks on Rogers Road
- Work on Meadow Wood entrance radius turn improvement is starting
- Prospect Point sidewalk is being worked on.

Events & Beautification:

- Ms. Wadsworth advised that Music Fest letters for sponsorship have been sent out. The two cities decided to combine their budgets to pay for fireworks show at the event.

- Ms. Wadsworth reported that the Committee has created a New Facebook page to update residents on upcoming events. The page is "City of Villa Hills Events".
- Ms. Wadsworth announced that registration has opened for anyone interested in participating in Goat Yoga on August 9th. There are limited spots and the cost is just \$20. This is a fundraiser, all proceeds will go to Shop with an Officer and Firefighter. Tickets are being sold through Eventbrite and the City is absorbing the credit card fees for the tickets.
- Ms. Wadsworth also reported that Safety Night has been shared on the Events page.
- Ms. Wadsworth advised that planning has begun for Haunted Trail and that they are looking for volunteers to help with the event. This will be on the last Saturday in October starting at dusk and going until 10:00 pm.

Finance:

- Mr. Cahill advised that the committee met in person on Monday, run by Mr. Hagedorn. The committee recommends accepting the June Financial reports subject to any audit changes. They are not recommending posting of the reports until final.
 - Mr. Cahill made a motion to accept June Financial statement, subject to any audit changes, seconded by Mr. Thompson. A vote was taken, all in favor. Motion passed.
- Mr. Cahill advised that the committee discussed KLC Investment Funds and reminded Council that all funds were currently in the Corporate Bond Fund.
 - Potential to transfer to a money market or maybe pay down debts. Current losses of \$2,000 - \$3,000 from current investment in Corporate Bond Fund.
 - Over \$500,000 in existing debts. Paying down debts will save \$40,000 in interest payments from existing debts, if they are paid off.
- The Committee had inquired about receipt of ARPA funds. The ARPA funds were not received yet and have not been received at the time of the Council Meeting.
- The committee also discussed the need for a multi-year budget. With CARES and ARPA funding as well as the need to fund the TIF until Sanctuary valuation kicks in, it is important to have a good understanding of the financial situation of the city after these items have their full effect on the budget. Mr. Bohman is currently working on this with intention of completing it for the August Committee Meeting.
- Next meeting will be held on August 16, 2021 at 7:00 pm in Council Chambers.

Administration:

- Ms. Stover advised that Administration Committee met on July 7th.
- Ms. Stover advised that the committee reviewed information from adjoining cities and were preparing to make recommendations. There were some changes due to recent changes made by the General Assembly, therefore the Administration Committee will continue discussion in August and possibly make a recommendation at the August meeting.
- There was discussion about how the sick leave will impact the budget, addition of a 16th officer and impact and long-term budget concerns.
- Next meeting will be a Special Meeting, due to Safety Night falling on their regular meeting night. They will meet on August 3, 2021 at 6:30 pm in Council Chambers.

Recreation:

- Mr. Ringo reported that fields have flipped over from summer sports to fall sports.
- Mr. Ringo advised that the bleachers are no longer in compliance. The old bleachers will be removed for recycling and that will be handled by Villa Madonna Academy.

Bleachers on the lower 2 fields will not be replaced. If the bleachers on the upper field are replaced, it will be a 50/50 cost share with Villa Madonna.

- Ms. Stover inquired about placing signs on backstops at the baseball fields stating "No Climbing", as she has often seen young children climbing them. Ms. Stewart advised that it was a good idea for the City to add the signs as suggested.
- Ms. Wadsworth inquired about access to the fields to prep for Haunted Trails, from October 28 – 31. Mr. Ringo advised that fields were typically closed and final prep of fields for winter should be done prior to when her committee will begin their preparation.

Fire Authority:

- Mr. Ringo advised that the Fire Authority had a Special Meeting on July 12th with the Firehouse Committee, Brandstetter & Carroll and Crescent Springs Public Works. All major parties were involved in the meeting.
- Updated plans will raise the building 2 feet, water will run down and be caught alongside the building then run down to a 150 foot pipe that will be installed to run to Western Reserve to a major pipe drain. They will meet with Brandstetter & Carroll to finalize these plans.
- October the Fire Department will have an Open House and the plans will be shared with the public. This will be tied to Fire Prevention Week.
- The bid will not be a total project bid, it will be for various portions of the project to get best pricing. Goal is to put it out to bid in November.
- Fire Authority informed that existing firehouse drain pipes have become crushed and can't be repaired. There will be new expenses of \$4,500 to jackhammer floor and put temporary pipes in until new building is done.
- Waiting on EMS vehicle and new truck, both are being held up due to lack of computer chips for the vehicles.
- Next meeting will be held August 16th at 6:00 pm at the Firehouse.

City Attorney:

- Ms. Stewart advised Council that Purdue Pharma Bankruptcy Action is a result of a class action lawsuit, which we received notice of last July. The City was put on notice, and the Attorney's office filed proof of claim and was told the City could receive up to \$866,000. On July 9th filed to tally the City's vote for distribution. The City's claim is in and progressing forward.

City Clerk:

- Ms. Lipson advised Council that Receptionist Anna Bailey was out of the office for the week while attending Kentucky Municipal Clerks Institute virtually.

City Administrator:

- Mr. Bohman stated that it appears there was a project profile entered into the state infrastructure system for a sewer project covering Bromley and the first 13 houses in Villa Hills along River Road. Neither City had been made aware of this project, and it is potentially being funded from the State's ARPA funds. Mr. Bohman is following up with SD1 and County to figure out what is going on and making sure that all homes in the area are actually being connected. There is currently a water line in that area, which actually goes another 600 feet beyond where the project stops.
- The extra 600 feet to run sewer to same location as water is 9 additional properties, of which only 1 currently has a structure. City hasn't been asked to fund any portion of

this sewer project so far, but is having conversations to see what it would take to have the sewer continue to those additional 9 properties.

Mayor's Report:

- Mayor Jansen thanked the Civic Club for Fire in the Hills and stated they had a good turnout.
- Mayor Jansen thanked all agencies and emergency personnel involved in the response to the child struck on Buttermilk Pike.

Old Business

- Mr. Cahill asked Mayor Jansen if a meeting with Crescent Springs has been scheduled yet to discuss addition of the 15th/16th officer positions. The meeting has not been scheduled yet. Mr. Cahill requested that Mayor Jansen also discuss the benefit changes and effects on current contract.
- Mr. Cahill also inquired if we were on the schedule yet with Duke Energy for LED changes. Mr. Bohman stated the City had not received verification from them yet. Contracts were signed and sent to them, and we are just waiting for them to start.

New Business

NONE

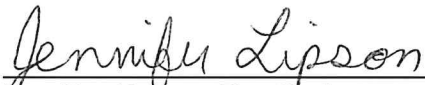
General Comments


There were no comments from Council or from the general public.

At 8:19 p.m. a motion was made by Ms. Wadsworth, seconded by Ms. Stover to adjourn. A voice vote was taken, all in favor. Motion passed.

Time of adjournment was 8:19 p.m.

Respectfully submitted,


Jennifer Lipson, City Clerk


Heather H. Jansen, Mayor