

**Meeting #707 Minutes
June 16, 2021**

Mayor Heather Jansen called the June 16, 2021 meeting of City of Villa Hills Council (Meeting #707) 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 silent 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
Bryce Rhoades, City Attorney
Matt Bogen, City Engineer**

A quorum was present.

The first item on the agenda was administering the Oath of Office for the new officer, Matthew Bullard. Mayor Jansen administered the Oath of Office to Officer Matthew Bullard, then Mayor and Council welcomed Officer Bullard to the Department.

Next Chief Allen presented awards to several officers.

Officer Brockman received a Letter of Commendation, for his assistance with using his skills from Critical Incident training in assisting our officers with the officer involved shooting. Officer Sean Dooley was presented with the Medal of Valor award for his bravery, courage, and for saving himself and Officer Bolton's life in the line of duty. Officer Lucas received the Honorable Service award, for his response to the event, and for rendering aid to the suspect. Sergeant Hall received the Honorable Service award for taking over the department and for his work in helping while Chief Allen was out having surgery and during the time of Chief Allen's wife's passing. Officer Hall kept the department running smoothly during Chief Allen's absence and during the time of the officer involved shooting. All of the officers were supported by their families who were present for the awards.

The next item on the agenda was a presentation for the Fire Authority presented by Assistant Fire Chief Gary Foltz. An update on the fire station was provided to Council, which included the timeline of feasibility study being put out in Fall 2020, request for bids then went out in the Fall of 2020. A \$6,000,000 loan with the Kentucky League of Cities for 25 years was obtained to pay for all components of the new fire station. Brandstetter Carroll Architects was awarded the engineer architect firm bid. A large committee with representatives from both cities was created. Site and environmental, and soil boring have been completed, deed has

been transferred to the Crescent Villa Fire Authority for the 20,000 square foot area located directly behind the current firehouse. Design plan is scheduled to be received August 6, 2021. Construction should begin around January 2022, with occupancy in early 2023. Current space allows for 2-4 personnel on duty and sleeping quarters are utilizing Murphy beds in training room and upstairs.

The new firehouse will have a training facility included, 6 drive through bays for fire equipment and 10 bedrooms will be added, which is more than is currently needed, but they are planning for the future needs. Bay doors will be bi-fold doors, as they are lower maintenance than standard overhead garage doors.

Mayor and Council thanked Assistant Chief Foltz for his presentation.

The first item of business on the agenda was approval of the minutes of the May 19, 2021, Council meeting. Mr. Thompson pointed out that the date on the minutes read May 20th and should be corrected to May 19th; also that in the City Engineer's report he was listed as being involved in the inspection, which he wasn't and he requested his name be removed. Mayor Jansen also requested that her report be corrected to show that she had written the article in the Living publication.

A motion was made to approve the minutes with the requested changes, by Mr. Baehner, seconded by Ms. Wadsworth. A vote was taken 6-0 in favor. Motion passed.

The next item of business was approval of the minutes of the June 9, 2021, Caucus Meeting.

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

Legislation:

- **Second Reading and Approval of Ordinance 2021-B**

Mr. Rhoades presented Council with Ordinance 2021-B. This is an ordinance of the City of Villa Hills, in Kenton County, Kentucky repealing and replacing the Official Zoning Code as adopted by Ordinance 5-1981 as amended and adopting a new zoning code and zoning map as the Official Zoning Code and Zoning Map of the City of Villa Hills, Kentucky.

Ms. Stover made a motion to approve the Ordinance, second by Mr. Baehner. Roll call vote taken, all in favor, motion passed.

This will become Ordinance 2021-2

- **Second Reading and Approval of Ordinance 2021-E**

Mr. Rhoades presented Council with Ordinance 2021-E. This is 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.

Mr. Ringo asked Mr. Cahill where Finance Committee was with review and recommendation. Mr. Cahill advised that Finance committee recommended adoption. Mr. Cahill stated that a recommendation from Finance Committee was to look at increasing contingencies to put in place for street projects. Mr. Thompson recommends increasing contingencies from 15% to 25%. The increases seen were from unknown sub-surface issues that were not found until

project began and roads were opened up. Geo Technical has been done and some areas showed weakness, others did not. During the entire pandemic, the road items were the only items over on budget. Mr. Cahill commended staff on their ability to keep all other expenditures within and under budget.

Mr. Cahill made a motion to approve the Ordinance, second by Mr. Ringo. Roll call vote taken, all in favor, motion passed.

This will become Ordinance 2021-3

- **Second Reading and Approval of Ordinance 2021-C2**

Mr. Rhoades presented Council with Ordinance 2021-C. This is 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 regarding the handling of the ARPA funds that the City will receive. In the ordinance, the ARPA funds are budgeted revenue, but zero expense. Council will need to have a budget amendment prior to expending any of the funds. CARES funding is being used on items that are a 1 time purchase, and it was used for revenue shortfall.

Discussion amongst council regarding addition of 15th police officer, Council agrees that the additional officer is necessary and with Crescent Springs agreeing to share the cost and approving in their budget, Villa Hills is ready to move forward with approving the officer.

Mr. Baehner encouraged Mayor and Council to start looking to pursue the 16th officer, which would activate the 6th officer in the contract with Crescent Springs.

Additional discussion on ARPA funds regarding known timelines. The amount to be received in total will be \$1.95 million, and should not be for ongoing expenses. By 2024, Council must decide on expenses, and money must be spent by 2026.

Discussion about proposed changes to the Personnel Policy, which may include addition of sick time to current PTO time. Council agreed at Caucus meeting to put \$28,500 in the budget, in case any changes are made during the upcoming fiscal year. The changes may not occur until 2022/2023. Council will wait to hear a recommendation from the Administration Committee before making any decisions. Sick time would allow catch up to what other departments are offering to employees. The City needs to make sure that we remain competitive and more attractive to recruits for the City.

Resident Mr. Wenning asked about what was included in infrastructure expenses that might be eligible for ARPA funds. Mr. Bohman explained that the funding use can include broadband, water, sewer, and revenue recovery. Money cannot be used for road program, debt services or for firehouse. There are provisions for using money for restarting businesses, but majority of businesses are home based in Villa Hills.

Mr. Baehner made a motion to approve the Ordinance, second by Mr. Cahill. Roll call vote taken, all in favor, motion passed.

This will become Ordinance 2021-4

- **Second Reading and Approval of Ordinance 2021-D**

Mr. Rhoades presented Council with Ordinance 2021-B. This is an ordinance of the City of Villa Hills, Kentucky adopting an amended interlocal agreement between the Kenton County Fiscal Court and the cities of Bromley, Crescent Springs, Crestview Hills, Edgewood, Elsmere,

Fort Wright, Independence, Kenton Vale, Lakeside Park, Ludlow, Park Hills, Ryland Heights, Taylor Mill, and Villa Hills for code enforcement in Kenton County, Kentucky.

Mr. Bohman explained that this ordinance is a housekeeping ordinance to update the existing interlocal agreement. He explained that the code enforcement costs were being charged directly to cities. The expenses will be reduced to between \$21,000 - \$23,000 total for PDS, which will include the code enforcement expenses. If the City joins with Crescent Springs for a joint code enforcement officer, the cost to PDS will decrease, but the same amount would go to Crescent Springs, so code enforcement cost will remain the same with either office.

Ms. Stover made a motion to approve the Ordinance, second by Mr. Baehner. Roll call vote taken, all in favor, motion passed.

This will become Ordinance 2021-5

- **Second Reading and Approval of Ordinance 2021-F**

Mr. Rhoades presented Council with Ordinance 2021-F. This is 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. Thompson made a motion to approve the Ordinance, second by Mr. Ringo. Roll call vote taken, all in favor, motion passed.

This will become Ordinance 2021-6

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

Mr. Rhoades presented Council with Municipal Order 2021-E. This is a Municipal Order of The City of Villa Hills, in Kenton County, Kentucky, authorizing the Mayor to enter into an Interlocal Cooperation Agreement with Kenton County Board of Education.

There was discussion about the agreement and costs, the agreement is a \$30,000 value. The SRO had to be in the school even though no students were present over the last year. The SRO is also to be there for the teachers, not just the students, which is why the school board required the SRO to be present.

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

This will become Municipal Order 2021-5

- **Discussion and Consideration of Resolution 2021-G**

Mr. Rhoades presented Council with Resolution 2021-G. This is a Resolution of The City of Villa Hills, in Kenton County, Kentucky, authorizing the Mayor to execute the One Stop Shop Agreement with PDS for services provided by One Stop Shop.

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

This will become Resolution 2021-7

- **Discussion and Consideration of Resolution 2021-H**

Mr. Rhoades presented Council with Resolution 2021-H. This is a Resolution of The City of Villa Hills, in Kenton County, Kentucky, accepting the bid of Eaton Asphalt for the Robin Lane Replacement Project in the amount of \$278,796.00 and authorizing the Mayor to sign a contract for the same.

Mr. Thompson advised that this project will be a full-depth replacement of Robin Lane. Water department has already gone in and replaced water lines, most of the lines were in yards on

Robin Lane. It is anticipated that the project may start around August 1st. This will be updated after meeting with Eaton Asphalt.

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

This will become Resolution 2021-8

Committee Reports:

Police:

- Chief Allen presented a Power Point of the May 2021 Police report.
- Chief Allen reported on crimes, accidents, overtime, training and K-9 activity.
- Chief Allen informed Council that the intersection of Buttermilk and Anderson continues to be the location of the majority of accidents the department responds to.
- Chief Allen detailed when overtime was utilized, which includes 9.5 hours of FBI Safe Streets and 8 hours FOT, which will both be reimbursed, as well as 5.5 hours for the music event that Crescent Springs held in May and 25 hours for shift coverage.
- K-9 team had 2 felony stops, 8 narcotics searches, and 1 track in May.

Safety:

- Mr. Baehner informed Council that our order for new cruisers were all in the top 50 to get cars, they should be delivered between mid-July and early August.
- Mr. Baehner stated that the Safety Committee had unanimously approved recommending approval of the 15th officer.
- Mr. Baehner reported that the safety bar that was discussed at Buttermilk turning right onto Western Reserve was moved up as requested and opens the site line.
- Mr. Baehner advised that the work on the crosswalk and sidewalk on Prospect Point is in progress.
- Mr. Baehner advised Council that an ongoing parking issue on Valley Trails where no parking signs keep disappearing. Police believe they know who is taking them, but are unable to prove it. Public Works has painted the curbs for No Parking area and police officers will be enforcing the no parking zone with citations, as needed.
- There was discussion regarding parking for Home Fest around Sanctuary Village, which occurs from July 31 – August 15th. Mr. Bohman said the City will put up no parking signs along roads in the area. Council requested that a suggestion be made to developers for them to offer a shuttle from River Ridge Elementary to Home Fest location. 6 homes on Buckeye Court are included in this year's Home Fest.
- Next meeting for Safety Committee is July 13th at 6:30.

City Engineer:

- Mr. Bogen presented the City Engineer's report.
- Mr. Bogen reported on the bid opening for Robin Lane street project. He stated that he walked the site with Mr. Yelton and identified areas for downspout collectors. Eaton Asphalt was the low bid.
- Riegler should be striping on Villa Marie soon.
- Buttermilk/Collins light signal was reported as not timing out. It was reported to the State and they were unable to locate an issue. It's possible that someone had used the pedestrian button and the light lasted a while.
- Council discussed the need to bid sooner for street projects to get the City's street programs started earlier. On 2021/2022 FY the City couldn't bid too early due to Buttermilk project, the City needed to be certain of any cost overruns on the project.

There was discussion about using reserves to begin projects earlier in the season. This will be worked out for next spring, to get an earlier start on projects.

Public Works Committee:

- Mr. Thompson informed Council that the curb on Valley Trails has been painted as mentioned by Mr. Baehner.
- Mr. Thompson advised that Request for Proposals for engineering to be advertised.
- Mr. Thompson advised that Bayer Becker, City Engineer and Public Works will meet on-site at the Smedley's on June 25th at 10:00 a.m. All of Council is invited, but please notify Mr. Thompson of intention to attend. If a quorum is present, notifications will need to be made. Mr. Thompson advised that Bayer Becker will share a first draft, and a simplified drawing with residents.
- There was discussion about communications with Cincinnati Bell regarding the possibility of eliminating their communication building on Amsterdam. If this can happen before 2024, the City could have a different layout for the intersection. Cincinnati Bell was bought and new company wants to do away with copper.
- The County is working with the company that bought Cincinnati Bell to have fiber optics installed throughout the County. Mayor Jansen sent a letter to Judge Knochelmann for information, and the City will try to get Villa Hills bumped to the top of this list. Depending on when they plan to do that, the building could be eliminated and the intersection layout could be restructured. The City's deadline to start the project is early 2024.

Events & Beautification:

- Ms. Wadsworth advised that her committee met on June 7th.
- Ms. Wadsworth reported that the Staff Appreciation Lunch went well. A box lunch from Kremer's was provided for all employees. For those unable to attend on the day of, a meal was delivered at a later date. Graeter's and Remke gift cards were also given to employees.
- Ms. Wadsworth announced that Music Fest is scheduled for September 18th and planning has begun. They are working on getting sponsors and food trucks. Currently no sponsor for fireworks, so they may not have the fireworks.
- Ms. Wadsworth also reported that Haunted Trail will be the last Saturday in October, Christmas in the Park planning will begin soon, and Citywide Yard Sale, which will include Crescent Springs is planned for September 3 and 4 from 9:00 – 2:00. Signs will be placed and advertising will be done through the City's Facebook page and website, and an ad will be placed in the Recorder newspaper.
- Goat Yoga is coming and presented by YoGoat of Cincinnati. The fee includes a \$10 per person charge with extras going towards Shop with a Cop or Firefighter fund.
- The Committee is also working on scheduling a fall trip to Keeneland in October, and are checking into having a Villa Hills Night with Florence Y'all's in 2022.
- The Committee is also working to put out a City Event's Facebook page.
- The Committee will not be meeting in July, next meeting is scheduled for August 2nd.

Finance:

- Mr. Cahill advised that the committee met in person on Monday and that the mistake found on the April report was rectified on the May financial report.
 - Mr. Cahill made a motion to accept April Financial statement, subject to adjustments that were made in May, seconded by Mr. Ringo. A vote was taken, all in favor. Motion passed.

- Mr. Cahill made a motion to accept May Financial statement, seconded by Mr. Baehner. A vote was taken, all in favor. Motion passed.
- Mr. Cahill advised that the committee reviewed the 2021/2022 budget and informed Council that the committee recommended approval.
- Mr. Cahill informed Council that the Finance Committee has requested that staff prepare a 3-year budget, this would only be used as a planning tool and would not be adopted by Council. The committee has requested this by December. They would like to see impact of the 15th officer, salary increases, CERS impacts and other impacts to the budget projected out.
- Mr. Cahill informed Council the Crescent Villa Fire Authority report was submitted to the Finance Committee and the committee requested it be added to the City's website on the Fire Department page.
- Mr. Cahill advised that the KLC Investment Account is being watched and that it is currently comparable with bank interest rates.
- Next meeting will be held on July 19, 2021 at 7:00 pm in Council Chambers.

Administration:

- Ms. Stover advised that Administration Committee met on June 2nd.
- Ms. Stover advised that PDS has reorganized and that will result in tax rates dropping for several years.
- Ms. Stover informed Council that the committee had begun discussions of the Personnel Policy and looking at the PTO policy. The committee requested additional information from staff. They will continue to review in July and return to Council when they have a recommendation.
- Next meeting will be July 7, 2021 at 6:30 pm in Council Chambers.

Recreation:

- Mr. Ringo reported that all fields are still busy.

Fire Authority:

- Mr. Ringo advised that the Fire Authority had not met yet in June and that the meeting in May had been the presentation that Council saw at the beginning of this meeting.
- Property deed was officially transferred on June 11th and is officially property of the Fire Authority.

City Attorney:

- Mr. Rhoades advised Council that he would like to have an Executive Session at the end of the meeting.

City Clerk:

- Ms. Lipson stated that there was no report.

City Administrator:

- Mr. Bohman stated that he had no report.

Mayor's Report:

- Mayor Jansen informed Council and the public that the Villa Hills Civic Club has food trucks on this date until 8:00 and plan to have them over the next few months. Other events for the Civic Club include Beer and Wine Tasting on June 17th from 5-8 pm; Fishing Tournament on Saturday, June 19th; and Fire in the Hills on July 3rd.

- Mayor Jansen advised that she was asked by a resident about overhanging honeysuckle in several areas around the City. Mayor Jansen requested that property owners please cut the honeysuckle and other vegetation back from sidewalks to allow walkers to safely use the sidewalks.

Old Business

Mr. Baehner introduced the Villa Hills Police Department Use of Force Policy for approval.

Mr. Baehner made a motion to approve the updated Use of Force Policy for the Police Department, seconded by Ms. Wadsworth. A vote was taken, all in favor. Motion passed.

New Business

Ms. Stover asked if Public Works was monitoring potholes along Meadow Wood. She has noticed a big pothole along the road, it might be in Crescent Springs. She requested that it be checked on and filled in by the appropriate City. Mr. Bogen advised that he will check on it.

Manhole at Cresbern and Armella, Buck followed up with SD1 and they will fix it soon.

General Comments

Mr. Ringo said that he felt that the Council had a good Caucus Meeting on June 9th, everyone got their thoughts out. There was great discussion and directions. He felt that committees should be able to openly talk to Council. Ms. Wadsworth advised that she may ask for increase funds to have more events in the future. Mayor Jansen advised that Caucus meeting was not televised, but is open to the public.

Resident Mr. Wenning addressed Council and said that Caucus meetings had a history with prior councils and that he liked the openness. Mr. Baehner stated that he understands the concerns from issues with prior councils, but that Council as a whole felt that they could have more open conversation without the broadcast.

Executive Session

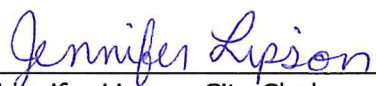
At 8:37 p.m. a motion was made by Mr. Baehner, seconded by Mr. Thompson to go into Executive Session pursuant to KRS 61.810(c), for discussions of pending or threatened litigation. A voice vote was taken, all in favor. Motion passed.

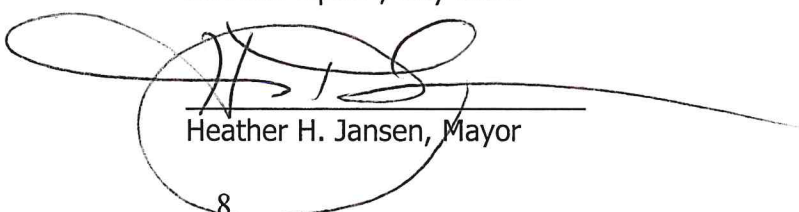
At 8:54 p.m. a motion was made by Ms. Stover, seconded by Mr. Ringo to return from executive session. A voice vote was taken, all in favor. Motion passed.

At 8:55 p.m. a motion was made by Ms. Stover, seconded by Mr. Ringo to adjourn. A voice vote was taken, all in favor. Motion passed.

Time of adjournment was 8:56 p.m.

Respectfully submitted,


Jennifer Lipson, City Clerk


Heather H. Jansen, Mayor