

**Caucus Meeting
September 8, 2021**

Mayor Heather Jansen called the September 8, 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
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
Matt Hall, Police Sergeant**

J. Cahill - absent

A quorum was present.

- 1) The first item on the agenda was Amended 1st Reading and Discussion of Ordinance 2021-G, an Ordinance of the City of Villa Hills, in Kenton County, Kentucky amending the Villa Hills Personnel Policies.

Ms. Stover read the following motion from Mr. Jerry Wallace of the Administration Committee on the committee's recommendation to Council:

"Because there is a nationwide and local shortage of qualified police officers, and provided the City Council can budget sufficient funds, we recommend that City Council adopt the changes to the Personnel Manual and the accumulated leave compensation as proposed, with the following pre-conditions:

1. Because there is a great likelihood that the Villa Hills taxpayers will be responsible for payment of the accumulated leave, we recommend the following guidelines and limitations:
 - a. Because of concerns expressed by the Police Chief in regard to the hiring of qualified police officers, the paid leave accumulation policy should apply to all police officers.
 - b. Because of the concerns expressed by the City Administrator concerning morale of personnel and the minimal amount that will be incurred, the paid leave accumulation should also apply to the Public Works and Administration employees.
 - c. That the City of Crescent Springs supplies a legally binding commitment to be responsible for its fair share of the accumulated leave of police officers.

- d. That the issue of accumulated leave be revisited every year during budget preparation, so members of the City Council have a clear picture of the potential liability this imposes upon the city budget, and to gauge whether the then current supply of qualified police officers justifies the continuation of the unlimited leave accumulation leave policy for new rehired-retired police officers.

Tom Wenning seconded the motion, and the motion passed.

Then Jerry Wallace amended the motion by adding this statement.

2. That the City Council should debate and decide if part-time employees should receive accumulated leave.

Tom Wenning seconded the amended motion, and the motion passed.”

Council discussed the estimated cost of \$8,000 for Public Works and Administration to be included, and that Crescent Springs fair share being proposed was \$6,400. Discussion from Council about Crescent Springs City Administrator and Mayor being on board with the additional cost, but Villa Hills Council wants to make sure that Crescent Springs Council approves and that the changes are in writing and legally binding between the cities, prior to Villa Hills having a second reading and vote on the proposed ordinance.

There were questions about feasibility of adding sick time benefits for part-time employees. Staff reported that prior to the pandemic, it was not an issue. By providing sick leave or other leave, the employee is encouraged to remain home when sick. Administration Committee was in favor of adding sick time for part-time employees.

Council requested that for budget preparations, that the accumulated amounts for all employees be calculated for potential payouts in the budget each year. Council recommends that 2nd reading of ordinance be postponed until Villa Hills has received a commitment in writing from Crescent Springs for the 15th officer and for the PTO bank.

- 2)** The next item on the agenda was 1st Reading and Discussion Ordinance 2021-H or 2021-H1, an Ordinance of The City of Villa Hills, In Kenton County, Kentucky, amending Chapter 92 of the Villa Hills Code of Ordinances titled Nuisances.

The differences between Ordinance H and Ordinance H1 are that Ordinance H would not allow any chickens or rabbits, and Ordinance H1 does allow for chickens or rabbits, with strict guidelines.

Council had discussion about the need for the Ordinance, and about permits, and guidelines for keeping of chickens and rabbits on residential property. Prior policy interpretation was that chickens were prohibited. The new policy does not address the issue of chickens in a residential zone. Staff requested that the ordinance be updated to restrict people from introducing various animals into the city. The Administration Committee made a recommendation that pet chickens be permitted in the city with strict guidelines adopted from sample ordinances of other cities.

Ms. Stover reported that Mr. Tom Wenning made a motion in Administration Committee to have Mr. Bohman construct an Ordinance which would follow the guidelines of draft Ordinance 2021-H, but with the stated exception of chickens and rabbits and included a requirement to pass a separate chicken ordinance later. Jim Cahill seconded the motion, and all committee members agreed. Ms. Stover stated that the committee requested a draft for their next meeting, and also suggested that a permit be required, as in Edgewood, to track the coops.

Council determined it best to wait for all Council members to be present before having a 2nd reading of the ordinance. The 2nd reading of the ordinance will not be presented until the October Council Meeting.

- 3) Discussion of regulations for the harboring of chickens and rabbits was tabled for discussion.

General Discussion:

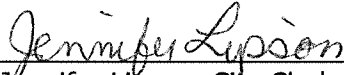
- Mr. Ringo requested discussion in regards to the Property Tax Rates being proposed. Staff has recommended taking compensating rate for this year. Discussion about Council not wanting to keep deferring expenses without a solution. Several issues that were discussed, but are not yet budgeted for include: a sidewalk program, new contract for City engineering firm, and the leave time.
- There was discussion about the current process in notifying residents, is that PDS completes the sidewalk assessment survey for an area of the city and sends notification to the homeowners, with a follow up by the City. State law says the City should oversee and notify homeowners of needs for fixing the sidewalk, but if homeowner is unable or unwilling to make the repairs, the City needs to find a way to make the repairs. Council wants to make sure the costs will be passed to the homeowners. Currently homeowners receive a 60-day deadline, but due to various reasons, some repairs are not in compliance 180 days later.
Council recommends sending out information to make homeowners aware that the sidewalks are on their property and that they are responsible for maintenance and upkeep of the sidewalk. The letter will be included with tax bills this year, either separately or as part of the newsletter.
- Mr. Thompson informed Council that Engineering Firm RFQ's were received, reviewed and ranked, then the sealed pricing information was opened for the top 2 candidates. The Public Works Committee does not have a recommendation for Council yet. Council inquired if the committee could talk to other cities to see if they recommend the firm, this could be done. The committee will continue to review and make a recommendation in the future.
- Ms. Stover inquired about the start date for Robin Lane, which is planned for September 20th. It was delayed from original start date by the Water Department deciding to come in and fix the water main first.
- Ms. Stover inquired on who a resident should see about having a pool installed on their property on Meadow Wood. Homeowner informed Ms. Stover that they thought they were referred to City during hours that do not work for the

homeowner. Mr. Bohman requested that Ms. Stover have the homeowner contact him for assistance.


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

Time of adjournment was 7:58 p.m.

Respectfully submitted,



Jennifer Lipson, City Clerk



Heather H. Jansen, Mayor