

**Caucus Meeting  
March 9, 2022**

Mayor Heather Jansen called the March 9, 2022 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. Mr. Bohman called the roll. Those in attendance were:

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

**Mary Ann Stewart, City Attorney  
Craig T. Bohman, City Administrator  
Jennifer Lipson, City Clerk  
Bryan Allen, Police Chief  
Matt Hall, Police Lieutenant**

**S. Ringo - absent**

A quorum was present.

- The first item on the agenda was a presentation on Pedestrian Improvements and Road Diets, presented by Elishia Chamberlain from NKADD, and Jody Robinson from Devou Good.

Ms. Chamberlain introduced herself and Ms. Robinson then began discussion with Council about what a Road Diet is. Road Diets are roadway reconfigurations that improves safety for pedestrians, bike riders and vehicle drivers. They are used to slow the flow of vehicle traffic by reducing the sides of roadways and creates bump outs and islands to force cars to slow down.

Discussion included that the City is not urban core and does not want to be, this can help make the city more walkable, and safer.

The effort would be a collaboration between the City, NKADD, Devou Good, PDS for sidewalk inventory, the City's engineer, and a contractor to make the roadways safer. Part of the sidewalk inventory would include determining the sidewalk health and any sidewalk hazards.

Funding for this could come from OKI, which requires a City match, Active transportation grant, AARP sidewalk programs, TAP funding for bicycle, pedestrian and education. TAP funding could receive up to \$650,000, with a 20% match from the City. TAP grants are scored and Ms. Robinson and Ms. Chamberlain feel that the City would score better than most, because the streets that are being looked at are all within a short walk to schools.

If the City would like to move forward into looking at the TAP grant for the sidewalks, Council will need to decide by mid-April, for NKADD to have time to apply prior to the June 3<sup>rd</sup> deadline for applications.

- The next item on the agenda was the 1<sup>st</sup> Reading and Discussion of Ordinance 2022-C. 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, 2022 and ending June 30, 2023, 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.

Mayor Jansen gave the first reading of Ordinance 2022-C, and led discussion regarding the upcoming budget. Mayor Jansen reviewed incidental costs, and reviewed that staff was being conservative on revenue. The revenue from the Interlocal line decreases due to start up and new vehicles purchased at the start of the contract being paid. The budget also includes the dump truck, which was approved in 2021/2022 budget, but due to increase of cost and time to receive the truck, it will need to be carried forward to the 2022/2023 budget and the cost will be increased, due to inflation.

Mayor Jansen also reviewed proposed salary increases due to cost of living increase, adding hours on for the part-time receptionist and changing the job to part-time Deputy Clerk. If approved, this position would become staff support for Events and Beautification Committee, manage the digitization project, oversee the sidewalk repair program, as well as continue providing support and backup to Administration.

Council inquired about the offset expense for Sidewalks, which was discussed as some of the costs being 5% PDS for sidewalk reviews. Other items discussed included the added expenses for the firehouse, the changes in the Events and Beautification budget, and the Franchise Fee proposed increase.

- The next item on the agenda was the 1<sup>st</sup> Reading and Discussion of Ordinance 2022-D. An Ordinance of the City of Villa Hills, in Kenton County, Kentucky amending Chapter 90 Of The Villa Hills Code Of Ordinances amending chapter 110 of the city's municipal code of ordinances by amending section 110.02 setting the occupational license fee on insurance companies at seven percent (7%).

Mayor Jansen gave a first reading of draft Ordinance 2022-D. Mr. Bohman informed Council that the proposed 1% increase to insurance premium to take it to 7% will close the structural deficit in the budget. Mr. Bohman explained that Council must decide this rate and have a 2<sup>nd</sup> reading and vote at the next meeting, if they wish for this change to be effective 7/1/2022. State needs minimum 100 days to get notices of change to the insurance companies.

- The next item on the agenda was the 1<sup>st</sup> Reading and Discussion of Ordinance 2022-E. An Ordinance of the City of Villa Hills, in Kenton County, Kentucky amending appropriating and reserving an amount up to, but not exceeding, \$1.5 million dollars to be applied to the construction expenses in connection with the construction of a new fire house; authorizing payment and/or transfer of monies from this reserved fund to the Crescent Springs-Villa Hills Fire Authority to apply towards construction expenses for the new fire house; and authorizing the Mayor to enter into an interlocal cost sharing agreement with the City of Crescent Springs and the Crescent Springs-Villa Hills Fire

Mayor Jansen gave a 1<sup>st</sup> reading of Draft Ordinance 2022-E. Mr. Cahill advised Council that the firehouse bids were higher than anticipated. Crescent Springs and Villa Hills officials looked at how to make the additional funding from both cities as a binding agreement, and it was determined that both cities would need to pass an ordinance. Crescent Springs concerned that future Council members may attempt to back pedal and current Council wanted a way to bind both cities.

Mr. Cahill advised that Fire Authority has been actively working on ways to cut costs. Villa Hills would transfer the \$1.5 million dollars to the Fire Authority by October 31, 2022. This money would come from Villa Hills ARPA funds. If it is not used, it comes back to the City and will need to be allocated and spent before the deadlines.

This Ordinance and ILA will add to the existing ILA – it will not alter the existing ILA between City of Villa Hills, City of Crescent Springs, and Crescent Springs/Villa Hills Fire Authority.

- The next item on the agenda was general discussion.

Ms. Wadsworth informed Council that there was a logistics meeting held for Fire in the Hills, to cover planning and parking for the event, as well as lighting and safety. Lt. Hall stated that the application for the event has a clause that any changes to the plans must be submitted to the Mayor or Police Chief no later than 21 days prior to the event and that they need to be approved by one or the other. The goal for the City and Civic Club is to have a successful and safe event.

Ms. Wadsworth is still looking at ways to promote the City of Villa Hills' 60<sup>th</sup> Anniversary in the event. There was discussion of several suggestions, including having Mayor Jansen present a Proclamation. Mayor Jansen will also be writing and article for Life in the Hills and Springs magazine for the 60<sup>th</sup> Anniversary.

Mr. Cahill advised that the Fire Authority will be holding its regular meeting on March 21<sup>st</sup> to make recommendation for firehouse. The terms of the bid state that the Fire Authority needs to sign by April 8, 2022, or they may have to re-bid. Villa Hills Council will need to hold a Special Meeting after the Fire Authority meeting, so possibly will need a Special Meeting on either March 23 or 30.

Mr. Cahill inquired about changing the Council agenda to move the City engineer up, as they charge based on time at the meetings, or to exclude him from meetings and

for Mr. Thompson to share reports from the engineer, since the engineer is attending Public Works Committee meetings.

Mr. Cahill asked Ms. Stewart if committee meetings are required to have a quorum and who makes up a quorum for a meeting. Ms. Stewart advised that to take action, a quorum would need to be present. However, if a committee meets and discusses items, they can report to Council what the consensus or recommendations are from the members who were present. All minutes should specify who was present at the meetings.

Ms. Wadsworth announced that the dates for the Spring Yard Sale will be May 13-14, 2022.

There was discussion about having a Shred Day again. Ms. Lipson will contact the company we used last time to set up a date/time, as the City should still have a credit with the company, due to overpayment for the last event held.

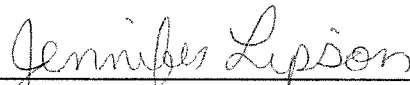
At 8:20 Mr. Baehner, seconded by Ms. Wadsworth made a motion to enter into executive session.


At 8:35 Mr. Baehner, seconded by Ms. Wadsworth made a motion to leave executive session.

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

Time of adjournment was 8:36 p.m.

Respectfully submitted,

  
Jennifer Lipson, City Clerk

  
Heather H. Jansen, Mayor