

**Council Meeting #719 Minutes  
May 4, 2022**

Mayor Bracyn Liggins called the May 4, 2022, Meeting of City of Villa Hills Council (Meeting #719) to order at 6:30 p.m. at the Villa Madonna Academy, 2500 Amsterdam Road, Villa Hills, Kentucky. Mayor Bracyn Liggins led Council with the Pledge of Allegiance.

City Administrator/Clerk Mr. Jack Sexton 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**  
**Derick Yelton, Public Works Director**  
**Mary Ann Stewart, City Attorney**  
**Mike Yeager, City Engineer**

Also in attendance were students from local 5<sup>th</sup> grade classes from River Ridge Elementary, Villa Madonna Academy, and St. Joseph Elementary who were shadowing elected officials and staff. The following students conducted the meeting with the advice and guidance of their respective sponsors:

**Bracyn Liggins, Mayor** (Mayor Jansen)  
**Finnan Akin, Finance Committee Chair** (Mr. Cahill)  
**Ethan Ammon, Public Works Committee Chair** (Mr. Thompson)  
**Na’Kiah Kleier, Events and Beautification Committee Chair** (Ms. Wadsworth)  
**Carly Cook, Fire Authority Committee Chair** (Mr. Ringo)  
**Brayden Wert, Administration Committee Chair** (Ms. Stover)  
**Jude Randolph, Safety Committee Chair** (Mr. Baehner)  
**Jack Sexton, City Administrator/Clerk** (Mr. Bohman & Ms. Lipson)  
**Alexa Boyer, Police Chief** (Chief Allen)  
**Reid Hoppenjans, Public Works Director** (Mr. Yelton)  
**Clare Garamy, City Attorney** (Ms. Stewart)  
**Maddie Smith, City Engineer** (Mr. Yeager)

A quorum was present.

The first item of business on the agenda was approval of the minutes of the March 16, 2022, Council meeting.

A motion was made to approve the minutes by Mr. Randolph, seconded by Ms. Cook. A vote was taken 6-0. Motion passed.

Next on the agenda was an introduction of the guests. Mr. Ringo welcomed the public and gave a brief introduction of Shadow Night and introduced the student shadows that were selected to participate in the meeting. Mr. Ringo invited families to take pictures at the conclusion of the meeting.

## **Committee Reports:**

### **Police:**

- Chief Boyer presented the Police Department report for March 2022.
- Chief Boyer reported on crimes, investigations, accidents, overtime, training and K-9 activity.

### **Safety:**

- Mr. Randolph reported that the Committee met as a Special Meeting on April 26, 2022, and Mr. Randolph gave the Safety report.
- Mr. Randolph noted that Shadow Students for Mr. Baehner and Chief Allen were in attendance for the meeting.
- Mr. Randolph reported that Officer Dooley and Onexx were visiting the meeting to meet with the student shadows.
- Mr. Randolph reported that the committee had received updates for the police department and on the Firehouse project
- The Safety Committee received results of a detailed traffic study in the Crossings, which was presented to Crescent Springs City Council.

### **City Engineer:**

- Ms. Smith gave an update on the Collins/Amsterdam intersection. Bayer Becker has revised the design plans based on the feedback that was received from the Kentucky Transportation Cabinet. They want Amsterdam to have less of a curve to it where it connects to Collins. We are working to schedule a day and time to meet with the Kentucky Transportation Cabinet staff to work through this and try to have less impact on the private property. The grant application to help pay for 80% of the construction costs will be submitted to OKI the first week of June.
- Ms. Smith advised that the general plan and cost estimate for Niewahner Drive is ready to submit to SD1 for the 50-50 public cost share agreement. Once approved, Mr. Yeager can finish the construction plans and put the project out to bid for construction.
- Ms. Smith reported that the sidewalk condition report from the Planning and Development Services of Kenton County has been updated. Mr. Yeager needs to set up a meeting with the Public Works Committee to review a few of the sidewalk locations and determine how poor the sidewalks need to be in order to be replaced. Once this is determined, they will double check all the other locations called out in the report and send out notices to the residents.
- Ms. Smith reported on flooding at 836 Collins Road. Mr. Yeager met with the Kentucky Transportation Cabinet and the residents being impacted by the storm water issues so the residents could explain what was happening and show them the issues they were dealing with.

### **Public Works Committee:**

- Mr. Ammon reported gave the Public Works Committee report.
- Mr. Ammon presented Council with an update to the Collins/Amsterdam intersection.
- Mr. Ammon advised that the City is talking with the Postmaster about having the mailboxes on the northern side of Amsterdam moved to the same side as their respective houses
- Mr. Ammon reported that Michaels Construction fixed the berm and sidewalks on Buttermilk Pike at Meadow Wood, so the construction trucks won't break them. This was done at no cost to the City.

- Mr. Ammon reported that the City is getting ready to replace Niewahner Drive this summer. The committee has prepared a grant proposal to submit to split half of the cost on all the drains that need to be installed on the road. This would save us \$120,000. They will review the grant at the next meeting in May.

### **Public Works**

- Mr. Hoppenjans gave the Public Works Directors report.
- Mr. Hoppenjans reported that projects that the department has been working on include: grass cutting, building and equipment maintenance, patching potholes and sweeping gravel, island maintenance, signage replacement, training and meetings.
- Mr. Hoppenjans advised that Mr. Yelton has also been meeting contractors for guardrail repairs and homeowners for water issues.

### **Events & Beautification:**

- Ms. Kleier advised that the Citywide Yard Sale with Crescent Springs will take place May 13<sup>th</sup> and 14<sup>th</sup> and that yard sale maps will be available at both City buildings by May 11<sup>th</sup>.
- Ms. Kleier reported that the Villa Hills Night at the Florence Y'alls would be held on June 10, 2022. The ticket cost is \$8 each, the committee will cover half the cost and residents will need to pre-pay \$4 for each ticket and the City office with check or cash. ID will be requested.
- Ms. Kleier reported that Fire in the Hills with the Villa Hills Civic Club will take place on July 2, 2022 from 3:00 – 10:00 pm. There will be food trucks, bounce houses, bands for music, and mini-sprayers to cool off participants.
- Ms. Kleier reported that the committee is still working on obtaining a movie license and determining dates for Summer Movies at Franzen Ballfields.

### **Finance:**

- Mr. Akin gave the Finance Committee report.
- Mr. Akin made a motion to approve the March Financials and to post to the City's website, seconded by Mr. Wert.
  - All voted in favor, Motion passed.
- Mr. Akin advised that the committee received a report on the revised Fire Authority budget. That budget was changed to include added funding for the new firehouse. The base budget did not change from the previous budget.
- Mr. Akin reported that the Villa Hills budget for 2022-2023 was discussed. Prior to COVID, the budget had been detailed by fund and by department in the general fund. The committee was asked to consider whether it would be appropriate to return to that format for the 2022-2023 budget. That change, and the recommendation on the budget itself will be taken up in May.
- Mr. Akin reported that staff prepared a 5-year projection of the effect on the Sanctuary on revenues. The committee will consider that information when considering future tax needs.
- Next meeting on May 16, 2022 at 7:00.

**Administration:**

- Mr. Wert gave the Administration Committee report, the committee met on April 6th.
- Mr. Wert advised that the committee had discussed the proposed Resolution 2022-F for tonight. The Resolution would allow the city to request hazardous duty status for the Police Lieutenant position for employees with a start date in the system after September 1, 2008.
- Mr. Wert reported that the Committee discussed the Solid Waste and Recycling Services contract that ends on June 30, 2022. The contract has an option to extend it for one additional year at the same rate. Ludlow, Edgewood and Villa Hills joined together 4 years ago to negotiate the rate. Indication seems to be that the other two cities will take the additional year option. The committee recommends that Council exercise the one year extension with Rumpke Services.
- Next meeting on June 1, 2022.

**Fire Authority:**

- Ms. Cook advised that Fire Authority met on April 18th.
- Ms. Cook advised that Mr. Cahill explained that both cities have agreed to fund the additional costs of the firehouse, therefore the fire budget for next year was modified and sent to the cities after the board's approval. The additional funding by the cities has also caused an issue related to the County's properties. After discussion the Authority decided to present these issues to the County for assistance in resolving. Mr. Cahill also stated that a budget amendment for this year's budget will be required, probably in the May or June timeframe.
- Chief Wendt reported 54 fire runs in March for a total of 137 runs year to date, and 98 EMS runs for a total of 228 runs year to date. He also reported that a garage door was damaged when it came down on a fire truck. No damage was done to the truck, but it did damage the door. The door will be temporarily fixed since the new firehouse is on the way.
- Assistant Chief Foltz reviewed the latest updates on the new firehouse. PDS reviewed preliminary plans and requested several small changes to the plans. After additional review with their subs, Century Construction was able to reduce the cost of a full brick veneer to \$75,000 and the folding garage doors to \$175,000. Both changes will make future maintenance much easier and both were approved by the board as change orders to the contract. The storm water issue was discussed at length and the apartment complex option is back on the table. The Fire Authority will continue to explore this option, but they are looking to save nearly \$250,000 with either option.
- Crescent Springs' representatives announced that current council member Mike Daugherty became their new Mayor on March 28th. He will remain on the Fire Authority. There are 4 people running for his open Council slot. The Bromley Crescent Springs Road construction is on target for an October 1st completion and opening.
- Next meeting will be on May 16<sup>th</sup>, at 6:00 pm at the Firehouse.

**City Attorney:**

- Ms. Garamy thanked the Mayor and then gave the advised that as the City's Attorney she is responsible for providing all legal services for the City of Villa Hills. She also provides advice and guidance to the Mayor and City Council, and to all of the employees of the City.

- Ms. Garamy reported that this month Ms. Stewart worked with the City Administrator on some matters involving properties which have had code violation issues. Her office has filed the necessary liens and are moving forward with enforcement. They have also worked on some contract matters and public records requests.

**City Administrator/Clerk:**

- Mr. Sexton reported that as of April 30th, 38 properties out of 3,000 still have unpaid property taxes or waste fees. This is 1.3% of the total tax bills that were mailed out in September. The amount unpaid is \$16,688 with penalty and interest.
- Mr. Sexton advised that Administration staff has signed up for several upcoming training conferences.
- Mr. Sexton reported that staff requests a budget amendment to allocate unspent payroll tax for roads to the current budget to balance road work expenses, and that the budget amendment move the L.E.D. street light project from the General Fund to the Capital Fund.
- Mr. Sexton advised that employee evaluations will begin this month and be completed before July 1<sup>st</sup>.

**Mayor’s Report:**

- Mayor Liggins thanked everyone for their attendance at the meeting.
- Mayor Liggins thanked TBNK for televising the meeting.
- Mayor Liggins reported that Council will hold a Special Meeting on Wednesday, May 11<sup>th</sup> at 6:30 for discussion of the proposed budget and ongoing projects.
- Mayor Liggins stated he would like to see something done in the City for Black History Month.
- Mayor Liggins would like to find ways to make things safer, like Anti-Bullying programs in the city and in the schools.
- Mayor Liggins would like the City to host events to have fun and bring the community together.

**Legislation:**

• **2<sup>nd</sup> Reading and Approval of draft Ordinance 2022-A**

An Ordinance of the City of Villa Hills, in Kenton County, Kentucky amending the Official Zoning Ordinance of the City of Villa Hills, updating the definition of Family Child Care Home.

Ms. Garamy (Stewart) gave a second reading to draft Ordinance 2022-A. A motion was made by Mr. Wert (Stover), seconded by Mr. Akin (Cahill) to approve. A Roll Call vote was taken as follows:

Mr. Randolph (Baehner)	Yes	Mr. Akin (Cahill)	Yes
Ms. Cook (Ringo)	Yes	Mr. Wert (Stover)	Yes
Mr. Ammon (Thompson)	Yes	Ms. Kleier (Wadsworth)	Yes

Passed 6-0. This will become Ordinance 2022-3

- **2<sup>nd</sup> Reading and Approval of draft Ordinance 2022-B**

An Ordinance of the City of Villa Hills, in Kenton County, Kentucky amending Personnel and Pay Classification Plan of Non-Civil Service Employees.

Ms. Garamy (Stewart) gave a second reading to draft Ordinance 2022-B. A motion was made by Mr. Akin (Cahill), seconded by Mr. Ammon (Thompson) to approve. A Roll Call vote was taken as follows:

Mr. Randolph (Baehner)	Yes	Mr. Akin (Cahill)	Yes
Ms. Cook (Ringo)	Yes	Mr. Wert (Stover)	Yes
Mr. Ammon (Thompson)	Yes	Ms. Kleier (Wadsworth)	Yes

Passed 6-0. This will become Ordinance 2022-3

- **Consideration and Adoption of Draft Municipal Order 2022-C**

Ms. Garamy (Stewart) presented draft Municipal Order 2022-C, a Municipal Order of the City of Villa Hills, Kentucky, approving the appointment of Paul Krallman to the Villa Hills Board of Adjustments for the term specified herein.

A motion was made by Mr. Ammon (Thompson), seconded by Mr. Wert (Stover) to approve. A voice vote was taken, motion carried, all in favor.

Passed 6-0. This will become Municipal Order 2022-3

- **Consideration and Adoption of Draft Municipal Order 2022-D**

Ms. Garamy (Stewart) presented draft Municipal Order 2022-D, a Municipal Order of the City of Villa Hills, Kentucky, declaring surplus property.

A motion was made by Ms. Kleier (Wadsworth), seconded by Ms. Cook (Ringo) to approve. A voice vote was taken, motion carried, all in favor.

Passed 6-0. This will become Municipal Order 2022-4

- **Consideration and Adoption of Draft Resolution 2022-F**

Ms. Garamy (Stewart) presented draft Resolution 2022-F, a Resolution of the City of Villa Hills, in Kenton County, Kentucky, transferring the position of Lieutenant in the Villa Hills Police Department from Non-Hazardous Duty Coverage to Hazardous Duty Coverage, Effective July 1, 2022.

A motion was made by Mr. Randolph (Baehner), seconded by Ms. Kleier (Wadsworth) to approve. A voice vote was taken, motion carried, all in favor

Passed 6-0. This will become Resolution 2022-6

• **Consideration and Adoption of Draft Resolution 2022-G**

Ms. Garamy (Stewart) presented draft Resolution 2022-G, a Resolution of the City of Villa Hills, in Kenton County, Kentucky, thanking River Ridge Elementary School, Saint Joseph School, and Villa Madonna Academy for participating in the 2022 Government Shadow Program with the City of Villa Hills.

A motion was made by Ms. Cook (Ringo), seconded by Mr. Randolph (Baehner) to approve. A voice vote was taken, motion carried, all in favor.

Passed 6-0. This will become Resolution 2022-7

**Old Business**

NONE

**New Business**

Mr. Ringo made a motion to ratify all decisions taken at the meeting. Second by Mr. Baehner.

**General Comments**

NONE


At 7:30 p.m. a motion was made by Mr. Akin (Cahill), seconded by Ms. Cook (Ringo) to adjourn. A voice vote was taken, all in favor. Motion passed.


Time of adjournment was 7:31 p.m.

Respectfully submitted,

  
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Jennifer Lipson, City Clerk

  
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Jack Sexton, City Administrator-Clerk-for-a-Day

  
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Heather H. Jansen, Mayor

  
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Bracyn Liggins, Mayor-for-a-Day