



**Council Meeting #716 Minutes
January 19, 2022**

Mayor Heather Jansen called the January 19, 2022, Meeting of City of Villa Hills Council (Meeting #716) 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 prayer, followed by the Pledge of Allegiance.

Ms. 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
Derick Yelton, Public Works Director
Mary Ann Stewart, City Attorney
Mike Yeager, City Engineer**

A quorum was present.

The first item of business on the agenda was approval of the minutes of the December 15, 2021, Council meeting.

A motion was made to approve the minutes with correction to the Administration Report, by Mr. Baehner, seconded by Mr. Ringo. A vote was taken 6-0. Motion passed.

The meeting began with the introduction of Ashley Mairose, a new hire for the police department and she will be attending police academy beginning in April. Officer Mairose is also a member of the Army National Guard. Mayor Jansen gave the oath of office to Officer Mairose and presented her with her badge. Mayor Jansen and Council members welcomed Officer Mairose to the department.

Chief Allen announced that the department is presenting three officers with the Lifesaving Award for their actions that helped save a life. Officers Krull, Black and Bullard responded to assist Crescent Springs Villa Hills Fire Department on a call for a subject unresponsive and not breathing. The officers began assisting and deployed their AED, which helped save the life of the patient who has since recovered and been released from the hospital.

Chief Allen announced promotions within the department. Officers Joseph Krull and Tyler Brockman were both promoted to Sergeant. Sergeant Krull began with the department in 2012, and Sergeant Brockman joined the department in 2019. Sergeant Matt Hall was promoted from Sergeant to Lieutenant, he started with the department in 2015, and had been promoted to Sergeant in 2017. Mayor Jansen gave the oath of office for Sergeant Krull, Sergeant Brockman and Lieutenant Hall for their new positions, then presented each with their new badge.

Chief Jeff Wendt was present to give the annual Fire Department Report to Council.

Chief Wendt then proceeded to give his annual report to Council – reporting on calls for the year. He noted to Council that COVID was on the rise again and would put strains and hardships on the department as they deal with employees who may become ill. Chief Wendt noted that 2021 was notable on the dollar amount for fire loss, with only \$18,100 in loss. Chief Wendt feels this was in large part due to the number of people staying home and fire department is getting to the fires faster due to being alerted to incidents sooner. He noted that they had numerous fires, but that all had been contained and extinguished in the room of origin. He noted that the last large fire, 3 years ago, when nobody was home was not noticed by others until the home was fully involved and that unfortunately is common. Chief Wendt emphasized to Council that the Lifesaving Award was possible thanks to Council following his recommendations for equipment purchases. He made a note to Council that while it seems like he requests a lot of expensive equipment, this one event shows the results of the need for the equipment.

Chief Wendt informed Council that the department had maintained their Level 2 ISO rating.

Chief Wendt stated that he anticipates staffing challenges moving forward. Many larger departments have started offering generous pay rates and full time positions are more appealing than a part time position and he anticipated that it will be harder to retain staffing.

Council thanked Chief Allen and Chief Wendt for all of their hard work in running their departments.

Legislation:

- **Consideration and approval of draft Resolution 2022-A**

A Resolution of the City of Villa Hills, in Kenton County, Kentucky, appointing Councilmember Cathy Stover as the City's Representative to the Planning and Development Services Council and appointing Mayor Heather Jansen as the alternate, expiring December 31, 2022.

A motion was made by Ms. Wadsworth, seconded by Mr. Ringo. Voice vote taken, All in favor, Motion passed.

This will become Resolution 2022-1.

- **Consideration and approval of draft Resolution 2022-B**

A Resolution of the City of Villa Hills, in Kenton County, Kentucky, appointing Seth Thompson to the Ohio-Kentucky-Indiana Regional Council of Governments Board of Directors for a term expiring December 31, 2022.

A motion was made by Mr. Baehner, seconded by Mr. Ringo. Voice vote taken, All in favor, Motion passed.

This will become Resolution 2022-2.

- **Consideration and approval of draft Resolution 2022-C**

A Resolution of the City of Villa Hills, in Kenton County, Kentucky, making appointments for various City Committees.

A motion was made by Mr. Baehner, seconded by Mr. Ringo. Voice vote taken, All in favor, Motion passed.

Mr. Baehner noted that the Fire Authority appointment is supposed to be yearly and asked for it to be added. Mayor Jansen will make the Fire Authority appointments by Executive Order.

This will become Resolution 2022-3.

- **Consideration and approval of draft Municipal Order 2022-A**

A Municipal Order of the City of Villa Hills, in Kenton County, Kentucky, reappointing Thom Vollmar and Michael Molony to the Villa Hills Board of Ethics with terms expiring December 31, 2024.

A motion was made by Mr. Ringo, seconded by Ms. Stover. Voice vote taken, All in favor, Motion passed.

This will become Municipal Order 2022-1.

Committee Reports:

Police:

- Chief Allen presented a Power Point of the December 2021 Police report, then briefly reviewed the 2021 Annual report.
- Chief Allen reported on crimes, accidents, overtime, training and K-9 activity.
- Chief Allen noted on the annual report that with COVID, people are not out as much as they were in prior years. He advised that the department was working on trouble areas.
- Chief Allen thanked Mayor and Council for their support and stated that with the promotion of the new supervisors, they would help move the department forward.
- Chief Allen advised that several grants had been applied for in the same amounts as prior years and that they had put in for increased amount from Norfolk Southern.
- Chief Allen advised some areas to be addressed will be traffic and safety programs, where trouble areas will be monitored.
- Chief Allen reported that the department canine team has been recertified with NAPWDA and will be receiving loyalty and valor awards this year.
- The department will begin work towards the next re-accreditation which is due in 2024. Sergeants Krull and Brockman will be enrolled in leadership and command classes in the future. They will both be street level supervisors.
- In community relations, the department plans to continue proactive programs including the RAD self-defense for women classes, continue the Shop with a Cop and Firefighter program, and continue providing an SRO at River Ridge. The department will be working with the community on a Neighborhood Watch program, the community will need to set up, and the police will assist, but the police department will not lead or be in charge of the program.

Safety:

- Mr. Baehner gave the Safety report.
- The Committee reviewed the Chief's monthly and yearly reports.
- Mr. Baehner reported that in 2021, there were 50 new cases opened that Detective Horseman has worked on.
- Certifications obtained or maintained in 2021 – Black –firearms instructor ; Horseman – RAD instructor; Lucas – Arson investigator.
- Mr. Baehner reported that in 2021, there had been 46 calls for service for the canine unit in Villa Hills and Crescent Springs, and 45 calls to assist other agencies.
- Mr. Baehner thanked Council for their support of the Police Department.
- Mr. Baehner announced that Crescent Springs will be recognizing Mayor Jansen and her family for the canine memorial.
- Resident concerned with parking on Blue Bird, no parking signs were recommended for the cul-de-sac.
- Safety Committee's next meeting will be February 8, 2022 at 6:30 pm.

City Engineer:

- Mr. Mike Yeager was introduced as the City's new engineer from Prime Engineering. Council members welcomed Mr. Yeager.

Public Works Committee:

- Mr. Thompson gave the Public Works Committee report.
- Mr. Thompson informed Council Bayer & Becker had submitted plans to KYTC for approval for the Collins and Amsterdam work. Mr. Thomason requested the new engineer to give cost estimates for Old Collins full depth replacement and sidewalks..
- Mr. Thompson reported that the ruts were still at the intersection and had not been fixed by the state yet.
- Mr. Thompson informed Council that Robin Lane was completed.
- Mr. Thompson advised that Craig and Buck will work on schedule to send out sidewalk notices. These are scheduled to start going out in February.
- Mr. Thompson informed Council that he, Mr. Bohman, and Mr. Yelton had met with Crescent Springs Public Works and Administrator.
 - They discussed full depth replacement of Meadow Wood and working together on this. Both have agreed to hold off on this replacement until construction is complete in the new subdivision. Therefore replacement will not occur until at least 2024/2025.
 - They also discussed coordinating with Crescent Springs to bid concrete as a quantity of work to be done in both cities, to reduce costs.
 - Crescent Springs has mowers, and other grass equipment to surplus and our Public Works has looked at what they have available.
- Mr. Thompson, Mr. Ringo and Mayor Jansen met with the Smedleys regarding the intersection and how it looks from their home. They had good discussions with them.

Public Works

- Mr. Yelton gave the Public Works Directors report.
- Mr. Yelton reported that dealing with snow is a timing game with nature. Crews are currently out preparing for incoming snow. Seventy-five tons of salt have been used so far this year. Crews salt 131 streets in the city.

- Mr. Yelton advised his department has been doing KLC training and building maintenance.
- Ms. Wadsworth inquired about a student who has asked about test launching rockets at Franzen Field. The property belongs to the Civic Club, so they would need to check with them for approval.
- Mr. Yelton advised Council that the Public Works crew has helped the state crew by helping clear and salt state roads for the safety of residents and emergency personnel. He is currently working with the state for reimbursement.
- Mr. Ringo informed Mr. Yelton that he had Ms. Lipson order batting cage netting and it will replace the existing one.

Events & Beautification:

- Ms. Wadsworth advised that the committee was discussing Haunted Trail and were looking at possibly moving the date.
- Ms. Wadsworth reported that several new events had been discussed, which include: ice skating, which is currently on hold due to the recent spike in COVID; Easter Egg Hunt; Summer Movie Nights; Fire in the Hills instead of MusicFest.
- Ms. Wadsworth advised that Loraine Braun had contacted her to inquire if the City would be having a 60th Anniversary celebration. Mr. Ringo suggested tying the 60th Anniversary with the Fire in the Hills event.

Finance:

- Mr. Cahill gave the Finance report.
- Mr. Cahill noted that the committee reviewed the December financials and made one recommendation to change statements, to move PTO accrual to the balance sheet instead of income statement.
 - Mr. Cahill made a motion to approve the December financials, seconded by Mr. Baehner. All voted in favor, motion passed.
- Mr. Cahill reported that KLC Investment Pool was bond fund only, it had good dividends, but was bouncing around. The committee made the recommendation to have the City Administrator sell the bond and return the money to Operating Fund.
- ARPA – government says if award is under \$10 million, it is automatically considered lost revenue. The City doesn't have to justify expenses. No recommendation from the committee yet. The committee is asking Ms. Stewart for legal and the City's auditor for legal and financial advice for where to spend. Mr. Cahill reminded Council that they will need to have another budget amendment prior to spending any of the funds.
- Joint meeting with Crescent Springs and Fire Authority will be delayed until after firehouse bids are received.
- Next meeting on February 14, 2022 at 7:00.

Administration:

- Ms. Stover stated that the Administration Committee did not meet in January and may not meet in February. The committee is waiting for the salary survey from NKCCMA, before they meet again.

Recreation:

- Mr. Ringo reported that baseball season field selection will be held Thursday at 7:00 pm at PeeWee's.

- Mr. Ringo reported that it is uncertain if our field maintenance person will be able to return this year.
- Ms. Wadsworth inquired if the Council was planning to have Shadow Night this year. Mr. Ringo will contact the 3 schools to see if they will plan to participate.

Fire Authority:

- Mr. Ringo advised that Chief Wendt and Mr. Cahill had covered most of his report.
- Mr. Ringo advised that the January calls had increased due to increased breathing issues with COVID.
- Mr. Ringo informed Council that staffing will be a budget issue in the future. Volunteers are hard to keep. The new firehouse was designed with these needs in mind.
- Mr. Ringo reported that the bids for the new firehouse went out on Friday. The 2 cities are doing a joint newspaper advertisement, which will be posted in the newspaper on January 21, 2022. The information is also provided on both cities' websites. Bids are due back February 10th at 2:00.
- Mr. Ringo advised that the proposals and contract will be reviewed by the Fire Authority's attorney.
- Mr. Ringo reported that with the rotation of representatives to the Fire Authority, this year the chairperson will be a representative from Crescent Springs.
- Mr. Ringo reported that the next meeting will be held on February 21st at 6:00 p.m., and that it will be a joint meeting with Firehouse Committee.

City Attorney:

- Ms. Steward updated Council on the Opioid litigation, and told them documentation has been submitted for the City to opt into the settlement. The City has received confirmation from the Attorney General's Office that the City is in. Funds will come in through the state then KLC will be the trustee to distribute funds, once they are available.
- Ms. Stewart advised that she did not have anything to report on the Purdue Pharma litigation. The court has set aside the settlement, so that case is back to square one.

City Clerk:

- Ms. Lipson had no report.

City Administrator:

- Mr. Bohman reported that he had submitted a request to transfer funds from KLC Investment Policy back to the City on January 17th.
- Mr. Bohman has begun work on a budget draft. The CERS rate increases will be lower than anticipated.
- Mr. Bohman reported that health insurance pool was high on claims and this was anticipated due to COVID illnesses.
- Cost of living increase in Kentucky is somewhere between 7.2% and 7.4%.
- General Assembly is in session and with re-districting – 63rd District was restructured and several additional precincts were added. Mr. Bohman has met with several representatives from cities new to the district. Mr. Bohman would like to send a letter to Representative Banta for improvements and requested Council's approval to do so.
- Telecommunications Ordinance was placed on hold while waiting on a response from Verizon, before moving forward.

Mayor's Report:

- Mayor Jansen thanked everyone for their involvements in the City committees. She also thanked Mr. and Mrs. Kerr for their regular attendance at the meetings.

Old Business

Ms. Wadsworth informed Council that Events and Beautification had distributed Christmas cards and gift cards to all employees for staff appreciation, since the City was not able to have a Christmas party for the employees.

Mr. Ringo advised that he noticed the new street lights had been installed on his street and stated they were very bright and well worth the investment. Mr. Bohman reported that lighting installation is about 40% complete and it is anticipated to be completed in the next 3 or 4 months.

New Business

NONE

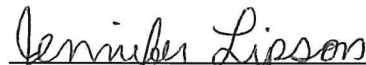
General Comments

NONE


At 7:57 p.m. a motion was made by Mr. Ringo, seconded by Ms. Wadsworth to adjourn. A voice vote was taken, all in favor. Motion passed.

Time of adjournment was 7:58 p.m.

Respectfully submitted,



Jennifer Lipson, City Clerk



Heather H. Jansen, Mayor