

**Council Meeting #718 Minutes
March 16, 2022**

Mayor Heather Jansen called the March 16, 2022, Meeting of City of Villa Hills Council (Meeting #718) 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 silence, 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
Matt Hall, Police Lieutenant
Derick Yelton, Public Works Director
Mary Ann Stewart, City Attorney**

A quorum was present.

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

A motion was made to approve the minutes by Mr. Baehner, seconded by Ms. Stover. A vote was taken 5-0-1, Mr. Cahill abstained. Motion passed.

The next item on the agenda was approval of the minutes of the March 9, 2022, Caucus Meeting. Mr. Cahill requested a correction on page three to indicate that the Fire Authority meeting mentioned was a regular scheduled meeting, not a special meeting as indicated.

A motion was made to approve the minutes, with the correction, by Mr. Cahill, seconded by Mr. Baehner. A vote was taken 5-0-1, Mr. Ringo abstained. Motion passed.

Legislation:

• 2nd Reading and Approval of draft Ordinance 2022-D

An Ordinance of the City of Villa Hills, in Kenton County, Kentucky 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%).

A motion was made by Mr. Baehner, seconded by Ms. Wadsworth. A Roll Call vote was taken as follows:

Mr. Baehner	Y	Mr. Cahill	Y	Mr. Ringo	Y
Ms. Stover	Y	Mr. Thompson	Y	Ms. Wadsworth	Y

Passed 6-0. This will become Ordinance 2022-1

- **2nd Reading and Approval of draft Ordinance 2022-E**

An Ordinance of the City of Villa Hills, in Kenton County, Kentucky 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 Authority.

Interlocal agreement creates a contractual obligation between the organizations on the appropriation of the funds. Anything not used will come back to the 2 cities on the same 60/40 split. Funds will come back as same funds they go out – so this money would come back as ARPA funds and will follow same guidelines for spending.

A motion was made by Mr. Ringo, seconded by Ms. Wadsworth. A Roll Call vote was taken as follows:

Mr. Baehner	Y	Mr. Cahill	Y	Mr. Ringo	Y
Ms. Stover	Y	Mr. Thompson	Y	Ms. Wadsworth	Y

Passed 6-0. This will become Ordinance 2022-2

- **1st Reading and discussion of draft Ordinance 2022-A**

An Ordinance amending the Official Zoning Ordinance of the City of Villa Hills updating the definition of Family Child Care Home.

Ms. Stover advised that the Administration Committee had discussed the revisions. This is a result of Senate Bill. The City’s Z21 study had already addressed and made the changes, this is just a change in definition and only requires a text amendment from the City. There was discussion regarding a required house size, this is handled through licensing of daycares through the state, where the number of children per square foot of space is determined. An occupational license will be required within the City.

- **1st Reading and discussion of draft Ordinance 2022-B**

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

Ms. Stover advised that the Administration Committee had discussed the pay scales and classification and that they recognized some employees could not have a pay increase with the current pay scale, due to them being at the max pay for their class. The adjustments will be within budget for 2022/2023 fiscal year.

Crescent Springs financial responsibility. Crescent Springs will be informed of their liability if there is a significant increase. There is a line in the agreement that either City can request to sit down and discuss any changes, such as salary adjustments that may exceed the contract amount. Yearly salary increases for pay were built into contract. These recommendations put all employees in 2nd and 3rd quartile of salary survey, which falls in line with finance committee’s recommendations.

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

A Resolution of the City of Villa Hills, in Kenton County, Kentucky approving, affirming, and ratifying the authority of the Crescent Villa Fire Authority to accept the bid of Century Construction Inc. for the CVFA New Fire Station Project and the Demolition of the Old Fire Station in an amount not to exceed Eight Million Five Hundred Thousand Dollars.

Discussion by council regarding the selection of the low bidder for the project. Century was low bidder for the base building, after adding in the folding doors, case work, and underground retention, Century was still the low bidder. The total bid price is at \$8.5 million.

Additional funds for Brandstetter Carol, they will be project manager overseeing the project. \$8.255 million is total cost, which is \$5.7 million that is on hand from the bond previously obtained, plus additional \$2.5 million still needed to have full amount. Pandemic has sent cost of materials out of control. Engineer report has determined that the current building is uninhabitable and needs to be replaced.

A motion was made by Mr. Baehner, seconded by Mr. Ringo to approve draft Resolution 2022E. Voice vote taken, All in favor, Motion passed.

This will become Resolution 2022-5.

Committee Reports:

Police:

- Lieutenant Hall presented a Power Point of the February 2022 Police report.
- Lieutenant Hall reported on crimes, accidents, overtime, training and K-9 activity.
- Lieutenant Hall reported that Detective Horseman had 3 new cases assigned to her in the last month.
- Council inquired about collision at Buttermilk and Collins, to find out if the collision was an issue with the signals. Lieutenant Hall reported that the collision was a result of distracted driving, not traffic signals.
- Lieutenant Hall reported that the K-9 had 7 incidents in February; one was a building search, where the K-9 was brought in and the suspect gave up when they heard Onexx barking. Another was a track for an arson in Elsmere where the suspect was pushed out and arrested by officers on the perimeter, the suspect was charged with arson and wanton endangerment.
- Lieutenant Hall reported that the department has been continuing with KLC trainings and K-9 training has continued.
- Officer Mairose is still on schedule to start Academy in April.

Safety:

- Mr. Baehner gave the Safety report.
- Mr. Baehner noted that the speeding and traffic issues were still being addressed from the Reserves coming from the Crossings development.
- Safety Committee discussed the need for the City to start saving and planning for a succession plan for a future K-9, as the dogs are good for 7-8 years, then need to be retired.
- Safety Committee's next meeting date is to be determined, as Mr. Baehner will not be available to meet on their regular night.

Public Works Committee:

- Mr. Thompson gave the Public Works Committee report.
- Mr. Thompson informed Council that Bayer Becker had received comments on the Collins and Amsterdam intersection from Kentucky Transportation Cabinet (KYTC). Items noted for changes from KYTC are:
 - North Amsterdam at Carpenters Trace – KYTC wants the sidewalk further back from the roadway. This could mean that some driveways may be affected.
 - Curb and gutter need to be installed on both sides of Collins at the intersection.
 - S-Curve approach from Villa Drive Layout, the committee is seeking clarification on this from KYTC, as this could cause more roadwork further back.
 - The culvert at Collins needs to be extended. That revision was not included in the contract with Bayer Becker, so this would be an additional cost. Engineers did not expect to need to touch that area.
 - The guardrail is not required near the Smedley's, but due to the drop-off, some type of fence will be needed.
- Mr. Thompson informed Council that our new engineer was working on an SNK grant application. If approved, this could extend the City's deadline to begin the intersection project. If the SNK grant is received, the grant would fund 80% of the project and the City would be responsible for the final 20%. It is a reimbursable grant, so the City would pay for the full project, then get reimbursed for the 80%. SNK grant does not include all costs.
- Mr. Thompson reported that Niewahner is on the schedule for the next fiscal year, storm water management is needed on the road, and the engineer is also looking at a grant to help with the issues.
- Mr. Thompson advised that future projects include re-pavement of City lots, Prospect Point overlay, Short Amsterdam hillside signalization, it needs to be addressed, Mr. Yelton is checking with Army Corps for recommendations. The Public Works crew will be installing a temporary 60 foot long curb on Amsterdam to prevent additional erosion along the roadway. Mr. Yelton shared pictures of the area with Council.
- Mr. Thompson advised that when he attended the OKI meeting he discovered that the County had delayed the grant for Short Amsterdam, citing that the County was out of money to complete the project.
- Mr. Thompson and Mayor Jansen brought contract to Council's attention for...
 - Mr. Thompson made a motion for Mayor Jansen to sign the Agreement with Geotechnology, LLC for pavement core samples to be taken on Old Collins Road. Seconded by Mr. Baehner.
Voice Vote taken, all were in favor. Motion passed.
- Mr. Thompson reported that mailboxes will be moved along Amsterdam Road from the North side of Amsterdam to the South side of Amsterdam in future weeks.

Public Works

- Mr. Yelton gave the Public Works Directors report.
- Mr. Yelton reported that they were waiting on information on a schedule and date from a contractor for the guardrail replacements.
- Mr. Yelton reported that crews had been painting in police department and that 2 employees had attended KLC training.
- Mr. Yelton advised that Prospect Point overlay, but may need full depth repair in some areas. City engineer and Mr. Yelton will walk the area and get a cost estimate on it.
- Mr. Yelton advised that the restrooms at the ballfields would be opened soon.

- Mr. Yelton advised that future projects include overlay of parking lots at the city office, mulching, and equipment building maintenance will be completed.
- Mr. Yelton advised that they had notified the state twice about the guardrail at Collins and Amsterdam, as this is a state road and a safety issue. The state had also been notified about the roadway slippage condition on Route 8.

Events & Beautification:

- Ms. Wadsworth advised that Haunted Trail will be held on October 22nd this year.
- Ice Skating and Adult Easter Egg Hunt are both cancelled until next year.
- Ms. Wadsworth reported that the committee had contacted Florence Y'alls and will hold a Villa Hills Night on June 10, 2022. As group tickets, the cost will be \$8 per ticket.
- The committee is also looking into having movie nights with food trucks.
- Ms. Wadsworth informed Council that they had committed \$4,000 to help Villa Hills Civic Club with planning and paying for items needed for the Fire in the Hills.
- Spring Yard Sale date has been set as May 13th and 14th, this will again be a combined Citywide Yard Sale with Crescent Springs, from 8am-2pm. Maps and address list will be provided at the City buildings and online the week of the yard sale.
- Ms. Wadsworth is looking to have a Staff Appreciation day at the Y'alls.

Finance:

- Mr. Cahill gave the Finance report.
- Mr. Cahill noted that the committee reviewed the January financials in January, but Council had not accepted the financials.
 - Mr. Cahill made a motion to approve January Financials, seconded by Mr. Ringo. All voted in favor, Motion passed.
- Mr. Cahill advised that the committee had reviewed the February financials and recommended Council approve the financials.
 - Mr. Cahill made a motion to approve February Financials, seconded by Ms. Wadsworth. All voted in favor, Motion passed.
- Mr. Cahill brought the budget up for discussion.
 - City's expenses are going up, but revenue is not increasing as quickly, therefore revenue needs to increase.
 - There are four revenue sources for a City:
 - Property taxes
 - Business taxes
 - Insurance Premium Tax
 - Payroll tax
- The must have projects keep adding up, but revenue is not keeping up. Revenue from taxes produced from the Sanctuary project taxes are already allocated to the TIF funds for the Collins and Amsterdam intersection.
- One idea that has been suggested is joining forces with Crescent Springs on services.
- Mr. Cahill suggested an in depth budget discussion for the June Caucus meeting and suggested that Council come prepared to discuss the options and also to look at items in the upcoming budget. There was discussion about forming a group or committee to help find a solution. Mr. Ringo and Mr. Baehner volunteered to assist if a committee or group is formed.
- Mr. Cahill advised that the Finance Committee would be having a Joint Special Meeting with Crescent Springs Finance Committee and the Fire Authority on March 17, 2022. The meeting will be a Zoom meeting.
- Next meeting on April 18, 2022 at 7:00.

Administration:

- Ms. Stover stated that the Administration Committee had met and the items from her committee had already been discussed earlier in the meeting.
- Next meeting on April 6, 2022.

Recreation:

- Mr. Ringo reported that all fields are now open and soccer goals are going up. Wayne is back and taking care of field maintenance. Kids are out and playing at the fields!

Fire Authority:

- Mr. Ringo advised that Fire Authority does not meet until March 21st.
- Mr. Ringo thanked Mr. Cahill for all of his work and getting the numbers out for the firehouse bids.
- Mr. Ringo advised that members had met with the owner of Century and they are looking for ways and opportunities to save money on the project. Any businesses or laborers who can provide volunteer work to work with Century, would be appreciated, to help keep costs down.
- Goal is to sign the contract officially by the end of the month, then Century would start work in April.

City Attorney:

- Ms. Stewart had nothing to report.

City Clerk:

- Ms. Lipson had nothing to report.

City Administrator:

- Mr. Bohman announced that the Administration staff had participated in the Passport Audit and received a 100% on the evaluation. Mr. Bohman thanked Ms. Bailey and Ms. Lipson for all of their work on providing passport services.

Mayor's Report:

- Mayor Jansen advised that she was looking at having another shred event for the City.

Old Business

Update on Draft Ordinance 2021-R – Telecommunication Franchise Agreement. The City received a request for a definition change from Verizon and Mr. Bohman is working with legal staff on how to incorporate that change. That ordinance is still being worked on. It had a first read, but has not had a 2nd reading yet.

Update on Shadow Night from Mr. Ringo. Letters were sent to the three schools and Shadow Night is set for Wednesday, May 4th at 6:30 pm and will be a Special Meeting. Once essays are received back, they will be placed in boxes for each committee chair to review and select a student to shadow them.

Mr. Ringo noted that Council is set to meet on April 20th and May 18th, and brought up for discussion about cancelling a meeting. Council decided to push the April meeting back to May 4th Shadow Night meeting, and cancel the April meeting. Mayor Jansen will

wait to see if there is a need to hold the April meeting, and cancel later, if nothing comes up.

Mr. Ringo asked Lieutenant Hall to review information about the prescription drug drop box at the City office. It is available for dropping off prescription medications Monday through Friday from 8:00 am – 5:00 pm.

New Business

NONE

General Comments

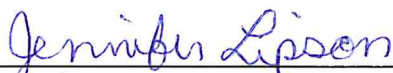
Mr. Kerr, a resident in Villa Hills, addressed Council and Mr. Cahill regarding budget. He stated it is nicer to have increase of taxes spread throughout the year, rather than a larger one-time payment. So, if there is a quarterly payment due for insurance premium tax, it would be easier to manage than an increase to property tax which residents would have hit once per year. Mr. Kerr also said he wants to keep the City where it is currently and does not want to see a decrease in services, only make cuts where able to and if needed, otherwise increase revenue to keep the City in its current position.

Mr. Ringo pointed out that residents can see where money is spent within the City, but the County tax is 3 times the City amount and residents do not see where that money goes.

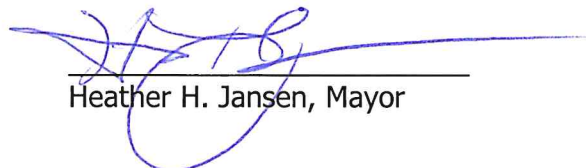
At 8:10 p.m. a motion was made by Mr. Ringo, seconded by Ms. Wadsworth to adjourn. A voice vote was taken, all in favor. Motion passed.

Time of adjournment was 8:11 p.m.

Respectfully submitted,



Jennifer Lipson, City Clerk



Heather H. Jansen, Mayor