

**Council Meeting #725 Minutes
October 19, 2022**

Mayor Heather Jansen called the October 19, 2022, Meeting of City of Villa Hills Council (Meeting #725) 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
Bryan Allen, Police Chief
Derick Yelton, Public Works Director
Mary Ann Stewart, City Attorney

A quorum was present.

The first order of business for the meeting was approval of the minutes of the September 21, 2022, Council meeting.

A motion was made to approve the minutes by Ms. Stover, seconded by Mr. Baehner. A vote was taken All voting in favor, Motion passed.

Next items on the agenda was a presentation from Leslie and Bill Allen, representatives for the Tunnel to Towers 5K. Tunnel to Towers is currently commemorating its 5th Anniversary. Ms. Allen thanked Council and staff for their support of the event. Tunnel To Towers was started by the family of Firefighter Stephen Siller. Firefighter Siller was off duty on September 11, 2001, and he heard the call go out on his scanner about the plane striking a tower. He went to his station and retrieved his gear and headed to the scene. He was stopped at the Brooklyn Battery Tower, which was already closed. Stephen strapped on his 60 pounds of gear and ran from the tunnel to the Twin Towers to join his crew, where he lost his life while saving others. Tunnel to Towers Foundation honors those who gave their lives to save others. Money raised goes to build homes for catastrophically injured soldiers and pay off mortgages for gold star families and first responder families who are killed in the line of duty. Over \$40,000 raised at the local event this year. Ms. Allen thanked everyone for the support for the event.

Tunnel To Towers recognized Lieutenant Matt Hall with the Northern Kentucky Stephen Siller Follow the Footsteps Award for his exemplary efforts in making the Tunnel To Towers event a success and a safe event for participants with his planning and carrying out safety precautions.

The next item on the agenda was Police awards presented by Chief Allen. Chief Allen recognized Officer Isaacs and Officer Mairose for their lifesaving efforts performed on March 26, 2022. They were dispatched for a non-responsive subject. Officers began assessing the patient and giving aid to the victim. Officer Mairose was in her first day of field training with her training officer, Officer Isaacs. Their efforts were successful in the patient regaining consciousness and was transported to the hospital for further treatment. Unfortunately, the

patient later passed from her ailments. The patient's husband met with Chief Allen to express his gratitude and appreciation for the quality of service and professionalism paid by the officers level of professionalism, the demeanor and grace displayed by the officers. For those actions, Officers Isaacs and Officer Mairose were awarded the Villa Hills Police Department award for Meritorious Service.

The next presentation was by John Chamberlin with Chamberlin Owen CPA, to review the City's Audit report and answer questions from Council. Mr. Chamberlin thanked City staff, City's accountant and the Finance Committee for making the audit easy for them to perform each year. The audit did not find any concerns with internal controls, and found that for a small city, that there was actually very good internal controls in place. There were no issues found with KRS compliance.

Mr. Chamberlin reviewed key points of the audit, then reviewed his letter to Mayor and Council and gave a summary of the full audit. Mr. Cahill thanked Mr. Chamberlin and his staff for the work they had done to complete the City's audit.

Committee Reports:

Police:

- Chief Allen presented a Power Point of the September 2022 Police report.
- Chief Allen reported on crimes, accidents, overtime, training and K-9 activity. He noted of the 53.5 hours of overtime for the month, 19.5 hours were for Music Fest, 14 hours for court, and 12 hours were for FOT (Highway Traffic Safety Grant).
- Chief Allen reported that there were 2 fatalities recently, 1 was the drowning that was discussed at the prior meeting, and the other was from a traffic collision that occurred on Bromley Crescent Springs Road, the elderly passenger had an internal bleed injury and passed later in the week.
- K-9 had 6 narcotic searches in September, 15 hours of training. Officer Dooley also acted on a tip, where he was able to make an arrest with a warrant and the subject made a confession on the case.
- Chief Allen reported that the officers are doing a great job, and that he is impressed with the job performance.
- Council member inquired about running into a Villa Hills officer at the recent Blink event. Chief Allen explained that officers are permitted to work and get paid directly from event sponsors, and also noted that the liability coverage for the event covers all of the officers, in case of any incidents.

Safety:

- Mr. Baehner reported that a resident on Cecilia talked to the committee about parking 30 feet from stop sign means parking in front of their mailbox. Resident is asking for relief for the parking distance from stop sign, so he isn't blocking his mailbox. There was concern about how police department knows who has an exemption and who doesn't. The committee discussed removing stop signs from Cecilia, but they want to seek input from residents in the area first.
- Mr. Baehner reported stealth study on Western Reserve does not show a chronic issue.
- Mr. Baehner advised that there will be additional patrol on Bromley-Crescent Springs Road. He also noted for residents, that a new 4-way stop was added on the road.
- Next Meeting will be changed to Tuesday, November 15th, due to regular night being election night.

- Ms. Stover inquired about the pick-up procedures at River Ridge Elementary due to increased traffic along Amsterdam Road. The committee has discussed the need for changes with the School Board.

Public Works Committee:

- Mr. Thompson gave the Public Works Committee report.
- Mr. Thompson reported that Public Works was down one on staffing, as one member has left to work elsewhere.
- Mr. Thompson updated Council that the OKI grant has added additional funds to account for the cost of inflation for the grant that the City is receiving for Collins and Amsterdam intersection.
- Mr. Thompson reported that preliminary plans will need to be submitted to KYTC, and a kick-off meeting was scheduled at the next Public Works Committee Meeting on November 9th at 1:00, with representative present from KYTC. The City would like to start work by July 2023 still, but needs to find out when funding will be available.
- Temporary easement acquisitions and utility relocations can start within a year if approval is received, but KYTC still controls that progress because of the grant. Council will go ahead with planning a light at Villa also, because it falls in the TIF area and TIF funds can be used to pay for it.
- Mr. Thompson reported that Short Amsterdam is ready to go, but waiting on authorization from the state.

Public Works Director

- Mr. Yelton reported that his crews were working on equipment maintenance, clearing catch basins, oversaw the police lot paving and striping, and had done work on Woodchuck storm water replacements.
- Mr. Yelton advised they were also working on the Villa and Franzen fields with irrigation lines and preparing for winter.
- Signs in Sanctuary have been put up, and they are still working on Fire Lane signs.
- Mr. Yelton observed a demonstration by Precision Grinding for sidewalk repairs. He shared pictures with Council of the work.

Events & Beautification:

- Ms. Wadsworth reported that Villa-Ween was a successful event. An estimate of over 400 children attended and there were 7 games for them to play. 7th and 8th grade students from St. Joe's and some high school volunteers were on hand to help run the games, pumpkin decorating and face painting booths. The movie was shown after the games were closed, but it had a very low attendance.
- Ms. Wadsworth thanked Mr. Yelton for his assistance at the event and Ms. Lipson and Ms. Bailey for their assistance ordering supplies and prizes for the event. She also thanked Mayor Jansen and her children for their assistance at the event.
- Ms. Wadsworth announced that her committee will once again be working with Crescent Springs on events. Christmas in the Park is being planned for December 3, 2022.
- The Cookies with Mayor Event previously discussed will not be held, and instead residents are invited to visit Santa at Christmas in the Park.
- The next meeting will be November 7, 2022 at 6:30 p.m.

Finance:

- Mr. Cahill gave the Finance report.
- Mr. Cahill advised that the Finance Committee advised that the committee reviewed the audit report and recommends accepting the audit report.

- Mr. Cahill made a motion to accept the Audit Report, seconded by Mr. Baehner. All voted in favor, Motion passed.
- Mr. Cahill suggested that when Council is reviewing the audit, to review the different types of audits.
- Mr. Cahill advised that the committee had reviewed the September financials and recommends Council approve the financials.
 - Mr. Cahill made a motion to approve September Financials, as well as the June, July, and August financials with adjustments made after the audit, and to post all financials to the website, seconded by Ms. Wadsworth. All voted in favor, Motion passed.
- Mr. Cahill advised that City Clerk Lipson had presented a proposal that she received from a company for software to streamline agendas and minutes, but the committee had rejected the proposal due to cost.
- Mr. Cahill advised that City Administrator Bohman had brought to their attention that he had been contacted by Heritage Bank about a new way the bank has for earning interest. The committee was questioning why the bank would want to change accounts to something that gives more interest. Mr. Bohman is going to do more research to make sure the City knows what they are going to get with the changes.
- Next meeting on November 14, 2022 at 7:00.

Administration:

- Ms. Stover advised that following the City's Board of Adjustment hearing for a variance for an accessory structure, that the committee was currently reviewing a Z-21 text amendment change for section 4.05 and 7.1, regarding accessory structures. Mr. Bohman will discuss more when the Ordinance is presented in Legislation.
- Ms. Stover stated the committee reviewed the waste receptacles and storage locations; solar panels issue; and issue with fences and walls on corner lots
- Golf carts were discussed, which are not currently permitted on City Streets or right of ways within Villa Hills. KRS says cities should decide on their own to permit or not. Mr. Bohman was asked to create an ordinance to address the golf carts.

Recreation:

- Mr. Ringo advised that closing of the fields and restrooms at the fields will occur on Sunday, October 23, 2022.
- Mr. Ringo expressed his thanks to coaches for working together, and to Mr. Yelton and his crew, and Wayne for their work on the fields during the spring and summer months.

Fire Authority:

- Mr. Ringo reported on fire and EMS runs for the department.
- Mr. Ringo advised that all monies for the new firehouse had been collected from both cities and the funding is now 100% in house.
- Mr. Ringo informed Council that a leak was found on outrigger of the ladder truck, and is not currently a safety issue, but it will be about a \$2,000 repair.
- Mr. Ringo gave an update on the new firehouse, the basement is 100% complete. Storm water work is in progress and concrete floors will be going on the foundation soon. They are still working with Duke to get the power routed to the building, which is an additional \$18,000 expense that was unexpected.
- Next meeting will be November 21st at the Firehouse.

City Attorney:

- Ms. Stewart advised that the Lockaby lawsuit was dismissed by District Court on September 29, 2022.

City Clerk:

- Ms. Lipson advised the administration staff has been busy with tax payments. Taxes are close to 30% collected.
- Ms. Lipson informed residents that when they are making credit card payments online. The payments will not reflect in the online lookup immediately. It actually takes 2 business days following the payment before it will reflect in the online lookup. Credit card payments are settled through the processor each night. On the following business day, staff uploads payments to the tax software, so payment is then seen at the office. The payments are uploaded that evening to the website and will be seen on-line the following day. Also, with upgrades in technology and firewall blocks for suspicious emails, many email receipts are being rejected. If you would like a receipt emailed to you, please contact the city office.

City Administrator:

- Mr. Bohman advised Council that the street light bills were incorrect and that he is working with Duke to have the issue corrected. When the new lights were installed, the old lights were not removed from the billing.
- Mr. Bohman reported that staff found a discrepancy between Rumpke's listing of properties being billed for as compared to the City's listing. The City is working with Rumpke to correct this discrepancy.
- Mr. Bohman informed Council that Morton Salt was the only bidder for the salt bid contract. The City does have the ability to tag on to the County contract. Morton did come in slightly higher than the county contract, but staff is requesting to contract for Morton, as they are a great vendor and the City would like to keep them as a vendor. Public Works has past experience where other cities struggled to get salt shipments in, but Villa Hills was able to receive a shipment from Morton in a timely manner.

Mayor's Report:

- Mayor Jansen expressed her thanks to Chief Wendt and his crew, for use of the firehouse for the Mayor's Group Meeting in October.
- Mayor Jansen reported that at the Mayor's Group meeting, Sheriff Korzenborn was present and shared his ivory handled pistol with those present.
- Mayor Jansen reminded everyone that Election Day was coming up on November 8th and that Kenton County has a full sample ballot on their website. Mayor Jansen did a copy and paste with the information to her Facebook page for Villa Hills residents to know what they will be voting on.
- Mayor Jansen also reported that she had spoken with Ernie Brown with the Villa Hills Civic Club, and that they are working to move utilities before they can rebuild, but once utilities are re-routed, the re-build of the Civic Club should begin.

Legislation:

- **1st Reading and Discussion of draft Ordinance 2022-K**

An Ordinance of the City of Villa Hills, in Kenton County, Kentucky, amending Section 74.02 Conformance with State Traffic Laws to clarify that the use of golf carts on public streets in Villa Hills is prohibited.

Council inquired if there were any issues with golf carts in any area other than Sanctuary. There is not an issue currently in any area, including Sanctuary, there were questions raised about using them, and Administration Committee felt it best to state it in a City ordinance, as state KRS leaves it up to Cities to approve on a case-by-case basis.

There was discussion by Council, inquiring if there is currently an issue. There were questions about whether the city permitted them or not. It is not an issue currently.

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

A Municipal Order of the City of Villa Hills, Kentucky, authorizing an application to the Kenton County Planning Commission for amending sections 2.07, 4.05, 5.08, 7.04, 7.06, 11.09, and 14.02 of the Villa Hills Zoning Code.

Mr. Baehner made a motion to approve the Municipal Order.

Mr. Bohman reviewed that some of the amendments were due to timeline issues and wording and typos that PDS noticed that needed updates. The recent Board of Adjustment hearing found a discrepancy between two sections for the size of an accessory dwelling structure, and this would harmonize the size between the two sections. Another amendment was for the solar panels to reflect changes suggested by Chief Wendt. And a section that showed a discrepancy to how close a property owner can pour concrete to their property line, this would put the old rule of one foot from property line for concrete. There was a typo that PDS found that allows fences on a property line, and fencing rules on corner lots. PDS also had some definition changes.

Mr. Thompson made a motion to amend Section 10 Solar panels, section b, paragraph 1, that is the front mounted panels, and it suggests stealth shingles for front facing. Currently those are less energy efficient, difficult to find people to work on, and significantly more expensive.

Ms. Wadsworth doesn't feel the city has the right to prevent homeowners from making that decision for themselves because someone might not like how it looks. However, if it's a safety issue, that Chief Wendt says it isn't good to place them on a particular roof, then that would be a reason to regulate.

Mr. Ringo made a Motion to Table Municipal Order 2022-J, second by Mr. Baehner. Voice vote taken, All in favor, Motion passed.

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

A Municipal Order of the City of Villa Hills, Kentucky, declaring surplus property.

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

This will become Municipal Order 2022-10.

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

A Municipal Order of the City of Villa Hills, Kentucky, accepting the bid of Morton Salt, Inc. for the purchase of sodium chloride (road salt) at the price of \$90.86 per ton delivered for

Fiscal Year 2022/2023 and authorizing the use of Compass Minerals at the price of \$87.79 per ton delivered as the backup supplier.

A motion was made by Mr. Baehner, seconded by Ms. Wadsworth to approve draft Resolution 2022-L. Voice vote taken, All in favor, Motion passed.

This will become Municipal Order 2022-11.

Old Business

None

New Business

NONE

General Comments

Mr. Cahill brought to the Council's attention that in the by-laws of Fire Authority they are to select a chairperson in December, and it is Villa Hills turn to hold the chairperson position. With the timing of the meetings, Villa Hills is asked to make their selection of representatives in the November meeting so the chairperson can be appointed by the Fire Authority at the December meeting.

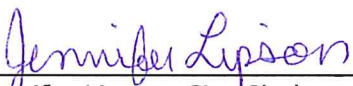
Ms. Wadsworth mentioned that with the presentation from Tunnel to Towers that it is one of best groups where money goes to the cause and not to overhead. If anyone is looking for a group to make donations to.

Mrs. Kerr inquired about surveyors that were seen that week in the area of the Cincinnati Bell Building. They are surveying for Old Collins and for the sidewalk improvements.

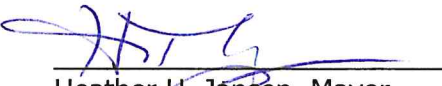
At 8:17 p.m. a motion was made by Mr. Ringo, seconded by Mr. Baehner to adjourn. A voice vote was taken, all in favor. Motion passed.

Time of adjournment was 8:18 p.m.

Respectfully submitted,



Jennifer Lipson, City Clerk



Heather H. Jansen, Mayor