

**Council Meeting #728 Minutes
January 18, 2023**

Mayor Heather Jansen called the January 18, 2023, Meeting of City of Villa Hills Council (Meeting #728) 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
J. Cahill
S. Ringo
C. Stover
S. Thompson
S. Wadsworth
K. Walsh**

**Craig T. Bohman, City Administrator
Jennifer Lipson, City Clerk
Matt Hall, Acting 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 December 7, 2022, Special Council meeting.

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

Next was approval of the minutes of the January 11, 2023, Special Caucus meeting.

Mr. Thompson requested a correction and amendment to the minutes to reflect corrected language regarding the solar panel discussion.

A motion was made to approve the minutes with an amendment from Mr. Thompson on the solar panels' discussion in the meeting minutes, by Mr. Cahill, seconded by Mr. Ringo. A voice vote was taken, All voting in favor, Motion passed.

Mayor Jansen gave the Oath of Office to James Black, for the Police Sergeant position that Sergeant Black has been promoted to. Mayor Jansen and Council Congratulated Sergeant Black on his promotion.

Committee Reports:

Police:

- Acting Chief Hall presented a Power Point of the December 2022 Police report.
- Acting Chief Hall reported that the department had 1,220 calls for service and showed the comparison to surrounding cities. Council requested that the population for the adjoining cities be shared on future reports for comparison.
- Acting Chief Hall reported that 21 warrants were served in December 2022. There was 1 injury collision in December, this was the collision that involved a Villa Hills officer.
- Acting Chief Hall advised that there are 3 active cases being investigated by the department.

- The department has been attending training and has completed the monthly KLC training video for Diminished Capacity/Excited Delirium. Officers Haught and Robbins each completed their 40-hour annual DOCJT training in December.
- Acting Chief Hall reported that there were 8 canine deployments, which resulted in 8 arrests and 20 charges filed.
- Acting Chief Hall reported 85 hours of overtime for the month, which included 15 hours for court, 9 hours for range for qualifications, 10 hours for FOT, 11 hours for Christmas in the Park, and 25 ½ hours for Shop with a Cop and Firefighter.
- Shop with a Cop and Firefighter helped 13 children and thanks to donations, each child had over \$500 to spend. Acting Chief Hall expressed his thanks and appreciation for all who came out to help shop, and in wrapping presents for the children.
- Acting Chief Hall announced that 2023 is a New Year, and that he looks forward to working with Council.
- Acting Chief Hall advised that there will be a change in the Sergeant's schedule and that the Sergeants will be working either a 3:00 pm – 1:00 am shift, or a 4 pm – 2 am shift. This allows overlap between the Chief and Sergeants, as well as the Sergeants overlapping both their day and night shift officers.
- A few applications have been received for the position that will be open when Officer Krull leaves, and these applicants will also be reviewed to fill the vacancy left by Chief Allen's resignation.
- Officer Horseman is currently on light duty, due to an off duty injury. She is assisting Administration with updating the website and has already developed a Crime Tip link on the Police Department page.

Safety Committee:

- Mayor Jansen introduced Kyle Walsh, the City's newest Council Member and also Chair of the Safety Committee.
- Mr. Walsh advised that his committee received a resident concern on parking too close to intersection on Summe Court, a sign is now posted.
- Traffic signal synchronization is controlled by Ky Transportation Cabinet (KYTC). Residents can submit complaints to Kentucky Department of Transportation District 6, regarding concerns.
- Discussion regarding traffic going out Buttermilk and turning left onto Collins did not meet the threshold for a steady green arrow, but KYTC may be able to review this again to see if increased traffic has caused a need for the steady arrow.
- Mayor received a phone message from a resident on Rogers regarding traffic congestion. She did not have a chance to return the call yet, but will follow up with Mr. Walsh, after she returns the call, to advise what the issue is.
- Ms. Stover talked to someone at KYTC regarding light timing on Buttermilk. She was told that KYTC is working with new consultants, but instead of fixing something that was working, they made it worse. KYTC is working to fix the issue for traffic flow.

Public Works Committee:

- Mr. Thompson gave the Public Works Committee report.
- Mr. Thompson reported that engineer's office has submitted the bid for design work for Collins and Amsterdam to KYTC for review, to make sure it is in the correct format.
- Mr. Thompson updated Council on the Orchid erosion issue and advised that SD1 will review and correct any issues in the area of their responsibility, but advised the issues may still fall to the homeowners.
- Mr. Thompson reported that Niewahner bid information is almost ready to be sent out.

- Checking with SNK and OKI to review Valley Trails work to see if it may qualify for a grant.
- Rogers Road – will be shifting focus of curb installation to problem areas only for curbs due to costs.
- Committee and engineer will update 5-year road plan and budget – Road tax is not quite covering full cost for repairs that need to be completed.
- Ms. Stover updated Council on what she learned from Crescent Springs, who has a sidewalk program. Crescent Springs sends a letter, then cites the homeowner if they are not under contract within 30 days and compliant within 60 days. Their program is complaint based, then Public Works does an inspection based upon the complaint. They also do a drive through the City periodically looking for areas in need of repair, they started with older streets in the City. Their program has been successful, and no complaints from residents who have been notified.
 - Several members expressed that they did not want to see the City cover an expense that the homeowners are responsible for.

Public Works Director

- Mr. Yelton reported that he spoke with Erlanger regarding sidewalks and they used Precision concrete, but in several areas, the sidewalk shifted and eventually had to be redone. He advised that sidewalk inspections cannot be done properly by driving by, the person inspecting will need to walk the sidewalks to inspect them.
 - Mr. Yelton said the repairs could be done in-house, but they currently do not have enough manpower to handle the extra workload.
 - Mayor Jansen will inquire at the Mayor's group meeting on how other cities handle sidewalk repairs and placing cost back to the homeowners.
- Mr. Yelton advised that Public Works has used approximately \$18,000 on salt.
- Reached out to Homeowners Association about cleaning sidewalks
- New Public Works employee has begun working.
- New signs going up throughout the city, street signs and fire lane signs going up in several areas.
- Mr. Ringo asked Mr. Yelton, that if any snow for February 15th, that the crew clear the Villa Madonna lot for the City meeting and after that date, if any snow to clear the lots at fields due to spring sports starting.

Events & Beautification Committee:

No meeting – next meeting will be February 6th at 6:30 pm.

Finance Committee:

- Mr. Cahill advised that the committee met on Monday night and reviewed the financials. The committee reviewed November and December financials, due to no meeting in December. The committee recommended approval of financials for November and December.
 - Mr. Cahill made a motion to approve November and December Financials, and to post those financials to the website, seconded by Ms. Stover. All voted in favor, Motion passed.
- Mr. Cahill reported that in reviewing the department budgets, 3 departments are over budget. The committee will be looking at recommending a budget amendment.
- Items that will be looked at for the 2023/2024 Budget
 - Employee wage pressure due to competition between cities.
 - Salt bin
 - Sidewalk maintenance – if taken over will be an expense

- Garbage – this is a pass through expense, but will need to be budgeted and covered until tax money comes in.
 - Road expenses – cost is increasing due to inflation.
 - Insurance Premium Tax – if Council wants to increase, it will need to be completed in March to be sent to the state.
 - Council will need to take the 4% increase for property taxes.
 - Payroll tax is currently up, staff believes this increase is due to Sanctuary Development.
 - Retirement system lowered CERS rates, so that will help some.
- Hoping to have a better idea on needs in February.
- Finance committee / Crescent Springs Finance Committee, and Crescent Villa Fire Authority meeting will be coming up soon.
 - Next meeting is Monday, February 13th at 7:00.

Administration Committee:

No Report

Fire Authority:

- Mr. Ringo gave the Fire report update.
- The American Heart Association presented 2 members of the department with an award for recognizing a patient was suffering a stroke and the work they did in saving the person.
- Fire department pay, like the police, are struggling to get paramedics and firefighters. Members are going elsewhere for better pay. Department needs to come up with money to be more competitive.
- The Crescent Villa Fire Authority has a new EMS Director – Jeff Hatter.
- ISO level is still at a 2, less than 5% of fire departments get a 2 or a 1 rating.
- Five new recruits are onboard. New recruits sign a contract to stay on at least 2 years upon completion of training.
- Firehouse update – they are pouring concrete and working on office and bedroom areas.
 - Currently 5 weeks behind schedule, however contractor still feels that they will finish by the deadline of October.
- In 2022 the department saw a 5% increase in calls. The department covers approximately 12,000 residents in 2 cities. There were 3 fire related injuries in 2022, and 2 firefighter injuries, and no deaths.
- Next meeting for the Fire Authority will be February 20th.

Recreation Committee:

- Shadow Night will be the next Council meeting, on February 15th.
- The next Council Meeting will take place at Villa Madonna Academy in their Auditorium, on February 15, 2023, starting at 6:30 pm.

City Attorney:

- No report

City Clerk:

- No report
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City Administrator:

- Mr. Bohman advised PDS had received a Phase 3 development plan from Sanctuary, the developer purchased the radio station property. They plan to build 23 homes on 10

acres. The property is not in the PUD, and was purchased by Ashley Development. The property falls outside of the TIF district and settlement area. This will not need approval from Council, it meets the current zoning, and will be all single-family homes.

Mayor’s Report:

No report

Legislation:

Mr. Hill presented the following Legislation:

• **2nd Reading and Approval of draft Ordinance 2023-A**

An Ordinance of the City of Villa Hills, in Kenton County, Kentucky, amending Section 30.37 of the City of Villa Hills Code of Ordinances revising the schedule for council committee meetings.

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

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

Passed 6-0. This will become Ordinance 2023-1

• **Consideration and approval of draft Municipal Order 2023-B**

A Municipal Order of the City of Villa Hills, Kentucky, approving the appointment of Matthew Hall as Chief of Police of the City of Villa Hills.

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

This will become Municipal Order 2023-2.

Old Business

NONE

New Business

NONE

General Comments

Council inquired about the violations from PDS, is city paying every month? No, they only add to the list for payment when an inspection is made – those are just open cases, not ones being billed to the city.

Doriel sidewalk notice from PDS. PDS should issue violation, followed by another inspection in 30 days, and if not fixed then citation issued. PDS needs to file citations.

PDS should be filing liens to properties where homeowners are ignoring citations. PDS Council no longer needs to approve liens/citations, it is administrative now. Mary Ann gave an overview of the process. City can foreclose on property. Mortgage holder often comes in and pays liens and renegotiates with homeowner, but city still has the same issues with code enforcement after liens paid off.

Mr. Cahill received a call from Kenton County Emergency Management and several other agencies and they expressed that the city is lucky to have Chief Hall.

Mr. Ringo asked Chief Hall to give his vision for the department.

Chief Hall stated that returning to full staff is goal #1. He plans to set up for succession, is in an observation period. He's working on scheduling, and giving additional authority to Sergeants. Chief Hall plans to meet with individual officers for input on their visions and goals and their buy in and their growth within the city. Chief Hall wants to continue collaboration between all staff, officers, Mayor and Council.

Sergeant Brockman expressed his support of Chief Hall, and stated that he is a positive leader for the department.

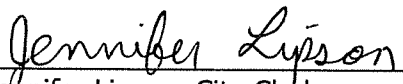
Mayor stated that Villa Hills has full endorsement from Crescent Springs.

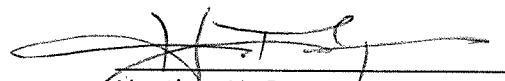
Buck and Public Work thanks Chief Hall for Drug Strike Force training provided to his department, so they can safely remove drug paraphernalia while cleaning roads. They can now properly dispose of syringes and drug items. Residents who may find the same paraphernalia are asked to contact police or fire, so they can respond and safely remove the items from public space.

At 8:10 p.m. a motion was made by Mr. Ringo, seconded by Ms. Stover 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