

**Council Meeting #730 Minutes
March 15, 2023**

Mayor Heather Jansen called the March 15, 2023, Meeting of City of Villa Hills Council (Meeting #730) 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
K. Walsh**

**Craig T. Bohman, City Administrator
Jennifer Lipson, City Clerk
Matt Hall, Police Chief
Derick Yelton, Public Works Director
Mary Ann Stewart, City Attorney**

S. Wadsworth - Absent

A quorum was present.

The first order of business for the meeting was approval of the minutes of the February 15, 2023, Special Council meeting.

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

Next was approval of the minutes of the March 8, 2023, Caucus meeting.

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

Mayor Jansen gave the Oath of Office to Matthew Hall, for the position of Police Chief, which he was promoted to. Mayor Jansen and Council Congratulated Chief Hall on his promotion.

Next Council heard a presentation from Dr. JT Spence from Thomas More University. Dr. Spence is the Director of the Political Science program. He thanked, Mayor, Council and staff for allowing students from Thomas More to intern with our staff. 2 students who have interned in recent years are on their roads to success. Noah Galvin interned with the city several years prior. He is now with a Law firm in Denver, Colorado as a public defender. Just recently, Stanislav (Stas) Beresford worked with the City. After his experience, he has decided to change his masters from Law to Public Administration and has a goal to become a Public Administrator.

Dr. Spence also informed Council that the Thomas More University women's basketball team would be playing for the NAIA Championship this date at 9:00 pm.

Committee Reports:

Police:

- Chief Hall presented a Power Point of the February 2023 Police report.

- Chief Hall reported that the department had 1,460 calls for service and showed the comparison to surrounding cities. 52% of the activities for the department are citations, and other activities include 17 crimes and 25 traffic collisions.
- Chief Hall advised that there are 11 open cases being investigated by the department, and that Detective Lucas has also assisted with background checks for new hires for the department.
- Chief Hall reported that department has been attending training and has completed the monthly KLC training video: Pursuit & Defensive Driving.
- Chief Hall reported that there were 10 canine deployments, which resulted in 9 arrests and 15 charges filed. One arrest included charges for an Ohio burglary, where stolen lottery tickets were located at the residence.
- Chief Hall reported 27 hours of overtime for the month, which included 12 hours for court, 2 hours for FOT, 7 hours shift coverage, and 6 hours for late calls and investigations.
- E-crimes training – Officer Dooley and Detective Lucas were hand-picked by Commonwealth Attorney for an internet crimes task force. They are receiving training from FBI, Secret Service and several other agencies. This will train them to access information on cell phones and other technology.
- Chief Hall thanked Mayor and Council for the opportunity they have given him as Chief of the department. The department will be back to full staffing by April 3rd.
- Chief Hall advised that the extra cars in the lot would decrease with 1 officer returning from light duty, and both new hires starting soon. The department currently has a backup K-9 unit and one additional spare unit, which is used when an officer's vehicle is out of service for maintenance.

Safety Committee:

- Mr. Walsh advised that his committee has received complaints of parking issues. He asks that residents report these issues in real-time, by contacting the non-emergency dispatch at (859) 356-3191, for an officer to respond.
- Mr. Walsh advised that reports can be made anonymously. City Clerk Lipson also informed residents that when the upgraded City website goes live, there will be an online tip page, which will be able to be used anonymously.

Public Works Committee:

- Mr. Thompson gave the Public Works Committee report.
- Mr. Thompson reported the RFP information for design work for Collins and Amsterdam, as approved by KYTC, has been posted on City's site and will be advertised Friday, March 10th, with bids are due back in on April 3, 2023.
- Mr. Thompson addressed questions from Council concerning the bill from Integrated Engineering. The bill included the prep work for the bid package, sidewalk program, including grant writing and the design work for sidewalks on Colina, as well as engineering studies for Rogers Road and core sampling.
- Public Works took a report on mud in Squire Valley. Voids were found under the road, and these need to be filled and water will need to be diverted with a bulkhead to reduce risks of voids returning.
- The committee received a complaint from residents regarding Deerfield and difficulty seeing oncoming traffic, when stopped at the stop sign. The committee inquired with KYTC about placing a mirror to improve visibility. KYTC is not in favor of this.
- Public works aware of the area on Niewahner, where the island was, has a water ponding issue in the area when it rains. They will be correcting that when they do the roadwork on Niewahner.

- Continuing to do work and planning on Rogers Road, this will mainly be an overlay and spot drainage issues with curbs. Will also be applying for a grant to help with costs to add pedestrian crossing at the Rogers bridge.
- Colina Sidewalk grant was applied for, and will hopefully know later this year if the City will receive the grant. This would be new sidewalk from existing sidewalk to Highwater.
- Mr. Thompson advised that the engineer is working on analysis for the salt bin. Mr. Ringo stated he is in favor of using ARPA funds to build the salt garage, other members were all in favor as well.
- Mr. Bohman advised that an annual report will need to be submitted and Council will need to make a motion to expend the federal funds.

A Motion was made by Mr. Thompson to release \$250,000 from the federal funds for building a new Salt Bin. Ms. Stover seconded the motion. All members voting in favor.

- Council asked about the status of sidewalks. A proposal was received from Precision Concrete Cutting for surveying the entire City for \$15,000, then they will also give a credit of \$15,000 towards them repairing trip hazards throughout the city by grinding panels to fix them. Anything over that would need to be decided if we will have them fix more than \$15,000 worth of trip hazards, but they will also provide cost estimate to fix all trip hazards and the Council will need to decide how much more to pay for. Mr. Ringo inquired if a motion was necessary to hire Precision to survey and fix trip hazards. The City budget has \$40,000 allocated to fix sidewalks, so a motion is not necessary.

Precision will do the survey work and provide map-able data. A separate team will come in with machines to shave the trip hazards. This is charged by linear foot. This will help minimize the City's liability and also gives the City a report of trouble areas. The City can then take the worst areas and fix those areas.

There were additional discussions about whether doing this would force the City to take over sidewalks. Ms. Stewart advised that it would not put the City in a position to take over sidewalks, as the City already has an ordinance that makes this the homeowner's responsibility.

- ARPA funds can be used for a one time fix of the areas that will need replacement.
- \$20,250 has been set aside for sidewalks on Short Amsterdam and \$20,000 for the sidewalk on Colina.

Public Works Director

- Mr. Yelton reported that the department has been attending training. Corey and Matt have recently attended Safety & Risk Management Training. The department had attended another training for pipeline training on Monday, and would be in another 811 Training on Thursday. Corey and Matt are both pesticides certified, which minimizes the City's expenses for treatment on the fields.
- Mr. Yelton advised that Wayne was back as the Seasonal fields employee, and was starting work on the ballfields.
- Mr. Yelton advised that the dumptruck may be delivered sometime in late fall of 2023. He also informed Council that the department will be looking to replace the 2015 truck, due to transmission issues. They would like to order it soon, as current orders are not anticipated for delivery until late spring 2024.

Events & Beautification Committee:

- Mayor Jansen read the committee report sent by Ms. Wadsworth. Easter Egg Hunt is planned for April 1st at Crescent Springs Park at 1 pm.
- Fall Festival will include the band, Everyday People Band, with festival games from 5-8, and food trucks.
- Mr. Cahill advised that the Veteran's Day Race will be held on May 20th, and advised that there will be road closures along Collins and Amsterdam that morning for the race. The City will send out reminders. Those wishing to participate, can sign up at www.runningtime.com.

Finance Committee:

- Mr. Cahill advised that the committee met on Monday night and reviewed the financials. The committee reviewed February financials, and recommended approval of financials for February.
 - Mr. Cahill made a motion to approve February Financials, and to post those financials to the website, seconded by Ms. Stover. All voted in favor, Motion passed.
- Mr. Cahill reported that the committee received a proposed wage sheet, and requested that Mr. Bohman forward that to Council.
- The Committee plans to review the budget during the April committee meeting.
- The committee inquired about the recent bank failures and concern for exposure for the city having all funds in one bank. Mr. Bohman advised that as a Public Entity, state statute requires the bank to collateralize public funds with bonds. The amount of the bonds changes as the City's deposits/withdrawals change. Heritage has bonds with bank in Tennessee for City's funds. Therefore the City money is protected through the bank system.
- The committee also reviewed current rates of return, which are 4.07% with Heritage, and noted that if the City goes to the KLC Money market fund, the city would receive a current rate at 4.5%.
- Next meeting is Monday, April 17th at 7:00.

Administration Committee:

No Report

Recreation Committee:

- Fields were open on March 15th. Players were out earlier than field opening.
- Portable restrooms are in place for now. After it warms up more consistently, the restrooms will be re-opened.

Fire Authority:

- Fire Authority does not meet until after this date, Mr. Ringo gave a firehouse update.
- The Authority has been getting estimates for furniture for the new firehouse.
- Builders are still projecting an October opening, even with currently being several weeks behind.
- Roof is currently going up, with lower lot also being worked on.
- Mr. Cahill advised that there was a financial item to be addressed. The Fire Authority is earning \$12,000 per month in the KLC Bond. Villa Hills has contributed \$1.5 million for the Firehouse build. Would like to spend from general and not federal money, but when all is done and bills are paid, would like to return excess to cities from non-federal money.
- Next meeting for the Fire Authority will be March 20th.

City Attorney:

- Ms. Stewart reported that she attended the PDS hearing on the City’s Zoning Text Amendment, and received a recommendation from the Planning Commission unanimously supporting the text amendments.

Legislation:

Ms. Stewart presented the following Legislation:

- **2nd Reading and Approval of draft Ordinance 2023-B**

An Ordinance of the City of Villa Hills, in Kenton County, Kentucky, amending Sections 2.07, 4.05, 5.08, 7.04, 7.06, 11.09, and 14.02 of the Villa Hills Zoning Code

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

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

Passed 5-0. This will become Ordinance 2023-2

Mr. Ringo requested that his vote reflect a vote of approval, with objection to the solar panels.

- **2nd Reading and Approval of draft Ordinance 2023-C**

An Ordinance of the City of Villa Hills, in Kenton County, Kentucky, amending Section 150.15 of the City of Villa Hills Code of Ordinances to set the meeting schedule for the Board of Adjustments.

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

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

Passed 5-0. This will become Ordinance 2023-3

City Clerk:

- Ms. Lipson reported that the website has been re-done and should be live the following week, she invited Council and Residents to check it out.

City Administrator:

- Mr. Bohman advised that legislation was in session and that a bill placing a moratorium on annexations has cleared out of committee. Another bill reference telecommuting for government workers was sent back to a task force.
- Mr. Bohman reported that the Health Care Board will be meeting and that will give him a look at the proposed employee’s health insurance rate increase, this is not expected to be more than an 8% increase for the upcoming year.

Mayor’s Report:

- February 18th, she attended Chin Day celebration with Mr. Bohman and Chief Hall, and found it to be a very interesting experience. It was an eye opening opportunity to see the Chin Community that has become a part of Villa Hills.

Old Business

Mr. Ringo expressed his appreciation for a great Shadow Night. It was a different layout, but a great event for the students and families. Council felt the timing of the event was better, as there were no Spring Breaks to work around, and it does not fall during budget discussion times.

Mr. Bohman advised that even though his shadow was unable to attend, he did have the student remain a participant by having them sign the legislation.

New Business

NONE

General Comments

Ms. Stover advised that Gabrielle Summe sent information about voter districts, lines and times to wait. Mayor Jansen advised the Mayor’s group held discussion on the voting issues. They are having issues finding poll workers, limited equipment, number of polling locations and ADA compliance issues. The issues of ADA requirements are different than many locations normal ADA building code requirements. There is a push for more voters to participate in early and mail-in voting.

Mr. Thompson wished his wife a happy birthday.

Ms. Stewart advised that she did have items for Executive Session.

At 8:02 p.m. a motion was made by Mr. Cahill, seconded by Mr. Thompson to go into Executive Session pursuant to KRS 61.810(c) and (k) discussions that are otherwise protected under state and federal law, and for proposed or pending litigation against or on behalf of the City. A voice vote was taken, all in favor. Motion passed.

At 8:32 p.m. a motion was made by Mr. Ringo, seconded by Ms. Stover to adjourn from Executive Session. A voice vote was taken, all in favor. Motion passed.


At 8:33 p.m. a motion was made by Ms. Stover, seconded by Mr. Thompson to adjourn. A voice vote was taken, all in favor. Motion passed.

Time of adjournment was 8:33 p.m.

Respectfully submitted,



Jennifer Lipson, City Clerk



Heather H. Jansen, Mayor