

**Council Meeting #732 Minutes
May 17, 2023**

Mayor Heather Jansen called the May 17, 2023, Meeting of City of Villa Hills Council (Meeting #732) 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 prayer, followed by the Pledge of Allegiance.

Ms. Lipson called the roll. Those in attendance:

Mayor Jansen
J. Cahill
S. Ringo
C. Stover
K. Walsh
S. Wadsworth

Craig T. Bohman, City Administrator
Jennifer Lipson, City Clerk
Matt Hall, Police Chief
Derick Yelton, Public Works Director
Joey Hill, City Attorney

S. Thompson - absent

A quorum was present.

The first order of business for the meeting was approval of the minutes of the April 19, 2023, Special Council meeting.

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

Next was approval of the minutes of the April 19, 2023 Council Meeting.

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

Mayor Jansen then introduced Officer Tim Lawson and Officer Thomas Bradford to Council and administered the Oath of Office to both officers.

Mayor Jansen recognized and welcomed Sam Dirksing, a student from Immaculate Heart of Mary, who is in attendance to observe the Council meeting, as part of his requirement for his next level in Boys Scout.

Committee Reports:

Police:

- Chief Hall announced that both Officers Lawson and Bradford started with the department approximately a month prior and both are doing well with the department.
- Chief Hall presented the Power Point of the April 2023 Police report.
- Chief Hall reported that the department had 1,673 calls for service and showed the comparison to surrounding cities.
- Chief Hall advised that there are 8 open cases being investigated by the department. The child pornography case was generated from Lexington, South Carolina, and was an online contact on social media. This is a joint investigation with police from South Carolina.

- Chief Hall reminds parents to be vigilant in checking the various social media platforms that their children are using. Make sure children and teens know that what they share over the internet is no longer just for their own eyes. Anything can be screenshot and shared. Snap Chat and Instagram are some of the bigger platforms used by teens.
- Chief Hall reported that the department KLC training video for the month was Vehicle Searches, and Handcuffing.
- All officers attended firearms qualifications at that range and are all recertified.
- Chief Hall reported that there were 10 canine deployments, which resulted in 8 arrests and 19 charges filed. 4 deployments were in conjunction with the Drug Strike Force.
- Chief Hall reported 40 hours of overtime for the month, which included 10 hours for court, 2 hours for FOT, 6.5 hours shift coverage, and 21.5 hours for range qualifications.
- Chief Hall reminded Council and residents that the Armed Forces 5K will be on Saturday, May 20th and that roads will be closed from approximately 8 am – 10 am. He advised officers at intersections will help drivers navigate from one side to another during the race, but advised that drivers will have to wait for a break between runners/walkers.
- Chief Hall advised that he has been informed that the 2 cruisers ordered in March 2022 are scheduled to be built in June and we may have them by July.

Safety Committee:

- Mr. Walsh advised that his committee had discussed concerns regarding the intersection of Buttermilk and Rosewood, where people are turning left from Rosewood onto Buttermilk. It is difficult to turn from there, especially when people are also turning in or out from Kremer's market. Chief Hall reported that in reviewing records, there have only been 28 wrecks in the last 15 years, less than 2 per year. It is also a state road and the state would need to be the ones to perform a traffic study at that location.
- Mr. Walsh reported that Chief Hall has received letters from both St. Joe's and Villa Madonna requesting SRO's for next school year.
- Ms. Stover inquired about the SRO contract with the schools, when and if it happens, what happens with the officer when school is out for summer? Chief Hall replied that the officer would be on a 9-month contract and the officer will be given the option to have pay spread over the year, or just paid during the 9 months. The officer will still be under the command of Chief Hall.

Public Works Committee:

- Mayor Jansen advised that Mr. Thompson was unable to be present, but he had sent out his report and answered questions that members of Council had prior to the meeting. She asked if Council had any additional comments or questions on his report. There were none.
- Mr. Bohman advised that they have received Phase I of the sidewalks report from Precision Concrete. The company has reported 1,930 sidewalk panels with issues in Amsterdam Village area.

Public Works Director

- Mr. Yelton reported that his personnel have been performing daily duties and have been doing maintenance and grass cutting at both fields, as well as patching road and installing signs in Sanctuary Development, including the fire lane signs.
- Mr. Yelton advised that the salt garage project is waiting on bids and a drawing is being prepared for PDS.
- Mr. Yelton informed Council that a truck driver with an oversized load had damaged street and stop signs at Rogers and Sierra, as well as at Rogers and Buttermilk. The

driver was stopped and information gathered for insurance. Public Works placed temporary stop signs until they are able to get new signs in.

- Ms. Wadsworth inquired who is responsible for sign at Carpenters Trace. Mr. Bohman advised that the sign is on private property and was initially installed by the developer, then handed over to the HOA, which went defunct. Mr. Bohman advised property owner to follow up with insurance, as it had been damaged in a wreck, and that once the payment is received, the City will collect the sign and place it in storage until the road project is completed, then the City will re-install the sign afterwards.

Events & Beautification Committee:

- Ms. Wadsworth advised that the Citywide Yard Sale will be on May 26 and May 27 from 9:00 – 3:00.
- Ms. Wadsworth reported that they committee was planning Villa Hills' Night at Florence Y'alls on July 14. Group admission will be \$8 each, residents will pay \$4, and the committee will cover \$4 per resident. Additional information will be provided in the future.
- Ms. Wadsworth informed Council and residents that they are looking at possible nights for Movie Nights on June 16th and July 21st, but they are checking to make sure the space is available at another location.

Finance Committee:

- Mr. Cahill advised that the committee met on Monday night and reviewed the financials. The committee reviewed April financials, and recommended approval of financials.
 - Mr. Cahill made a motion to approve April Financials, and to post the financials to the website, seconded by Ms. Wadsworth. All voted in favor, Motion passed.
- Mr. Cahill reported that the committee discussed the proposed budget for 2023/2024 and had some questions for staff regarding the interface between TIF funds and Operating Funds. That is an accounting problem, not an operational problem.
- The committee also discussed collateralization from Heritage Bank, after review of the policy that Heritage has in the City's name, the committee was happy with where the investments are.
- The committee has asked Mr. Bohman to look at the KLC Money Market for investing city money.
- Mr. Cahill advised that ARPA funds need to be acted on. \$150,000 is in budget for 2023/2024 for sidewalks, but additional commitment needs to be made. Also advised that Council needs a solid number for the salt garage.
- Next meeting is Monday, June 19th at 7:00 pm.

Administration Committee:

- Ms. Stover reported that the committee met on May 3rd and discussed the waste collection contract. The committee has suggested that the Council approve the contract.
- Ms. Stover advised that the Kenton County Comprehensive Plan was last updated in 2019 and is required to be updated every 5 years, so that will be updated in 2024.
- Next meeting is Wednesday, June 7th at 6:30 pm.

Recreation Committee:

- Mr. Ringo reported that they are seeing more teams than field space availability and that the fields are packed every night.

Fire Authority:

- Mr. Ringo gave the Fire Authority run report for the month. Fire Authority has had 50 Fire calls in April, 193 year-to-date; and 105 EMS calls in April, with 412 year-to-date.
- Fire Authority is running \$55,000 over in revenue for the year, but is also \$75,000 over in overtime.
- Mr. Cahill reported that construction payout was \$700,000 in invoices for April.
- Mr. Ringo reported that Chief Wendt is pushing for a secondary exit from Sanctuary and Prospect Point.
- Mr. Ringo advised that the Fire Authority had received a grant for rescue tools, and those tools are scheduled to be received in the next 2 weeks.
- Mr. Ringo informed Council on the progress of the firehouse building. The firehouse is under roof, and the framing and electric has been started. They have a final bid from an office supplier.
- Mr. Ringo also informed Council that the ambulance rotation for replacement of one of the units is coming up in 2-3 years. The current estimates show that a new unit may cost \$375,000.
- Ms. Wadsworth advised that she was working with Chief Wendt to set up a "Registry" where people can go to purchase items needed to furnish the firehouse. Once this is set up, the information will be shared with the public.
- Mr. Cahill asked Chief Hall, if it was possible to set up a meeting with HOA for Prospect Point and Sanctuary developers to find a way to create an emergency access road between the 2 properties for emergency personnel to be able to access when necessary. Mr. Bohman suggested that the private property owner between the 2 should possibly be involved as well.
- Next meeting for the Fire Authority will be June 19th at 6:00 at the firehouse.

City Attorney:

NO REPORT

City Clerk:

- Ms. Lipson advised that staff had a meeting and training the week prior and that majority of staff had attended and reported that the updates received were helpful.

City Administrator:

- Mr. Bohman informed Council that he attended training the week prior, and gained some important knowledge. The CERS reform that separated out the CERS retirement board from the Kentucky retirement systems board, so that our pension system could be separately rated. This has resulted in a rate decrease in both 2023/2024 and 2024/2025. 2024/2025 rate will drop to around 40% and non-hazardous will drop to around 20%. As rates drop Tier 3 increases need to incentivize employees in that tier.
- Mr. Bohman reported that there is an update for separation for non-hazardous employees was changed to 30 days and as of the end of July 2023, all employees will only need to be separated for 30 days before being reemployed by another agency.
- Mr. Bohman reminded Council that the quarterly caucus meeting is scheduled for June 14th. This will be the budget workshop. It is anticipated that this will result in 2 amended 1st readings of ordinances at the meeting.

Mayor's Report:

- Mayor Jansen advised that Northern Kentucky Mayor's meeting was canceled for May.
- Mayor Jansen noted that the Villa Hills Civic Club sign indicates that the members approved the building design and that a new building is coming soon.

Legislation:

Mr. Hill presented the following Legislation:

- **1st Reading and Discussion of draft Ordinance 2023-E**

An Ordinance of the City of Villa Hills, in Kenton County, Kentucky, amending the City's budget and Ordinances 2022-5 by adjusting revenue and expenses in the General Fund, the Capital Fund, the Road Fund, the TIF Fund and the Federal Grant Fund. This is an amended budget ordinance for the City of Villa Hills, Kentucky pursuant to KRS 91a.030(10) for the Fiscal Year beginning July 1, 2022 and ending June 30, 2023, by estimating revenues and resources and appropriating funds for the operation of city government and providing that no monies shall be expended by or on behalf of the City of Villa Hills except in accordance herewith.

Discussion noted that Administration budget is really close. Capital funds includes money for totaled cruiser.

- **Consideration and approval of draft Resolution 2023-E (updated)**

A Resolution of the City of Villa Hills, in Kenton County, Kentucky, accepting the bid of Rumpke for solid waste and recycling services and authorizing the Mayor to sign a contract for the same.

Mr. Bohman summarized the bid process with Rumpke and noted the fuel surcharge will be based on March average price per gallon each year. The Surcharge would be added based on a graduated chart. Trash and recycle cans are included in the contract, and all households will receive the trash and recycling carts if they do not already have them. Portable restrooms and extra dumpsters are no longer a part of the contract and will be billed at the standard price.

Mr. Cahill made a motion to approve draft Resolution 2023-E, seconded by Ms. Wadsworth. All voted in favor, Motion passed.

This will become Resolution 2023-5

- **Consideration and approval of draft Resolution 2023-F**

A Resolution of the City Of Villa Hills, in Kenton County, Kentucky, listing the streets that are part of the road system maintained by the City of Villa Hills.

Mr. Bohman explained that this was just adopting an updated street listing for the transportation department.

Ms. Wadsworth made a motion to approve draft Resolution 2023-F, seconded by Mr. Ringo. All voted in favor, Motion passed.

This will become Resolution 2023-6

Old Business

Discussion of draft Ordinance 2023-D was tabled for discussion until all members of Council are present.

Council discussed issues with the SRO program in private schools. Mr. Hill advised that if the position is fully reimbursed by the private school, then the City can provide the service, but they cannot provide the service at taxpayer's expense.

New Business

NONE

General Comments

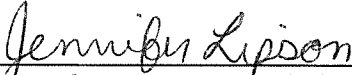
Mr. Cahill reminded Council and residents, that if anyone wants to participate in the upcoming Armed Forces 5K, they can sign up at Runningtime.net.

Ms. Carol McGowan was present from Crescent Springs Council, she suggested someone contact Crescent Springs to list yard sale on their city sign. April Robinson will be posting that information. She also mentioned that another Fire Authority possibility for raising funds may be to sell bricks/plaques.


At 7:39 p.m. a motion was made by Ms. Stover, seconded by Mr. Ringo to adjourn. A voice vote was taken, all in favor. Motion passed.

Time of adjournment was 7:40 p.m.

Respectfully submitted,



Jennifer Lipson, City Clerk



Cathy Stover, Mayor pro tempore