

**Council Meeting #733 Minutes
June 21, 2023**

Mayor Pro-Tem Cathy Stover called the June 21, 2023, Meeting of City of Villa Hills Council (Meeting #733) to order at 6:30 p.m. at the Dennis M. Stein Municipal Building, 719 Rogers Road, Villa Hills, Kentucky. Mayor Pro-Tem Stover led Council in prayer, followed by the Pledge of Allegiance.

Ms. Lipson called the roll. Those in attendance:

Mayor Pro-Tem Stover
J. Cahill
S. Ringo
S. Thompson
K. Walsh
S. Wadsworth

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

Mayor Jansen was absent

A quorum was present.

First order of business was approval of the minutes of the May 17, 2023, Council meeting.

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

Next was approval of the minutes of the May 31, 2023 Special Council Meeting.

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

The first order of business is the public hearing on the Kentucky Municipal Road Aid and Local Government Economic Assistance Funds.

City Administrator Mr. Bohman explained that the proposed use of Kentucky Municipal Road Aid (KMA) funds in Fiscal Year 23/24 is for reconstruction and maintenance of roads, including expenses such as milling and overlay with asphalt, full depth reconstruction with either concrete or asphalt, filling potholes, as well as, snow removal and treatment, street cleaning, line painting, and repair or replacement of sidewalks, replacement of curbs, gutters, lighting, and signage, and debt service or engineering fees, when those are done in conjunction with a street reconstruction project. Municipal Road Aid Program fund is carrying forward (estimate) of \$190,250.00 and anticipated receipts of \$153,400. Council has appropriated \$163,650 in expenditures for the upcoming budget. This will leave \$180,000 available for other projects or cost overruns. There are some funds available for planned projects in 2023/2024.

The floor was opened for public comments by Mayor Pro-Tem Stover. There were no public comments.

Mr. Cahill made a motion to accept the proposed use of funds as outlined by Mr. Bohman, second by Ms. Wadsworth. Voice vote taken, all were in favor.

The public hearing portion of the meeting was closed.

Committee Reports:

Police:

- Chief Hall presented the Power Point of the May 2023 Police report.
- Chief Hall reported that the department had 1,725 calls for service and showed the comparison to surrounding cities. 28 traffic collisions, with 2 injury collisions.
- Chief Hall advised that there are 8 open cases being investigated by the department, most are ongoing cases.
- Chief Hall reported that the department KLC training video for the month was Use of Force, and Off-Duty Encounter training.
- Officer Robbins attended Resiliency training at DOCJT, and Officer Dooley and K-9 Onexx continue their weekly training, the hours were lower in May due to vacation time.
- Chief Hall reported that there were 14 canine deployments, which resulted in 8 arrests and 16 charges filed. 6 Deployments were within the cities covered, and 3 to other cities, with 5 additional deployments in conjunction with the Drug Strike Force.
- Chief Hall reported 56.5 hours of overtime for the month, which included 18 hours for court, 14.5 hours for FOT, 4 hours shift coverage, 11 hours for investigations and late calls, and 9 hours for city meeting/training. Chief Hall thanked Ms. Lipson for setting up the training for employees and thanked Ms. Stewart for presenting the training to staff.

Safety Committee:

- Mr. Walsh advised that his committee had discussed concerns regarding vehicle thefts. The police department reported that most of the vehicles stolen were left unlocked with keys or key fobs in the vehicle. Reminder to everyone to lock vehicles and remove all valuables and keys.
- Mr. Walsh also advised that Hyundai's and Kia's were prone to theft due to a security issue. The police department will be receiving steering wheel locks. Once received, information will be shared with residents on how to obtain a lock.
- Mr. Walsh reported that a resident had requested a stop sign on Prospect Point Drive at Lost Valley, due to children playing in the area. This will be discussed more.
- Ms. Walsh informed Council that SRO for private schools was discussed and that the only way the department can provide an SRO, is if the position is fully funded by the school.
- A speed study was conducted on Vera Cruz, and the report shows there is no evidence of notable speeding during the stealth stat study.
- Council inquired on the requests received from Villa Madonna and St. Joe, about SRO positions. Both schools want to have an SRO. Mayor Jansen and Chief Hall have met with Villa already and plan to meet with St. Joe. Chief Hall provided the monetary amounts and Villa has advised that they will need to go back to their board with the information and for approval.

Public Works Committee:

- Mr. Thompson advised that KYTC has accepted the scoring and given permission for the City to move forward with Bayer Becker who was the sole bidder for the Amsterdam & Collins intersection. They will be meeting with them in the next week to start design work. This will be their kick off meeting.

- In Squire Valley they are working with HOA to address the water coming down the hill.
- Current projects include Niewahner Drive, where they have a cost-effective design to help drain standing water off the sidewalk by putting another drain at the opposite side of the sidewalk.
- Mr. Thompson reported that they submitted an application for an SNK for Valley Trails. This project is currently split into three phases. The application was submitted for the entire project. They should know if this is approved in September and will move forward with the project planning from there.
- An application was also submitted for a grant for the floating pedestrian crossing bridge for Rogers Road. If this one is not received this year, they will re-apply next year. The bridge will not need to be completed when the road is done. Overlay and design work is being done for Rogers Road.
- The TAP grant for Colina sidewalk was not approved, but an SNK grant was also applied for on that project.
- Mr. Thompson advised of a new issue on Deerfield Drive, where the homeowner had contractor doing work, the contractor was using a track vehicle, which damaged the street, so they are working with homeowner about getting that repaired.
- Mr. Thompson gave an update on the salt bin, that they are still awaiting core testing.
- Mr. Thompson shared a proposed FB post on sidewalks. It was suggested to add a phone number for contact. Another suggestion to indicate that pictures of panels needing work also be sent.
- Mr. Cahill asked if council should have an ad hoc committee to help set up the sidewalk program. Mr. Cahill, Mr. Thompson, and Mr. Ringo volunteered to help to get the program started.
- Council members inquired about Old Collins, which has 4 houses, as \$150,000 for full depth replacement, which seems high for the small amount of residents benefitting. It is suggested that if mill and overlay, and adding curbs is sufficient, to only do those.

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 installing signs, and using bush hog at dam.
- Mr. Yelton advised that the core testing for the salt bin would likely be completed the following week.
- Mr. Yelton advised that he spoke to the owner of the property where the Carpenters Trace sign is located. The City has offered to store the sign, if they want, but the owner may repair and leave it in place for now.
- Mr. Yelton reported that on Angela Court, off of Colina, which is a short dead-end street that has a steep embankment, it has beams to stop vehicles from going over the embankment to the retention pond. For safety reasons, Mr. Bohman authorized to have new beams put in place.
- Mr. Yelton reported that curbs in Sanctuary are being damaged by contractors. The Contractors are liable for repairing the damage. He has noted the damages and will send to the contractor for repairs to be made.
- Mr. Yelton expressed his appreciation to the Garden Club and to Wayne for their work on the gardens and fields.
- Ms. Stover inquired if the fence around the pool in Sanctuary was resolved. Mr. Yelton advised that the owners put up temporary fencing the same night that he was informed of the issue and that the fence was actually installed the following day.

Events & Beautification Committee:

- Ms. Wadsworth advised that the committee had received feedback regarding the spring yard sale and that it was requested not to have it on a holiday weekend in the future. They are also planning to share information in the future for a fall yard sale date.
- Ms. Wadsworth reported that the committee has planned a 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. Tickets must be pre-paid between June 26 and July 6 at the Villa Hills City office – residents will be asked to provide proof of residency.
- Ms. Wadsworth informed Council that Movie Night for June was not well attended, and due to the low attendance, the committee has decided to cancel the July movie.
- Ms. Wadsworth announced that they are working with Crescent Springs to have a new joint event in September. It will be a Fall Fest held on September 30th from 5-10 pm. This event replaces both Villa-Ween and Music Fest. The event will have kids’ games, 1 band, and fireworks. They are looking for sponsors for the event. If anyone is interested, they are asked to contact April Robinson at the Crescent Springs city office.
- Ms. Wadsworth has spoken to Eric Henderson who is taking over the Crescent Springs/Villa Hills magazine. He is interested in showcasing first responders.
- Mr. Cahill inquired about the City’s participation with Fire in the Hills. The Events committee is not participating; however, police and public works will be assisting. Chief Hall advised that he has been working with the Civic Club concerning their Fire in the Hills event. Roads will be closed on Rogers at Villa Marie and Lakeshore starting at 5:00. They will have limited handicap parking for the event, residents are encouraged to walk, as parking will be limited to available on street parking in the area. Fireworks will be set off in similar spot as last year.

Finance Committee:

- Mr. Cahill advised that the committee met on Monday night and reviewed the financials. The committee reviewed May financials, and recommended approval of financials.
 - Mr. Cahill made a motion to approve May Financials, and to post the financials to the website, seconded by Ms. Wadsworth. All voted in favor, Motion passed.
- The committee has agreed with Mr. Bohman that the differential between interest rates between Heritage Bank and KLC Money Market is not substantial enough to make a change at this time.
- Next meeting is Monday, July 17th at 7:00 pm.

Administration Committee:

- Ms. Stover reported that the committee did not meet in June.

Recreation Committee:

- Mr. Ringo reported that the fields were being well used, and that games and field use will continue up until the weekend prior to November 1st.

Fire Authority:

- Mr. Ringo gave the Fire Authority run report for the month. Fire Authority has had 49 Fire calls in May, 238 year-to-date; and 102 EMS calls in May, with 524 year-to-date. With EMS runs being up about 10% higher than normal.
- Fire Authority overtime is up and the department is struggling with retention of employees.
- Mr. Ringo reported that they had \$640,000 in construction costs in May. The Fire Authority plans to pay the June bills in July with the remainder of the federal funds.

- Mr. Ringo advised that the Fire Department has been getting residential calls regarding fireworks, and asked Chief Hall to provide information regarding fireworks laws in Kentucky. Chief Hall advised that there are a couple different laws used to address fireworks. Kentucky law, KRS 227.715 - states that those setting off fireworks must be at least 18 years of age and they are not to be set off within 200 feet of a structure. The City does have a noise ordinance, but the officer must see or hear the excess noise in order to cite. Officers will still respond and have a conversation with homeowners and educate them on the laws covering fireworks.
- A question arose regarding fire risks. If there is a risk, the State Fire Marshall's office would be the ones to issue any restrictions. If the City or Fire Department receives any notice of restrictions, a notice will be sent out to residents.
- Mr. Ringo informed Council on the progress of the firehouse building. The firehouse has had waterproofing and the bricks are going on now. Next step is the roof and the electric, it is about 80% complete.
- Mr. Ringo also informed Council that the Fire Authority has discussed a dedication of the firehouse and has decided to wait until spring, and after the original building is removed.
- Next meeting for the Fire Authority will be July 17th at 6:00 at the firehouse.

City Attorney:
NO REPORT

City Clerk:
• NO REPORT

City Administrator:

- Mr. Bohman informed residents that Rumpke will be delivering recycling and trash carts. They will deliver a 95-gallon trash cart and a 65-gallon recycle cart. If the 95-gallon cart is too big, residents can call to request the smaller 65-gallon cart for trash.

Mayor's Report:
• NO REPORT

Legislation:
Ms. Stewart presented the following Legislation:

- **2nd Reading and Approval of draft Ordinance 2023-D (as amended)**
An Ordinance of the City Of Villa Hills, in Kenton County, Kentucky, pursuant to KRS 91A.030(10) for the fiscal year beginning July 1, 2023 and ending June 30, 2024 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 the behalf of the City of Villa Hills except in accordance herewith.

Mr. Cahill reported that the Finance Committee made a recommendation for a change in wages for Public Works and Administration from 8% to 6%. The monies saved will be retained in those departments but moved to Recruitment and Retention. This allows the Mayor and City Administrator to award merit increases as opposed to across-the-board increases.

Mr. Cahill reported that the committee also recommends moving the additional 10 hours for the Assistant Clerk time, which is contingent on several factors, to the Recruitment

and Retention line so that Council can monitor wages more closely. This change will have no effect on the proposed ordinance.

Mr. Cahill also explained that the TIF expenses are noted as the City has to acknowledge them from prior period. The City’s auditor gave a solution on how to incorporate this into the budget and that has been done.

The committee has recommended to council to adopt the ordinance as amended.

A motion was made by Mr. Ringo, seconded by Mr. Cahill. 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 2023-4

• **2nd Reading and Approval 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.

Mr. Cahill noted that Finance committee looked at Administration for increased collection costs in revenue and street light expenses that had to be adjusted. For Police Department and Interlocal, there was an increase in maintenance, and Medical and CERS expenses were higher than anticipated due to losing a retiree. The Finance Committee has recommended to Council to adopt this ordinance.

A motion was made by Mr. Ringo, seconded by Mr. Cahill. 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 2023-5

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

A Municipal Order Authorizing the Mayor to enter into an Extension Agreement with the Kenton County Board of Education to provide School Resource Officer Services beginning July 1, 2023 and ending June 30, 2026

Ms. Wadsworth made a motion to approve draft Municipal Order 2023-D, seconded by Mr. Thompson. All voted in favor, Motion passed.

This will become Resolution 2023-4

Old Business

Mr. Ringo advised that Council members, Mayor and staff had meetings with Crescent Springs regarding a new structure for expenses for the Police Department. The two cities have agreed on terms and will be sending the changes to Ms. Stewart for review. Both cities would like to have the new agreement completed by the end of the year, so they can plan next year's budget. At this point they would like legal counsel to review, with hopes to have the revisions in front of Council for approval by August or September. Mr. Ringo and Mr. Bohman feel they have a fair approach for both cities by incorporating a 60/40 agreement similar to the Fire Authority agreement. This is strictly financial changes, there will be no operational changes. This will also combine all expenses into a single Police Department budget.

New Business

NONE

General Comments

Chief Hall expressed his appreciation to Mr. Ringo, Mr. Cahill and Mr. Bohman for the work they are doing on getting the updated Interlocal Agreement with Crescent Springs.

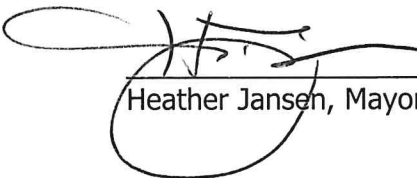
At 7:44 p.m. a motion was made by Ms. Wadsworth, seconded by Mr. Ringo to adjourn. A voice vote was taken, all in favor. Motion passed.

Time of adjournment was 7:45 p.m.

Respectfully submitted,



Jennifer Lipson, City Clerk



Heather Jansen, Mayor