

**Council Meeting #734 Minutes
July 19, 2023**

Mayor Heather Jansen called the July 19, 2023, Meeting of City of Villa Hills Council (Meeting #734) to order at 6:30 p.m. at the Dennis M. Stein Municipal Building, 719 Rogers Road, Villa Hills, Kentucky. Mayor Jansen asked everyone to keep the Fisher Family in their thoughts and led Council in prayer, followed by the Pledge of Allegiance.

Ms. Lipson called the roll. Those in attendance:

**Mayor H. Jansen
J. Cahill
S. Ringo
C. Stover
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**

A quorum was present.

First order of business was approval of the minutes of the June 21, 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.

Committee Reports:

Police:

- Chief Hall presented the Power Point of the June 2023 Police report.
- Chief Hall reported that the department had 1,802 calls for service and showed the comparison to surrounding cities. 26 traffic collisions, with 4 injury collisions, resulting in 6 total injuries. One of the injury collisions was a possible DUI where driver was arrested after striking 3 people in the lot at McDonald's.
- Chief Hall advised that Detective Lucas is investigating a case of medical malpractice, where the person has no license.
- Detective Lucas is also the department's arson investigator and has just closed an investigation of the house fire on Rogers, but is now investigating another fire that occurred earlier this date.
- Chief Hall reported that the department KLC training video for the month was Evidence Collections and Sexual Assault Kits. Other training included: Chief Hall recertification on Breath Test, and Sergeant Brockman completed 120 hours of Academy of Police Supervision.
- Chief Hall reported that there were 7 canine deployments, which resulted in 5 arrests and 8 charges filed. 5 Deployments were within the cities covered, and 2 to other cities.
- Chief Hall reported 39 hours of overtime for the month, which included 23 hours for court, 13 hours for FOT, and 3 hours for late calls.
- Chief Hall advised that Fire in the Hills was a great success, with a great turnout, and a terrific fireworks show.

- Officer Bradford is being awarded with the Governor's Occupant Safety Award for seat belt citations.
- August 2nd will be the Annual Safety Night Out from 6:00 – 8:30 at Tom Braun field, they will have Police, and Fire Departments, SWAT team, K-9 Demo, Air care, KONA truck, and BBQ truck.
- Detective Lucas – commendation from 2 neighbors praising him for his great job.
- Council inquired about officers from other agencies in areas that they normally don't patrol for the Corridor grant – Chief Hall explained that any officer from a department included in the corridor grants can cover any area of I-75 or I-275, in the areas between Boone County and Covington.
- Sanctuary signage for Fire Lanes – Mr. Yelton and Chief Hall will be marking the area next date and signs will be going up as quickly as Public Works is able to install them.
- Several areas have seen theft from vehicles, unfortunately the people doing this are going for easy access of vehicles being left unlocked. Vehicles in the Valley Trails area had catalytic converters cut off and stolen as well. Chief Hall reminded residents to lock vehicles, remove all valuables and leave outside lights on to deter thieves.
- Resident inquired if Chief Hall had any updates on the steering wheel locks for the Kia and Hyundai vehicles. He stated that he did not have any updates, but that several dealers were starting to get them in for customers, so he advised owners of these model cars to contact their dealership to inquire about availability.

Safety Committee:

- Mr. Walsh advised that his committee had discussed concerns from residents from Prospect Point Drive on speeding. He advised that the Safety Committee would not use stop signs to control speeding. They felt that adding speed limit signs to remind drivers of the speed limit, may be a better way to address speeding.
- There was concern shared with the committee about 2 young handicap children living in the area of Lost Valley. Children at Play signs were requested by the families and Mr. Yelton will order the signs.

Public Works Committee:

- Mr. Thompson advised that they had an organization meeting with Bayer Becker and they have started the design work for Collins and Amsterdam.
- Void filling has taken place on Squire Valley to address street issues there.
- Mr. Thompson reported that there was road sealing damage caused by a construction company on Deerfield Drive. Mr. Yelton has tracked down the construction company, who is reimbursing the city for damages. Riegler will be doing the repairs.
- Mr. Thompson advised that the curbs in Sanctuary are continuously being damaged by construction equipment. Mr. Yelton is keeping up with the construction company to have the repairs made to the curbs.
- There was an inquiry about utility boxes in yards and if homeowners are permitted to paint the boxes. Staff will look to get rules and regulations from utility companies on what residents are permitted to do.
- Mr. Thompson gave an update on the salt garage, the core testing was completed and the soil is not good enough or deep enough for the building. They will now need to look at the alternatives, to either install concrete piers in the ground, or to excavate and replace the fill with better, more compacted material. They are getting estimates on both options.
- Mr. Thompson gave an update on sending sidewalk letters. City staff has the list and will start with \$30,000 for grinding and approximately \$20,000 for replacement work that needs to be done. The City Ordinance specifies that letters should be sent certified

mail, and in legislation is a first read to replace with delivery confirmation and to also add "and photographs" back in to the ordinance. Steps for having an administrative hearing will also be supplied and are spelled out by ordinance. The City will also have a program to provide assistance to those with a financial need. The household will need to meet the complete waiver criteria and they will need to apply for the assistance.

Public Works Director

- Mr. Yelton reported that work on Squire Valley has been completed.
- Mr. Yelton reported that additional speed limit signs were being installed on Prospect Point Drive, and they will also be ordering and installing a flashing Children at Play sign, which is estimated to cost \$2,500. There were no objections from Council to add this sign.
- Mr. Yelton informed Council that the department is still waiting on the dump truck that was previously ordered, and that the department is preparing specs for a new pickup truck.
- Mr. Yelton expressed his appreciation for his staff. Corey Schalk & Matt Loschiavo spotted the fire at the home next to the Administration office and called 911. They then attempted to put the fire out, while also trying to rescue the family pet. Both were able to move away from the area prior to a propane tank exploding.

Events & Beautification Committee:

- Ms. Wadsworth advised that the committee had not met, but she provided some updates. 96 tickets were sold for the Florence Y'alls game.
- Ms. Wadsworth thanked Council and Mayor for the support of staff, and thanked staff for their work throughout the year. Lunch was provided earlier this date for employees, to show appreciation for everything that they do.

Finance Committee:

- Mr. Cahill advised that the committee met on Monday night and reviewed the financials. The committee reviewed June financials, and recommended approval of financials, subject to changes from audit.
 - Mr. Cahill made a motion to approve June Financials, subject to audit changes, and to post the unaudited financials to the website, seconded by Ms. Wadsworth. All voted in favor, Motion passed.
- The committee also discussed the current approach to purchase orders. The committee will be reviewing a procedure change, and making recommendations to staff then Council for changing the purchase order process.
- Next meeting is Monday, August 14th at 7:00 pm.

Administration Committee:

- Ms. Stover reported that the committee did not meet in July. The committee will not meet in August, due to the meeting night being the same night as the Annual Safety Night.

Recreation Committee:

- Mr. Ringo reported that there was lots of field usage, and reminded Public Works to turn water on for soccer fields.

Fire Authority:

- Mr. Ringo gave the Fire Authority run report for the month. Fire Authority has had 47 Fire calls in May, 285 year-to-date; and 103 EMS calls in May, with 623 year-to-date.

- June financials were presented and accepted by the Fire Authority. \$311,000 was paid out on Firehouse building expenses in July. Federal funds were used to pay those bills.
- Fire Authority overtime remains up and is exceeding the budget. They are looking at alternative staffing.
- Mr. Ringo asked that both cities make more effort to get the July 1st payment to the Fire Authority on the 1st or as close as possible to that date. Without those payments the Fire Authority is not able to make their deadlines for payroll and bond payments.
- Mr. Ringo advised that the 2 fires over the last 2 weeks, and both are likely total losses.
- Mr. Ringo informed Council on the progress of the new firehouse building.
- The old firehouse has started falling apart, the HVAC system has gone down and is not able to be repaired, but members are managing with portable units for now. The ice machine has quit working, the sign is out, and the garage doors are in need of repair. The new building will be appreciated once they move in.
- During the transition, trucks will go in and out the back of the building for approximately 3 months while the old building is torn down, and parking lot is put in place.

City Attorney:

NO REPORT

City Clerk:

- Ms. Lipson thanked Ms. Wadsworth and Ms. Terrell for hosting the Employee appreciation lunch.

City Administrator:

- Mr. Bohman informed Council and residents that he was checking with Altafiber on what can be done with utility boxes. If the lids are loose, they may be missing screws. If residents supply an address, he will send that information to Altafiber to fix. He has not received a good answer yet about painting the boxes containing utilities.
- Mr. Bohman advised that as he is working with Mr. Yeager on preparing a list to send out sidewalk letters, they have \$50,000 worth of sidewalk repairs that they are narrowing down. They will remove streets where the City is preparing to do street work in the next couple of years, due to chances of additional damage, which will be handled, if it occurs. They are also removing letters for those who have received letters in the past. When sidewalk letters are sent, they will address all issues at a house at one time. Some neighbors may not receive a letter, but may have a trip hazard, they will be notified at a later date, if theirs needs to be repaired. The city is trying to address some of the worst in one area at a time. A trip hazard is an area with a difference of ¾" or greater, and broken or spalling sidewalks.
- Sidewalks with utilities, the respective utility companies will be notified of the issues. These may take longer for repairs, as the utility company will likely compile a list of locations to repair with in the city at one time.
- There will be approximately 150 letters sent out during the first mailing. The City is awaiting the final set of analysis and should have information on the sidewalks throughout the entire city by the fall.
- Mr. Thompson noted that a Facebook post was shared on the City's page giving additional information.

Mayor's Report:

- Mayor Jansen informed citizens that Crescent Springs and Villa Hills City Cleanup is scheduled from July 28th – August 6th, with the drop off location being at the Crescent Springs City Building parking lot.

- Mayor Jansen advised that with Senate Bill 47 the state legalized Medical Cannabis, requires cities and counties to pass an ordinance with regulations and registration required for dispensaries. They are still working on logistics at the city and county level, but the City may need zoning update, to address this.

Legislation:

Ms. Stewart presented the following Legislation:

- **1st Reading and discussion of draft Ordinance 2023-F**

An Ordinance of the City Of Villa Hills, in Kenton County, Kentucky, granting and issuing a competitive, non-exclusive franchise for a combined term of ten (10) years to, and authorizing the execution of a franchise agreement with, Spectrum Mid-America, LLC, an affiliate of Charter Communications Inc., and its permitted successors and assigns, said franchise providing for: the construction, erection, installation, upgrade, repair, maintenance, and operation of a cable television system for the provision of cable television services within the confines of the city of villa hills; retention of police powers and sovereign immunity; a \$300,000 performance bond to ensure franchise compliance; indemnification by franchisee including adequate insurance coverage; construction and technical standards; compliance with FCC technical & customer service standards; conditions of street occupancy; public, educational & government access channels; payment of franchise fees & offset; Council approval required for transfer of control or assignment of franchise; right to audit records; default, revocation & termination of franchise procedures.

Mr. Thompson inquired if cities have a choice in adopting this ordinance. Ms. Stewart explained that this was part of an Interlocal agreement and all cities that are part of the agreement will need to adopt this ordinance. The Interlocal agreement gives TBNK negotiation authority on behalf of the cities. The city is ratifying what TBNK has negotiated on behalf of the cities and counties.

- **Consideration and approval of draft Municipal Order 2023-E**

A Municipal Order adopting the Kenton County Emergency Operations Plan promulgated by the Kenton County Judge-Executive via Executive Order #23-01 and approved by the Kenton County Fiscal Court on January 10, 2023, and authorizing the Mayor to sign a Statement of Concurrence.

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

This will become Resolution 2023-5

- **1st Reading and discussion of draft Ordinance 2023-G**

An Ordinance of the City of Villa Hills, in Kenton County, Kentucky Amending the Sidewalk Maintenance and Repair Sections of Chapter 150 of the Villa Hills Code of Ordinances Titled General Provisions.

Ms. Stewart noted that the amendment would be changing certified mail to delivery confirmation, and to add "and photographs" back into the language of the ordinance.

It was also noted that a special meeting may need to be called to approve Ordinance 2023-G, to allow staff time to send out letters to homeowners, which would allow time to add the costs to the 2023 tax bills.

Old Business

Mr. Bohman advised that he had met with Mr. Daly to work on the police contract and Interlocal Agreement. They have sent the updates on to Ms. Stewart for her review.

Ms. Stover inquired about property on Vera Cruz, and where the city is on that. Ms. Stewart reported that the court granted summary judgement to the City, and that the City can now move forward on foreclosure of the property.

Update on officers for SRO at Villa Madonna or St. Joe's is that neither school is ready to move forward yet. The SRO at Villa and St. Joe would likely be planned to begin in January at the earliest.

New Business

NONE

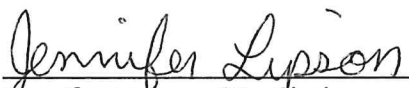
General Comments


NONE

At 7:41 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 7:42 p.m.

Respectfully submitted,


Jennifer Lipson, City Clerk


Heather Jansen, Mayor