



**Council Meeting #735 Minutes  
August 16, 2023**

Mayor Heather Jansen called the August 16, 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 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**  
**Tyler Brockman, Police Sergeant**  
**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 July 19, 2023, Council meeting.

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

Next was approval of the minutes of the July 26, 2023 Special Council Meeting.

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

**Committee Reports:**

**Police:**

- Sergeant Brockman reported that Safety Night was a success with over 250 people in attendance. Food truck sold out that night. Med Evac flight had to go on a call as they were arriving but another medical helicopter was sent in its place.
- Sergeant Brockman informed Council and citizens that the Cram the Cruiser event that Officer Isaacs led resulted in a full cruiser and over \$675 in donations, with more donations still coming in.
- Sergeant Brockman presented the Power Point of the July 2023 Police report.
- Sergeant Brockman reported that the department had 1,809 calls for service and showed the comparison to surrounding cities. 25 traffic collisions, with 1 injury collision. They had 148 citations issued, most of which were for the federal highway safety overtime grant that several officers worked.
- Sergeant Brockman advised that they also had 10 crimes reported, one report for a criminal abuse, where a confession was obtained. Another case has been taken over by DEA where an employee in a doctor's office was illegally writing prescriptions.
- Sergeant Brockman gave an update on the 2 fires in the city that occurred in July. No criminal activity is suspected in either incident. One was caused by a short circuit on a lawn mower; which sparked a fire with items around the mower. The second was a battery malfunction in a vehicle parked in the garage.

- Sergeant Brockman reported that the department KLC training video for the month was Domestic Violence and JC-3 reports, which covers recent law changes. Other training included: Officer Dooley and Onexx K-9 training, and Sergeant Black attended SWAT negotiator training for 10 hours.
- Sergeant Brockman reported that there were 10 canine deployments, 7 within the 2 cities, and 3 deployments assisting other agencies.
- Sergeant Brockman reported 50.5 hours of overtime for the month, which included 7 hours for court, 20.5 hours for FOT, 16 hours for investigations, 4 hours shift coverage, and 3 hours for late calls.

### **Safety Committee:**

- Mr. Walsh advised that a resident addressed the committee about too many stop signs on Niewahner. The signs were put in place by the builder. To remove the signs, a new traffic study would need to be done. The cost for the study would be \$50,000 - \$75,000, the committee did not recommend having a new study completed at this time.
- Mr. Walsh reported that Chief Hall had reported on the Prospect Point Stealth study, and that the average speed was 27 mph. Public Works has installed additional speed limit signs, as well as a Children at Play sign in an area of concern.

### **Public Works Committee:**

- Mr. Thompson advised that they were waiting on a proposal from Bayer Becker. They are not redoing the design; they are just finishing the design work that was started.
- Voids are being filled on Squire Valley, and Mr. Yelton is working with the HOA to replace panels.
- Mr. Thompson reported that Niewahner Drive initial cost estimate for the project is just over \$533,000. The project will go out for bid in Fall 2023, with the start date for the work being Spring 2024.
- Mr. Thompson advised that Rogers Road overlay from Buttermilk to the bridge is in the design process with plans to have the work completed in 2024.
- The repair crack sealing on Deerfield will be completed with the Crack sealing project for the city this year. Riegler is scheduled to begin that work on August 17.
- Mr. Thompson gave an update on the salt garage; the City's engineer firm is creating drawings for approval by PDS. The current options are that they will either need to install piers or dig out and refill with fill that will be compacted correctly to support the structure. The goal is to be out of the old salt bin by the end of this year.
- Mr. Thompson gave an update on sidewalk letters. City staff has sent 157 letters to homeowners, 5 were returned as undeliverable and will need follow-up. Staff has received calls where residents had questions and asked for meeting at their homes. Mr. Bohman has met with several owners and in some cases found that some locations were not a trip hazard, or he was able to clarify what needs to be done with the homeowner. Three cost waivers have been issued to date, and to date only 2 residents were overly angry about the letter. Most have been understanding and willing to work with the city in resolving the matter. Mr. Thompson shared with Council and residents in attendance, his letter that he received for repairs needed at his home. Precision is scheduled to start the grinding portion of repairs in October. The city is working on securing a concrete panel company.
- Staff was requested to track time spent on sidewalk program; they are doing so.
- Mr. Bohman requested that residents not use silicone or epoxy to attempt to fix the sidewalk issues. Those will wear over time and the problem will still be there, it is also not an acceptable fix and the city will come in and fix with concrete. Residents were given 45 days to notify the city if they are doing the work on their own.

- Ms. Wadsworth inquired about the Carpenters Trace sign that is being fixed, as she thought the city was going to move it before repairs were done. The insurance company sent the homeowner money to fix, so they opted to do the repair work until the road work begins at Collins and Amsterdam intersection.

#### **Public Works Director**

- Mr. Yelton reported that the flashing Children at Play sign was installed on Prospect Point.
- Mr. Yelton is working with Squire Valley HOA Board for saw cutting and panel replacement.
- Mr. Yelton advised he had discussions with engineer and architect for the design on the salt garage.
- Mr. Yelton reported that Northern Kentucky Water District would be doing work on Villa Drive and Woodchuck, which will be a full depth replacement.

#### **Events & Beautification Committee:**

- Ms. Wadsworth advised that the committee had not met, but she provided some updates. Fall Fest will be on September 30 from 5-10 pm at Lou Hartfiel Memorial Park.
- Ms. Lipson reminded Ms. Wadsworth that the Citywide Yard Sale is scheduled for September 8<sup>th</sup> and 9<sup>th</sup> from 8 am – 1 pm.
- Next meeting is scheduled for September 4, at 6:30 pm.

#### **Finance Committee:**

- Mr. Cahill advised that the committee met on Monday night and reviewed the July financials. There were a couple of issues that were referred to staff for follow-up. The committee recommended approval of July financials, subject to changes from audit.
  - Mr. Cahill made a motion to approve July Financials, subject to audit changes, and to post the unaudited financials to the website, seconded by Ms. Stover. All voted in favor, Motion passed.
- The committee also had follow-up discussion on the current approach to purchase orders. The committee believes the purchase orders are overkill for a lot of items, but feel that other items should require a purchase order. Recommendations were made to Mayor and Staff. Staff will implement these changes and follow up with committee.
- Property tax rates were discussed, and Council will be hearing the first reading in Legislative. The committee recommended that, in this period of rising prices, that a 4% increase in the rate is prudent.
- Next meeting is Monday, September 18<sup>th</sup> at 7:00 pm.

#### **Administration Committee:**

- Ms. Stover reported that the committee did not meet in August due to schedule conflict with Safety Night, but that they will meet September 6<sup>th</sup> at 6:30 pm

#### **Recreation Committee:**

- Mr. Ringo reported that soccer, football and fall baseball are in full swing.

#### **Fire Authority:**

- Fire Authority did not meet yet, so there is nothing to report for the month.

**City Attorney:**

Reported that they are working to get a judge to finalize on the Vera Cruz property. The mortgage company still has a lien; however, City has priority with taxes and code enforcement liens. The demolition lien falls after the mortgage company’s lien.

There was an inquiry about a truck on the driveway at Vera Cruz property. Police will check on this, but there is no ability for the City to enforce the parking on the driveway.

**City Clerk:**

No Report

**City Administrator:**

- Mr. Bohman informed Council that Crescent Springs Mayor and Staff planned a week-long hazardous materials disposal and invited Villa Hills to participate with them. Staff from both cities assisted with the program.
- Auditors were at the office August 14 & 15 to complete their field work and they have finished their work in our office. We should have the audit report in a month or two.
- Mr. Bohman advised that staff had taken numerous phone calls regarding sidewalk letters. Several were residents requesting that the city complete the work and apply to their tax bills, and others were seeking clarification and further explanation of the work that needed to be completed.

**Mayor’s Report:**

- No Report

**Legislation:**

Ms. Stewart presented the following Legislation:

- **1st Reading and discussion of draft Ordinance 2023-H**  
An Ordinance of the City of Villa Hills, in Kenton County, Kentucky, levying an ad valorem Real Estate tax of 22.2 cents per each one hundred dollars in real estate valuation within the City and providing for interest and penalty charges for late payment; and levying a Personal Property tax of 9.8 cents per each one hundred dollars in valuation of personal property within the City.

Mr. Bohman explained that the rates presented were the compensating rates, and advised that if Council wished to take the +4% rate, that a public hearing notice will need to be published. Mr. Bohman requested if Council thought they might pursue the +4% that staff would need to know, so they can properly advertise the Public Hearing. Council members inquired on how the re-assessments are performed. The +4% will take the rate to 23.0 cents per each one hundred dollars. Mr. Bohman and Ms. Lipson advised that Kenton County PVA uses the fair market value and determines a percentage of increase for each home value during the evaluation. Staff believes Villa Hills is due for re-assessment for 2024.

Council advised to publish the public hearing notice for the September 13<sup>th</sup> Caucus meeting, where Council will further discuss the tax rate and determine if the +4% is needed.

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

An Ordinance of the City of Villa Hills, in Kenton County, Kentucky, amending section 50.15 of the City Code of Ordinances to adjust the assessment for garbage service in the city. These are a result of a new contract with Rumpke.

**Old Business**

Mr. Ringo reported that the Police Department contract was finalized by the City's attorney and was sent to the Crescent Springs attorney for review. They hope to have input back from Crescent Springs in time to bring it back to both Councils in September.

Ms. Stewart advised that the Attorney General's Office will need to sign off on the new Interlocal Agreement before it can be filed with the County. It needs to be signed by both cities first.

**New Business**

NONE

**General Comments**

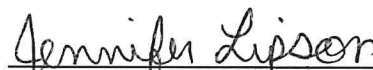
A resident inquired about city's criteria on who received a letter this time. Mr. Thompson and Mr. Bohman explained that the city has an allotment of money set aside to cover the cost until it is reimbursed by residents. They determined an area that would fall within that allotment, then sent letters to property owners who had any repair needs with a trip hazard of  $\frac{3}{4}$  inch or greater, or cracking or spalling of sidewalks.


Council requested to make sure sidewalk information is included in the Newsletter.

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,

  
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Jennifer Lipson, City Clerk

  
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Heather Jansen, Mayor