



**Council Meeting #737 Minutes  
October 18, 2023**

Mayor Heather Jansen called the October 18, 2023, Meeting of City of Villa Hills Council (Meeting #737) 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**  
**S. Wadsworth**  
**K. Walsh**

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

A quorum was present.

First order of business was approval of the minutes of the September 20, 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.

Mr. John Chamberlin was present and provided a summary report of the City's annual audit. Mr. Chamberlin reviewed the Government letter, which includes audit adjustments for the year. Mr. Chamberlin advised that there was a PTO calculation error that has been corrected. An adjustment was also made to Capital fund due to police vehicles that were expected and are no longer available for purchasing.

Mr. Chamberlin reported that the City received a favorable audit. No issues were reported.

**Committee Reports:**

**Police:**

- Chief Hall presented the Power Point of the September 2023 Police report.
- Chief Hall reported that the department had 1,769 calls for service and showed the comparison to surrounding cities. 15 reported crimes, 36 traffic collisions, 94 citations issued, most of which were for the federal highway safety overtime grant.
- Chief Hall reported that the department training for the month was Vehicle Operations / Felony Stops. Other training included: Officer Dooley and Onexx K-9 training and KNOA Conference, Sergeant Black attended Negotiations training for 30 hours, Chief Hall attended Accreditation Manager Training for 8 hours, and Officer Karl attended 40 hour annual training on Interviews and Interrogations.

- There were 4 canine deployments, 2 within the 2 cities, and 2 deployments assisting other agencies. Officer Dooley was at conference 1 week and on vacation 1 week, so his number of responses were down for the month.
- Chief Hall reported 68 hours of overtime for the month, which included 6 hours for court, 23.5 hours for FOT, 6 hours for investigations, 17.5 hours shift coverage (due to illnesses), and 15 hours for Fall Fest.
- Chief Hall advised that officers assisted at Fall Fest on September 30<sup>th</sup>.
- Unit 143 was sideswiped while officer was on his way to training locally. The other party's insurance should be handling the cost.
- Unit 144 was struck by a fleeing suspect in Fort Wright. At the time, our officer was in the area looking for the vehicle, but did not have emergency equipment activated when the vehicle came from a side street and struck the cruiser. This vehicle may be totaled, they are currently obtaining estimates, since the vehicle was stolen this may go back to City's insurance – that is still to be determined.
- Chief Hall reported that with the current union strike, the 2 Ford vehicles on order are still indicated as "In Production", but there is no timeframe on when the production line would start again. He has found an option to purchase 2 additional Dodge Durango vehicles from Don Franklin. The vehicle costs would be less, but the equipment cost would increase, the City would still save money and have those vehicles within the week. Council was in agreement for Chief Hall to pursue this option.
- The department has received 2 portable breath tests (PBTs) from the Office of Highway Safety at no cost.
- Axon will be out in the next week to install the in-car camera systems.
- The new evidence system is ready to go, and the new software has been purchased and records are being updated.
- Chief Hall thanked Villa Hills and Crescent Springs Public Works for their assistance on a crash this date. The crews helped clean up the damaged yards after the crash was cleared as well.

### **Safety Committee:**

- Mr. Walsh advised that the committee had a joint meeting with Administration Committee regarding golf carts in Sanctuary. They reviewed the issues and the committee is not in favor of golf carts.
- There was concern about motorized scooters on sidewalks in the city. The City does not currently have an ordinance in place to prohibit their use on sidewalks. They are not subject to the same laws as fuel powered motors. The committee reminds individuals, that they are still required to follow traffic laws. The committee feels that the issue of use of the scooters and motorized bikes is more of a parenting responsibility.
- Mr. Walsh reported that there was concern on Prospect Point, where a vehicle is parking and blocking the sidewalk area near the lake, causing walkers to need to walk into street to get around the vehicle. It was recommended to have no parking signs added to the area.
- Mr. Walsh advised that other communities are passing Resolutions in favor of establishing a police training academy in Northern Kentucky, and the committee recommends for Villa Hills Council to also pass a resolution. The resolution will be presented at the November meeting.
- Ms. Stover inquired if Villa Hills has an Emergency Plan. Mr. Bohman advised that the City does have an internal document for where staff needs to go and what staff will need

to continue city operations. Kenton County Emergency Management has a plan for the public. Staff and Mayor have attended training and have become FEMA certified. The County Emergency plan is available online on the Kenton County website. The city does have a copy of that plan on a flash drive at the office. The County will use Code Red for notification to residents, these can be made to specific locations based on address registered to phone line.

#### **Public Works Committee:**

- Mr. Thompson advised that the Bayer Becker proposal is \$357,195, which will be out of pocket and not part of the grant. This new contract from Bayer Becker replaces the old contract. There will be a meeting with KYTC to see what is required. Katie Dillenburger will be attend the November Council meeting to go over contract and answer questions.
- Mr. Thompson reported that Niewahner Drive is to be bid out in October, with a projected time of spring 2024 for construction to begin.
- Mr. Thompson advised that the City did not receive the SNK grant for Valley Trails project, therefore the City will proceed with Phase 1.
- Rogers Road will have an overlay, but will not be widened, as previously discussed.
- Mr. Thompson advised that a grant was not received for Colina, but this can be submitted again next year.
- There was a water main break on Villa Drive, Public Works is working to get the road damage repaired.
- Mr. Thompson reported that the salt bin concrete piercing proposal is being prepared for bid. The committee is proposing to increase ARPA funds to cover cost for piers. They are waiting for bid results, before increasing the funding from ARPA to the project.
- Sidewalk grinding not started yet, but should begin this week. The assessment is not completed yet.

#### **Public Works Director**

- Mr. Yelton will get with Chief Hall about sign for Prospect Point.
- Mr. Yelton reported that the Public Works is painting restrooms at Villa and will begin work at Franzen and Villa to close fields and winterizing facilities next week.
- Hauled in 50 tons of loom and topsoil (\$1,200) to get fields closer to regulation.
- Mr. Yelton thanked his public works crew, and Crescent Springs crew for assistance with clean up after accident that occurred earlier this date along Amsterdam. Police and Fire were quick to respond and assist the driver.

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

- Ms. Wadsworth advised that the committee did not meet. She reported that Fall Fest was a great success. They ran out of pumpkins, and also only had a couple sets of tickets left from the 300 sets that were prepared.
- Next meeting is scheduled for November 6, at 6:30 pm.

#### **Finance Committee:**

- Mr. Cahill advised that the committee met on Monday night and reviewed the September financials. The committee recommended approval of September financials, subject to changes from audit.

- Mr. Cahill made a motion to approve September 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 reviewed the audit report and had questions, which were submitted to Mr. Chamberlin, who gave his responses.
- The Finance committee is going to give recommendations to staff about maintaining fixed assets, and where they go, and how they get deleted.
- Audit adjustments to make sure understood and update July through September Financials.
- The committee reviewed the request from the Fire Authority for adding full-time employees. The committee discussed where to generate the money needed to cover this expense. Finance committee provided options and Council needs to make the final decision. Council members discussed that the funding needs to be equitable for all residents and taxpayers in the city. This will be discussed further, in more detail at the Caucus meeting in December.
- Kudos given to staff, as there were only 3 minor audit adjustments for this year.
- Next meeting is Monday, November 13<sup>th</sup> at 7:00 pm.

**Administration Committee:**

- Ms. Stover reported that the committee met with Safety Committee for a joint meeting to discuss golf carts. She had contacted other cities that permit golf carts. They discussed the furthest walk to the pool from a home in Sanctuary is 4/10<sup>th</sup> of a mile, and they discussed safety issues with golf carts. The committee consensus was not to approve golf carts, and to enforce the ordinance that is already in place.
- Next meeting is Wednesday, November 1<sup>st</sup>.

**Recreation Committee:**

- Mr. Ringo reported that the fields will be closed on Sunday, October 22<sup>nd</sup> and end of season work will begin on the fields and facilities.
- Mr. Ringo thanked Mr. Yelton, his crew and Mr. Slusher for the work they did on keeping the fields up this year. There were no complaints and this was a simple year for the crews. The public is asked to stay off the fields while end of season work is completed and advised that the fields are closed on completion of the work and not open for sports activities.

**Fire Authority:**

- Mr. Ringo gave the Fire Authority report. There were 56 fire runs in August (487 year to date), and 84 EMS runs in August (915 year to date).
- Mr. Ringo advised that Fire Authority audit report was given and was approved. The September financials were also reviewed and approved.
- The new firehouse expenses have totaled \$6 million to date, and the finish date is expected to be November 20, 2023. Finishing touches are taking place.

**City Attorney:**

No Report

**City Clerk:**

Ms. Lipson advised that tax payments have been coming in and that 26% of taxes have been collected to date.

**City Administrator:**

- Mr. Bohman shared the updated ARPA spreadsheet. \$179,040 remains to be committed by 2024 and spent by 2026. Road and sidewalk programs can be allocated to the funds, if nothing else comes up for use before then.

**Mayor’s Report:**

No report

**Legislation:**

Ms. Meehan presented the following Legislation:

- **2nd Reading and approval of draft Ordinance 2023-J**

An Ordinance of the City of Villa Hills, in Kenton County, Kentucky, Amending the Personnel and Pay Classification Plan of Non-Civil Service Employees Retroactive to July 1, 2023.

A motion was made by Ms. Stover, seconded by Mr. Ringo. 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 2023-11

**Old Business**

Mr. Ringo advised that he has been in contact with the schools about 2024 Shadow Night, which is scheduled to take place on Wednesday, February 21, 2024.

**New Business**

Ms. Stover inquired about how the public finds out about items like self-defense classes. It is primarily posted on Facebook and a flyer was posted. It can be sent out on email blast to those who have signed up to receive emails.

Villa Hills Civic Club had their ground breaking. They are looking for volunteers to assist with interior work on the civic club.

A question was raised about when open burning is provided and who decides when it is permitted. This decision is made by the State Fire Marshall. Dry conditions change the dates and extend the burn ban, which it has done this year. The fire department can be contacted to inquire if open burning is permitted, as they should have a permit. Residents inquiring if a permit was issued for can contact the fire department.

Mr. Thompson requested that staff send the ordinances out with digital packets when they are up for 2<sup>nd</sup> reading.

**General Comments**

None

At 8:10 p.m. a motion was made by Mr. Cahill, seconded by Mr. Ringo to go into Executive Session pursuant to KRS 61.810 (C) to discuss pending or threatening litigation. A voice vote was taken, all in favor. Motion passed.


At 8:21 p.m. a motion was made by Mr. Ringo, seconded by Mr. Walsh to exit from Executive Session. A voice vote was taken, all in favor. Motion passed.

At 8:22 p.m. a motion was made by Mr. Cahill, seconded by Mr. Ringo to adjourn. A voice vote was taken, all in favor. Motion passed.

Time of adjournment was 8:22 p.m.

Respectfully submitted,

  
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Jennifer Lipson, City Clerk

  
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Heather Jansen, Mayor