

**Council Meeting #742 Minutes
March 20, 2024**

Mayor Heather Jansen called the March 20, 2024, Meeting of City of Villa Hills Council (Meeting #741) 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
Mary Ann Stewart, City Attorney**

A quorum was present.

First order of business was approval of the minutes of the February 21, 2024, Special Council meeting.

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

Next item was approval of the minutes of the March 13, 2024, Caucus 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 read a Proclamation for National Therapy Animal Day and declared Tuesday, April 30, 2024, as National Therapy Animal Day in Villa Hills.

Chief Hall presented awards to 2 members of the Police Department:

Officer Thomas Bradford was awarded the Occupant Protection Enforcement Award for safety seat and seatbelt enforcement.

Officer Ashley Mairose was awarded the Impaired Driving Enforcement Award from the State of Kentucky.

Committee Reports:

Police:

- Chief Hall presented the Power Point of the February 2024 Police report; the department had 1,352 calls for service. There were 16 reported crimes, 19 traffic collisions, and 77 citations issued.
- Chief Hall announced some progress has been made on a few cases, with 3 being closed, and one case was re-opened after the department DNA results came back from a rape case.

- Chief Hall reported that the department training for the month was review of Chapter 21 – Vehicle Operations / Pursuit & Defensive Driving video from KLC. Other training included: K-9 training, Sergeant Brockman attended Values Based Leadership, Officer Isaacs had SWAT training, and all officers completed policy review and signed off in PM/AM software for the upcoming Re-Accreditation for the department.
- There were 4 canine deployments, all were within the 2 cities. Officer Dooley and Onexx were credited with 3 arrests and 6 criminal charges were filed.
- Chief Hall reported 39.5 hours of overtime for the month, which included 12.5 hours for court, 11 hours for FOT, 11 hours for investigations/late calls, and 5 hours for shift coverage.
- All new units have completed upfit and are now on the road.
- Unit 128 was authorized for surplus at the last meeting and will be stripped and sold.
- AXON in-car camera installation will be completed in April.
- The KLC Audit is done every 3 years, and Villa Hills received a perfect 100% on the audit.
- Chief Hall reported that background investigations were being completed on potential new hires and he hopes to have someone in by the next meeting. They have a potential lateral transfer for one position and a possible academy candidate for the 2nd position. The academy slot has a 5-month wait for starting academy. During that 5 months the new hire would have training within the department and familiarizing them with the City, policies and filing reports.
- Chief Hall gave information for the Race being organized by Villa Madonna students to honor the Fischer brothers. The race will occur on June 22 from 8:00 – 10:00 am. Students will distribute a pamphlet to homes affected by road closures during that time. The race route will be starting at Villa Madonna Academy to Amsterdam Road, to Palomino Drive, to Squire Oaks and Rosewood Drive, then back. Once details are finalized, the information will be shared with LinkNKY and on the Police and City Facebook pages.
- Council inquired about timing for traffic lights along Buttermilk Pike. Chief Hall advised that he will follow up again with KYTC.
- Council asked if there was any follow up regarding SROs at Villa Madonna or St. Joe's. St. Joe had declined, but Chief Hall is not sure about Villa Madonna at this time.

Safety Committee:

- Mr. Walsh reported that Chief Hall had reviewed the police and K-9 report with the committee.

Public Works Committee:

- Mr. Thompson advised that the Bayer Becker has submitted the Improvement Alternatives Review for preliminary review by KYTC. This document outlines the project's selection of signaled turn lanes instead of a roundabout.
- Mr. Thompson reported that Niewahner construction is set to begin April 1st, weather dependent.
- Mr. Thompson advised that Rogers Road project will begin as soon as Northern KY Water District has finished the water line replacement. He also advised that the sidewalk stub along Rogers Road, that was previously discussed, has been removed.
- Mr. Thompson reported that they will be meeting with Crescent Springs in April to discuss future plans for Meadow Wood. For now, it will continue to be patched, as needed.
- The bid is out for the building portion of the salt garage, bids are due back April 8th.

- Mr. Thompson informed Council that they are reviewing the contract for warranty information from the Buttermilk Pike work, regarding a crack that has appeared on Buttermilk in the area of Sunglow.
- Dump truck that was ordered over a year ago is estimated to be delivered sometime in July or August.

Public Works Director

- Mr. Yelton reported that they anticipate the salt garage being completed by the end of September.
- Public Works has been doing equipment maintenance, and mowing of city properties began this date.
- Mr. Schalk and Mr. Loschiavo recently attended KLC training. Mr. Yelton and Mr. Dujon both attended training on Pipeline Safety. They will all attend fire extinguisher training.
- Mr. Yelton advised that he had an inquiry about the flags along Amsterdam. Those are for Altafiber for work they are continuing in the city.
- Water meter equipment changing
- Mr. Yelton advised that Reigler was completing the dam work. They will be taking the lake down more to prevent the dam from blowing while work is being completed. The road to the park is currently closed, but should re-open within a week.

Events & Beautification Committee:

- Ms. Wadsworth reported that the Easter Egg Hunt will be held on Saturday at noon. Ms. Wadsworth thanked Karen Boros for all of her work in helping organize the event.
- Ms. Wadsworth advised that she was in contact with Representative Banta regarding trying to get a lab in Northern KY for police departments to have lab work for investigations completed in a more timely fashion.

Finance Committee:

- Mr. Cahill advised that the committee met on Monday night and advised that the committee reviewed the February financials. The committee recommended approval of the financials.
 - Mr. Cahill made a motion to approve February Financials, and to post the financials to the website, seconded by Ms. Stover. All voted in favor, Motion passed.
- Mr. Cahill reported that Council may have a budget amendment due to department overage.
- The committee had a brief discussion of the budget and will take up the budget after first reading by Council. They also reviewed the meaning and how the 4% increase would affect taxpayers, if Council chooses to take the 4% in the next fiscal year. Mayor Jansen presented a spreadsheet to explain how the increase is calculated, and how new property is calculated into the amounts. Council also reviewed where money is allocated from the Sanctuary TIF fund. It was also noted that City bill is about ¼ of the County bill, and residents can see where their money is going within the City.
- Council has done a good job controlling spending for the City. Due to changes in the economy and the need for full-time staffing at the fire department, an increase of revenue will be necessary.
- Mr. Thompson pointed out that Road Tax brings in approximately \$578,000 per year, but \$600,000 per year is currently needed to have a successful street program. He also pointed out that when the I-75 bridge work begins in a few years, cities will be battling with state for concrete and asphalt, and that project will also likely drive up costs.

- Next meeting is Monday, April 15th at 7:00 pm.

Administration Committee:

- The committee did not meet. Next meeting is scheduled for April 1, 2024.

Recreation Committee:

- Ballfields are open and full, and soccer has begun.
- Franzen fields are temporarily closed until the road can be safely re-opened.
- Restrooms will re-open when the weather warms up.

Fire Authority:

- Mr. Ringo advised that Fire Authority had met and Chief reported 39 Fire runs for the month, 90 YTD, and 97 EMS Runs and 195 YTD. Financial reports were approved for February.
- Mr. Ringo reported that the County had contacted Chief Wendt about moving voting to the firehouse in November.
- The old firehouse has been knocked down and is being cleared, when that is done, they will start tearing out the old driveway, knocking the elevation down, then pouring the new driveway.
- Villa Hills Garden Club has offered to assist with landscape work at the fire department.
- The Fire Department benefits package has been approved, the advertisement for full-time positions will be going up soon. The health insurance will be the same as what Villa Hills employees have, with a \$500 monthly stipend offered for those who do not take the insurance. Their retirement will be offered through Kentucky Deferred Compensation.
- The department will have a 4-member panel to conduct interviews, with Chief Wendt reviewing before hiring.
- A ribbon cutting will be planned after concrete is poured for the new driveway, this is anticipated to occur in May or June.

City Attorney:

- Ms. Stewart gave a follow-up for a filing recently received by the City from Endo Pharmacy. There is nothing for the City to do at this time. She also advised the case against Pharma is still pending.

City Clerk:

No Report

City Administrator:

- Mr. Bohman advised that budget items in the draft budget will be finalized after we receive a couple more items in the next few months. The health pool has a meeting within the week to vote on the proposed 6.5% increase in cost for insurance. Then staff will need to wait for the KLC insurance renewal bill to finish the budget proposal.
- Mr. Bohman advised that PVA (Property Valuation Administrator) Valuations will have an estimate available to cities in April, but nothing certified and official until late July.

Mayor's Report:

No Report

Legislation:

Ms. Stewart presented the following Legislation:

Discussion and approval of draft Resolution 2024-D

A Resolution of the City of Villa Hills, in Kenton County, Kentucky, Adopting the Northern Kentucky Regional Hazard Mitigation Plan.

A motion was made by Mr. Ringo, seconded by Ms. Wadsworth. A voice vote was taken, All were in Favor. Motion passed.

This will become Municipal Order 2024-4

Discussion and approval of draft Municipal Order 2024-E

A Municipal Order of the City of Villa Hills, in Kenton County, Kentucky, Appointing Rod Baehner as Villa Hills’ representative to the Telecommunication Board of Northern Kentucky.

A motion was made by Ms. Wadsworth, seconded by Ms. Stover. A voice vote was taken, All were in Favor. Motion passed.

This will become Municipal Order 2024-5

Old Business

Mr. Walsh advised that due to a conflict, the April 10th Safety Committee meeting will be moved to a Special Meeting on April 3rd.

New Business

None

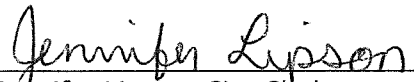
General Comments

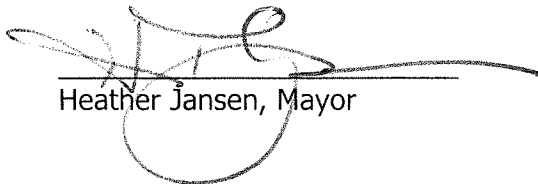
No comments

At 7:43 p.m. a motion was made by Mr. Ringo, seconded by Mr. Thompson to adjourn. A voice vote was taken, all in favor. Motion passed.

Time of adjournment was 7:43 p.m.

Respectfully submitted,


Jennifer Lipson, City Clerk


Heather Jansen, Mayor