

**Special Council Meeting #741 Minutes  
February 21, 2024**

Mayor Delaney Donovan called the February 21, 2024, Meeting of City of Villa Hills Council (Meeting #741) to order at 6:30 p.m. at the Villa Madonna Auditorium, 2500 Amsterdam Road, Villa Hills, KY. Mayor Donovan led Council in prayer, followed by the Pledge of Allegiance.

Mr. Maly called the roll. Those in attendance:

**Mayor Jansen**  
**J. Cahill**  
**S. Ringo**  
**C. Stover**  
**S. Thompson**  
**S. Wadsworth**  
**K. Walsh**

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

Also in attendance were students from local 5<sup>th</sup> grade classes from River Ridge Elementary, Villa Madonna Academy, and St. Joseph Elementary who were shadowing elected officials and staff. The following students conducted the meeting with the advice and guidance of their respective sponsors:

**Delaney Donovan, Mayor** (Mayor Jansen)  
**Alia Tully, Finance Committee Chair** (Mr. Cahill)  
**Ava Shearer, Public Works Committee Chair** (Mr. Thompson)  
**Natalie Salsman, Events and Beautification Committee Chair** (Ms. Wadsworth)  
**Molly Williams, Fire Authority Committee Chair** (Mr. Ringo)  
**Aadya Boyalakuntla, Administration Committee Chair** (Ms. Stover)  
**AJ Maly, City Administrator** (Mr. Bohman)  
**Kensie Givan, Police Chief** (Chief Hall)  
**Mariana Rojas, Public Works Director** (Mr. Yelton)  
**Mackenzie Hothem, City Attorney** (Ms. Stewart)  
**Nolan Barclay, City Engineer** (Mr. Yeager)

Unable to be present, **Jacob Wartman, Safety Committee Chair** (Mr. Walsh)

A quorum was present.

First order of business was approval of the minutes of the January 17, 2024, Council meeting.

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

## **Committee Reports:**

### **Police:**

- Chief Givan gave the January 2024 Police report; the department had 1,331 calls for service. There were 12 reported crimes, 13 traffic collisions, and 50 citations issued. The department had 7 active cases under investigation in January.
- Chief Givan reported that the department training for the month was review of Chapter 1.3 Crowd Management from KLC. Other training included: K-9 training, Officer Black attended training for SWAT Negotiations Team, all officers attended TI Simulator Training, and Sergeant Brockman attended his annual training at DOCJT.
- There were 5 canine deployments, 4 were within the 2 cities, and 1 was assisting another agency. Officer Dooley and Onexx were credited with 4 felony arrests and 9 charges, resulting from K-9 deployment.
- Chief Givan reported 31 hours of overtime for the month, which included 13 hours for court, 2 hours for FOT, 9 hours for investigations/late calls, 3 hours for search warrant, and 4 hours for TI Simulator training.
- Chief Givan advised that unit 151 is on the road. Unit 152 is being outfitted currently at 911 Fleet.
- Chief Givan reported that Officer Dooley and Onexx attended an annual conference at Ark Encounter
- Chief Givan advised the Sergeant Brockman attended KYPCIS as an instructor.
- Chief Givan reported that interviews for police officer were being conducted this date.

### **City Engineer:**

- Mr. Barclay reported that Bayer Becker has been authorized to continue their design work for the Collins/Amsterdam intersection. They will continue the design work to add turn lanes and traffic signals and put together final construction documents. The grant the City received will pay for 80% of the construction costs.
- Mr. Barclay advised that Eaton Asphalt will be completing the full-depth reconstruction of Niewahner Drive as soon as the asphalt plants re-open in the spring. Storm water improvements are included in the project and SD-1 has approved the 50/50 public cost share agreement.
- Mr. Barclay informed Council that a new building to store salt for snow and ice removal will be built on the Public Works lot. Geopier has been awarded the contract to get the site ready for construction so that it can handle the weight of the new building. The building has been designed and everything will be constructed before next winter.
- Mr. Barclay reported that Rogers Road will be resurfaced this spring between Buttermilk Pike and the bridge. This will include new storm inlets to prevent flooding. The road will be completely reconstructed from the bridge to Pineview. Engineer and staff plan to apply for grants to install a pedestrian bridge next to the existing bridge.

### **Public Works Committee:**

- Ms. Shearer advised that the Public Works Committee met on February 14. We met with a member of Bayer Becker to talk about the schedule for the reconstruction of the Amsterdam and Collins intersection. A copy of the schedule is included with the minutes.
- Mr. Thompson reported that Valley Trails to Dalewood and Dry Creek should be started in spring 2025.

- Ms. Shearer reported that construction on Niewahner Drive will start at the end of March or beginning of April. Letters will be sent to residents to let them know of the start date of the project. The committee will also have a meeting with the construction company to make sure all of the residents can get into their driveways during construction.
- Ms. Shearer advised that the Safety Committee recommended the concrete stub on Rogers Road that connects the sidewalk to the street in the middle of the hill be removed. Additionally, the Northern Kentucky Water District has hired Cardinal Engineering to design the water main that runs under the road. Staff will be working with both of them for our work to overlay that portion of the street.
- Ms. Shearer reported that there is a long crack running across Buttermilk Pike at Sunglow. The Public Works Director is looking at the crack. It will likely need to be crack sealed.
- The committee reviewed and discussed the broken pipe under Franzen Road. It cannot be relined, because it would then be too small for the amount of water that would need to pass through it. Because of this it will be dug up and repairs made to the broken joint. This will require permits because of the lake. The Public Works Director and City Engineer are gathering the permits and moving forward hiring a contractor to repair the damage.
- Ms. Shearer advised that the salt bin will require an additional pier to stabilize the parking lot behind the bin. There is a resolution before you tonight on a change order for \$4,000 to add one more concrete pier to the contract we passed last month. Without the additional pier we would likely need a retaining wall.

#### **Public Works Director**

- Ms. Rojas reported that the department has been working on replacing faded street signs and cleaning out drains. They have also been picking up trash and patching potholes daily.
- Ms. Rojas reported that the road crew has used almost 200 tons of salt this winter, the department plans to build the salt garage, which will hold 1,000 tons of salt. The Roads Department appreciates Council approving the salt garage.
- Ms. Rojas advised that department has ordered a new dump truck that will cost \$128,000, it will replace an older truck.
- Ms. Rojas would like to thank Wayne Slusher and the Garden Club for all the hard work that they do around the City.

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

- Ms. Salsman advised that the Villa Hills and Crescent Springs combined events meeting for February was held on February 7, at Crescent Springs City Building.
- 2023 Events were reviewed and discussed.
- Ms. Salsman advised that the Easter Egg Hunt will take place on Saturday, March 23<sup>rd</sup> starting at 12:00 at Lou Hartfiel Park. There will be 3 age groups: 0-3; 4-7; and 8-12 year olds. The Easter Bunny will be present to greet families and pose for pictures.
- Ms. Salsman reported that Fall Fest will take place on Saturday, September 28<sup>th</sup> from 5:00 – 9:00 pm at Lou Hartfiel Park. There will be carnival games, food from the Fireman's Grill, and food trucks. Velvet Soul will play from 6:00 – 9:00, and fireworks will begin at 9:00.
- Ms. Salsman reported that Christmas in the Park is being planned for Saturday, December 14<sup>th</sup> from 5:30 – 8:30 pm at Lou Hartfiel Park. Santa and Mrs. Claus will be there for pictures. There will be train rides, a petting zoo, hot cocoa, cookies and s'mores.

- The next meeting will be on Wednesday, March 6 at 3:00 at the Crescent Springs City Building.

**Finance Committee:**

- Ms. Tully advised that the committee met on Monday night and reviewed the January financials. The committee recommended approval of January financials.
  - Ms. Tully made a motion to approve January Financials, and to post the financials to the website, seconded by Ms. Shearer. All voted in favor, Motion passed.
- Ms. Tully reported that the Finance committee is watching two departments with expenses exceeding year-to-date budget, which could require a budget amendment. There is no action requested at this time.
- Mr. Tully advised that the minutes from the Joint Finance meeting with Crescent Springs were reviewed.
- The committee was asked to review a revised draft of the future budget and to send any questions or comments to Mr. Cahill. Any questions or comments received will be summarized and submitted in writing to Mayor Jansen and City Administrator Bohman, to be discussed at the March Caucus meeting.
- Next meeting is Monday, March 18<sup>th</sup> at 7:00 pm.

**Administration Committee:**

- Ms. Boyalakuntla advised that the committee met to discuss NKADD and Kenton County Housing Data.
- Ms. Boyalakuntla reported that Kenton County statistics projected the number of housing units needed over the next five years. According to the data, there is a need for 578 one or two-bedroom rentals at \$1,563 per month or less. Mr. Bohman had reported at the meeting that Villa Hills has about 3,000 housing units (4.13% of the county's total). He theorized that the proportion of one to two-bedroom rental units needed in Villa Hills over the next 5 years is 24 units.
- Ms. Boyalakuntla reported that Representative Steve Doan of Erlanger introduced HB102 in January, which would force cities to allow up to 4 attached units on any lot that is zoned single family. That bill would also do away with minimum building square footage and lot sizes. Mr. Bohman did not believe this bill will move this legislative session.
- Ms. Boyalakuntla advised that the committee members thought the only section of Villa Hills that might be available for construction of this type would be along River Road. However, the topography of the area may make it not financially or environmentally viable. The committee determined that at this time, there is no action necessary.

**Fire Authority:**

- Ms. Williams advised the Fire Authority had met on Monday evening. It was the board's first meeting in the new firehouse. The Chief reported 45 Fire runs and 83 EMS calls in January. Chief Wendt reported that the department received a state grant for three sets of gloves, boots, helmets and hoods valued at \$2,500. The Fiscal Court also approved the department's rate request to match the tax rates in Villa Hills and Crescent Springs.
- Ms. Williams reported that the financials for January were presented and approved by the board.
- Most of the meeting was spent discussing the new firehouse. The majority of items were moved from the old firehouse into the new one last weekend. The trucks and members themselves moved into the new firehouse Monday, January 12th. They officially spent their first night on Monday as well. There are still numerous little things that need to be

finished or corrected, but generally the building is up and running and now serves as the new service location. The fire trucks and ambulances will be entering and leaving by Western Reserve Road for the next three months.

- The project now shifts to the demolition phase of the old firehouse. The utilities were disconnected to the old building on Tuesday. Century construction intends to begin demolition of the old firehouse on February 26<sup>th</sup>. Once the old building has been removed, they will begin removing the old concrete foundation and driveway and hauling away about five feet deep of dirt. It is an incredibly large amount of dirt and concrete. Lucky for us the Villa Hills Civic Club is in need of fill and topsoil, so the majority of the materials will be hauled and dumped at the Civic Club. This is a win/win for the construction company and the club.
- Ms. Williams thanks both City Councils, the fire department, and citizens that have been so helpful throughout this project. A special thank you to Jim Cahill who has lived this project from the beginning. Thank you so much!
- Next meeting is scheduled for March 18 at 6:00 pm at the firehouse.

#### **Safety Committee:**

- Mr. Walsh advised that the committee met on February 12<sup>th</sup> and Chief Hall presented his police report to the committee.
- Mr. Walsh reported that the safety committee recommends removal of the concrete stub on Rogers Road, which is part of a sidewalk. The stub may make people think this area is a crosswalk, which it is not, so it will be removed for safety of walkers.
- Police patrols in the Emerald Springs neighborhood will be increased for concern about people not stopping at stop signs.
- Mr. Walsh advised that the committee had discussed moving a speed sign, which is currently on Western Reserve to Meadow Wood Drive.

#### **City Attorney:**

Ms. Hothem informed those in attendance that her position as City Attorney is to be responsible for providing all legal services for the City of Villa Hills. She provides advice and guidance to the Mayor and City Council, and to all of the employees of the City. She represents the City in all types of litigation and drafts contracts and ordinances for the City.

#### **City Administrator:**

- Mr. Maly reported that as of January 31<sup>st</sup>, 48 properties out of 3,112 still have unpaid property taxes or waste fees for this year. This is 1.5% of the total tax bills that were mailed out in September. The amount unpaid is \$42,611 with penalty and interest.
- Mr. Maly advised that Mr. Bohman discussed the River Road Sewer project with SD-1 staff. The project will bring sewers to about 30 buildings in Bromley and Villa Hills and pass 8 vacant land parcels in Villa Hills. The design work is 30% completed and a cost estimate will be available later this year. The project has two million dollars set aside by SD-1.
- Mr. Maly reminded Council that there will be a Caucus Meeting on March 13<sup>th</sup>.



**Mayor's Report:**

- Mayor Donovan reported that the Northern Kentucky Water District will mail flyers to each of its customers related to lead pipe inventory. They are asking residents to self-report whether their house has lead pipes so that the Water District can start replacing them with copper ones.
- Mayor Donovan informed Council that Northern Kentucky ADD District has started a newsletter to help cities and residents. You can sign up for the newsletter on their website.
- Mayor Donovan advised that there is an independent movie being filmed in Villa Hills. Filming should take a couple weeks to complete. Impact on the City is very minimal.

**Legislation:**

Ms. Hothem presented the following Legislation:

**Discussion and approval of draft Municipal Order 2024-C**

A Municipal Order of the City of Villa Hills, in Kenton County, Kentucky, declaring surplus property.

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

This will become Municipal Order 2024-3

**Discussion and approval of draft Municipal Order 2024-D**

A Municipal Order of the City of Villa Hills, in Kenton County, Kentucky, Authorizing a change order in the amount of four thousand dollars (\$4,000.00) with Peterson Contractors, Inc.

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

This will become Municipal Order 2024-4

**Discussion and approval of draft Resolution 2024-C**

A Resolution of the City of Villa Hills, Kentucky thanking River Ridge Elementary School, Saint Joseph Catholic School, and Villa Madonna Academy for participating in the 2024 Government Shadow Program with the City of Villa Hills.

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

This will become Resolution 2024-3

**Old Business**

NONE

**New Business**

Ms. Stover made a motion to ratify all decisions taken at the meeting by the students.  
Second by Mr. Walsh. Voice vote taken, All were in favor, Motion passed.

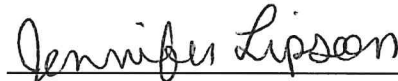
**General Comments**

NONE

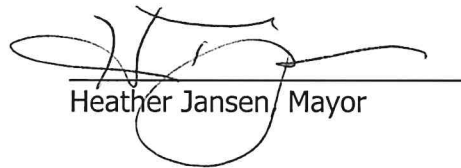
At 7:06 p.m. a motion was made by Ms. Salsman, seconded by Mr. Walsh to adjourn. A voice vote was taken, all in favor. Motion passed.

Time of adjournment was 7:07 p.m.

Respectfully submitted,



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Jennifer Lipson, City Clerk



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Heather Jansen, Mayor