

**Council Meeting #744 Minutes
May 15, 2024**

Mayor Heather Jansen called the May 15, 2024, Meeting of City of Villa Hills Council (Meeting #744) 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 a moment of silence, 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

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

S. Wadsworth - absent

A quorum was present.

The first order of business was approval of the minutes of the April 17, 2024, 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

Committee Reports:

Police:

- Chief Hall presented the Power Point of the April 2024 Police report; the department had 1,353 calls for service. There were 21 reported crimes, 22 traffic collisions, and 80 citations issued.
- Chief Hall announced that Officer Lucas has been in training, so there has not been much movement on investigations for the month. Officer Bradford was also in training for Basic Investigators School and training as Officer Lucas' backup for investigations. Officer Lucas is in a 5-week course. There are currently 5 active cases being investigated.
- Additional training was attended by Officer Isaacs, who took Collaborative Leadership training. All officers attended range for qualifications, as well as completing review of policies on Vehicle Stops and Search, Transports, and Foot Pursuits.
- There were 4 canine deployments, all were within the 2 cities. Officer Dooley and Onexx were credited with 6 arrests and 10 criminal charges were filed. One of the arrests did include a no bite apprehension.
- Chief Hall reported 48.5 hours of overtime for the month, which included 14 hours for court, 7.5 hours for FOT, 11 hours for investigations/late calls, and 16 hours for shift coverage.

- All policies were returned from KACP as compliant in the Accreditation process. Next step is the on-site visit for accreditation.
- Mobilcomm will be here in the next few days to perform service on radios.
- A speed study was conducted on Buttermilk Pike. The information is still being downloaded. It will be analyzed and shared with Council at a later date.
- Chief Hall advised that the radar trailer has been serviced and will be deployed in May to various areas of concern.
- Chief Hall reported that plans are continuing on the Fischer 5K, which takes place June 22.
- Chief Hall advised that a conditional offer was signed on the date prior to meeting with a potential lateral transfer, this will bring the department back to full staffing.

Safety Committee:

- Mr. Walsh advised that the committee met, and Chief Hall presented his report to them.
- Mr. Walsh informed Council that the committee discussed speeding on Old Sunglow. The last study was done in 2019, a new study will be completed along the street.
- The committee discussed the proposed Cannabis ordinance being presented during Legislation; the Safety Committee voted unanimous in support of the ordinance.
- Safety Committee will hold a Special Meeting in June, due to schedule conflicts. The meeting will be held on Thursday, June 13th.

Public Works Committee:

- Mr. Thompson advised that Collins & Amsterdam project is waiting for KYTC review. Northern Kentucky Water District has begun checking water main depths.
- Mr. Thompson reported that they are checking with Altafiber/Cincinnati Bell to see if they need all of the parking spaces at the building on Amsterdam Road. If so, the City may need to move those spots to a different location on the property, to allow space to install sidewalks.
- The construction on Niewahner is scheduled to be completed by mid-July.
- Mr. Thompson advised that Rogers Road bid was received at \$505,454.50. Work will begin after Water District finishes replacing their lines, and after Council approves the bid, which will be voted on in June.
- Mr. Thompson reported that the River Road sewer extension project has been placed on an indefinite hold, as a pump station will be required to complete the work. It is no longer under construction for ARPA funds use.
- The bids were received for the Salt Bin. The lump sum bid is \$815,500. After subtracting what Public Works is able to complete, the cost is at \$456,000 plus the cost of materials. Additionally, the piercing work that was previously approved is an additional \$79,000.
 - Council discussed the costs, additional options, and if they could get an extension on current lease.
 - The owner of property where salt storage has been wants the salt removed by the end of the year.
 - Mr. Ringo advised that he had talked to Mayor Daugherty at Crescent Springs about possibly working with their Public Works to make renovations to their storage area to accommodate salt storage for both cities. This is a possible solution, but more details need to be discussed.

Public Works Director

- Mr. Yelton reported that Public Works crew is doing building inspections at the city offices, cutting grass, clearing storm drains and doing other maintenance work on equipment and throughout the city and parks.
- Mr. Yelton advised that they continue patching on Meadow Wood Drive.
- Mr. Yelton has met with homeowners who recently experienced flooding on Cecilia and on Niewahner, each home was addressed individually, as some issues were not caused by roadwork.
- Mr. Yelton announced that they have been told that the new dump truck should be in sometime in late August or September.
- Public Works will be working on smoothing out dirt piles at Franzen, when the weather breaks, to add additional parking at the fields.
- Public Works assisted the Garden Club at their sale and appreciate the work the group does for the City.
- Villa Hills Civic Club anticipates opening before 4th of July and plans to have Fire in the Hills on July 6th.

Events & Beautification Committee:

- Mayor Jansen and Ms. Lipson reminded residents that Community Cleanup and Shred event will take place on Friday, at the Crescent Springs City Building.
- May 24 and 25 will be the Spring Community Yard Sale. Residents are requested to submit their address and which day(s) they will be participating by Friday, May 17th at noon.

Finance Committee:

- Mr. Cahill advised that the committee met on Monday night and advised that the committee reviewed the April financials. The committee recommended approval of the financials.
 - Mr. Cahill made a motion to approve April Financials, and to post the financials to the website, seconded by Ms. Stover. All voted in favor, Motion passed.
- The committee noted that total expenses in 2 operating departments would likely require a budget amendment, the first reading of that ordinance will be during Legislation.
- The committee reviewed the 2024-2025 budget with specific account budget questions, which will be reviewed by Mayor and Staff prior to the Caucus meeting in June.
- Mr. Cahill reported that the committee noted that the estimated cost for the 2024 audit will increase from \$8,400 to \$10,000. The committee was not interested in bidding this out and felt it was a good price.
- Next meeting is Monday, June 17th at 7:00 pm.

Administration Committee:

- Ms. Stover reported that Sharmili Reddy and Sergeant Brockman were present for the meeting. Ms. Reddy gave a presentation to the committee on the medical cannabis legislation recently passed by the Kentucky Legislature. The committee recommends that Council pass an ordinance to prohibit cultivation, processing, production, or dispensing of medical cannabis in Villa Hills.
- Ms. Stover advised that the committee reviewed a potential Interlocal Agreement with the Housing Authority of Covington. This agreement would allow Villa Hills to continue to allow the Housing Authority of Covington to manage the Housing Choice Voucher program for Villa Hills. The committee recommends that Council enter into the agreement.

- Ms. Stover informed Council that the committee reviewed the medical insurance benefits being offered to the Fire Authority employees, which is offering a \$500 monthly stipend for employees who opt out of being in their health insurance program. The employee must have coverage elsewhere and provide proof of coverage. There was discussion about whether to offer this program to Villa Hills employees. Some members had concerns on the cost of the program.
 - Council members discussed who this would affect and what potential cost savings, or increased expenses this might cause. This would cause increased expenses for retirees who are on state insurance, as they would be eligible for the benefit. It would be a cost savings if any other employee chooses to participate. Chief Hall was asked and said he felt this could help with recruitment of retired officers to the department.

Recreation Committee:

- Mr. Ringo would like to see Public Works start moving dirt as soon as possible, to increase parking at Franzen Field. Longhorns had a tournament over the weekend and people filled all surrounding lots and were parking on side streets to be able to attend.

Fire Authority:

- Mr. Ringo advised that the Fire Authority does not meet until the following week. He has no monthly report yet.
- The Firehouse has had most issues resolved with a few punch list items currently being addressed. The storm water tanks have been installed. Concrete pour for the driveway and lot in front of the building will begin on Thursday. They anticipate that the firehouse will be fully opened by the end of June, weather allowing.
- Next meeting will be May 20, 2024, at 6:00 pm at the Firehouse.

City Attorney:

- No Report

City Clerk:

- No Report

City Administrator:

- Mr. Bohman provided an update on revenue trends with charts showing the continued increase in revenue.
 - As of May 13, Insurance Premium Tax (IPT) collection for the fiscal year is at \$1,020,000, this will increase with June payments and accruals. The proposed budget for 2024/2025 is \$1,080,000
 - As of May 13, Payroll tax collection for the fiscal year is \$626,167. The proposed budget for 2024/2025 is \$645,000.
 - As of May 13, the Gross receipts revenue is \$164,000. The proposed budget for 2024/2025 is \$150,000.
- Mr. Bohman announced that he is attending a Human Resources conference for the remainder of the week in Georgetown.

Mayor's Report:

- Mayor Jansen reported that Ernie Brown and Roy East, and others from Villa Hills Civic Club provided council members with a tour of the Villa Hills Civic Club this evening.

- Mayor Jansen informed Council that she will not be at the meetings in June or July. Ms. Stover will be Mayor Pro Tem for June, and possibly Mr. Cahill will be Mayor Pro Tem for the July meeting.

Legislation:

Ms. Meehan presented the following Legislation:

1st Reading and discussion of draft Ordinance 2024-A

An Ordinance of the City of Villa Hills, in Kenton County, Kentucky, amending the City’s budget and Ordinances 2023-4 by adjusting revenue and expenses in the General Fund, the Capital Fund, the Road Fund, and the Federal Grant Fund. This is an amended budget ordinance for the City of Villa Hills, Kentucky pursuant to KRS 91a.030(10) for the Fiscal Year beginning July 1, 2023 and ending June 30, 2024, by estimating revenues and resources and appropriating funds for the operation of city government and providing that no monies shall be expended by or on behalf of the City of Villa Hills except in accordance herewith.

1st Reading and discussion of draft Ordinance 2024-B

An Ordinance of the City of Villa Hills, in Kenton County, Kentucky, Pursuant to KRS 91A.030(10) for the fiscal year beginning July 1, 2024 and ending June 30, 2025, by estimating revenues and resources and appropriating funds for the operation of city government and providing that no monies shall be expended by or on behalf of The City of Villa Hills except in accordance herewith.

1st Reading and discussion of draft Ordinance 2024-C

An Ordinance of the City of Villa Hills, in Kenton County, Kentucky, amending the Villa Hills Personnel Policies.

1st Reading and discussion of draft Ordinance 2024-D

An Ordinance of the City of Villa Hills, in Kenton County, Kentucky, Amending the zoning regulation of the City of Villa Hills to prohibit the operation of any medical cannabis facilities in the city as permitted by KRS-218B.130.

Discussion and approval of draft Municipal Order 2024-G

A Municipal Order of the City of Villa Hills, in Kenton County, Kentucky, accepting the bid of Radius Construction for the construction of the Public Works Salt Storage Building in an amount not to exceed five hundred thousand dollars (\$500,000)

A motion was made by Mr. Thompson, seconded by Mr. Cahill to table the Municipal Order. A voice vote was taken, All were in Favor. Motion passed.

Old Business

None

New Business

Ms. Stover inquired about the Vera Cruz property code enforcement notations and if there needs to be a text amendment to resolve the issue of whether the parking of truck on the vacant property needs to be addressed. Mr. Bohman will look into this and follow up with PDS. This may just be a definition clarification that needs to be made with PDS staff.

General Comments

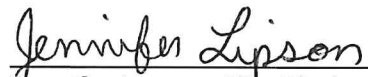
Mr. Ringo appreciates the work of Mr. Yelton, his crew and Mr. Slusher. He has had no complaints about the field conditions, and they have done an exceptional job at keeping the fields open as often as possible.

Ms. Stover inquired about what a resident should do when they witness groups playing soccer at Tom Braun, which are obviously not youth (over 18), as the field is only leased to the city for use by youth in the community. Chief Hall advised to contact dispatch and an officer will stop to inquire if those present have a permit. If they do not, they will be asked to leave the property. All permits are issued by either the Longhorns or Villa Hills Soccer Club. Police officers do know what the permits look like. Awareness of activity is complaint driven, so residents are encouraged to make the call to have an officer stop to check for permits.

At 7:58 p.m. a motion was made by Mr. Ringo, seconded by Ms. Stover to adjourn. A voice vote was taken, all in favor. Motion passed.

Time of adjournment was 7:59 p.m.

Respectfully submitted,



Jennifer Lipson, City Clerk



Cathy Stover, Mayor Pro Tempore