

**Council Meeting #745 Minutes
June 19, 2024**

Mayor Pro-Tem Cathy Stover called the June 19, 2024, Meeting of City of Villa Hills Council (Meeting #745) to order at 6:30 p.m. at the Dennis M. Stein Municipal Building, 719 Rogers Road, Villa Hills, Kentucky. Mayor Pro-Tem Stover led Council in prayer, followed by the Pledge of Allegiance.

Ms. Lipson called the roll. Those in attendance:

C. Stover

J. Cahill

S. Ringo

S. Thompson

K. Walsh

S. Wadsworth

Craig T. Bohman, City Administrator

Jennifer Lipson, City Clerk

Matt Hall, Police Chief

Derick Yelton, Public Works Director

Mary Ann Stewart, City Attorney

Mayor H. Jansen - absent

A quorum was present.

The first order of business was approval of the minutes of the May 15, 2024, Council meeting.

A motion was made to approve the minutes by Mr. Ringo, seconded by Mr. Thompson. A vote was taken. Ringo, Wadsworth, Stover, Thompson, and Walsh voting in favor, Cahill abstained, Motion passed

Next, a motion was made to approve the minutes of the June 12, 2024, Caucus meeting. A motion was made to approve the minutes by Ms. Wadsworth, seconded by Mr. Ringo. A vote was taken. All voting in favor, Motion passed

Tommy Wenning and Sydney Short were present to give an update on the Chase and Cole 5 K event that will occur on June 22nd. There are over 715 runners and walkers signed up to date, with just over \$138,000 raised so far. The money raised will go to the local Boys and Girls Club in honor of the brothers.

Council members praised the students for the great work they have done.

Committee Reports:

Police:

- Chief Hall presented the Power Point of the May 2024 Police report; the department had 1,481 calls for service. There were 21 reported crimes, 22 traffic collisions, and 43 citations issued. It was noted that there was a flip in percentage of calls to each city. Chief Hall recognized that telephone calls all show as generating in Villa Hills, but may be concerning a case, report or call to someone in Crescent Springs, he also noted that there

were fewer assists for Fire/EMS calls for the month, plus more collisions occurred in Villa Hills than what is normally seen in a month.

- Chief Hall announced that Officer Lucas has returned from training. Among his case load for the month includes 4 stolen vehicles that were recovered. Kia's and Hyundai's remain the primary targets for vehicle thefts. Chief reminds residents to secure their vehicles, remove valuables and do not leave keys or key fobs in the vehicles.
- Officer Bullard has attended Field Training Officer training at DOCJT, Detective Lucas completed his Criminalistics Academy, Officer Black had SWAT training, Officer Dooley and K-9 Onexx had their training, and all officers completed KLC training over Off Duty Action and Secondary Employment.
- There were 3 canine deployments, all were within the 2 cities. Officer Dooley and Onexx were credited with 2 arrests and 3 criminal charges were filed.
- Chief Hall reported 52.5 hours of overtime for the month, which included 7 hours for court, 2 hours for FOT, 6 hours for investigations/late calls, and 31.5 hours for shift coverage, and 2 hours for Clean-up event.
- Officer Lauren Steffen started with the department; she is a lateral transfer with prior employment with Kenton County for 6 years.
- Chief Hall received 3 resignations, where officers have decided to move on to other departments. Chief Hall has a conditional offer out to a retiree that he hopes to start on June 24 to fill one of these positions.
- Chief Hall reminds residents that the Fischer 5K, takes place June 22, starting at 8 am.
- Chief Hall announced that the Accreditation process has been completed.

Safety Committee:

- Mr. Walsh advised that the committee met, and Chief Hall presented his report to them. There was no other business brought up.
- Safety Committee will hold a Special Meeting in July, due to schedule conflicts. The meeting will be held on Monday, July 15th at 3:30 pm.

Public Works Committee:

- Mr. Thompson advised that Katie from Bayer & Becker has a meeting with KYTC on June 20th for updates on the submissions.
- Collins & Amsterdam project will have a single retaining wall along Collins Road, which will be a 7 foot section with 8 foot height at tallest point, then stepping down from there.
- Mr. Thompson reported that they heard back on the Cincinnati Bell, and they do not use the parking spaces, therefore those parking spaces can be encroached upon. Additionally, they are looking at what grading will be needed near the entrance to Madonna Manor to catch additional water runoff.
- An inquiry was made about whether the curbs along Amsterdam will be roll or box curbs. This will need to be checked into.
- The construction on Niewahner is continuing and still on schedule to be completed by mid-July.
- Mr. Thompson advised that grant proposals have been submitted for Valley Trails Phase 1 (Dalewood to Dry Creek), this construction is planned for Spring 2025.
- Other grant proposals were submitted for the sidewalk along Colina to Highwater and for the pedestrian bridge on Rogers Road.
- Mr. Thompson reported that the Rogers Road bid is on the agenda to be awarded tonight. This will be a total replacement on Rogers from the bridge near 719 Rogers to Pineview Drive. The overlay from Buttermilk to the bridge will be bid separately. The roadwork on

Rogers Road will begin after Northern Kentucky Water District completes the project of replacing water lines. This is expected to be completed by mid-August.

- Mr. Thompson advised that the committee looked at state contracts for the salt bin. The state contract pricing only applies if Council used the exact specifications for the building. Since the discussion was to have wooden shingle roof, the City would need to bid the new design out. The intention is to receive bids back in time to vote on it at the July meeting. If it is approved at the July meeting, the work should be able to be completed by December. The recommendation is for 10-foot concrete walls, with total wall height at 28 feet tall and 40 feet around. This will not require piling, but the base will need to be rebuilt. Estimated total cost would now put this project under \$400,000, which includes reimbursing piling company for any engineering or other work they have already completed. The salt bin will be paid with ARPA funds.

Public Works Director

- Mr. Yelton reported that work on phase 1 on Niewahner is finishing up and phase 2 work has begun.
- Work will be starting on the water line replacement along Rogers Road with detours being marked throughout the project.
- Fire in the Hills will be at the Civic Club on July 6th. Handicap parking and employee parking will be provided at the City lots.

Events & Beautification Committee:

- Ms. Wadsworth advised that Fall Fest is being planned.

Finance Committee:

- Mr. Cahill advised that the committee met on Monday night and advised that the committee reviewed the May financials. The committee recommended approval of the financials.
 - Mr. Cahill made a motion to approve May Financials, and to post the financials to the website, seconded by Ms. Wadsworth. All voted in favor, Motion passed.
- The committee requested some changes to be made starting with July financials.
- Next meeting is Monday, July 15th at 7:00 pm.

Administration Committee:

No Report

Recreation Committee:

- Mr. Ringo advised that fields are being used and all sports are in full swing. Longhorns had a tournament over the weekend and Mr. Ringo received a call at 7:30 am in appreciation for the fields being ready to use already. Staff has done a great job keeping the fields in good shape and ready to play.

Fire Authority:

- Mr. Ringo shared the Fire Report and said that the department had 53 Fire calls and 231 year to date, and 87 EMS calls with 485 calls year to date.
- The Fire Authority had a budget amendment that was approved for the additional \$60,000 in expenses incurred during FY 2023/2024.
- Mr. Ringo announced that 4 of the 8 full time employees will be on the insurance, while the other 4 opted out and will receive a stipend.

- Full time employees will be in place on July 1, 2024, and the state incentive was approved.
- The Firehouse is still in progress, with the main entrance being poured on this date.
- The Fire Authority is planning an Open House for October to coincide with Fire Prevention Month, the date has not been determined yet.
- Next meeting will be July 15, 2024, at 6:00 pm at the Firehouse.

City Attorney:

- No Report

City Clerk:

- No Report

City Administrator:

- Mr. Bohman informed Council that a draft interlocal agreement for Opioid funds was shared with City and County managers. That agreement has received feedback and is in review still. There should be a revised version in July or August.

Mayor’s Report:

No Report

Legislation:

Ms. Stewart presented the following Legislation:

2nd Reading and Approval 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.

A motion was made by Mr. Cahill, 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 2024-1

2nd Reading and Approval of draft Ordinance 2024-B (as amended)

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.

Council held discussion expressing concerns in the increase in budget amounts for anticipated Revenue. Payroll tax might be an issue in the future when more people return to the office, the franchise fee saw a higher collection initially, than what is currently coming in, and Interest income is higher and the concern is that with plans to spend the ARPA funds, that amount may see a significant decrease. Council requested an explanation for the PTO accrual.

Mr. Bohman advised that payroll tax continues to grow after some employees locally have been returning to offices part time. The drop is not being seen yet, so the anticipated revenue is being based off current numbers. The interest income is \$150,000 for this year and most of that amount is driven by operating account reserves. The budgeted amount is currently 50% of the overall collected current year to date. PTO accrual is based on each employee's balance each June 30, there will be annual changes for the account balance each year based on the employee's pay rate and number of hours on June 30. The decrease in franchise fee will be checked again with the vendor.

A motion was made by Mr. Cahill, seconded by Mr. Thompson. 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 2024-2

2nd Reading and Approval of draft Ordinance 2024-C

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

A motion was made by Ms. Wadsworth, 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 2024-3

2nd Reading and Approval 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.

A motion was made by Mr. Ringo, seconded by Mr. Cahill. 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 2024-4

Discussion and approval of draft Municipal Order 2024-H

A Municipal Order of the City of Villa Hills, in Kenton County, Kentucky, accepting the bid

of Eaton Asphalt for the Rogers Road Replacement project for Five Hundred Five Thousand Four Hundred Fifty-Four Dollars and Fifty Cents (\$505,454.50).

Mr. Thompson made a motion to approve draft Municipal Order 2024-H with an amendment to add that the project is for the area between the bridge and Pineview Drive, seconded by Ms. Wadsworth. All voted in favor, Motion passed.

This will become Municipal Order 2024-7

Discussion and approval of draft Resolution 2024-E

A Resolution of the City of Villa Hills, in Kenton County, Kentucky, Authorizing the Mayor to enter into an Interlocal Cooperation Agreement with the Housing Authority of Covington to administer the Housing Choice Voucher Program.

Mr. Ringo made a motion to approve draft Resolution 2024-E, seconded by Ms. Stover. All voted in favor, Motion passed.

This will become Resolution 2024-5

Discussion and approval of draft Resolution 2024-F

A Resolution of the City of Villa Hills, in Kenton County, Kentucky, Authorizing the Mayor to enter into an Amended Interlocal Cooperation Agreement with The Kenton County Board of Education for the provision of a School Resource Officer.

Ms. Stover made a motion to approve draft Resolution 2024-F, seconded by Ms. Wadsworth. All voted in favor, Motion passed.

This will become Resolution 2024-6

Old Business

None

New Business

None

General Comments

Mr. Walsh advised that he will be gone for the July meeting. Mayor Pro-Tem Stover advised that both she and Mayor Jansen will also be absent. All other members state they plan to be present for the meeting.

Mr. Ringo advised that Tom Noll has retired from Finance Committee for the Fire Authority.

Ms. Wadsworth – will be attending the Regional Resiliency Energy meeting on Monday.

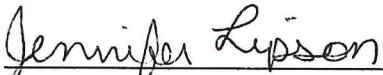
At 7:33 p.m. a motion was made by Mr. Thompson, seconded by Ms. Stover to enter into Executive Session pursuant to KRS 61.810(f), for discussion of personnel. A voice vote was taken, all in favor. Motion passed.

At 7:59 p.m. a motion was made by Mr. Ringo, seconded by Ms. Stover to leave executive session. A voice vote was taken, all in favor. Motion passed.

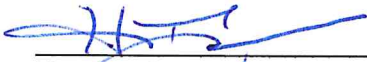
At 8:00 p.m. a motion was made by Mr. Ringo, seconded by Ms. Stover to adjourn. A voice vote was taken, all in favor. Motion passed.

Time of adjournment was 7:59 p.m.

Respectfully submitted,



Jennifer Lipson, City Clerk



Heather Jansen, Mayor