



**Council Meeting #747 Minutes
August 21, 2024**

Mayor Pro-Tem Jim Cahill called the August 21, 2024, Meeting of City of Villa Hills Council (Meeting #747) 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.

The first order of business was approval of the minutes of the July 17, 2024, Council meeting. A motion was made to approve the minutes by Mr. Ringo, seconded by Ms. Wadsworth. A vote was taken. Mr. Ringo, Ms. Wadsworth, Mr. Cahill and Mr. Thompson voting in favor, Mr. Walsh and Ms. Stover abstained. Motion passed

Next was approval of the minutes of the August 12, 2024, Special Council meeting. A motion was made to approve the minutes by Mr. Ringo, seconded by Ms. Stover. A vote was taken. Mr. Ringo, Ms. Stover, Mr. Cahill, Ms. Wadsworth and Mr. Walsh voting in favor, Mr. Thompson abstained. Motion passed

Mayor Jansen asked Mr. Bohman to review the information for the KMA Public Hearing. Mr. Bohman advised that the proposed use of Municipal Road Aid Funds in Fiscal Year 24/25 is for reconstruction and maintenance of roads including expenses such as milling and overlaying with asphalt, full depth reconstruction in asphalt or concrete, filling potholes, as well as snow removal and treatment, street cleaning, line painting, and repair or replacement of sidewalks, curbs, gutters, lighting, signage, and debt service or engineering fees when done in conjunction with a street reconstruction project. The Municipal Road Aid Program cash balance carried forward (estimate) is \$255,000, and anticipated receipts of \$153,400, a total appropriation of \$408,400.

Mayor Jansen asked for any public comments. There were no comments.

Committee Reports:

Police:

- Chief Hall presented the Power Point of the July 2024 Police report; the department had 1,334 calls for service. There were 9 reported crimes, 22 traffic collisions, and 40 citations issued.
- Chief Hall reminded drivers that they need to stop for school buses when the bus is stopped with their lights flashing.
- Detective Lucas is currently working on one of his cases with the FBI. He has 8 open cases, and no arson investigations for the month.
- Sergeant Black attended SWAT training, Officer Dooley and K-9 Onexx attended their monthly trainings, and all officers completed KLC training over Domestic Violence and JC-3 reports. Officer Burke completed his annual DOCJT training.
- There were 4 canine deployments, all within Villa Hills and Crescent Springs. Officer Dooley and Onexx were credited with 5 arrests and 10 criminal charges filed.
- Onexx has received his NAPWDA re-certification.
- Chief Hall reported 50 hours of overtime for the month, which included 5 hours for court, 5 hours for investigations/late calls, 10 hours for shift coverage, 6 hours for field training, and 24 hours for the Fire in the Hills event.
- Chief Hall advised that the department purchased new weapons with red dots, which were explained to be the sights on the weapons, not red lasers. These were paid for with drug forfeiture funds.
- Officer Burke has completed field training and is now patrolling on his own.
- Unit 145 was involved in a collision, which our officer was at fault, the cause was due to a sign obscuring vision clearance. The sign has been removed. That vehicle is in the process of being repaired.
- Chief Hall advised that new hire interviews were completed, and they are now working on background checks.
- Chief Hall reported that he held a department meeting, where the officers discussed vision planning for the department.
- Ms. Stover inquired about the ongoing traffic issue at River Ridge Elementary School. Amsterdam is a state road, so it was recommended that it be reported as a safety hazard. During the discussion, it was brought up that a mirror for Lauren Drive to safely turn left onto Amsterdam would be helpful. This would need to be taken to KYTC.
- Firehouse meeting – Firehouse Open House on September 21 – 12-3, and police assistance will be needed to help people cross the road from the park to the firehouse.
- Buttermilk Pike has had ongoing issues with traffic heading to interstate, some suggestions to assist with travel include bigger signage for which lane to use, and roadway markings.

Safety Committee:

- Mr. Walsh advised that the committee met, and Chief Hall presented his report to them.
- There was a request for a sign at the entrance Stonewood Court, as people are turning onto this road when they are looking for the entrance to Sanctuary. No outlet signs would need to be placed too far back from the road to be effective. Placing any signs along Amsterdam will require permission from the state.
- The committee has received a request to review the need for a crosswalk on Prospect Point at Ravine Drive. The approximate cost for this crosswalk will be \$6,000. There is a

break in the sidewalk at this location, and walkers need to be able to safely cross the street to remain on sidewalks.

- The committee is reviewing both Cities' nuisance codes regarding problems on rental properties. Villa Hills has a Rental License agreement, which addresses the issues. This is more of an issue for Crescent Spring's Council to address.
- Safety Committee's next meeting is scheduled for Tuesday, September 10th at 3:30 pm.

Public Works Committee:

- Mr. Thompson advised Bayer Becker has submitted the 60% plan to KYTC and will need to send the traffic control plan that will be used during construction.
- The Niewahner construction is mostly finished and has some punch list items and crack sealing to complete.
- Valley Trails design plan is almost complete.
- Mr. Thompson advised that Northern Kentucky Water District contractors are finished on Rogers and roadwork will start soon.
- Eaton Asphalt was awarded the bid for Rogers Road re-construction and is the low bidder for the resurfacing portion of Rogers Road from Buttermilk to the bridge. If Council awards them the bid, then they will meet for pre-plan meeting soon. It's uncertain at this point if Eaton will do all of Rogers at once, or if they plan to do it by section.
- Mr. Thompson advised that staff sent out the sidewalk letters. There were 145 letters sent, and the list will be sent to utility companies for them to complete work in areas affected by utility covers.
- Mr. Thompson reported that they hope to see the new dump truck within the next 3-4 weeks.
- The salt bin pad will be installed by staff, then the building contractor plans to start the salt dome in September. The dome is scheduled to be completed by November.
- Meadow Wood appears to have a void under a portion of the roadway, this is on the Crescent Springs side. They are still aiming for reconstruction of the road in FY 25/26.
- Mr. Thompson advised that the Franzen Lake sinkhole issue is reported to be stable for 5-10 years. Permanent repairs need to be made. He would like Council to consider using ARPA funds for this project. If ARPA funds are used, then an estimate will be needed by the end of this calendar year. Mr. Thompson would like to get an estimate with options from the city engineer.

Public Works Director

- Mr. Yelton advised that he will meet with Chief Hall regarding the issue with cars turning into Stonewood, to see what signs they may be able to install and where the signs can be placed.
- Mr. Yelton reported that the crew has been working on the batting cage at Franzen for the Longhorns.
- Curbs have been installed in Beckmore Village, asphalt company will be doing road repairs throughout the city, and crew has marked areas on Niewahner for follow up.
- Villa Hills has passed the SD1 audit of the city facilities.

Events & Beautification Committee:

- Ms. Wadsworth reminded residents that Fall Fest will be September 28th from 5-9 pm, there will be food trucks, games, Velvet Soul playing and then fireworks start at 9:00.

Finance Committee:

- Mr. Cahill advised that the committee met on Monday night and advised that the committee reviewed the July financials. The committee had found a couple of issues with the statement, which will be resolved by staff and accountant.
- The committee recommended approval of the financials, subject to any audit adjustments.
 - Mr. Cahill made a motion to approve July Financials subject to any audit adjustments, and to post the unaudited financials to the website, seconded by Ms. Stover. All voted in favor, Motion passed.
- The committee requested that an updated report of projected ARPA spending be presented to Council. There is a potential change regarding recreation, as well as the addition of the road over to Franzen.
- Next meeting is Monday, September 16th at 7:00 pm.

Administration Committee:

No Report

Recreation Committee:

- Mr. Ringo advised that soccer and football are now using the fields.
- The 5th ballfield is now being laid out. Dirt from the water line project on Rogers Road was dumped at the site and will be used to level out the area for the field. The field will be the same size as Field 4 and will be played from East to West. Total projected expenses for the field will be \$50,000 - \$60,000. Trees need to be removed, more fill dirt is needed, and fencing will need to be installed. It is estimated that adding the field will take at least a year. The Longhorns are willing to assist financially. They are looking at having 650 kids playing on the fields next year. Mr. Ringo would like to have \$70,000 set aside from ARPA funds for the new fields.
- The fencing for Field 1 was proposed to be replaced in current budget and it was in better shape than anticipated, so they may use that money toward field 5, which would drop the amount needed to \$50,000.

Fire Authority:

- Mr. Ringo shared the Fire Report and said that the department had 41 Fire calls and 325 year to date, and 112 EMS calls with 705 calls year to date.
- The Fire Authority July financials were presented and approved.
- Full time employees benefits package expense is lower than anticipated, as staff is not choosing the family plan that was budgeted, and 1 chose to take the incentive and not be on the insurance.
- Five sets of gear were recently purchased, and 1 of those sets was paid for with a grant.
- Maintenance expenses were for replacement tires on one of the trucks.
- Cincinnati State has requested use of the building for paramedic training classes. Crescent Springs will receive 3 spots in the class.
- Radios need to be upgraded, so the department can communicate with Cincinnati, with the river in the coverage area, this is a necessity. The cost for the upgrade will be about \$7,500.
- Open House is scheduled for Saturday, September 21st from 12:00 – 4:00.
- The firehouse outside lights are up and on.
- Mr. Ringo thanked the Garden Club for the assistance that they will be providing with the landscaping around the building.
- Next meeting will be September 16, 2024, at 6:00 pm at the Firehouse.

City Attorney:

- No Report

City Clerk:

- No Report

Mayor's Report:

- Mayor Jansen is co-hosting the Mayor's Group Meeting in October; it will be on October 19th at the firehouse.
- Mayor Jansen reported on the Dry Ridge Preserve project and that Erlanger is unveiling their park project. Mr. Bill Butler from Corporex discussed extending trails to go through Crescent Springs and Villa Hills from Erlanger.

City Administrator:

- An Interlocal agreement exists between Villa Hills, Bromley and Kenton County for work on Short Amsterdam at Highwater. This will be amended to add Crescent Springs. Crescent Springs will take over 1/2 mile of Short Amsterdam and Villa Hills will take over an additional 1/4 mile of Highwater. Short Amsterdam sidewalk was discussed, there is a TAP grant for the sidewalks. It will cost \$400,000 for right-of-way access, \$1.5 million for construction, with total cost of \$2 million.
- The sidewalk letters have gone out, and Mr. Bohman has met with residents on several properties. So far 2 residents have completed the waivers and qualified for assistance, and he has triaged about 20 areas so far. The City is offering the option to pay in full prior to tax bills being sent or paid as part of the tax bill. For larger amounts, the City is breaking the amount up over multiple years, to keep the maximum amount at \$250 per year for each property.
- Mr. Ringo asked if the City could add No Parking signs to the portion of roadway going to Franzen that crosses over the dam, to prevent additional damage.

Legislation:

Ms. Stewart presented the following Legislation:

1st Reading and discussion of draft Ordinance 2024-D

An Ordinance of the City of Villa Hills, in Kenton County, Kentucky levying an ad valorem Real Estate tax of 20.2 cents per each one hundred dollars in real estate valuation within the City and providing for interest and penalty charges for late payment; and levying a Personal Property tax of 10.3 cents per each one hundred dollars in valuation of personal property within the City.

Mr. Bohman inquired if Council would like the Public Hearing for the tax rate to be held at the Caucus or Council meeting in September. Council wishes to have it at the Caucus meeting.

Discussion and approval of draft Municipal Order 2024-K

A Municipal Order of the City of Villa Hills, in Kenton County, Kentucky, accepting the bid of Eaton Asphalt, Inc.. for the Rogers Road resurfacing and drainage improvement project in the amount of One Hundred Ninety-Six Thousand Eight Hundred Two Dollars and Seventy Cents (\$196,802.70).

Mr. Thompson made a motion to approve draft Municipal Order 2024-K, seconded by Ms. Stover. All voted in favor, Motion passed.

This will become Municipal Order 2024-10

Discussion and approval of draft Municipal Order 2024-L

A Municipal Order of the City of Villa Hills, in Kenton County, Kentucky, approving the appointment of Jason Rawe to the Villa Hills Board of Adjustments for the term specified herein.

Ms. Wadsworth made a motion to approve draft Municipal Order 2024-L, seconded by Mr. Ringo. All voted in favor, Motion passed.

This will become Municipal Order 2024-11

Old Business

None

New Business

None

General Comments

Mr. Yelton thanked Corey, Jake and Matt for their knowledge and experience, as they are saving the City money on the building of the salt bin.

Mr. Yelton is planning a pre-construction meeting for both Rogers Road projects.

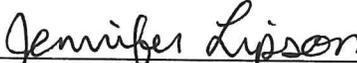
At 7:59 p.m. a motion was made by Ms. Stover, seconded by Ms. Wadsworth to enter into Executive Session pursuant to KRS 61.810(c), for discussion of potential or pending litigation. A voice vote was taken, all in favor. Motion passed.

At 8:18 p.m. a motion was made by Ms. Stover, seconded by Mr. Ringo to leave executive session. A voice vote was taken, all in favor. Motion passed.

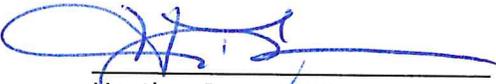
At 8:19 p.m. a motion was made by Mr. Ringo, seconded by Ms. Wadsworth to adjourn. A voice vote was taken, all in favor. Motion passed.

Time of adjournment was 8:19 p.m.

Respectfully submitted,



Jennifer Lipson, City Clerk



Heather Jansen, Mayor