

**Council Meeting #749 Minutes
October 16, 2024**

Mayor Heather Jansen called the October 16, 2024, Meeting of City of Villa Hills Council (Meeting #749) 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
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 September 18, 2024, Council 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 welcomed the families of Officers Nikko Ciancanelli and Christopher Snider to the meeting. Mayor Jansen then administered the ceremonial Oaths of Office to Officer Snider and Officer Ciancanelli. Council congratulated and welcomed both officers to the city.

John Chamberlin from Chamberlin, Owen CPAs was present to report audit findings to Council. Mr. Chamberlin expressed his appreciation to Craig Bohman, Jennifer Lipson, department heads and Mr. Cahill and the finance committee for their work and diligence throughout the year. The audit gives an unmodified opinion, meaning there are no modifications required of the opinion. There were no matters involving internal control over financial reporting and operations and no material weaknesses or deficiencies are noted.

Mr. Chamberlin was asked to give a summary of the City's cash position and expectations for a city the size of Villa Hills. Mr. Chamberlin advised that the city's cash position saw a \$1.3 million increase over last year. There is a non-binding GFO Organization that recommends 3-6 months operating expenses. Villa Hills has between \$1.5 million and \$3 million, which is consistent with the recommendations, depending on the time of year. The City would need to perform a risk analysis as the city grows. The City would want to set up fund balance policy and keep it up to date.

The review of the City's debt summary shows that current liabilities have increased, long-term debt has decreased, and compensated absences has decreased slightly.

Mr. Cahill expressed his thanks to Mr. Chamberlin and his staff for their work. He also noted that there were no major problems found, and that it has been several years since any have been noted. Mr. Cahill did advise that there were 3 minor journal entries made after the audit was completed, but nothing of consequence.

Committee Reports:

Police:

- Chief Hall presented the Power Point of the September 2024 Police report; the department had 1,366 calls for service. There were 13 reported crimes, 23 traffic collisions, 49 citations and 72 e-courtesy notices issued.
- Chief Hall reviewed the current investigations. There are currently 8 open cases, there wasn't much movement, as Detective Lucas was at academy for most of the month. He did come to the office on weekends between to review and follow up on any new information for cases.
- Sergeant Black attended SWAT & Negotiations Conference, Officer Dooley and K-9 Onexx attended the annual KNOA conference and had 80 hours of training for the month, Detective Lucas has been attending the last portion of the Criminalistics Academy and will finish on Friday. All officers completed training reviewing department Policies and Procedures regarding Vehicle Operations and Felony Stops. Officer Steffen attended DOCJT training for Post Critical Incident Seminar.
- There were 2 canine deployments, both within Villa Hills and Crescent Springs. Officer Dooley and Onexx were credited with 2 arrests and 3 criminal charges filed.
- Chief Hall reported 55 hours of overtime for the month, which included 18.5 hours for court, 10.5 hours for shift coverage, 24 hours for range for firearms certification, and 2 hours for field training with new officers.
- Chief Hall announced that the new pistols have been issued and all officers have qualified with the weapons. The department is fully staffed with the addition of Officers Ciancanelli and Snider. The department sold 2 old vehicles that had been surplus. Those vehicles sold for a combined total of almost \$6,000.
- Chief Hall informed Council that they are starting work for fundraising for this year's Shop with a Cop and Firefighter.
- Promotional testing to fill the open position for Sergeant will take place on Monday.

Safety Committee:

- Mr. Walsh advised that the committee met, and Chief Hall presented his report to them.
- Mr. Walsh reported that he supplied a map of Valley Trails with highlights in the areas of concern for traffic and visual clearance. Currently 2639-2635 is painted on the curbs for No Parking. The committee proposes to extend that to 2641 & 2633 Valley Trails as well. Mr. Cahill suggested that the City speak to the residents in the area and see if there is a reason for the cars being parked where they are. It was noted that this is not a major issue normally, but with road construction, it has become a noticeable issue. It was suggested that a solution be found prior to work beginning at Collins and Amsterdam as this will become a main detour route.
- The committee reviewed information shared by Chief Hall on FLOCK cameras. The proposed cameras would be used to deter crime, assist in solving crimes, and with missing persons, among other uses.

- The system only records the license plate, make and model of cars through still images, it can also pick up other items like bumper stickers on the bumpers of cars, top racks and hitches on vehicles.
- Flock does not have the ability to run tags, so they would not have any vehicle owners' personal information. The cameras would detect both front and rear plates.
- Other departments who have been using the system include Independence, and Lakeside Park, both have been able to use the cameras to solve crimes. Fort Mitchell, Fort Wright, Edgewood and Kenton County are also looking at Flock cameras.
- The department would need to develop a policy to recognize the potential invasion of privacy issues that may come up. Every search on the system creates a data trail.
- Initial installation would be \$21,250, which would include the \$3,000 per camera per year annual subscription. The proposal is for 5 cameras, which would total \$15,000 per year for each subsequent year.
- Council discussed whether this needs to be done now, or if it can be planned for as a future Capital expense.
- A resident stated that while he sees the potential privacy issue, we all carry phones, computers and other devices that already can be tracked and gather information. He inquired about what future expenses may be, since currently the company is only offering a 2-year contract. He also inquired if there were any challenges to the system.
- Chief Hall will look at having a representative present for a future meeting to share the program with Council.
- Safety Committee's next meeting is scheduled for Tuesday, November 12th at 3:30 pm.

Public Works Committee:

- Mr. Thompson reported that KYTC has reviewed the Collins and Amsterdam "60% Plans" and have given preliminary approval of the traffic plans during construction. Detours will affect Buttermilk, Valley Trails, Highwater Road, and Short Amsterdam. The City will need to contact the cities of Ludlow, Bromley, Crescent Springs, and Fort Mitchell regarding the potential increased traffic through those cities. KYTC also believes with the widening and full-depth reconstruction of the intersection, that it will require a full closure of the intersection for an extended period. Work will begin with relocating utilities in 2025, and road work is planned to start in 2026.
- Council discussed the cost of full-depth reconstruction of Old Collins, and they feel the City needs to wait on this part, or just do a repave and add an area for a turnaround at the end of the road. The turnaround will be for Public Works, and waste and recycling trucks to be able to safely turn when they are on the road.
- Mr. Thompson reported that Niewahner Drive construction is completed, with minor issues being addressed.
- Mr. Thompson reported the Rogers Road project is underway, and there continues to be a lot of traffic traveling through the construction area. Council discussed the project and decided it was best to close the portion of road from police station to Sierra permanently until the work on that section is completed. This information will be shared on the City's Facebook page.
- The proposed pedestrian bridge on Rogers was awarded a Transportation Alternative Grant, this will be a reimbursable grant with a 20% match from the City.

- The Colina sidewalk grant was not received, however they did receive feedback to help get the project scored higher next time.
- Franzen Lake Sinkhole cost estimate for full replacement is \$1,300,000.
- Salt bin construction is continuing.

Public Works Director

- Mr. Yelton advised that he will work on Rogers Road closure on the next date.
- Mr. Yelton reported that Prospect Point crosswalk at Ravine Drive has been installed and the final cost was \$6,138.
- Contractors have completed the panel replacements on Squire Lake.
- Mr. Yelton advised that contractors for the salt bin will be framing it next date and that they will continue working around them to do the items that Public Works is completing.
- The No Parking signs have been placed in the area of the dam.
- The Dump truck has been delivered and is scheduled to be upfit soon.
- Fields will be closed and work to winterize restrooms will begin on October 27th.
- The last lease payment for the salt garage will be in December. They should be able to relocate the salt at the end of November.

Events & Beautification Committee:

- Ms. Wadsworth reported that Fall Fest was cancelled due to weather. The two cities split the pumpkins and Villa Hills took their half to River Ridge Elementary.

Finance Committee:

- Mr. Cahill advised that the committee met on Monday night and reviewed the September financials and discussed the audit report.
 - Mr. Cahill made a motion to accept the audit report as issued by Chamberlin, seconded by Ms. Stover. All voted in favor, Motion passed.
- The committee recommended approval of the financials, including the months of June, July, and August with audit adjustments.
 - Mr. Cahill made a motion to approve updated July, August, and September Financials, and to post the financials to the website, seconded by Ms. Wadsworth. All voted in favor, Motion passed.
- Mr. Cahill reported that he had requested a cost estimate associated with a new hire police officer. Laterals cost just over \$5,000, while a new officer being sent to Academy will cost between \$45,000 - \$50,000. Mr. Cahill advised that the committee felt that Council needed to be aware of these expenses.
- Next meeting is Monday, November 18th at 7:00 pm.

Administration Committee:

No Report

Recreation Committee:

- Mr. Ringo advised that all fall sports are coming to a close and fields will be closed as of October 27th.
- Public Works will start tree removal and bringing in dirt for the new field during the time when fields are closed.
- Ms. Stover inquired about renting the pavilion at Franzen Fields. She was advised that the pavilion is owned by the Civic Club and any rentals would be handled by them.

- Council discussed the lease for Franzen Field. Mr. Bohman advised that the lease terms are for a 5-year lease with a renewable 5-year automatic renewal, if neither party requests changes. The renewable lease is effective until 2029.

Fire Authority:

- Mr. Ringo reported that the Fire Authority has not met yet for October.
- There was one issue at the firehouse, with a drain problem at the front of the building. The company that did the work will fix this at no cost.
- Next meeting will be October 21, 2024, at 6:00 pm at the Firehouse.

City Attorney:

- No Report

City Clerk:

- Ms. Lipson reported that tax payments have been coming in and that there has been almost 23% collected to date. She reminded residents that payments are due by November 30th. Any payments received December 1st or after are subject to penalty and interest charges.

City Administrator:

- Mr. Bohman advised that Heritage Bank has moved and is now located across Buttermilk Pike from where Oriental Wok is located.
- Mr. Bohman reported that sidewalks have been billed for. Precision will start grinding next week, then Hendy will begin replacing panels.
- Mr. Bohman attended a meeting regarding the Short Amsterdam Sidewalk Study. The meeting was with Crescent Springs City Administrator, Kenton County Fiscal Court staff and engineers for the project. The project is currently estimated at \$3.2 million. Villa Hills' portion of this would be around \$250,000, and the city has already set aside \$140,000 for the project. The project has not been bid and will not be bid for a couple years, so the price will increase.
- Council inquired why the sidewalk program seems to be smoother this year. Mr. Bohman responded that staff is more prepared, and more knowledgeable. Mr. Bohman also pre-inspected anything that was over \$1,000 in cost. Residents have also been talking to one another about the program, which seems to help.

Mayor's Report:

No Report

Legislation:

No Legislation

Old Business

Council discussed expenses where they propose to use ARPA funds.

- Franzen fields addition of a field and other expenses are estimated at \$55,000.
- Franzen dam is estimated to cost \$1.3 million, this would be included as road expenses.

Council will vote in November on expenses to spend ARPA funds on, with suggestion to include Salt bin expenses up to and not to exceed \$400,000, Franzen fields expenses up to and not to exceed \$55,000, and balance of account to be used on Road expenses.

New Business

Mr. Thompson advised that he loves the new chairs in Council Chambers. Others agreed.


General Comments

Caucus meeting will be on December 4th.
Shop with a Cop and Firefighter is planned for December 11th.
Halloween Trick or Treat Hours are scheduled for October 31st from 6-8 pm.

At 8:24 p.m. a motion was made by Ms. Stover, seconded by Ms. Wadsworth to adjourn. A voice vote was taken, all in favor. Motion passed.

Time of adjournment was 8:25 p.m.

Respectfully submitted,



Jennifer Lipson, City Clerk



Heather Jansen, Mayor