

CITY OF CRESTVIEW HILLS, KENTUCKY
CITY COUNCIL MEETING MINUTES
THURSDAY APRIL 12th, 2018
7:30 PM

- I. CALL TO ORDER** – Mayor Paul W. Meier called the meeting to order with the Pledge of Allegiance and silent prayer.
- II. ROLL CALL** – The roll was called and a quorum was established.
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| (1) Mrs. Gronotte – present | (4) Mr. Sommerkamp - absent |
| (2) Mr. Kramer – present | (5) Mr. Roesel - present |
| (3) Mr. Dorsey – present | (6) Ms. Luebbe - present |
- III. APPROVAL OF AGENDA** – Mayor Meier added “Bluegrass Paving” in Item 3 and “Humphrey Concrete, LLC” in Item 4 under New Business as the awarded contractors. Mr. Kramer made a motion to approve the agenda as amended; Mr. Roesel seconded. Motion carried all ayes, no opposing votes.
- IV. APPROVAL OF THE MINUTES** – Council was asked to approve the minutes of the Council meeting of Thursday, March 8th, 2018. Mr. Kramer made a correction in Section X “Committee Reports” (F), it should read live *interactive* teller. Mr. Roesel made a motion to approve; Mr. Kramer seconded. Motion carried all ayes, no opposing votes.
- V. CITIZENS & GUESTS**
- VI. MAYOR’S REPORT** – Mayor Meier reported the PDS Planning Council will have their next meeting on Thursday, April 19th and the Kenton County Mayors Group is scheduled to meet on Saturday, April 21st at the Fort Wright civic building.
- VII. CITY ADMINISTRATOR’S REPORT** – Mr. Williams reported the City’s Mixed Use Ad Hoc Committee would meet for its final regularly scheduled meeting on April 18th. The Committee will review the final draft of the new zoning code and it will then be forwarded to the Economic Development and Zoning Committee for review. The City plans to have an open house for residents to review the new zoning code and ask questions, as well as the draft posted on the City’s website after it is reviewed by the Economic Development Committee.
- VIII. OLD BUSINESS**
- IX. NEW BUSINESS**
- 1. Ordinance 2018-04-01** – First Reading of an Ordinance of the Crestview Hills City Council establishing a new section of the City’s Code of Ordinances creating the Architectural Review Board (ARB), establishing membership and duties of board members and role and responsibilities of the Board. Mr. Williams stated with the Economic Development Committee’s recommendation for outdoor entertainment structures it was determined that the City would create an Architectural Review Board to review those structures so that they maintain the style and materials of the primary home and the surrounding neighborhood. The City does not currently have an Architectural Review Board. He stated this Ordinance establishes the ARB’s roles and responsibilities. The Architectural Review Board is scheduled to have an organizational meeting later this month. Mrs. Stewart noted a Kentucky statute allows the

creation of architectural review boards with regards to historical districts, whereas the City's Architectural Review Board tailors directly to the ordinance for outdoor entertainment structures.

Ms. Luebbe requested the quorum for the Board be established at four out of the five members, instead of three out of five. Mr. Kramer responded that it is customary for a legislative body to require a simple majority for quorum; if a group requires a super majority for quorum its 66% of the members, whereas four out of five members is 80% for quorum. Mayor Meier noted professionals would serve on the Board, and finding a meeting time will prove difficult. Mr. Roesel suggested establishing a seven-member board. Mr. Williams referenced Page 3 of the Ordinance, and he listed the highly extensive requirements for board members. He emphasized due to the career constraints of the board members it would prove difficult to have at least four members present at every meeting.

Ms. Luebbe then requested a three-member approval for projects. Mr. Kramer stated per Ms. Luebbe's request if a majority establishes quorum, a project would need unanimous approval by three members, which is an unreasonable burden. Ms. Stewart stated Crestview Hills has been successful at getting high-attendance rate at its committee and board meetings, specifically since most meet on an as-needed basis. Mr. Williams recalled only one time within nine years where the Board of Adjustment had less than four members present for a hearing. Mr. Roesel inquired when Council could make comments and changes on the Ordinance. Ms. Stewart stated changes could be requested between the 1st reading and prior to the 2nd reading of the Ordinance. Ms. Luebbe motioned to establish a quorum at four members of the board. Motion not seconded; motion failed.

Mr. Roesel inquired where the 200 sq. ft. threshold for ARB approval originated. Mr. Williams stated 200 sq.ft. was the maximum square footage allowed for pool houses. He stated outdoor entertainment structures between 100-200 sq. ft. require administrative approval and buildings less than 100 sq. ft. are considered sheds, which do not require approval.

Mr. Roesel expressed a need to further clarify how and to whom notices were sent for the public hearing on a project. Ms. Stewart stated Section D; Item 2 would be amended to state notices would be mailed. Additionally, Mr. Roesel requested requiring the Board to review the design of the back of the structures.

Ms. Luebbe inquired how the public hearing would be conducted, referencing Section E, Item 1. Ms. Stewart stated the public hearing would be an administrative hearing where parties for and against the project present their cases. Additionally, parties would be sworn in so documents could be presented formally as evidence. Ms. Luebbe further asked how the public hearing would be advertised. Mayor Meier stated the public hearing would be advertised in the newspaper, posted in the City building's foyer and on the City's website.

Mayor Meier stated if there are no further objections, this will be considered first reading of the Ordinance, and the second reading will be at the next regularly scheduled Council meeting.

2. **Resolution 2018-04-01** – A Resolution of the City of Crestview Hills City Council approving the Mayor's appointment of five residents to staggered terms on the Architectural Review Board. Mr. Kramer stated his delight regarding the expertise and qualifications of the Architectural Review Board members. Mr. Roesel made a motion to approve; Mr. Dorsey seconded. Motion carried all ayes, no opposing votes.
3. **Resolution 2018-04-02** – A Resolution of the City of Crestview Hills City Council authorizing the Mayor to enter into an agreement with Bluegrass Paving for the rehabilitation of Legends Way and Trevino Ridge. This project is for the upcoming 2018-2019 Fiscal Year. Mayor Meier stated the City received four bids for the project with all bids under the engineering estimate. CT Consultants recommended the low bidder, Bluegrass Paving, be awarded the contract. Mr. Dorsey made a motion to approve; Mr. Kramer seconded. Motion carried all ayes, no opposing votes.

4. **Resolution 2018-04-03** – A Resolution of the City of Crestview Hills City Council authorizing the Mayor to enter into an agreement with Humphrey Concrete, LLC for rebuilding 1,562 square feet of sidewalk on Shinkle Road and 194 square feet of driveway apron on Calumet Court in Lookout Farm. Mayor Meier stated due to the reconstruction of Calumet Court several driveway aprons needed repair, however the contracted company completed the project and was unable to assess the repairs. Therefore the driveway apron repairs were added to the sidewalk repair and replacement. Mr. Roesel made a motion to approve; Mr. Kramer seconded. Motion carried all ayes; no opposing votes.
5. **Resolution 2018-04-04** – A Resolution of the City of Crestview Hills City Council authorizing the Mayor to execute an Interlocal Agreement with the City of Florence, Kentucky for street sweeping services. Mayor Meier stated the City’s Public Works Director was previously employed as the Public Works Director and then the City Administrator for the City of Florence, and Mr. Lunnemann believed it was an opportunity for the Crestview Hills to save costs on street sweeping services. He noted the agreement provides that street sweeping occurs seven (7) times on major thoroughfares and three (3) times on all other public streets each year. The Public Works Committee reviewed and recommended the contract. Mr. Dorsey made a motion to approve; Mr. Roesel seconded. Motion carried all ayes, no opposing votes.
6. **Resolution 2018-04-05** – A Resolution of the City of Crestview Hills authorizing the Mayor to extend for an additional year waste and recycling services with Rumpke, Inc. beginning July 1st, 2018 and ending June 30th, 2019. (As outlined in the current agreement) Mrs. Gronotte stated after careful review the CHEER Committee approved renewing the current contract with Rumpke at a 3% increase in waste and recycling collection rates. Mr. Roesel made a motion to approve; Ms. Luebbe seconded. Motion carried all ayes; no opposing votes.
7. **Resolution 2018-04-06** – A Resolution of the Crestview Hills City Council authorizing the Mayor to execute an agreement between the Kentucky Department of Transportation and the City of Crestview Hills, Kentucky allocating to the City, Federal Transportation funds in the amount of \$16,335 for the construction phase of the Thomas More Parkway lane extension (6-416) project. Mayor Meier stated the agreement authorizes the City to receive additional funds from the Kentucky Transportation Cabinet for the Thomas More Parkway lane extension project. Mr. Williams explained the City could request up to fifteen percent of the total value of the project in additional funding for costs, such as an additional retaining wall along Thomas More Parkway. He noted the project would close this fiscal year, 2017-2018. Mr. Kramer made a motion to approve; Mr. Roesel seconded. Motion carried all ayes, no opposing votes.

X. COMMITTEE REPORTS

A. Public Works – Ms. Luebbe reported Paul Michels & Son’s, Inc. completed installation of the Horsebranch detention structure. The Committee discussed the proposed right-of-way ordinance and decided to provide utility companies two months to submit final comments back to staff. She stated the City received bids to replace defective public sidewalks along Shinkle Road between Secretariat and War Horse, as well as bids to resurface Legends Way and Trevino Ridge. Mayor Meier noted Council voted to approve contracts for both projects. Ms. Luebbe added the City will receive bids for the reconstruction of Man O’ War Ct in the Lookout Farm subdivision. Finally, Mayor Meier stated the upcoming bridge project along Shinkle Road caused the delay of sidewalk improvements along Shinkle Road from Lookout Farm Drive to Crown Point Circle.

B. Finance – Mr. Roesel reported the bank reconciliation was reviewed and everything was in good order. Additionally, licenses and permits collections increased \$120,000 compared to last year due to franchise fees, whereas payroll collections decreased \$100,000.

Mayor Meier ask the City Council to approve scheduling a budget work session for Tuesday, April 17th at 5:30pm. Mr. Kramer made a motion to approve; Mr. Roesel seconded. Motion carried all ayes, no opposing votes.

C. Police Authority – Mr. Dorsey reported the Police Authority Board held its regular monthly meeting on March 19th, paid bills, received a \$100 donation for the Citizen’s Academy, and held a special meeting to surplus a vehicle. Additionally, one of the Police Authority’s 2018 Dodge Chargers was involved in an auto collision; the other driver’s insurance will pay for the damage.

D. Safety Committee – Nothing to report.

E. Fire/EMS – Chief Amon reported Edgewood Fire/EMS began its spring volunteer recruitment drive and scheduled fire hydrant flushes to start on April 23rd. Additionally, the Kenton County Fire Chiefs Association requested a grant for the new radio dispatch systems, but the grant was not approved.

Mayor Jansing reported Ft. Mitchell Fire/EMS had twenty-six total runs for the City of Crestview Hills in March and completed the interview process for the new fire chief. The department selected Adam Fuller as the new full-time fire chief who has served the department for fifteen years with a total of twenty-five years of fire service.

F. Development & Zoning – Mr. Kramer had nothing to report.

Mayor Meier reported several months ago he asked for Council’s approval to form a Thomas More College Athletic Field Ad-Hoc Committee whose members consisted of: Mayor Meier, Councilman Sommerkamp, Councilwoman Gronotte, Dave Armstrong, Robert Munson, Noah Welte, Roger Roeding, John McCracken, John Sullivan, Ted Kute and Brian Summe. The Committee met on Tuesday and asked the City to develop standards for lighting and sound. Mayor Meier stated the Committee came to a general consensus if Thomas More College met requirements for lighting and sound, the College could deem the appropriate rental uses of the field.

G. CHEER& Recycling – Mrs. Gronotte reported the Committee met on March 21st to discuss renewal of the City’s contract with Rumpke and the audit Rumpke conducted regarding the City’s recycling and trash carts. She stated a meeting would be scheduled this fall.

Mayor Meier stated a correction to the location of the Mayor’s Group meeting. It would be held at Von Lehman’s Firm on Dixie Highway, not at the Fort Wright civic building.

H. Recreation – Mayor Meier reported the most recent newsletter contained dates for the upcoming summer concerts.

I. Personnel & Public Relations – Nothing to report.

J. Telecommunications Board – Mayor Meier reported the City forwarded paperwork to the State of Kentucky opting out of the State Telecommunications Tax, and reinstate the City’s Franchise Fees on cable and telecommunication services. As a result, the City anticipates receiving more funds from the State.

K. Communications – Mayor Meier reported the spring newsletter was currently at the printer, and it would be delivered within the next two weeks.

Mr. Dorsey asked Chief Schutte to discuss the citizen survey the Lakeside Park/Crestview Hills Police Authority conducted at next month’s Council meeting.

Mayor Meier encouraged residents to contact their local legislators to override HB362, HB200, HB366 and SB88.

XI. ADJOURNMENT – Mr. Kramer made a motion to adjourn; Mr. Dorsey seconded. Motion carried all ayes, no opposing votes. Meeting adjourned 8:13pm.

APPROVED:

Paul W. Meier, Mayor

ATTEST:

Jaime Mahoney, City Clerk