

**CITY OF CRESTVIEW HILLS, KENTUCKY
CITY COUNCIL MEETING MINUTES
THURSDAY JANUARY 14TH, 2021
GO-TO MEETING VIRTUAL MEETING
7:00 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 will be called to determine a quorum.
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| (1) Mr. Kramer-present | (4) Mr. McKinley-present |
| (2) Ms. Luebbe-present | (5) Mr. Wise-present |
| (3) Mr. Dorsey-present | |
- III. **APPROVAL OF AGENDA**- Council is requested to approve the agenda of the regular Council meeting of Thursday, December 10th, 2020. Mr. Kramer made a motion to approve the agenda; Ms. Luebbe seconded. Motion carried with all ayes and no opposing votes.
- IV. **APPROVAL OF THE MINUTES** – Council is requested to approve the minutes of the regular Council meeting of Thursday, December 10th, 2020. Mr. Kramer noted that on page two it indicates that he is willing to take some future action needs to be corrected to that he will consider taking future action once all the data has been collected. Mr. Kramer made a motion to approve the minutes; Mr. Dorsey seconded. Motion carried with all ayes and no opposing votes.
- V. **CITIZENS & GUESTS**
- VI. **MAYOR’S REPORT**- The Mayor noted he has received an email from the Northern Kentucky Health Department about vaccines being available for anyone in Northern Kentucky over the age of 70. The link will be provided on the City’s website and also on www.nkyhealth.org. Vaccines are limited and available to anyone over 70 or if you are first responder. An appointment is required. The Mayor’s group will meet virtually on January 16th, 2021 at 9 A.M. The Mayor proclaimed January 15th as Ken Harper day in the City of Crestview Hills.
- VII. **CITY ADMINISTRATOR’S REPORT**- Mr. Klein noted that on January 23rd, 2021 a virtual special council meeting will be held to discuss goals and objectives for 2021 from nine to noon. Additionally, everyone who has received the open records and open meetings notification must sign and return the receipt to the City. Anyone who is an elected official, city employee or appointed board members has to complete the form. All the restaurants have been notified that the outdoor dining deadline has been extended to March 31st. Additionally, there will an Architectural Review Board meeting for an outdoor entertainment center that is about 1,300 square feet that is associated with a tennis pavilion in the city. A tentative date of February 2nd at 5 P.M. has been set for a virtual meeting. The Mayor, Mr. Klein and TJ Holtman met with Bryce Rhoades to discuss the City’s occupational license ordinance and how it may be clarified as it relates to its regulatory aspects. There was an on-site meeting with KLH Engineering about the HVAC system. KLH performed load tests, met with the police chief and other staff to learn about what the issues were. The City is hoping to receive recommendations within the next 30 days. The County is asking the City to consider adopting all or as much as they can of the

county ordinance on animal control to make it more consistent throughout the county. The Safety Committee will meet to consider the presented revisions. The City refunded 16 of the 18 ABC licenses with a cover letter to the businesses on December 23rd. New Council Member Orientation binders have been distributed and meetings with new Council Members have begun.

VIII. OLD BUSINESS

Second Reading. Ordinance 2020-12-01. An Ordinance amending the City's FY 2020-2021 budget by increasing capital budget expenses in the amount of \$647,830.50 for the Lookout Farm and Claiborne Court street reconstruction project. Mr. McKinley made a motion to approve the Ordinance; Ms. Luebbe seconded. Motion carried with all ayes and no opposing votes.

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| (1) Mr. Kramer-yes | (4) Mr. McKinley-yes |
| (2) Ms. Luebbe-yes | (5) Mr. Wise-yes |
| (3) Mr. Dorsey-yes | |

IX. NEW BUSINESS

- 1) Appointment of City Council Member.** With the resignation of Council Member Joe Roesel as of January 2, 2021, state law requires the legislative body to appoint a new member to fill the unexpired term of office within 30 days. The appointment must be made by February 1st. Mr. Kramer noted the Committee voted unanimously and is recommending Larry Ruehl as a new member. Mr. Kramer made a motion to approve Mr. Ruehl as a Council Member; Ms. Luebbe seconded. Motion carried with all ayes and no opposing votes. Mr. Ruehl was sworn in virtually by Mary Ann Stewart.
- 2) First Reading. Ordinance 2021-1-01.** An Ordinance of the City of Crestview Hills, Kentucky enacting and adopting the supplement to the Crestview Hills Code of Ordinances.
- 3) Resolution 2021-1-01.** Appointment of a Representative and an Alternate Representative to the PDS (Planning and Development Services of Kenton County) Council by January 31st. This resolution approves Mayor Paul Meier as the City's representative on the Kenton County Planning and Development Services Council for Calendar Year 2021 and David Kramer as the City's alternative representative. Mr. Dorsey made a motion to approve the resolution; Mr. Wise seconded. Motion carried with forward with Mr. Kramer abstaining.
- 4) Resolution 2021-1-02.** A Resolution of the Crestview Hills City Council approving a Public Cost Share Program Agreement with Sanitation District No. 1, for the Lookout Farm Drive and Claiborne Court street reconstruction project which includes storm water system improvements. The total cost of the project is about \$52,460 with Sanitation District supplementing \$26,230 of the total cost. Mr. Kramer recused himself on the motion, Ms. Luebbe made a motion to approve the resolution; Mr. Dorsey seconded. Motion carried with all ayes and no opposing votes.
- 5) Resolution 2021-1-03.** A Resolution of the Crestview Hills City Council approving an Agreement for Professional Services with Viox and Viox, Inc for engineering design services for the Varsity Court drainage project. Ms. Luebbe made a motion to approve the resolution; Mr. Kramer seconded. Motion carried with all ayes and no opposing votes.
- 6) Resolution 2021-1-04.** A Resolution of the Crestview Hills City Council approving an amended contract with JPS Construction Inc. for the Lookout Farm Drive and Claiborne Court street reconstruction project. Mr. Kramer made a motion to approve the resolution; Mr. Dorsey seconded. Motion carried with all ayes and no opposing votes.

- 7) **Council Committee Appointments-** The Mayor requested that Council Committee Appointments be deferred to a Special Council Meeting on Saturday, January 23rd.
- 8) **Mayor's State of the City Address.**
- 9) **Mayor's 2021 Goals and Objectives.**
- 10) **Request for a Special Council Meeting for January 23rd at 9:00 AM via Virtual Meeting to Discuss 2021 Goals.** Mr. Kramer made a motion for the Special Council Meeting; Mr. Wise seconded. Motion carried with all ayes and no opposing votes.

X. COMMITTEE REPORTS

- A. Public Works- Chairman Luebbe noted the City met with CT Consultants to perform a comprehensive inventory and assessment of City streets. The purpose of this is to rank and prioritize streets according to their pavement condition in future planning and budgeting for street repairs. Additionally, new signage at the intersection of College Park Drive and Fraternity court was installed. Reports from residents indicated the signs have a positive effect on motorists to observe the stop signs and come to a complete stop. The residents also complimented the ongoing efforts of the Police Department in the matter. Genie Waumbaugh noted an increased presence of police cruisers in the area along with motorists rolling through the stop sign. Ms. Luebbe also mentioned the SDI public cost share program for storm water improvements in the Lookout Farm/Claiborne Court Street Reconstruction. The City is also surveying a small section of Shaker Heights for public storm water improvement. Also, Ms. Luebbe noted if it is necessary to have snow removal that the City is on the program with the county and will follow what they do for Kenton County.
- B. Finance – TJ Holtman the financial outlook for the city is performing well ahead of projections. The City has collected 65% of the total revenue and 55% of payroll. It was originally projected a 25 to 30% decrease compared to last year. It was also noted the City did receive \$75,000 additional CARES ACT money. Lastly, it was noted there are 53 delinquent properties tax bills.
- C. Police Authority- The Police Authority met on December 21st, 2020 for a regular meeting. They paid all the bills and examined all the warrants. The Chief noted the department was refunded \$2,100 from the Kentucky League of Cities. The Colonel also reported that he had been appointed to serve on the St. Elizabeth Gateway EMS Advisory Committee. The two recruits are at the Police Academy in Richmond, they will return to the department in May. The department completed their annual evaluations and wage adjustments. The Board noted there was \$82,000 of funding for technical operational equipment, physical training, police tactics, programming and building maintenance.
- D. Safety Committee- The Safety Committee is scheduled to meet virtually next week. The Committee will review the animal ordinance and the stop sign issue.

Fire/EMS- The Fort Mitchell Fire Chief (Fuller) noted the department had a total of 122 runs for Fort Mitchell; 19 to Crestview Hills. The Intern Exchange for service program has made six verbal offers after completing the interview process. The new ladder truck is expected to be in service on January 23rd. The department is also expected to do further training with the apparatus next week. The new ambulance is also on order, however due to COVID delays

that may be pushed back to May of 2021. There were 144 volunteer hours for the month. The department has also acquired new EMS billing software.

Edgewood Fire Chief (Dickman) noted the department has hired a full-time firefighter EMT. Her name is Holly Bowman. She originated from the departments intern program; she is on shift and is enrolled in paramedic class. One of the existing full-time firefighters who has been with the department for a year has completed his paramedic class and will be transitioning into field orientation. The department has also completed a week-long orientation for the new interns. The Kentucky Fire Commission will be opening a Fire Recruit School in the Northern Kentucky area; this will have a positive impact for the department. The department hopes to send 6 members to that recruit school. Additionally, the department will be accepting a new ambulance; the unit is expected to be in service mid-March. The department has also started their 2021 fire inspections and so far, has had good compliance with the businesses.

- E. Development & Zoning- Mr. Kramer noted waiting for an announcement of what will replace the bookstore in the Town Center. In addition, the City is awaiting the report from RKG. Mr. Kramer noted the report will be presented sometime in the next month.
- F. CHEER& Recycling- Nothing reported.
- G. Recreation- The City will be issuing a newsletter in the coming weeks.
- I. Personnel & Public Relations-The Mayor noted the wonderful work Mr. Klein has done for the city over the last few months as we wait for the new City Administrator.
- J. Telecommunications Board-Nothing reported.
- K. Communications-The Mayor thanked Stacy for maintaining the cities website and also reminded everyone of the COVID vaccine.

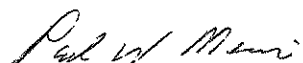
XI. ADJOURNMENT

Revised Resolution 2021-1-03 changing the amount for services from Viox - Viox from \$5,000 to \$6,000 for the City to use them for the bidding process.

Motion: Kramer, 2nd Dorsey. All approved


Meeting adjourned at 8:15 PM. Motion to adjourn by Mr. Ruehl; seconded by Mr. Dorsey. Motion to adjourn carried with all ayes and no opposing votes.

APPROVED:



Paul W. Meier, Mayor

ATTEST:



Sanela Dautovic, City Clerk