

CITY OF CRESTVIEW HILLS, KENTUCKY
CITY COUNCIL MEETING MINUTES
THURSDAY JUNE 13th, 2019
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 – absent | (4) Mr. Sommerkamp - present |
| (2) Mr. Kramer – absent | (5) Mr. Roesel - present |
| (3) Mr. Dorsey – present | (6) Ms. Luebbe - present |
- III. APPROVAL OF AGENDA** – Mayor Meier stated item #3 under “Old Business” on the agenda had a revision; it should read “second reading”. Mr. Roesel made a motion to approve the agenda as amended; Mr. Dorsey seconded. Motion carried with all ayes, and no opposing votes.
- IV. APPROVAL OF THE MINUTES** – Council was requested to approve the minutes of the regular Council meeting of Thursday, May 9th, 2019. Mr. Roesel made a motion to approve; Ms. Luebbe seconded. Motion carried with all ayes, and no opposing votes.
- V. CITIZENS & GUESTS** – Mr. David Packard wanted to address an issue with a property located on Lookout Farm Dr. The property’s grass would consistently grow to over knee-high height. In previous years he and various neighbors paid to have the property’s grass trimmed, however they recently learned the property owner should be the responsible party. Mr. Packard stated Duke Energy planted bushes on the property after completing work at that location and noted the adjoining property owners appreciated the addition of the bushes. He stated the property owner recently chose to eradicate all grass and plants on the property. Mr. Packard inquired if the City could take steps to enforce proper care of the property. Mayor Meier stated the City sent a letter to the property owner addressing the violation of improper grass height. Mr. Williams added he spoke with the property owner regarding the issue. The property owner stated he did not want the shrubs on his property and would eliminate all grass as well to avoid its maintenance. Mr. Williams clarified the City’s ordinance only restricts grass height and not its permanence. He added he informed the property owner he would be notified if there were an erosion issue due to the lack of grass and mud fell into the street. Mr. Packard then inquired if the car from the wreck on Shinkle Road had been removed from the ditch. Mr. Williams stated the vehicle had been removed.
- VI. MAYOR’S REPORT** – Mayor Meier reported the Kenton County Mayors Group would meet on Saturday, June 15th at the Gardens of Park Hills at 9:00AM. The meeting about the reconstruction of Darby Dan Court, the cul-de-sac of Claiborne Court and Lookout Farm Drive would be on Wednesday, June 26th at 5:30PM in the Lookout Farm Clubhouse. Additionally, the letter was sent to all residents of the Lookout Farm subdivision as a FYI “For Your Information” in regards to the construction during the summer months and which routes to utilize to avoid traffic. Mayor Meier also stated Flag Day is Friday, June 14th and encouraged residents to fly their flags.
- VII. CITY ADMINISTRATOR’S REPORT** – Mr. Williams reported the City has held EMC insurance for the past eight years but has chosen to select a different insurance company due to

recent changes within the structure of EMC insurance. The City decided to utilize coverage from the Kentucky League of Cities due to its pricing and extensive coverage effective July 1st. Mayor Meier stated the insurance is provided through the local broker Hummel/Hatfield. Mr. Williams also stated Duke Energy submitted a bid to have a franchise with the City to provide natural gas and electric services. Mr. Williams reported that he, the City Attorney and Mayor Meier met with representatives of Duke Energy to discuss the new proposed franchise agreement. Mr. Bryce Rhoades, attorney at Adams, Stepler, Woltermann & Dusing, is working with the Duke Energy attorney, Mr. Samford, to find compromise on the proposed changes to the agreement. The resolution to approve the franchise should be before Council in July. Mr. Rhoades stated the discussion of the changes should conclude within the next week. Mr. Williams concluded by stating he, Mayor Meier, and Mr. Kramer will meet with the new Tri-Ed President, Lee Crume, later this month to discuss projects in Crestview Hills and future development opportunities.

VIII. OLD BUSINESS

1. **Ordinance 2019-05-01** – Second reading of an Ordinance of the Crestview Hills City Council approving and adopting annual budgetary appropriations for the 2019-2020 fiscal year as required by KRS 91A.030. Mayor Meier stated the Ordinance establishes the new budget for next fiscal year. The Finance Committee reviewed and recommended approval of the budget last month. He stated there was one minor change to the budget after first reading regarding the Dixie Highway street lights project, and the numbers were adjusted in Public Works to reflect that change. Mr. Roesel noted initially the budget accounted for a \$51,000 deficit but now it depicts a \$119,000 surplus. Mr. Sommerkamp made a motion to approve; Mr. Roesel seconded. Motion carried with four ayes, and no opposing votes.
 - (1) Mr. Dorsey – aye
 - (2) Mr. Sommerkamp – aye
 - (3) Mr. Roesel – aye
 - (4) Ms. Luebbe – aye

2. **Ordinance 2019-05-02** - Second reading of an Ordinance of the City of Crestview Hills, Kentucky amending the fiscal year 2018-2019 Annual Budget, adjusting expenditures in General Government and Public Safety Departments. Mayor Meier stated adjustments were needed in Public Safety due to the timing of Fire/EMS expenditures not being properly reflected. Mr. Roesel stated there were no further changes after first reading. Mr. Roesel made a motion to approve; Ms. Luebbe seconded. Motion carried with four ayes, and no opposing votes.
 - (1) Mr. Dorsey – aye
 - (2) Mr. Sommerkamp – aye
 - (3) Mr. Roesel – aye
 - (4) Ms. Luebbe – aye

3. **Ordinance 2019-05-03** - Second reading of an Ordinance of the City of Crestview Hills, Kentucky authorizing the Mayor to sign an agreement with St. Elizabeth Healthcare for assumption of a new sign into the Thomas More Office Park Wayfinding Signage system. Mr. Williams stated St. Elizabeth purchased a property from OHC on Centre View Boulevard and installed a sign to establish visibility for the new offices, which patients were having difficulty locating. The sign was designed to be incorporated into the City's wayfinding system for the Office Park. The agreement authorizes the City to assume maintenance of the sign and the underlying small piece of property adjacent to the City's right-of-way. Mr.

Dorsey made a motion to approve; Mr. Roesel seconded. Motion carried all ayes, and no opposing votes.

- (1) Mr. Dorsey – aye
- (2) Mr. Sommerkamp – aye
- (3) Mr. Roesel – aye
- (4) Ms. Luebbe – aye

IX. NEW BUSINESS

1. **Ordinance 2019-06-01** - First reading of an Ordinance of the City of Crestview Hills, Kentucky establishing regulations for the operation of short-term rentals within the City. Mr. Williams stated the Economic Development Committee has been working on developing regulations for short-term rentals for over a year. The Committee began discussion due to an inquiry from a real-estate investment company regarding our current regulations. The Committee had concern with single-family homes being purchased to operate as non-owner-occupied short-term rentals. He stated the City utilized language for the ordinance from various cities located throughout the country currently dealing with short-term rentals to ensure its quality but prevent over-regulation. He noted the ordinance was sent to both apartment complexes located in the City. Mr. Williams noted the regulations require registering with the City and restrict renting to a maximum of thirty days total for the calendar year. Mr. Rhodes stated the regulations restrict short-term rental properties to owner-occupied properties. Mayor Meier requested to add “dormitories” to the properties listed in *General Provisions Section 118.02*, which reads “does not apply to hotels, motels...” for the second reading. He stated the second reading would be at the next Council meeting on July 11th. Mr. Williams stated the regulations would be effective January 1st, 2020.
2. **Resolution 2019-06-01** – A Resolution of the City of Crestview Hills City Council entering into contract with Adams, Stepner, Woltermann & Dusing, P.L.L.C. for City Attorney services for a one and one-half year period beginning July 1st, 2019 and ending December 31st, 2020. Mayor Meier stated a survey completed by the Personnel Committee regarding the City’s law services proved favorable. He noted the new contract includes no rate changes. Ms. Luebbe inquired under *Section 5 Compensation* what the standard measurement was for services billed separately from general legal services. Mr. Williams stated the services were outside the retainer, for example if the City needed representation for litigation. Mr. Sommerkamp made a motion to approve; Mr. Dorsey seconded. Motion carried with all ayes, and no opposing votes.

X. COMMITTEE REPORTS

- A. Public Works – Ms. Luebbe reported completion of the installation of new water main and fire hydrants in Old Crestview under Parkway Drive between Vernon Lane and Dixie Lane. Riegler Blacktop would be completing the street resurfacing of Parkway Drive in August. The water main replacement project under Warwick, Druid and a portion of Rossmoyne was completed in April with Paul Michels and Sons completing the street resurfacing beginning in June. Bids for flashing replacement and repainting the EIFS for the City Building are due on June 25th. Finally, she stated JPS Construction will perform maintenance work at the Horsebranch Road storm water detention site to address an erosion issue. Mr. Sommerkamp inquired about the depth of the issue. Mr. Williams stated the erosion developed on the entry drive to the detention structure the City built and, if not corrected, it could eventually

undermine the access road to the drainage structure. The Committee is scheduled to meet next Wednesday, June 20th.

- B. Finance – Mr. Roesel reported the City is on track to meet budgetary goals for the year and finally received payroll taxes for the first quarter of the year in June. He noted reconciling the bank accounts monthly and reviewing the statements helps with internal control.
- C. Police Authority – Mr. Dorsey reported the Police Authority Board held its regular monthly meeting on May 20th; the department taught several Active Threat classes for the staff at Roeding Insurance on Chancellor Drive, the Crisis Team at Thomas More University, and the faculty and staff of Sisters of Notre Dame; the department participated in the annual Police Memorial Service, and Sergeant Paolucci is working with Thomas More to develop a “citizens academy” program specifically designed for students. Mr. Dorsey noted the program’s graduates would help make qualified applicants for the department. He added Lakeside Park/Crestview Hills was recognized as one of three top safest cities in Kentucky. Chief Schutte stated it was a testament to the caliber of the men and women working in the department, and their success was due to the support in both of the cities.
- D. Safety Committee – Mr. Dorsey reported the Committee is working towards meeting in July, and the Committee was asked by Chief Fuller to meet at the Fort Mitchell Fire Department.
- E. Fire/EMS – Chief Fuller reported Ft. Mitchell Fire/EMS completed the fire hydrant flows and the department is changing its painting scheme for the hydrants utilizing yellow reflective tape. He noted several public safety events would be scheduled in the near future. Mr. Sommerkamp asked Chief Fuller to define the term “EMS call, excluding vehicle accident with injury” from the monthly report. Chief Fuller stated it is the generic code for an EMS run in order for the report to reflect a Fire run versus an EMS run. He added a separate report for EMS runs is completed with more detail.

Chief Dickman reported Edgewood Fire/EMS completed hydrant flows in Crestview Hills, painting hydrants was scheduled including specific problem hydrants not in the three-year rotation, the volunteer recruitment drive was completed and there were 10 fire runs and 29 EMS runs in Crestview Hills last month.

- F. Development & Zoning – Mr. Williams reported Thomas More University requested to change the City’s sign code for the Institutional Zone beyond the previous agreement held with the Economic Development Committee. The City formed a subcommittee to review the requests, which consists of Mr. Roesel, Mr. Jim Gates and Mrs. Margo Baumgardner. The Subcommittee will meet on July 1st. Mr. Williams stated this year’s Business Appreciation Luncheon was successful and had approximately 750 Office Park employees in attendance.
- G. CHEER & Recycling – Nothing to report.
- H. Recreation – Ms. Luebbe reported the City’s Summer Concert Series starts this month and each event has had bigger attendance. The first concert would be next Friday, June 21st at the Town Center in front of Joseph Beth with *Second Helping* as the main act. Mayor Meier stated he appreciates the sponsorships from various businesses and the cooperation the Town Center provides. He noted the first concert has a new layout. Ms. Luebbe added in July *Soul Pocket* returns to perform and *Rumours* is scheduled for August.

- I. Personnel & Public Relations – Mayor Meier reported the Committee met earlier this month to review Staff evaluations.
 - J. Telecommunications Board – Nothing to report.
 - K. Communications – Mayor Meier encouraged residents to view the City’s website for updates and the most recent City Newsletter.
- XI. ADJOURNMENT** – Mr. Sommerkamp made a motion to adjourn; Mr. Dorsey seconded. Motion carried all ayes, and no opposing votes. Meeting adjourned at 8:14PM.

APPROVED:

Paul W. Meier, Mayor

ATTEST:

Jaime Mahoney, City Clerk