

**Commission Meeting
January 10th, 2018
7:00 p.m.**

City of Taylor Mill Agenda

CALL TO ORDER:

INVOCATION/PLEDGE OF ALLEGIANCE: Mayor Bell and Commissioner Frietch.

MINUTES: Minutes from the December 13, 2017 Commission Meeting.

GUESTS:

LEGISLATION: 2nd Reading of an Ordinance in regards to the Employee Classification Plan.

UNFINISHED BUSINESS:

NEW BUSINESS: City Clerk Promotion/Recognition.
FY 16-17 Audit Presentation (Stephanie Allgeyer).

BUILDING & ZONING:

DEPARTMENT REPORTS: City Administrator. Legal Counsel.
Administration. Maintenance.
Engineering. Parks & Recreation.
Finance. Police.
Fire.

SPECIAL ANNOUNCEMENTS:

EXECUTIVE SESSION:

ADJOURNMENT:

**City of Taylor Mill
COMMISSION MEETING
Wednesday, January 10, 2018**

CALL TO ORDER:

The meeting was called to order at 7:00 p.m. by Mayor Bell. In attendance were: Mayor Bell, Commissioner Frietch, Commissioner Kreimborg, Commissioner Murray, Commissioner Peace, City Administrator Jill C. Bailey, and City Attorney Frank Wichmann. The Mayor noted that a quorum was present for the meeting.

INVOCATION/PLEDGE OF ALLEGIANCE:

Commissioner Frietch led the invocation followed by the Pledge of Allegiance led by Mayor Bell.

MINUTES:

Commissioner Murray made a motion to accept the minutes from the Commission Meeting on December 13, 2017 as submitted. Commissioner Frietch made a second. All Commissioners present were in favor.

MOTION CARRIED

GUESTS:

Caroline Braden of 3538 Saddlebrook Drive addressed the Commission. Ms. Braden presented photos of Saddlebrook Drive and stated her purpose is to get Saddlebrook Drive on the Commission's agenda this year. Mayor Bell stated the Commission and Maintenance Director Mr. Roden is aware and a recent project in the Winston Park area took a lot of the City's funds. Ms. Bailey reported knowing of issues on Saddlebrook and repairing it has been a funding issue. Ms. Bailey asked Mr. Roden to look at Saddlebrook again and for the City Engineer prepare a cost estimate for the City Commission to look at and consider.

Mayor Bell thanked Tim and Becky Foster of Robertson Road for sending forty (40) fifteen dollar (\$15.00) gift certificates to City employees. Mayor Bell stated the Commission approved the certificates for turkeys that were given historically. Ms. Bailey stated the redemption of the certificates totaled approximately three hundred and sixty-nine dollars (\$369.00) with twenty-five (25) certificates redeemed. Commissioner Frietch stated it is great that the City has residents that can do that and it is very much appreciated that residents bring treats and baked goods to staff. Commissioner Peace stated it is great that the neighbors of former Commissioner Reis made the donation and that is how it should be at Christmas. Commissioner Peace stated people should give because they want to, not because they are forced to out of their tax dollars.

LEGISLATION:

Commissioner Kreimborg made a motion to adopt Ordinance 329 (01-10-18) of the City of Taylor Mill, in Kenton County, Kentucky, amending the personnel pay and classification plan to provide for employee bonuses and extra pay. Commissioner Frietch made a second. The Clerk called the role.

Commissioner Kreimborg – Yes

Commissioner Frietch – Yes

Mayor Bell – Yes

Commissioner Murray – Yes

Commissioner Peace – Yes

MOTION CARRIED

UNFINISHED BUSINESS:

No Unfinished Business to report.

NEW BUSINESS:

Ms. Bailey made a recommendation to promote Ms. Forsyth to the position of City Clerk. Ms. Bailey reported Ms. Forsyth recently graduated from the Kentucky Municipal Clerk Institute and reviewed program details. Ms. Bailey stated Ms. Forsyth received the Certified Kentucky Municipal Clerk designation from the Kentucky Municipal Clerk Association and the Certified Municipal Clerk designation from the International Institute of Municipal Clerks.

Commissioner Murray made a motion to promote Ms. Forsyth to City Clerk. Commissioner Peace made a second. The Clerk called the role.

Commissioner Murray – Yes

Commissioner Peace – Yes

Mayor Bell – Yes

Commissioner Frietch – Yes

Commissioner Kreimborg – Yes

MOTION CARRIED

Mayor Bell presented Ms. Forsyth with certificates from the Kentucky Municipal Clerk Association and the International Institute of Municipal Clerks.

Mayor Bell reported the Audit Presentation for Fiscal Year 2016-2017 will be presented in February due to a death in Ms. Stephanie Allgeyer's family.

BUILDING AND ZONING:

Commissioner Peace stated several members of the Commission ran on the campaign of expanding business space to increase revenues. Commissioner Peace stated over the past year, the Commission made several modifications to zoning to make Taylor Mill more business

friendly without destroying the Downtown Districts concept. Commissioner Peace stated Remke added a slightly increased sign to help with visibility, Knuk-n-Futz gets their patio, The Farm was able to build a new leasing office, and it looks like McDonald's will update their drive-through. Commissioner Peace reported he and Commissioner Frietch sat down with business owners to run ideas by them so they can help all businesses succeed in 2018. Commissioner Peace gave a presentation, "Helping Businesses Grow in Taylor Mill." Commissioner Peace reviewed a proposal to create a Taylor Mill Business Association to bring together the Taylor Mill business community. Commissioner Peace reviewed additional ideas including a weekly business spotlight, in which the City Commission will highlight a business in Taylor Mill through social media and the City's website. Commissioner Peace reviewed a proposal for a Growth Incentive Program that will provide an incentive to each business registered in the City in the amount of twenty percent (20%) of the additional income tax paid as compared to the previous year. Commissioner Peace reviewed examples and stated the Growth Incentive Plan focuses on the retention, renewal, and recruitment of businesses.

Commissioner Peace asked for permission to start the weekly highlight in February with Original Wok for Chinese New Year. Ms. Bailey reported there is no cost to add the highlights to the website or social media. Ms. Bailey stated the City issues emails through Constant Contact and it is a subscription service based upon the number of emails within the account. Ms. Bailey stated she would like to see rules in terms of acceptable graphics, acceptable language, and content. Commissioner Frietch stated it is a fantastic incentive to offer to all the businesses and to get growth going with what we have right now and to bring in new business. Commissioner Frietch stated as far as coupons, it can be kept as simple as what was shown in the presentation and to have a link for people to go into directing to the coupons on the business website. Ms. Bailey stated a lot of requests come from non-profits and their argument will be similar to businesses. Commissioner Peace stated it needs to be held to tax paying businesses. Commissioner Murray stated it sounds like a good idea and parameters will need setup. Commissioner Peace stated a public schedule will be advertised and once completed, the schedule will start over. Ms. Bailey stated the emails are more of a concern and she likes emails to be directed toward City events and emergency notices. Commissioner Kreimborg requested the presentation on a hard copy and stated it is a good idea but in the future would like to know these things before coming into a meeting instead of being blindsided. Mayor Bell stated he would like to fund a reader board in the Districts. Mayor Bell stated wanting to give businesses the opportunity to buy-in the reader board for advertisements. Mayor Bell stated he finds it ironic that there was an issue with funding turkeys but not a twenty (20%) discount on taxes. Commissioner Peace noted it would be on growth only. Commissioner Murray stated he would never agree to twenty percent (20%) and it was only for discussion. Commissioner Murray stated the advertisements is an excellent idea and would like to push it through.

Commissioner Murray made a motion to begin online advertisements for Taylor Mill businesses. Commissioner Frietch made a second. The Clerk called the role.

Commissioner Murray – Yes

Commissioner Frietch – Yes

Mayor Bell – Yes

Commissioner Kreimborg – Yes
Commissioner Peace – Yes

MOTION CARRIED

Commissioner Frietch requested an update on the lighting issue at Mafred and Taylor Mill Road. Ms. Bailey reported contacting Duke Energy and working through the issue with them. Ms. Bailey reported proposals have been received for solar lighting but getting a permit from the state is an issue. Ms. Bailey stated it does not sound like the state will approve a permit for the solar light in the state right-of-way but a pole has been identified that may be able to have a light on that will be economic to do. Ms. Bailey stated wanting to test a solar light at possibly Blackstone and will have a report at the next meeting. Ms. Bailey reported an application has been received for a Board of Adjustment hearing tomorrow in regards to an individual who has required the property that was the Independence Coin and Jewelry Store. Ms. Bailey reported the individual wants to convert it to a residential piece of property and wants to make an addition to the property for a master bedroom. Ms. Bailey stated the property owner in that area may potentially have yard lights and save the City the cost of the installation of the street lights. Ms. Bailey stated the new property owner may also object to the street light being installed. Ms. Bailey noted Mr. Wichmann provided members of the Board of Adjustment Members with a two (2) hour training last week.

Mayor Bell reported working with the new administration at the City of Covington and has been supported in the request to de-annex the portion of the park in Covington to the City of Taylor Mill. Mayor Bell stated the City of Covington has a second reading January 16th to de-annex the thirty-five point six (35.6) acres.

DEPARTMENT REPORTS:

-CITY ADMINISTRATOR: Ms. Bailey stated having several personnel actions that need discussed in the Fire and Police Department. Ms. Bailey reported February will be a lengthy meeting.

-ADMINISTRATION: Ms. Wright reported a total of one million seven hundred fifty million dollars (\$1,750,000.00) collected in real and tangible taxes. Ms. Wright reported approximately three hundred fifty six thousand dollars (\$356,000.00) in waste fees. Ms. Wright stated delinquent letters will be issued this month.

-ENGINEERING: Mr. Seitzinger provided an update on the Taylor Mill Sidewalk Phase II Project. Mr. Seitzinger reported two (2) property owners need to pick up checks and Dunrobin contacted both property owners in December. Mr. Seitzinger stated not knowing the reason on the delay for picking up the payment. Ms. Bailey reported Dunrobin will be picking up the checks and contacting the property owners directly. Mr. Seitzinger provided an updated on the Pier Wall Project. Mr. Seitzinger reported the guardrail has not yet been installed and the contractor has indicated possibly next week, weather dependent. Mr. Seitzinger provided an updated on the Street Program Project. Mr. Seitzinger stated SD1 recently contacted CT Consultants regarding a sanitary sewer line they are having issues with and are looking at options

to eliminate the aerial crossing. Mr. Seitzinger reported SD1 wants to run a new line up Church Street for a particular distance and cut between two (2) houses and back down to where the sewer line is on the side of the creek bed. Mr. Seitzinger reported working with SD1 on this and in order to facilitate the scheduling of the project and has decided to hold off on bidding the Street Project from February to March. Mr. Seitzinger stated the contractor will begin work on Primrose, Valley View, and Sunset. Mr. Seitzinger stated the resurfacing of Faye and Church will be postponed until later in the year. Mr. Seitzinger reported Sunset on the west side of Church Street is being reconstructed and the Sunset on the other end will be milled and resurfaced. Mr. Seitzinger reported looking at removing large trees in the right-of-way. Ms. Bailey reported a cost estimate to complete the sidewalk project is six hundred fifty thousand dollars to six hundred and eighty thousand dollars (\$650,000.00 - \$680,000.00) for construction and design fees. Mr. Seitzinger stated the fee does not include the cost to pay for any easements or right-of-way and the estimate is based on it being locally funded, not federally funded. Mayor Bell stated he will move forward with trying to get another grant to extend the sidewalk. Commissioner Peace reported speaking with Rob Hans this week and the feeling is District 6 is not going to do anything to work on the boiler plate. Commissioner Peace stated speaking to Mr. Wichmann about options and the City needs to look at removing the reversion clause off the parcels by Davis Drive. Commissioner Peace stated the recommendation from Mr. Hans and Mr. Wichmann is to get legislators involved in fixing the last piece. Ms. Bailey reported Mr. Hans indicated the Director of the Kentucky Transportation Cabinet should help and there may be an opportunity to meet with him. Ms. Bailey reported the Cabinet had a lot of recent changes with employees. Mayor Bell stated Commissioner Peace is going to provide him with a business plan to take to Frankfort to see if they can make something happen. Commissioner Fritch asked for an update on the punch list for the Pride Parkway/Honey Traffic Signal area. Mr. Seitzinger stated the contractor has addressed some of the punch list items and there are a few items in regards to restoration that needs to take place. Mr. Seitzinger stated it will not happen until spring when they can see if additional grass seed is needed. Ms. Bailey stated the City holds payment until items are completed.

-FINANCE: Ms. Wright reported property taxes has been the focus this month.

-FIRE: Commissioner Murray reviewed December Fire Department statistics with a total billing of twenty six thousand nine hundred and twenty-eight dollars (\$26,928.00). Commissioner Murray reported the department took forty-one (41) EMS calls, thirty-nine (39) Fire Department calls, mutual aid was received seven (7) times and provided eight (8) times. Commissioner Murray reported a total of forty-one (41) total calls for service. Commissioner Murray reported a total of twenty-two (22) ALS runs, ten (10) BLS runs, and nine (9) refusals. Commissioner Murray reported five (5) inspections, three (3) construction projects, and seventy and one half (70.5) training hours.

Commissioner Murray made a motion to accept the resignation of full-time Firefighter/Medic Matt Hicks on December 30, 2017. Commissioner Kreimborg made a second. The Clerk called the role.

Commissioner Murray – Yes
Commissioner Kreimborg – Yes

Mayor Bell – Yes
Commissioner Frietch – Yes
Commissioner Peace - Yes

MOTION CARRIED

Commissioner Murray made a motion to hire Matt Hicks as a part-time Firefight/Medic effective January 1, 2018. Commissioner Frietch made a second. The Clerk called the role.

Commissioner Murray – Yes
Commissioner Frietch – Yes
Mayor Bell – Yes
Commissioner Kreimborg – Yes
Commissioner Peace – Yes

MOTION CARRIED

Commissioner Murray made a motion to promote Firefighter/Medic Kyle Boeckerman from part-time to full-time. Commissioner Peace made a second. The Clerk called the role.

Commissioner Murray – Yes
Commissioner Peace – Yes
Mayor Bell – Yes
Commissioner Frietch – Yes
Commissioner Kreimborg – Yes

MOTION CARRIED

Commissioner Murray made a motion to hire General Fernbach, Phil Krallman, Doug Hoyle, and William Heitker to part-time Firefighter/Medics. Commissioner Frietch made a second. The Clerk called the role.

Commissioner Murray – Yes
Commissioner Frietch – Yes
Mayor Bell – Yes
Commissioner Kreimborg – Yes
Commissioner Peace – Yes

MOTION CARRIED

Chief Stager reminded residents to not heat homes with ovens. Chief Stager stated Assistance to Firefighter Grants have opened and he will be pursuing grant funding.

-LEGAL: No Legal report.

-MAINTENANCE: Commissioner Peace stated he appreciates the salt on the roads and had no problems driving in. Mr. Roden stated the east end of Sunset is in bad shape and would like to see it replaced instead of milled and resurfaced. Ms. Bailey stated it is worth taking another look at but is confident where the City is at in the process. Mr. Roden stated Old Taylor Mill Road will be closed down when the guardrail is installed.

Commissioner Peace reported the Northern Kentucky Area Planning Commission found in the City's favor unanimously both changes. Ms. Bailey stated not receiving staff recommendations yet but will forward to Mr. Wichmann once received to prepare documentation.

-PARKS AND RECREATION: Ms. Forsyth stated the City Stories Project continues and interviewed Commissioner Murray in December. Ms. Forsyth reported the Letters for Santa Mailbox was a success and over one hundred (100) letters were mailed back. Ms. Forsyth reported Santa's Neighborhood Visit was December 9th. Ms. Forsyth stated the Easter Egg Hunt is Saturday, March 17th. Ms. Forsyth stated the GoldStars Tribute Wall will be at Pride Park May 4th through May 7th.

-POLICE: Commissioner Frietch reviewed December Police Department statistics including a total of eighteen (18) motor vehicle accidents, fifteen (15) without injuries, and three (3) with injuries. Commissioner Frietch reported one (1) accident with injuries on Pride Parkway and five (5) accidents without injuries. Commissioner Frietch reported a total of thirteen (13) adult offenses and a total of five (5) juvenile offenses. Commissioner Frietch reported a total of twenty-four (24) Kentucky Uniform Citations and three (3) courtesy notices. Commissioner Frietch reported the Taylor Mill Police Department received assistance from other agencies thirty-four (34) times and assisted other agencies a total of thirty-one (31) times. Commissioner Frietch reported a total of seven hundred and twenty seven (727) vacation checks, twenty (20) alarm drops, four (4) physical arrests, and one thousand three hundred and sixty-four (1,364) calls for service.

Commissioner Frietch stated it is with great sadness that Lieutenant Wilson put in his resignation effective January 31, 2018. Commissioner Frietch stated being grateful for his loyalty and commitment during his long tenure at Taylor Mill. Chief Knauf stated Lieutenant Wilson had a stellar twenty-four year career and reviewed his achievements. Chief Knauf stated the Police Department will be conducting a promotional process to identify a new Lieutenant, Sergeant, and Specialist. Chief Knauf stated the year-end report will be ready for review in February. Ms. Bailey stated Lieutenant Wilson was extremely instrumental in the Administration Department and helped her on many occasions and was one of her most trusted staff members.

Commissioner Frietch made a motion to accept the resignation of Lieutenant Wilson. Commissioner Kreimborg made a second. The Clerk called the roll.

Commissioner Frietch – Yes
Commissioner Kreimborg – Yes
Mayor Bell – Yes
Commissioner Murray – Yes
Commissioner Peace – Yes

MOTION CARRIED

SPECIAL ANNOUCEMENTS:

Chief Knauf wished Ms. Bailey a happy birthday.

Mayor Bell provided an update on the pension issue and requests made from the Northern Kentucky Mayor's Group.

EXECUTIVE SESSION:

No Executive Session.

ADJOURNMENT:

There being no further business, Commissioner Frietch made a motion to adjourn. Commissioner Kreimborg made a second. All Commissioners present were in favor.

MOTION CARRIED

The meeting adjourned at 8:33 p.m.

The next Commission Meeting will be Wednesday, February 14, 2018 at 7:00 pm.

 Daniel L Bell

Mayor Daniel L. Bell

ATTEST: Yonastoyah DATE: 2/14/2018