

**Commission Meeting
March 14th, 2018
7:00 p.m.**

City of Taylor Mill Agenda

CALL TO ORDER:

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

MINUTES: Minutes from the February 14th, 2018 Commission Meeting.

GUESTS: Rob Sanders, Commonwealth Attorney - Special Presentation Sgt. Cyrus Harris
Taylor Mill Explorers – Winterfest Games Recognition.

LEGISLATION: **2nd Reading** of Ord. dealing w/ Zoning Code Amendment (DTM Drive Thru's).
2nd Reading of an Ord. dealing with Pride Park and transferred land from Cov.

UNFINISHED BUSINESS: *FY 16/17 Audit.

NEW BUSINESS: St. Anthony Test Request.
Z21 Zoning Project Update – Patrick Denbow, PDS.

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, March 14, 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 Murray led the invocation followed by the Pledge of Allegiance led by Mayor Bell.

GUESTS:

Rob Sanders, Commonwealth Attorney, addressed the Commission. Mr. Sanders reviewed the murder investigation of Trina Coleman that occurred in the City of Taylor Mill. Mr. Sanders reported that he and Sgt. Harris came up with a plan, put a case together, and it resulted in an arrest. Mr. Sanders stated the most impressive part of the entire case was when Sgt. Harris testified. Mr. Sanders reported the individual was convicted of murder and sentenced to life in prison. Mr. Sanders congratulated Sgt. Harris and the Taylor Mill Police Department for their work on the murder investigation. Mr. Sanders presented Sgt. Harris with a plaque recognizing his outstanding performance in the investigation, testimony, and murder conviction of Lamont Johnson. Mr. Sanders stated the city has a top-notch police department.

Commissioner Frietch stated the Taylor Mill Police Explorers attended Winterfest Games in Gatlinburg and congratulated the Explorers on placing third (3rd) in Felony Traffic Stops this year, which is a different placement from last year. Lt. Mills stated Winterfest is a competition that encompasses multiple agencies across multiple states with approximately four thousand five hundred (4,500) youth in attendance. Lt. Mills reviewed the various events the Explorers participated in. Lt. Mills stated the Explorers currently have eight (8) active members. Commissioner Frietch and Lt. Mills presented plaques to the Taylor Mill Police Explorers recognizing their successes at Winterfest. Commissioner Frietch congratulated the Explorers on their hard work and reported there is space for additional Explorers if anyone is interested.

MINUTES:

Commissioner Murray made a motion to accept the minutes from the Commission Meeting on February 14, 2018 as submitted. Commissioner Kreimborg made a second. Discussions took place before the Clerk called the role.

Commissioner Frietch requested updates to the February Commission minutes concerning discussions around the audit and MD&A report. Commissioner Frietch reported inaccurate statements in the minutes. Commissioner Frietch stated she sent an email and copied everyone requesting updates. Commissioner Frietch requested three sections in the minutes be updated including discussions surrounding the adoption of the audit and MD&A, the implementation of a process for voiding checks, and audit findings.

Ms. Bailey stated the minutes were not updated. Ms. Bailey stated standard protocol is to request changes to who prepared the minutes at the Commission Meeting. Ms. Bailey stated if there is a call to question because of the use of subjective language, that section is made verbatim so there is no confusion on what was said. Ms. Bailey stated Ms. Wright prepared the sections in question verbatim today and the Commission has not had a chance to review it yet.

Mayor Bell stated there is a first and second on the floor to accept the minutes as is and called for a vote. The Clerk called the role.

Commissioner Murray – Yes

Commissioner Kreimborg – Yes

Mayor Bell – Yes

Commissioner Frietch – No

Commissioner Peace - No

MOTION CARRIED

Commissioner Murray stated he thought the Commission had settled the issue of the minutes and if there is a request for a change moving forward, it would be done verbatim and then there is nothing to complain about.

Commissioner Kreimborg stated verbatim is too much for staff to deal with and they have enough going on.

Mayor Bell stated he voted yes because the dialogue surrounding the actions of the committee is not necessary and the dialogue is available on CD that anyone can review at any time. Mayor Bell stated verbatim is not going to work because the city does not have a stenographer and the general summary of minutes is all that is required by statute.

Commissioner Frietch stated the minutes are being approved with a comment that is not in the video. Commissioner Frietch stated what is in the minutes that does not belong is the line that Commissioner Frietch asked for clarification on the voided payroll check and CERS reporting referenced in the audit and asked about policy going forward. Commissioner Frietch stated she instead asked on the Paycor reports, are they looking to implement a process when checks are voided. Commissioner Frietch stated there is a clear distinction that the two sentences do not correlate with each other at all. Commissioner Frietch reviewed additional sections in the minutes that she is requesting updates to.

Commissioner Peace reported the same question came up six (6) months ago and the Commission did not want to go with verbatim minutes, but the Commission agreed to continue with summary minutes, and if a Commissioner wanted something verbatim they can ask for that section to be put in verbatim. Commissioner Peace stated Commissioner Frietch submitted a request for changes and it was ignored.

Mr. Wichmann stated the only legal requirement for minutes is to record actions of the Commission and it does not have to include dialogue, but it may. Mr. Wichmann stated the proper way to amend the minutes is for the Commission to have discussion and a Commissioner then asks the Commission to not accept the minutes as presented, but to amend the minutes to whatever the Commissioner wants to provide, and the Commission votes on it.

Ms. Bailey stated staff prepares minutes and they are subjectively prepared by summary, and it is the interpretation of the person who prepared the minutes of what transpired. Commissioner Frietch stated she is not pointing fingers, but wanted the opportunity to have the minutes documented correctly.

Commissioner Kreimborg stated that even though Taylor Mill is a small city and there is not the staff to do what the accountant wants the city to do, there is an independent accountant that comes in once a month to review what we do. Ms. Bailey stated there is an independent party looking at what is transpiring.

The Commission continued discussions on updates to the minutes and compared the submitted minutes to the updated verbatim minutes.

Commissioner Frietch made a motion to amend the minutes from the Commission Meeting on February 14, 2018, adding a verbatim section to the portion of the minutes regarding the findings from the FY 16-17 audit and MD&A report. Commissioner Peace made a second. The Clerk called the role.

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

MOTION CARRIED

Commissioner Murray made a motion to amend the minutes from the Commission Meeting on February 14, 2018, adding a verbatim section to the portion of the minutes regarding outstanding checks from 2013 and 2014 and the policy of outstanding checks and unclaimed reporting for every two (2) years. 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 amend the minutes from the Commission Meeting on February 14, 2018, adding a verbatim section to the portion of the minutes regarding the finding of the audit. 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

LEGISLATION:

Commissioner Frietch made a motion to adopt Ordinance 330 (3-14-2018) of the City of Taylor Mill, in Kenton County, Kentucky, amending the text of sections 10.18, 10.19, 10.20, and 11.1 of the Taylor Mill Zoning Ordinance to allow drive-through facilities associated with restaurants within the DTM-1, DTM-2, and DTM-3 zones to have two ordering points and decreasing the number of off-street parking spaces required for combination restaurants. Commissioner Murray made a second. The Clerk called the role.

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

MOTION CARRIED

Commissioner Frietch made a motion to adopt Ordinance 331 (3-14-2018) of the City of Taylor Mill, in Kenton County, Kentucky, including within the city boundaries two parcels of land transferred from the city of Covington in Kenton County, Kentucky pursuant to K.R.S. 81.500. Commissioner Peace made a second. The Clerk called the role.

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

MOTION CARRIED

UNFINISHED BUSINESS:

Commissioner Frietch requested additions to the MD&A report and read aloud an email she sent the Commission and Ms. Bailey regarding additions she would like made that included zoning changes, police retention, and updates to Pride Park. Ms. Bailey stated the MD&A is the Manager's Discussion and Analysis that is included in the audit and is a synopsis of what has transpired during the fiscal year and projections for what is coming in the next fiscal year. Ms. Bailey stated she tries to select items that are significant with no political ramifications for any specific council member. Ms. Bailey reported she tries to select items that the Commission agrees on. Ms. Bailey stated she will edit it to what the Commission would like if there is documentation that it is what the Commission wants her to represent.

Commissioner Frietch reviewed the MD&A report from the previous audit and the businesses and growth reported. Commissioner Frietch reported wanting to remain consistent in the report showing growth and moving forward. Commissioner Frietch stated she was not looking at the history, but instead January - June 2017 accomplishments. Commissioner Kreimborg reviewed other businesses that came to the city during that timeframe.

The Commission and Ms. Bailey discussed the MD&A report and agreed on additions to the report.

Commissioner Peace made a motion for Ms. Bailey to amend the MD&A and add information regarding zoning changes made to the DTM and R1-C zones, and to add information regarding police retention and salary increases of retired police officers. Commissioner Frietch made a second. The Clerk called the role.

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

MOTION CARRIED

Commissioner Kreimborg made a motion to adopt the FY 16/17 Audit as presented. Commissioner Peace made a second. The Clerk called the role.

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

MOTION CARRIED

NEW BUSINESS:

Commissioner Kreimborg made a motion to allow St. Anthony to use the City's tent for their annual festival. Commissioner Peace made a second. The Clerk called the role.

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

MOTION CARRIED

Mr. Patrick Denbow of Planning and Development Services of Kenton County addressed the Commission. Mr. Denbow gave a presentation on Zoning for the 21st Century Initiative (Z21) and provided the Commission with handouts. Mr. Denbow stated the project was pursued by PDS as a service to Kenton County taxpayers and discussed the three phases of Z21: Zoning Ordinances Audits, Blueprint Code, and Implementation. Mr. Denbow report the Z21 is user and business friendly and consistent, with the option to use graphics and tables liberally. Mr. Denbow reviewed additional Z21 report recommendations. Ms. Bailey stated it is a great project and only components of the Taylor Mill Zoning Code has updated since the late 1980's. Ms. Bailey stated Planning Commission has spearheaded this project for all the communities in Kenton County. Ms. Bailey stated the Planning Commission has took care of Phase 1 and Phase 2 at their own expense. Ms. Bailey stated sharing with the consultants that Taylor Mill is tied to their DTM Zones. Mr. Denbow stated it is important to remember that it is all customizable with options. Commissioner Peace stated he thinks it's a great idea. Commissioner Frietch stated it is great, she is excited to see it, and the document looks user friendly. Commissioner Frietch asked Mr. Denbow if any Frequently Asked Questions stand out for residents to know. Mr. Denbow stated that it is a customizable document and just because you are participating at this moment does not mean you have to adopt anything in the end.

Mayor Bell gave an update on the Resolution passed at the February Commission Meeting regarding unencumbered quick claim deeds associated with public right-of-ways. Mayor Bell reported making several calls and a trip to Frankfort and got the Economic Development Secretary involved. Mayor Bell reviewed additional steps he has taken to try and get the properties unencumbered so development can move forward. Mayor Bell stated he will give another report at the next meeting.

BUILDING AND ZONING:

No Building and Zoning Report.

DEPARTMENT REPORTS:

-CITY ADMINISTRATOR: Ms. Bailey stated there is no additional report this evening.

-ENGINEERING: Mr. Seitzinger provided an update on the Taylor Mill Sidewalk Project and reported all easements were signed, recorded, and taken to the state for final approval. Ms. Bailey stated she received the documents back in the mail this week. Mr. Seitzinger provided an update on the Old Taylor Mill Road and Mason Road Stabilization Project. Mr. Seitzinger stated the project is complete and they are working on closing the project

with final paperwork. Mr. Seitzinger stated they are under approximately twelve thousand six hundred dollars (\$12,600.00) less than the original bid. Mr. Seitzinger provided an update on the 2018 Street Program Project. Mr. Seitzinger stated SD1 is still working on finishing their portion of the project. Mr. Seitzinger stated they will be advertising the street program portion of the project on March 22nd and will have a bid opening on April 5th. Mr. Seitzinger stated he will come to the next Commission Meeting with bid results for approval. Mr. Seitzinger stated construction can begin in May and conclude in October. Mr. Seitzinger noted that Church and Faye cannot be resurfaced until October. Mr. Seitzinger stated the Sanitary Sewer Project is set to bid March 29th, with a bid opening on April 12th, and an SD1 Board approval meeting on April 17th. Mr. Seitzinger stated construction will span from May 2018-July 2018. Mr. Seitzinger stated the Church Street and Faye NKWD Water Main Project will be advertised April 9th, bids will open on May 2nd, it will go to NKWD Board on May 17th, and construction will be August 2018 - September 2018. Commissioner Frietch asked Mr. Seitzinger for additional information regarding the Pride Parkway Lighting Project due to no changes being made since December 2017. Mr. Seitzinger stated documents are typically received from contractors fairly quick for them to get paid. Mr. Seitzinger reported leaving messages with Atkins and Stang to submit paperwork for filing and CT will continue to reach out to them.

-FINANCE: Ms. Wright stated as soon as the audit is finalized, she will get it published and on the website.

-FIRE: Commissioner Murray reviewed February Fire Department statistics. Commissioner Murray reported the department took forty (40) EMS calls, twenty-six (26) Fire Department calls, mutual aid was received two (2) times and provided two (2) times. Commissioner Murray reported a total of sixteen (16) ALS runs, nine (9) BLS runs, and fifteen (15) treated/refusals. Commissioner Murray reported the department had one hundred forty-five point five (145.5) training hours. Commissioner Murray reviewed additional Fire Department Statistics. Chief Stager reported he was accepted into the Executive Command and Control Class for the National Fire Academy. Chief Stager stated contact Lt. Bishop for spring CPR classes. Chief Stager stated open burn closes on May 1st.

Commissioner Murray reported the Kenton County SWAT Team is going to have a medical SWAT that Chief Stager is a part of. Commissioner Murray stated the county would like the City to donate the 814 ambulance to them for SWAT calls. Chief Stager stated it would not be a transport unit, but would carry medical supplies for the team.

Commissioner Murray made a motion to donate the 814 ambulance to Kenton County Regional SWAT Team. 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

-LEGAL: No Legal report.

-MAINTENANCE: Commissioner Peace reviewed the idea of Mr. Roden and his crew identifying areas in Taylor Creek that are sinking in, have the slabs cut and pulled out, and have them replaced in manageable jobs while monitoring cost and time. Commissioner Peace stated they can rent the backhoe that is being considered for purchase to make sure it does everything it needs to do. Ms. Bailey requested an estimate on materials and reported Mr. Roden has money budgeted for discretionary projects and these projects would fall under that funding. Commissioner Peace and Ms. Bailey discussed the possibility of overtime for the Maintenance Department with the projects. Mr. Roden reported his crew is working on a slip on Holdsbranch and will pour concrete this week. Mr. Roden reported once the Holdsbranch project is completed next week, he will work on minor things like potholes. Ms. Bailey thanked the Maintenance Department for their work during the flooding. Ms. Bailey reported damages to the bay heaters in the Fire Department, which was reported to the insurance company. Ms. Bailey reviewed the potential of receiving FEMA funding. Mayor Bell reported speaking to the Kentucky Transportation Cabinet District 6 who stated they are possibly interested in trading Wayman Branch for Mason Road. Commissioner Murray stated concerns of the clean-up from rocks falling on Mason Road. Mr. Roden stated they spend more money repairing slips on Wayman Branch. Mayor Bell stated he will bring the topic up at another meeting once the Commission has time to discuss it.

-PARKS AND RECREATION: Commissioner Kreimborg stated the Easter Egg Hunt is Saturday, March 17th. Ms. Forsyth stated the Egg Hunt is scheduled for 1:00 p.m. Ms. Forsyth reported interviews are still being conducted for the City Stories Project. Ms. Forsyth reviewed events surrounding the GoldStars Tribute Wall in May. Ms. Forsyth stated the Shred Event is Saturday, April 21st from 9:30 a.m. - 11:30 a.m. Ms. Forsyth stated the City Wide Yard Sale is May 18th and May 19th.

-POLICE: Commissioner Frietch reviewed February Police Department statistics including a total of seventeen (17) motor vehicle accidents, fifteen (15) without injuries, and two (2) with injuries. Commissioner Frietch reported one (1) accident with injuries on Pride Parkway and four (4) accidents without injuries. Commissioner Frietch reported a total of nineteen (19) adult offenses and a total of nineteen (19) juvenile offenses. Commissioner Frietch reported a total of twenty-eight (28) Kentucky Uniform Citations and three (3) courtesy notices. Commissioner Frietch reported the Taylor Mill Police Department received assistance from other agencies forty (40) times and assisted other agencies a total of thirty (30) times. Commissioner Frietch reported a total of nine hundred and twenty-one (921) vacation checks, seventeen (17) alarm drops, thirteen (13) physical arrests, and one thousand five hundred and twenty-four (1,524) calls for service. Commissioner Frietch stated an Active Shooter Instructional Awareness Program will be held at 7:00 p.m. Thursday, April 19th at Park Place Community Center. Commissioner Frietch stated she encourages all residents, businesses, managers and assistant managers, churches, and all different organizations to attend and receive tips on how to be safer. Chief Knauf stated the program will inform people on what to do in an active shooter/workplace violence incident.

SPECIAL ANNOUCEMENTS:

Commissioner Kreimborg stated Saturday is the Yellin' Helen Strike-Out Cancer Bowling benefit.

Commissioner Murray encouraged people to be safe on St. Patrick's Day.

Commissioner Frietch encouraged residents to smile at City staff if they seem them out.

EXECUTIVE SESSION:

No Executive Session.


ADJOURNMENT:

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

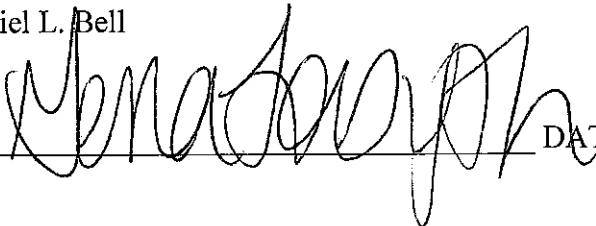
MOTION CARRIED

The meeting adjourned at 9:47 p.m.

The next Commission Meeting will be Wednesday, April 11, 2018 at 7:00 pm.



Mayor Daniel L. Bell

ATTEST:  DATE: 4/18/18