

Agenda

Thursday, March 27, 2014
5:30 PM

City of Taylor Mill Special Commission Meeting April 23, 2014 7:00 p.m.

CALL TO ORDER:

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

MINUTES: Minutes from the March 19th, 2014 Special Commission Meeting.

GUESTS: **Steve Knauf/Ron Wilson** (CALEA Recognition).
Doug Singleton (Board of Adjustment).
Nick Rainey (TMVFFA Pancake Breakfast).
Senator Chris McDaniel (2014 Legislative Update).
Judge Steve Arlinghaus (FEMA Check Presentation).
Garry Edmondson (ComCast Franchise Agreement).

LEGISLATION: **Municipal Order** appointing TM Board of Adjustment Members.
2nd Reading of an Ordinance in re: to the parking in the DTM Zones.
2nd Reading of an Ordinance in re: to gas stations in the DTM 3 Zone.

UNFINISHED BUSINESS: **2013/2014 Audit** – Stephanie Allgeyer, VLCPA.

NEW BUSINESS: Street Paving Projects - 2014

BUILDING & ZONING:

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

EXECUTIVE SESSION:

ADJOURNMENT:

ANNOUNCEMENTS:

**City Of Taylor Mill
SPECIAL COMMISSION MEETING
April 23, 2014**

The meeting was called to order at 7:00 pm by Mayor Bell. Commissioner Reis gave the invocation, followed by the Pledge of Allegiance led by Mayor Bell. The City Clerk called the roll.

Mayor Bell	Here
Commissioner Kreimborg	Here
Commissioner Kuehne	Here
Commissioner Murray	Here
Commissioner Reis	Here

The Mayor noted that a quorum was present for the meeting.

Commissioner Kuehne made a motion to accept the minutes from the Special Commission Meeting on March 19, 2014 as submitted. Commissioner Murray made a second. All Commissioners were in favor.

MOTION CARRIED

Guests

Commissioner Reis presented Chief Steve Knauf for his award from the Greater Cincinnati chapter for the American Society of Public Administration for Administrator of the Year for Program Excellence that Mayor Bell accepted for him at the ceremony in April.

Commissioner Reis congratulated Chief Steve Knauf, Lieutenant Ron Wilson and the entire police department for their CALEA accreditation and presentation of their plaque.

Doug Singleton introduced himself to the Commissioners. Mr. Singleton is up for appointment to the Board of Adjustments.

Senator Chris McDaniel updated the commission on the 2014 Legislative session.

Kenton County Judge Executive Steve Arlinghaus presented the city with a check from FEMA for the tornado damage that the county suffered in March 2012. He thanked the Police department, Fire department and the Maintenance department for all of their assistance with the disaster.

Kenton County Attorney Garry Edmondson presented the Joint Code Enforcement Board Interlocal Agreement to the commission. Discussion ensued on the distribution of fees by the board and cities.

Commissioner Murray made a motion to approve the Joint Code Enforcement Board Interlocal Agreement pending Frank Wichmann 's review. Commissioner Kuehne made a second. Commissioner Murray – Yes, Commissioner Kuehne – Yes, Mayor Bell – Yes, Commissioner Kreimborg – Yes, Commissioner Reis – Yes. All Commissioners were in favor.

MOTION CARRIED

Jack Thompson, 3671 Wolf Road, wanted to thank the Maintenance Department. He had a problem on Wolf Road and it has already been taken care of. He wanted to let the commissioners know that the police and maintenance departments are great and that Wolf Road is in the best condition it has been in in years.

Legislation

The Mayor introduced Municipal Order for the membership and terms of the Board of Adjustments for the City of Taylor Mill. The members are John Lucas, Todd Fuller, Rich Meyer, Jack Osterhage and Doug Singleton.

Commissioner Reis made a motion to approve the Municipal Order for the Board of Adjustments membership appointments and terms of office. Commissioner Kreimborg made a second. Commissioner Reis – Yes, Commissioner Kreimborg – Yes, Mayor Bell – Yes, Commissioner Kuehne – Yes, Commissioner Murray – Yes. All Commissioners were in favor.

MOTION CARRIED

City Attorney, Frank Wichmann, gave a second reading of an Ordinance to amend the text of the Taylor Mill Zoning Ordinance to modify the parking requirements in all DTM (Downtown Taylor Mill) Zones.

Commissioner Kuehne made a motion to approve the Ordinance to amend the text of the Taylor Mill Zoning Ordinance to modify parking requirements. Commissioner Murray made a second. Commissioner Kuehne – Yes, Commissioner Murray – Yes, Mayor Bell – Yes, Commissioner Kreimborg – Yes, Commissioner Reis – Yes. All Commissioners were in favor.

MOTION CARRIED

City Attorney, Frank Wichmann, gave a second reading of an Ordinance to amend the text of section 10.20 of the Taylor Mill Zoning Ordinance to remove gasoline stations as a permitted use in the DTM (3) Zone and the gasoline station use standards in that zone.

Commissioner Reis made a motion to approve the Ordinance to amend the text of section 10.20 of the Taylor Mill Zoning Ordinance to remove gasoline stations as a permitted use in DTM (3) and the gasoline station use standards in that zone. Commissioner Kreimborg made a second. Commissioner Reis – Yes, Commissioner Kreimborg – Yes, Mayor Bell – Yes, Commissioner Kuehne – Yes, Commissioner Murray – Yes. All Commissioners were in favor.

MOTION CARRIED

Stephanie Allgeyer of VonLehman & Company, Inc. presented the audit findings for the fiscal year 2012-2013. Ms. Allgeyer stated the auditor opinion of the financial statements referred to above present fairly, in all material respects, the respective financial position of the governmental activities in each major fund of the City of Taylor Mill and all respective changes in financial position. There were no findings and a good clean audit opinion. Ms. Allgeyer presented the audit in further detail to the commission. Mayor Bell thanked each department head for helping the city come in under budget and especially Jill Bailey for all that she does in allocating the funds. Commissioner Kuehne stated that he was happy to talk with an auditor and have no findings. Also, we have a good budget and he wanted to thank Jill Bailey and her staff for their hard work.

Mayor Bell stated that the budget for the salt, snow and overtime was over budget. We budgeted \$40,000 for the season and spent over \$73,000 on materials and over \$28,000 on overtime which put the amount spent over \$102,000 which is \$62,000 over budget for the season.

Mayor Bell welcomed Angela Wright who is a new employee in the administration department as the new Treasurer and Assistant City Clerk. Angela has a BS degree in Information Systems with a minor in Business Administration from NKU where she graduated cum laude. She has an Associate Degree in Paralegal Studies. She joins us from Exit Realty. She does plenty of volunteer work with Save our Shelter Dog Rescue and in Eagle Cheerleading.

Mayor Bell stated that the city is taking nominations for the Gordon L. Johnson Distinguished Public Service Award.

Mayor Bell announced that as of this afternoon the city's new website has gone live. It is the same website address www.taylormillky.gov. There is link to TBNK on the website where you can watch the taped commission meetings. We will be uploading data on to the site. Jill Bailey added that the site is just the shell and lacking in content and that we will be adding content as soon as training of staff on the site is complete and that this is an ongoing process.

Sarah Frietch, 737 Lakewood Drive, wanted to get an update on the city website. She stated the meeting minutes have not been updated and she requested a target date for the minutes to be added to the site. Jill Bailey stated that she at this time cannot give a target date since we still have to train staff on how to input data on the site. Mayor Bell stated

this it was a top priority and if you go to TBNK's website you can watch all the meetings back until 2012. Commissioner Kreimborg stated that legally we do not have to put it on the website and that it is not an issue of transparency. Commissioner Murray stated that we have just installed a new server, have a new employee and are not trying to make a commitment and get beat up on missing a target date. Commissioner Kuehne stated that he wanted to see the calendar on-line. Jill Bailey stated that she could make an open records request and the information will be provided in three (3) business days.

Unfinished Business

None

New Business

None

Reports

Building and Zoning

None

City Administrator

Jill Bailey announced that Michelle M. Frisch was awarded the 2014 David B. Smith Memorial Scholarship from Kentucky League of Cities to attend the Kentucky Municipal Clerk Institute as part of her training to receive her clerk's certification.

Jill Bailey stated that the city has completed installation of a new server and the computer system was down several times this week and in addition it required major upgrades to some of our software. All the departments are all on one server, we have better remote access, file storage and it will reduce downtime. In the next twelve months we will be upgrading computers and technology.

Jill Bailey stated that budget preparations have begun and all department heads need to turn in their budget requests by May 1st. Also, we will be reviewing our waste collection contract and can renew it for one year. We are currently conducting our annual insurance audit of assets as we move forward with the renewal of our general liability policy. We are in the process of renegotiating our SRO contract.

Engineering

We have not heard anything back yet regarding our Municipal Road Aid Fund. There are many roads that are in the need of repair and other roads in the need for total replacement. In addition, the Sanitation Department project on Church Street has been delayed but it is moving forward in the next budget year. If you have any pot holes to

report, please call in and let us know so that they may be added to the street paving project list.

In the Districts of Taylor Mill there are several projects on going with the development and the construction of the new highway. There are bid documents getting ready to go out for the construction of underground utilities, the installation of new traffic signals and the driveway that will lead into the new DTM 3 zone. In addition, we have the installation of new pedestrian street lighting along the Pride Parkway corridor those contracts have been submitted and plans submitted to Duke Energy and we are waiting for approval of those plans and permits to be issued. Also, we have a slip issue on Wolf Road that the City of Covington had previously requested assistance with. Our engineering department have looked at and submitted a report regarding that repair today. There are several other slips that we are monitoring on Old Taylor Mill Road, Mason Road and Wayman Branch.

Mayor Bell asked when we could expect our Municipal Road Aid Fund contract. Ms. Bailey stated that we should receive it in either April or May and is usually around \$190,000 - \$200,000 amount. Ms. Bailey also mentioned that we budgeted \$40,000 for the salt and snow but the cost for this was over \$73,000.

Mayor Bell stated that the Kenton County Clerk will no longer collect the \$10 vehicle license fee for the City of Taylor Mill. These funds go into our road fund for road repair and for every \$10 they collected for us they received \$1. Their computer system will no longer allow them to collect the fee. This is approximately \$40,000 that is collected annually and the commission is going to have to come up with a way to make up this deficit in revenue or see the city can generate a system to collect this revenue. This does not help our road fund. Jill Bailey stated that we are going to have to assess internally if we can collect this fee and the expense associated with that. She hopes to have a report for next meeting. Commissioner Murray stated that we used to issue a sticker to put on their tag. The important factor is whether the county clerk will keep updating our data monthly.

Fire Department

Commissioner Murray announced that the Fire Department had 39 fire runs and 50 EMS runs in March.

Commissioner Murray made a motion to accept the resignation of Doug Rolf as a fulltime Firefighter/Medic with the City of Taylor Mill. Commissioner Kuehne made a second. Commissioner Murray – Yes, Commissioner Kuehne – Yes, Mayor Bell – Yes, Commissioner Kreimborg – Yes, Commissioner Reis – Yes. All Commissioners were in favor.

MOTION CARRIED

Commissioner Murray made a motion to hire Doug Rolf as a part-time Firefighter/Medic with the City of Taylor Mill. Commissioner Reis made a second. Commissioner Murray – Yes, Commissioner Reis – Yes, Mayor Bell – Yes, Commissioner Kreimborg – Yes, Commissioner Kuehne – Yes. All Commissioners were in favor.

MOTION CARRIED

The total billing for fire and EMS runs was \$20,645. The last fire house dance had 86 boys and girls attend. On Sunday, May 11th the Volunteer Fire Fighters Association will hold a pancake breakfast at St. Anthony's from 8:30 am to 1:00 pm. The next dance is this Friday, May 16th from 7pm – 10pm and is \$5 per person and is the last dance of the season.

Chief Halpin stated Lt. Ishmael organized a Heroin Epidemic Seminar on March 26th. It was well attended with approximately 85 attendees. The fire house has received a lot of positive feedback from the event and the presentation. They are hoping to hold another seminar.

Jill Bailey reminded everyone that the deadline for submission for the Fire Chief position is May 2, 2014. Commissioner Murray stated that Doug Rolf's full time position is being advertised and the deadline for submission is May 16, 2014.

Legal

Frank Wichmann stated his report was for executive session regarding litigation.

Recreation

Commissioner Kreimborg stated that Zumba classes ended on April 3rd and were well attended. The Easter Egg Hunt took place on Saturday, April 12th on the rain date and was very successful. On Tuesday, April 22nd Tony Works of Jackson Florist and host of "In and around the House with Tony Works on B105 hosted a "Gardening with Herbs" seminar at the community center and was very well attended and everyone received a free sweet basil plant and fertilizer. On Saturday, April 26th we will have our annual Shred Event at the city building from 9:00 am to 12:00 pm. This is a free event. The RAD self-defense class will be offered on May 6th, 8th, 13th and 15th taught by Officer Autumn Stanton at the Fire House from 6:00 – 9:00 pm. Pre-registration is required for more information, please call Michelle Frisch at the city building at 859-581-3234. The city wide yard sale will take place on Friday, May 16th and Saturday, May 17th from 8:00 am to 1:00 pm and will be advertised in the community recorder and Facebook. The first Tasty Tuesday will take place on Tuesday, May 20th at Pride Park and feature Marco's Pizza from 5:00 pm to 8:00 pm.

Police Department

Commissioner Reis stated that Chief Knauf assured him that his budget request will be turned in on time next week. Chief Knauf stated that he and Chief Halpin, Jill Bailey, Lt. Ishmael, Sgt. Spanyer will be meeting with Dr. Sapp from Scott High School to discuss the presentation to graduating seniors at Scott High School.

Maintenance

Commissioner Kuehne stated that everyone already discussed everything in his report but that he wanted to stress reporting of the conditions of the street to the city and the excess funds used for the salt and the sand this harsh winter season.

There being no further business, Commissioner Kuehne made a motion to go into Executive Session pursuant to 61.810 (C) – Discussions of proposed or pending litigation. Commissioner Kreimborg made a second. All in favor. The Commissioners went into Executive Session at 8:42 pm.

Commissioner Kuehne made a motion to re-open the meeting at 8:35 pm. Commissioner Reis made a second. All Commissioners were in favor.

MOTION CARRIED

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

MOTION CARRIED

Meeting adjourned at 9:17 pm.

Next Commission meeting will be Wednesday, May 21, 2014.



Mayor Daniel L. Bell

ATTEST: 

DATE: 4-23-14