

City of Fort Wright

409 Kyles Lane | Fort Wright, KY 41011 | www.fortwright.com | 859.331.1700

City of Fort Wright Council Meeting

Wednesday, May 1, 2024 – 6:00 PM

Prior to the start of the meeting, a motion was made by Councilwoman Witt to appoint Councilman Wall as the Presiding Officer in place of Mayor Dave Hatter who stated he would be late for the meeting. Councilman Collins made a second. Ms. Russell called the roll.

Councilwoman Witt	Yes	
Councilman Collins	Yes	
Councilman Wall	No	
Councilman Weber	Yes	
Councilman Wessels	Yes	MOTION CARRIED

CALL TO ORDER

The Council Meeting was called to order at 6:01 PM by Councilman Wall. Councilman Wall led the Pledge of Allegiance and a moment of silence. City Clerk Maura Russell called the roll.

Councilman Abeln	Absent
Councilman Collins	Present
Councilman Wall	Present
Councilman Weber	Present
Councilman Wessels	Present
Councilwoman Witt	Present

Also present for the meeting were:

City Administrator Jill Bailey
Fire/EMS Chief Steve Schewe
Police Chief Ed Butler
Public Works Director Jeff Bethell
City Clerk Maura Russell
Finance Clerk Kelly Perry
City Attorney Tim Theissen

CITIZEN COMMENTS/GUESTS

There were no citizen comments or guests.

APPROVAL OF COUNCIL MINUTES

Councilman Weber made a motion to approve the minutes of the Council Meeting held on Wednesday, April 3, 2024. Councilman Collins made a second. Ms. Russell called the roll.

Councilman Weber	Yes
Councilman Collins	Yes

Councilman Wall	Yes
Councilman Wessels	Yes
Councilwoman Witt	Yes

MOTION CARRIED

Councilwoman Witt made a motion to approve the minutes of the Special Council Meeting held on Wednesday, April 17, 2024. Councilman Collins made a second. Ms. Russell called the roll.

Councilwoman Witt	Yes
Councilman Collins	Yes
Councilman Wall	Yes
Councilman Weber	Yes
Councilman Wessels	Abstain

MOTION CARRIED

Councilman Collins made a motion to approve the minutes of the Caucus Meeting held on Wednesday, April 17, 2024. Councilman Weber made a second. Ms. Russell called the roll.

Councilman Collins	Yes
Councilman Weber	Yes
Councilman Wall	Yes
Councilman Wessels	Abstain
Councilwoman Witt	Yes

MOTION CARRIED

UNFINISHED BUSINESS

Fort Wright Civic Club Facility Study – CT Consultants – Ms. Bailey advised CT Consultants can conduct a facility assessment of the recently acquired Fort Wright Civic Club, to include building and roof conditions, functionality, and an ADA review.

Councilman Weber inquired on issues with lighting and ramp access, and if those items will be addressed prior to Primary Voting on May 21st. Ms. Bailey said the list of items to address from the Kenton County Clerk's office is extensive and will not be able to be corrected in less than three weeks. She said there are no plans to address any issues with the facility until after the assessment has been completed and reviewed.

Councilman Weber made a motion to approve the assessment of the Fort Wright Civic Club by CT Consultants and allocate \$5,000 for this purpose. Councilwoman Witt made a second. Ms. Russell called the roll.

Councilman Weber	Yes
Councilwoman Witt	Yes
Councilman Collins	Yes
Councilman Wall	Yes
Councilman Wessels	Yes

MOTION CARRIED

NEW BUSINESS

Resolution 05-2024 – Adoption of Regional Hazardous Mitigation Plan – Mr. Jeff Thelen, Transportation Planner with Northern Kentucky Area Development District, addressed Council regarding the Regional Hazardous Mitigation Plan, saying FEMA has requested every participating jurisdiction approve the plan, which will allow for eligibility for FEMA project grants and non-emergency assistance. He said this plan is intended to reduce risk, build partnerships, and increase public awareness of local hazards.

Councilman Weber inquired on the funding and time the City is required to contribute and Mr. Thelen said there are no dollars required to be given by the City as this is a Federal program. Chief Schewe said he and Mr. Bethell have attended a few meetings to help identify areas of the region that have ongoing issues and assist with data collection. Ms. Bailey added that Mr. Theissen has reviewed the Plan and Resolution.

Ms. Bailey read Resolution 05-2024, a Resolution of the City of Fort Wright, Kentucky, to adopt the Northern Kentucky Hazard Mitigation Plan, 2024. Councilman Wessels made a motion to approve Resolution 05-2024. Councilman Collins made a second. Ms. Russell called the roll.

Councilman Wessels	Yes
Councilman Collins	Yes
Councilman Wall	Yes
Councilman Weber	Yes
Councilwoman Witt	Yes

MOTION CARRIED

Mobile Command Vehicle Use Agreement – Ms. Bailey advised this is the same agreement as the version signed last year with the City of Florence Police Department to use their Mobile Command Vehicle, with updates for the current year. Mr. Theissen said it was studied last year and this document outlines the City's interest in using the vehicle if necessary, including insurance and policy requirements that are already in place.

Councilman Wessels made a motion to accept the agreement with the City of Florence to use their Mobile Command Vehicle if necessary and authorize the Mayor to sign the agreement. Councilwoman Witt made a second. Ms. Russell called the roll.

Councilman Wessels	Yes
Councilwoman Witt	Yes
Councilman Collins	Yes
Councilman Wall	Yes
Councilman Weber	Yes

MOTION CARRIED

Municipal Order 05-2024 re: Disposal of Surplus Property – Ms. Bailey advised the surplus property noted within this Municipal Order is from the Fort Wright Civic Club. She said she assisted the Public Works Department on two days of cleaning and itemizing everything inside the building. She said most items had to be thrown away, but some items will be surplus using GovDeals.

Councilman Wessels made a motion to approve Municipal Order 05-2024, a Municipal Order of the City of Fort Wright, in Kenton County, Kentucky, declaring surplus property and authorizing disposal of such property by destruction and/or recycling. Councilman Collins made a second. Ms. Russell called the roll.

Councilman Wessels	Yes
Councilman Collins	Yes
Councilman Wall	Yes
Councilman Weber	Yes
Councilwoman Witt	Yes

MOTION CARRIED

Audit FY 23-24 Proposal for Service – Chamberlin Owen – Ms. Bailey advised the 2023-2024 audit will take place in the fall and she is recommending continuing to use John Chamberlin and his staff at Chamberlin Owen. She said he has submitted a proposal for \$21,000 for services, which is an increase over last year from \$19,500.

Councilman Weber made a motion to authorize Mayor Hatter to sign an agreement with Chamberlin Owen for audit services. Councilman Wall made a second. Ms. Russell called the roll.

Councilman Weber	Yes
Councilman Wall	Yes
Councilman Collins	Yes
Councilman Wessels	Yes
Councilwoman Witt	Yes

MOTION CARRIED

COMMITTEE REPORTS

Finance Committee – Councilman Weber – Councilman Weber said the Committee intends to begin meeting frequently to review the budget. Ms. Bailey added that three CDARS accounts were renewed for 26-week terms at a 4.6% interest rate. She also said that RedTree has reinvested approximately \$150,000 into money market accounts.

Community Improvement Committee – Councilwoman Witt – Councilwoman Witt said the Committee will present a revised list of action items to Council at the next Caucus Meeting.

CAO REPORT

Ms. Bailey said there is a request from a Fort Mitchell resident, Steve Dora, to improve traffic flow and signage at the intersection of Dixie Highway and Highland Avenue in Fort Mitchell. She said there are Fort Wright residents on Stonewell Trail and Parkside Place impacted by this intersection. Ms. Bailey said there has been a request of Fort Mitchell residents for a letter of support to be sent to KYTC District Six, along with a petition of the residents, to make adjustments, including enhanced signage, better lighting, and speed limit enforcement.

Councilman Weber made a motion to authorize Mayor Hatter to send a letter regarding requested improvements at Dixie Highway and Highland Avenue in Fort Mitchell due to the impact on Fort Wright residents. Councilman Wall made a second. Ms. Russell called the roll.

Councilman Weber	Yes
Councilman Wall	Yes
Councilman Collins	Yes
Councilman Wessels	Yes
Councilwoman Witt	Yes

MOTION CARRIED

DEPARTMENT REPORTS

Administration – Ms. Russell advised she completed additional training in Jamestown Kentucky in April and will be attending training in August in Bardstown.

Finance – Ms. Perry advised there is now \$15,170 in delinquent taxes, \$6,500 of which is from 2023.

Fire/ALS Department – Chief Schewe said the Fire Department is hosting two CPR classes for Bluegrass Swim Club in May. He also advised interviews are being scheduled for a full- and part-time firefighter/paramedics.

Police Department – Chief Butler advised interviews are being conducted for an Officer position. He also said the speed signage has arrived and he will bring a plan for deployment to the Caucus Meeting.

Public Works Department – Mr. Bethell said the Wrights Summit/Kyles Lane intersection is almost complete. He advised the City Administration Building parking lot repaving will start on May 6th. Mr. Bethell advised the Fort Henry project should begin mid-June, but he will be getting a firm date and sending notices to residents soon.

Legal Counsel – Mr. Theissen suggested Council begin working through zoning-related matters regarding the medical cannabis legislation. He said the City will need to determine one of three options: the City will not allow any cannabis-related businesses; the City will put it on the November ballot for residents to decide; or the City will update zoning regulations to decide what will be allowed and were. He recommended everything be firmly wrapped up before January 1st.

Mayor Hatter arrived at 6:34 PM.

Resolution 04-2024 – Recognition of Retiring City Attorney Tim Theissen - Mayor Hatter reintroduced New Business item Resolution 04-2024, Recognition of Retiring City Attorney Tim Theissen and read the Resolution in full. Councilman Weber made a motion to approve Resolution 04-2024. Councilwoman Witt made a second. Ms. Russell called the roll.

Councilman Weber	Yes	
Councilwoman Witt	Yes	
Councilman Collins	Yes	
Councilman Wall	Yes	
Councilman Wessels	Yes	MOTION CARRIED

He thanked Mr. Theissen for the amazing job he has done for the City and said he appreciated the time he gave as a City Councilman and City Attorney.

Each Councilmember expressed their appreciation for Mr. Theissen and his work for the City. Mr. Theissen read remarks thanking Council and staff for the high level of work and dedication they each give to the City, and he thanked Mayor Hatter and Council for the opportunity.

SPECIAL ANNOUNCEMENTS

Employee Recognitions/Special Thank You's – Mayor Hatter thanked Councilwoman Witt and Donna Wessels for their work on the Fort Wright Clean Up Day. Councilwoman Witt thanked the volunteers and staff who assisted, saying 35 volunteers collected 112 bags of garbage and a bathtub in under three hours. She also thanked the ongoing volunteers who work on the smaller streets, whose contributions allow the Clean Up Day to focus on major roads throughout the City.

Mayor Hatter advised the Dirty Hands Garden Club Plant Swap and Sale will be May 17th and 18th at the City Building. He said the Community Yard Sale is also May 17th and 18th.

COUNCIL COMMENTS

Councilman Wessels said Walt's Hitching Post now has beef jerky available.

Mayor Hatter said Performance Lexus is now open and will be hosting a grand opening in June.

EXECUTIVE SESSION

There was no need for an Executive Session.

ADJOURNMENT OF THE COUNCIL MEETING

Councilwoman Witt made a motion to adjourn the Council Meeting. Councilman Wall made a second. Ms. Russell called the roll.

Councilwoman Witt	Yes
Councilman Wall	Yes
Councilman Collins	Yes
Councilman Weber	Yes
Councilman Wessels	Yes

The Council Meeting adjourned at 7:10 PM.

MOTION CARRIED

Respectfully submitted,

Dave Hatter, Mayor

Attest:



Maura Russell, City Clerk