



# City of Fort Wright

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## City of Fort Wright Council Meeting Wednesday, June 7, 2023 – 6:00 PM

### CALL TO ORDER

The Council Meeting was called to order at 6:00 PM by Councilman Dave Abeln. Councilman Abeln led the Pledge of Allegiance and a moment of silence. City Clerk Maura Russell called the roll.

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

Also present for the meeting were:

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

Mr. Theissen advised that per KRS 83A.130 (5), Council will need to appoint a member to serve as the presiding officer of the meeting in Mayor Dave Hatter's absence. Councilman Wessels made a motion to appoint Councilman Abeln as the presiding officer for the meeting. Councilwoman Witt made a second. Ms. Russell called the roll.

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

### 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, May 3, 2023. Councilman Collins made a second. Ms. Russell called the roll.

Councilman Abeln	Yes
Councilman Collins	Yes

Councilman Weber	Yes	
Councilman Wessels	Abstain	
Councilwoman Witt	Yes	MOTION CARRIED

Councilwoman Witt made a motion to approve the minutes of the Caucus Meeting held on Wednesday, May 17, 2023. Councilman Collins made a second. Ms. Russell called the roll.

Councilman Abeln	Abstain	
Councilman Collins	Yes	
Councilman Weber	Yes	
Councilman Wessels	Abstain	
Councilwoman Witt	Yes	MOTION CARRIED

**Resolution 06-2023 re: KYTC/City Road Listings** – Jeff Burt, Infrastructure Specialist with Northern Kentucky Area Development District [NKADD], introduced the road list updates, saying the Kentucky Transportation Cabinet has requested NKADD work to update the listing for Municipal Road Aid funding. He advised that Appendix A contains the agreed-upon list of streets that the City of Fort Wright maintains, and Appendix B is a list of roads that had previously been contained on that listing and removed.

After Council discussion, it was requested that the provided Resolution be updated to note that it is being adopted for the sole purpose of updating the KYTC road list.

Councilman Weber made a motion to approve Resolution 06-2023 with the amended statement. Councilman Wessels made a second. Ms. Russell called the roll.

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

**1<sup>st</sup> Reading Ordinance 08-2023 re: drive-thru restaurants only** – Ms. Bailey advised the City applied for a text amendment with the Kenton County Planning Commission for the design options for the new Dunkin’ property at 1826 Dixie Highway and KCPC has provided an action letter authorizing the text amendment. She said this Ordinance would officially make the change for drive-thru only restaurants in Fort Wright.

Mr. Theissen completed the first reading of Ordinance 08-2023, an Ordinance of the City of Fort Wright, in Kenton County, Kentucky, amending the Fort Wright Zoning Ordinance Title XV entitled Land Usage Code, Chapter 153 entitled Zoning, Section 153.01, and specifically Section 11.2 of the Fort Wright Zoning Ordinance, entitled “Specific Off-Street Parking Requirement” adding a new standard for drive-thru only restaurants at one parking space for every 300 square feet of gross floor area.

Councilman Wessels made a motion to approve the first reading of Ordinance 08-2023. Councilman Collins made a second. Ms. Russell called the roll.

Councilman Abeln	Yes
Councilman Collins	Yes

Councilman Weber	Yes
Councilman Wessels	Yes
Councilwoman Witt	Yes

MOTION CARRIED

## UNFINISHED BUSINESS

**2<sup>nd</sup> Reading of Ordinance 04-2023 amending the EMS Fee Schedule** – Mr. Theissen completed the second reading of Ordinance 04-2023, an Ordinance of the City of Fort Wright, in Kenton County, Kentucky, amending the fee schedule for emergency medical and transportation services.

Councilman Weber made a motion to approve the second reading of Ordinance 04-2023. Councilwoman Witt made a second. Ms. Russell called the roll.

Councilman Abeln	Yes
Councilman Collins	Yes
Councilman Weber	Yes
Councilman Wessels	Yes
Councilwoman Witt	Yes

MOTION CARRIED

**Brent Spence Bridge – Kyles Overpass Reconstruction** – Ms. Bailey reintroduced the proposals from Human Nature and KYTC to the Kyles Lane overpass reconstruction, slated to occur in conjunction with the Brent Spence Bridge Corridor Project.

After discussion, Councilman Wessels made a motion to approve the concept with a minor change to add brick to the front of the overpass support columns. Councilwoman Witt made a second. Ms. Russell called the roll.

Councilman Abeln	Yes
Councilman Collins	Yes
Councilman Weber	Yes
Councilman Wessels	Yes
Councilwoman Witt	Yes

MOTION CARRIED

A resident present at the meeting inquired on the status of sound walls. Ms. Bailey advised the City has not received any updates on those designs, but will present them as soon as they are provided.

## NEW BUSINESS

**1<sup>st</sup> Reading Ordinance 05-2023 amending the FY22-23 Budget** – Councilman Abeln thanked Mayor Hatter, the Finance Committee, and Ms. Bailey for their work on the budget.

Ms. Bailey advised the City is required to adopt a budget amendment annually to incorporate the audited fund balances. She said this is also an opportunity to clean up the budget and include anything that may have been authorized throughout the year, adjusting revenues and expenses to be closer to actual numbers. Councilman Weber commented on the amendment, saying the Finance Committee has reviewed it and agrees with the information.

Mr. Theissen completed the first reading of Ordinance 05-2023, an Ordinance of the City of Fort Wright in Kenton County, Kentucky, amending Fort Wright Ordinance No. 05-2022 and the budget adopted thereby for the City of Fort Wright for the fiscal year beginning July 1, 2022, and ending June 30, 2023.

Councilman Weber made a motion to approve the first reading of Ordinance 05-2023. Councilman Wessels made a second. Ms. Russell called the roll.

Councilman Abeln	Yes
Councilman Collins	Yes
Councilman Weber	Yes
Councilman Wessels	Yes
Councilwoman Witt	Yes

MOTION CARRIED

**1<sup>st</sup> Reading Ordinance 06-2023 adopting the FY23-24 Budget** – Ms. Bailey introduced the summary budget, with the following notes:

- General Fund – primary focus on recruitment and retention through competitive salaries, balancing inflation demands with keeping resident taxes low; some expenses for improvements to the City Administration Building and South Hills Civic Club
- Emergency Fund – 15% of the previous year’s audited expenses will be moved into this fund
- Municipal Road Aid – the City is expecting approximately \$124,000 from the state from gasoline taxes and this funds salt and sand, signage, and some maintenance of City streets
- Parks & Recreation Fund – ongoing maintenance of South Hills Civic Club and City parks; funds have been earmarked for a parking lot at Battery Hooper Park
- Dixie Kyles TIF – this fund includes taxes from Fort Wright, Planning and Development Services of Kenton County, and Kenton County; no expenses planned at this time
- Fire/EMS Fund – this fund is reserved for capital expenses for the Fire Department; no large purchases are anticipated, but some funds are earmarked for future purchases; the bulk of expenses will be related to a HRSA grant; approximately \$170,000 for renovations and equipment in the fire house
- Capital Improvements Fund – this includes a wish list of items identified at a previous Caucus Meeting; also, two new Police Department vehicles; all amounts realized from investments will be placed into this fund.

Ms. Bailey said she typically budgets conservatively for revenues and liberally for expenses, but it is getting tighter than in the past.

Mr. Theissen completed the first reading of Ordinance 06-2023, an Appropriations Ordinance of the City of Fort Wright, in Kenton County, Kentucky, adopting the annual budget for the City of Fort Wright for the fiscal year beginning July 1, 2023, and ending June 30, 2024.

Councilman Weber made a motion to approve the first reading of Ordinance 06-2023. Councilman Wessels made a second. Ms. Russell called the roll.

Councilman Abeln	Yes
Councilman Collins	Yes
Councilman Weber	Yes
Councilman Wessels	Yes
Councilwoman Witt	Yes

MOTION CARRIED

**1<sup>st</sup> Reading Ordinance 07-2023 adopting a Personnel Classification Plan** – Ms. Bailey advised this is required by state statute to identify the number of individuals in the organization, their positions, and the minimum and maximum pay for each position.

Mr. Theissen completed the first reading of Ordinance 07-2023, an Ordinance of the City of Fort Wright, in Kenton County, Kentucky, establishing non-elected offices of the City, and a plan of personnel classification and organization.

Councilman Wessels made a motion to approve the first reading of Ordinance 07-2023. Councilman Collins made a second. Ms. Russell called the roll.

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

**Chamberlin Owen Audit Engagement Letter – FY22-23 Audit** – Ms. Bailey advised that Mayor Hatter has requested Council authorize him to sign the engagement letter again with Chamberlin Owen for auditing services. She said the cost will be \$19,500 and she hopes the audit will be conducted in late fall, with a presentation to Council in November or December.

Councilman Wessels made a motion to authorize Mayor Hatter to sign the Audit Engagement Letter with Chamberlin Owen. Councilman Weber made a second. Ms. Russell called the roll.

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

**Municipal Order 03-2023 regarding disposal of surplus property** – Ms. Bailey advised the surplus property includes the old benches and trashcans that are being replaced, along with two computers.

Mr. Theissen read Municipal Order 03-2023, an order declaring surplus property and authorizing disposal of such property by destruction and/or recycling.

Councilwoman Witt made a motion to approve Municipal Order 03-2023. Councilman Collins made a second. Ms. Russell called the roll.

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

**Fire/EMS Contract Renewals – Park Hills and Kenton Vale** – Ms. Bailey advised a new two-year term is set to begin for contracted services with Park Hills for EMS services and Kenton Vale for fire and EMS services. She said the rate for Kenton Vale will be \$5,000 for the fiscal year of July 1, 2023, to June 30, 2024, and \$5,250 for the fiscal year of July 1, 2024, to June 30, 2025, and the rates for Park Hills will be \$100,000 for the fiscal year of July 1, 2023, to June 30, 2024, and \$105,000 for the fiscal year of July 1, 2024, to June 30, 2025.

Ms. Bailey said there is a Municipal Order assigned to each contract, authorizing the Mayor to enter into the agreements with each City.

Councilman Wessels suggested increasing the amount for Park Hills in line with the City's expected budget increases. After discussion, Councilman Wessels made a motion to approve Municipal Order 04-2023 with the amendment to the contract with Park Hills to increase the second year payment total \$107,000. Councilman Weber made a second. Ms. Russell called the roll.

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

Councilman Wessels made a motion to approve Municipal Order 05-2023, authorizing Mayor Hatter to sign the contract with Kenton Vale as presented. Councilman Weber made a second. Ms. Russell called the roll.

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

## **COMMITTEE REPORTS**

**Finance Committee** – Councilman Weber thanked Ms. Bailey and the department heads for their work on the budget.

**Community Improvement Committee** – No report.

## **CAO REPORT**

Ms. Bailey thanked the department heads for their work on the budget and amendment, and their diligence throughout the year.

## **DEPARTMENT REPORTS**

**Fire/ALS Department** – No report

**Police Department** – Chief Butler said the new dash cameras for the police cruisers have been installed and are fully operational. He reminded residents of the vacation check program available through the department.

Chief Butler also provided an update on a letter sent to KYTC requesting they ban truck traffic on Kyles Lane/KY-3168. He said they responded advising the road is already rated at the lowest possible rating and the only other option is to step up enforcement. Chief Butler said he wrote back requesting additional signage be placed, but has not received a response.

**Public Works Department** – Mr. Bethell said Duke Energy and the Northern Kentucky Water District will begin their work on Fort Henry soon, which will cause traffic issues and delays. He recommended avoiding the area if you are able.

**Finance** – Ms. Perry advised less than 1% of real and tangible property taxes remain outstanding. She said the lien process will begin in July.

**Administration** – Ms. Russell advised passport acceptance and South Hills Civic Club reservations remain steady.

**Legal Counsel** – Mr. Theissen said he has been working on a challenging situation with a property at 420 General Drive, stating there have been 12-15 code violations over the last several years mostly related to exterior issues like junk in the driveway and mowing. He said that there has recently been an interaction with the residents and there appears to be a serious pest infestation inside the home, which not only poses a safety issue for the resident but could spread to neighboring homes.

Mr. Theissen advised Council there are two options: begin foreclosure on liens to force an ownership change or work through the code enforcement process with PDS to declare the building uninhabitable and force the residents to move or clean. He asked Council for the authority to begin both processes.

Councilman Weber advised he would abstain from voting.

Councilman Wessels made a motion to authorize Mr. Theissen to begin the foreclosure and code enforcement processes. Councilwoman Witt made a second. Ms. Russell called the roll.

Councilman Abeln	Yes	
Councilman Collins	Yes	
Councilman Weber	Abstain	
Councilman Wessels	Yes	
Councilwoman Witt	Yes	MOTION CARRIED

## **SPECIAL ANNOUNCEMENTS**

**Employee Recognitions/Special Thank You's** – There were no special announcements.

## **COUNCIL COMMENTS**

Councilwoman Witt – She thanked those who attended the Garden Club's plant swap and sale, as well as the Fire Department and Chief Schewe for their help. She said it was their highest grossing fundraiser ever.

Councilwoman Witt also thanked the five volunteers that are picking up trash on specific adopted streets in the City and welcomed other volunteers to assist.

There was discussion about the circulars that are thrown toward homes in the City. Mr. Theissen said the company is in a three-month trial period to give them a chance to fix the issue. Councilwoman Witt asked residents to contact Ms. Bailey with the addresses of any locations where the circulars are thrown about.

Councilman Weber – He thanked Mr. Bethell and the Public Works Department, along with the Police and Fire departments, for their work on the Memorial Day ceremony.

Councilman Wessels – He discussed ways to improve the bidding process for the street program in the future, including ensuring CT Consultants attends any meetings at which decisions are being made on bids.

#### **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 Collins made a second. Ms. Russell called the roll.

Councilman Abeln	Yes
Councilman Collins	Yes
Councilman Weber	Yes
Councilman Wessels	Yes
Councilwoman Witt	Yes

MOTION CARRIED

The Council Meeting adjourned at 7:40 PM.

Respectfully submitted,

Dave Hatter, Mayor

Attest:



Maura Russell, City Clerk