

CITY OF FORT WRIGHT, KENTUCKY CAUCUS MEETING

JUNE 21, 2017 – 6:00 PM

Mayor Hatter opened the caucus meeting with a Pledge of Allegiance and a moment of silence. The following members answered roll call: Mr. Dave Abeln, Mr. Adam Feinauer, Mr. Mike Hoerlein, Mr. Scott Wall. Also, present for the meeting were City Administrator Ed Butler, City Attorney Kyle Winslow, Police Captain Mar Schworer, Public Works Director Tim Maloney, and Assistant City Clerk Susan Ellis,

Fort Wright Citizens attending the meeting were Adam W. Feinauer of 417 Picket Court and Citizen Jason Worms of 433 Pickett Drive.

Discussion regarding standing City Council Committee Assignments

Mayor Hatter announced the vacancy on the Finance Committee as a result of Mr. Joe Averdick resigning. Mayor Hatter stated that he is hoping to obtain more citizen involvement. Mayor Hatter discussed the potential of adding more committees with more focus and including individuals with expertise in those respective areas. Mayor Hatter also indicated the need for a change to the name of "Community Preservation" as he felt it had a negative connotation. Mr. Butler discussed the idea of basic committees versus smaller groups. Mr. Butler did not feel the need for a bunch of committees that do not really meet or do things. Mr. Abeln commented that in Villa Hills, their committee meetings are scheduled like council meetings. Mr. Butler recommended that committees should meet only as needed. Mayor Hatter suggested changing the name of "Economic Development" to "Marketing". Mr. Feinauer stated that he would try to find other people to serve on the committees and that he would research a better name for the Community Preservation committee. It was suggested that Mr. Wessels be appointed to the Finance Committee. Mr. Hoerlein agreed to serve on the Finance Committee. Mr. Wall agreed to move to the Economic Development committee if Ms. Witt was interested in serving on the Community Preservation Committee. Mr. Abeln expressed interest in serving on a Human Resources committee should one be established.

Discussion regarding an RFP for a Digital Sign at the City Building

Mr. Butler presented the RFP he developed for the digital sign. He stated that there was no option available for under \$20,000. The RFP was developed based upon conversations with vendors and internet research. A short discussion followed. This item will be placed on the agenda for the July 5, 2017 Council Meeting. Mr. Butler asked that if there were any changes or concerns that they be communicated to him prior to the July meeting.

Discussion regarding an RFP for sidewalk trip hazard identification and repair

Mr. Butler stated the need to develop an RFP for the sidewalk project. He has modified the one that the City of Covington recently used and had City Attorney Todd McMurtry make additional changes as

needed. The RFP has two key points: 1) Create an inventory of sidewalk issues. 2) Develop a plan for abating those issues. The plan will be similar how road repairs in Fort Wright have been handled with a fluid contract to meet the objectives. The goal is to start the work this season. Mr. Butler will have the RFP ready to be placed on the agenda for the July 5, 2017 Council Meeting.

Discussion regarding the redesign of the City website

Mr. Butler presented plans for redesigning the City website stating that this project will fall under the \$20,000 threshold so an RFP will not be required. Mr. Butler recommended System Insights, a local company, for this project with them quoting \$12,500 for a template design and an additional \$5,000 for an original design by a graphic artist. The new website will be more interactive and include analytics. Mayor Hatter supported the selection of System Insights and the use of a graphic designer for the redesign. Mr. Feinauer concurred. Mayor Hatter will speak with Chris Fisher and another graphic artist regarding the design piece.

Discussion regarding the upgrade of the city's phone system

Mr. Butler provided information about the upcoming upgrade to the city's phone system. This will be a VOIP (Voice Over Internet Protocol) system. The new system will allow for increased functionality including direct dial, message forwarding via email, and the ability to also ring to cell phones. In the event of a power outage or internet service outage, a safety net is built in. The city will be maintaining an analog line for the fax machine which can also be used in case of emergency. Cincinnati Bell will be the service provider with equipment from Polycorn. This is the same technology that is used by the 911 system. The proposal for this system change will be provided to Council at the July 5, 2017 Council Meeting.

Discussion regarding the implementation of credit card payment options for city taxes and fees.

Mayor Hatter provided some history that when this was reviewed in 2008, Kentucky law was unclear as to whether charging a convenience fee on credit card payments was allowed. As this is no longer the case, accepting credit card payments is now a potential option for the City. OMEGA Processing Solutions in Fort Thomas is a local service provider. Mr. Butler stated that the OMEGA partners with GovTeller so that the city will be able to process credit card payments in person as well as on the city's website. There is a \$100 upfront fee with a maximum of \$30 per month fee. There is a 2.5% processing fee that will be passed on as a convenience fee for those choosing to use this method of payment. The fee will be communicated on the website prior to the individual clicking on accept to finalize a payment on the website. The proposal for this service will be provided to Council at the July 5, 2017 Council Meeting.

Discussion regarding AEDs for Police Cruisers parked vehicles

Captain Schworer referred to the copy of the email in the caucus packets to provide the cost of implementing AED units in every police cruiser. There would be a need for spares, ongoing replacement of pads whether or not the units were used, and annual training. Captain Schworer stated his opinion that he did not think AEDs were needed at this time. Typically, the rescue squad arrives at the scene prior to the police cruisers. Mr. Feinauer stated that rescue squad response time in the city is much quicker than that of a rural area. Mayor Hatter commented that he did not see a history of need for such units and that he did not see making an investment in 13 units. Mayor Hatter suggested the possibility of acquiring 2 units to try and then determine how much need existed. Mr. Hoerlein, Mr. Abeln, and Mr. Walls were all in agreement that the AED units were not necessary. Mayor Hatter then asked that the police department track incidents where an AED might have been used and revisit this topic in one year. Mayor Hatter also asked about the potential for CPR training for all police officers.

Discussion regarding the Brent Spence Construction Project

Discussion centered around the lack of advance warning from the Department of Transportation as well as sharing of information. Mayor Hatter stated per Steve Hensley, that Kenton County Emergency Management would be stepping in to assist and that the Kenton County Police and Sheriff would be providing additional support during the first week of construction and would re-evaluate after that first week. Mayor Hatter also discussed issues regarding a truck ban stating that enforcement would create additional issues and that most transportation companies would already be advising their drivers to use alternate routes. Mayor Hatter stated that the City would make an effort to communicate to residents as changes happen and stay on top of communications as much as possible through social media. Mayor Hatter plans to make a formal request for traffic counts to monitor the impact of diverted traffic on City roads.


Mr. Horlein left the meeting at 7:34 PM.

Discussion regarding a City-Wide Survey

Mayor Hatter brought up the possibility of doing another city-wide survey. He stated that in the past the City had used NKU to develop a survey but now with the option of online services such as Survey Monkey it is a much easier process. Mayor Hatter stated that the response to the last survey was approximately 35-40%. Mr. Feinauer questioned the need for doing a survey without clear direction on what the City was planning to do with the data collected. Mayor Hatter suggested the possibility of implementing individual survey questions on the website. The City-Wide Survey was tabled for revisit at a later time.

Discussion regarding Eagle Scout Project for the City

Phil Horney, resident, has two sons who are Covington Catholic students who are working toward their Eagle Scout awards. Mayor Hatter asked for suggestions for projects that might be a good fit for the




Eagle Scout project as well as be beneficial to the City. Suggestions included enhancements to the Lake, the Parks, the Nature Center, and rebuilding the retaining wall at the Museum. Mayor Hatter will put the Horneyes in touch with Mr. Maloney.

Following the completion of items on the agenda, the following topics were also discussed:

The Fort Wright resident who has become a chronic nuisance to the City – Mr. Butler and Chief Kreinest have contacted Adult Protective Services for assistance. The resident will not answer the door and the maintenance of the property is out of control. The City is preparing to address the property maintenance issue.

Rumpke missed trash pickup issue from 6/2/2017 – Mr. Butler has met with Rumpke and they are away of the concerns. A better plan of communication is in place with Rumpke and the City is continuing to monitor Rumpke services. Mayor Hatter asked that if anyone is aware of any issues to contact him or Mr. Butler as soon as possible to avoid another situation escalating with residents like it did the weekend following 6/2/2017.


Police department hiring – Mayor Hatter asked about applications received for the replacement police officer. Captain Schworer stated that he had received at least 12 applications, 3 of which were laterals and that it is his plan to have the new hire in place when the vacancy occurs.



Transition from Mr. Averdick to Ms. Witt – Mayor Hatter expressed the need to set up a meeting with Ms. Witt to answer questions and provide information to her. Mayor Hatter also expressed the need of an “onboarding checklist” and more formal procedure for this council transition as well as others that may be occurring throughout the City in the future. Mayor Hatter stated that he would like more documentation for the various positions in the city rather than just a job description.

Lack of/poor communication with KYTC District 6– Mayor Hatter cited the recent repair to the Park Road slide repair. Mayor Hatter received no communication and only learned about this when Mr. Wessels saw a Facebook posting. Mayor Hatter will be trying to establish a better relationship and tactfully work through channels to have needs addressed. Mr. Butler stated that other communities are experiencing the same issues as Fort Wright. Mayor Hatter stated that he is opposed to spending city money on things for which the state is responsible.

Resolution on Tolls – Mayor Hatter called for a resolution against tolls on the Brent Spence Bridge stating that it would result in traffic being diverted to alternate routes and be counterproductive. Mr. Wall commented that after traveling in Florida, he was made aware of the technology that residents could be excluded from tolls and that tolls could be billed to individuals who were traveling through the area. Mayor Hatter stated that this possibility might cause him to rethink his stance on tolls.

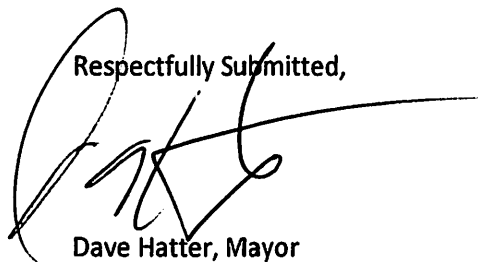


Special Recognitions – Mr. Butler shared the plans to recognize Mr. Averdick at the July 5, 2017 Council Meeting. Mr. Butler will be contacting Mr. Averdick regarding the potential of a reception. The potential for live streaming the event for Mr. Averdick’s family and significant others who could not attend was also discussed. Ms. Witt will also be sworn in at that same Council Meeting on July 5, 2017. Future plans include recognizing Chief Kreinest, who will be retiring, at the August 2, 2017 Council Meeting and swearing in Captain Schworer as the new Chief at the September 6, 2017 Council Meeting.

Negative Feedback from SD1 – Mr. Maloney advised of the negative comments made to residents and televised at a recent SD1 board meeting, that the City of Fort Wright was shrugging its duties regarding an issue on a resident's property. Mr. Maloney stated that the issue was on private property and not in a right of way and that the City's position is that it is either the responsibility of SD1 or the resident. Mr. Hatter concurred that if it was on private property, there was no City responsibility. Mr. Wall stated that by law, the City cannot spend City money on private property. Mayor Hatter stated that he fully supports that position and if there was anything further, to have the parties involved contact him directly.

Motion by Mayor Hatter, second by Mr. Feinauer to adjourn the caucus meeting. All members voting in favor, no one opposed. Motion passed.

Respectfully Submitted,

A handwritten signature in black ink, appearing to be 'Dave Hatter', written over a horizontal line.

Dave Hatter, Mayor

Attest:

A handwritten signature in black ink, appearing to be 'Susan Ellis', written in a cursive style.

Susan Ellis, Assistant City Clerk