



City of Fort Wright

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City of Fort Wright Special Council Meeting Wednesday, December 16, 2020 – 6:00 PM

CALL TO ORDER

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

Councilman Abeln	Here
Councilman Feinauer	Here
Councilman Wall	Here
Councilman Weber	Here
Councilman Wessels	Here
Councilwoman Witt	Here

Also present for the meeting were:

City Administrative Officer Jill Bailey
City Attorney Tim Theissen
Fire/EMS Chief Steve Schewe
Police Chief Ed Butler
Public Works Director Jeff Bethell
City Clerk Maura Russell
Treasurer/Senior Deputy Clerk

Councilman Feinauer said this meeting needed to happen to take care of some legislative items before the end of the year. He stated that Mayor Dave Hatter was unable to attend this evening's meeting and asked that he step up to preside over the meeting in his absence.

A motion was made by Councilman Wessels to appoint Councilman Feinauer as Interim Mayor for this meeting. Councilwoman Witt made a second. City Clerk Maura Russell called the roll.

Councilman Abeln	Yes
Councilman Feinauer	Yes
Councilman Wall	Yes
Councilman Weber	Yes
Councilman Wessels	Yes
Councilwoman Witt	Yes

MOTION CARRIED

CITIZEN COMMENTS/GUESTS

Representative Kim Banta (Council Swearing-In Ceremony) – Councilman Feinauer introduced State Representative Kim Banta, who was in attendance to perform the swearing-in ceremony for the re-elected Councilmembers. He thanked her for taking time to attend this evening's meeting. Those affirming their Oath of Office were:

Councilman Dave Abeln
Councilman Adam Feinauer
Councilman Scott Wall
Councilman Jay Weber
Councilman Bernie Wessels
Councilwoman Margie Witt

Staff Introductions & Employee Service Award Recognition – Public Works Director Jeff Bethell introduced Trent Evans, Public Works Laborer, who started in September. Mr. Evans addressed Council, saying he came from Boone County Public Works where he worked for three years and he appreciated the opportunity to work at the City of Fort Wright. He said he has enjoyed it so far and the people have given him a great welcome. He closed by thanking Council and saying he looks forward to working with each of them.

Police Chief Ed Butler introduced Sergeant Jason Millay, who has been with the Department for five years, coming from the Lexington Police Department, and was recently promoted to that position in the Fort Wright Police Department. Chief Butler said Sgt. Millay is the Department's firearms instructor and department representative to Kenton County Regional SWAT. He said the Sergeant vacancy came from George Kreutzjans' retirement and Sgt. Millay was promoted on November 1st following a testing process. He said Sgt. Millay is a great addition to the leadership team in the department. Sgt. Millay thanked Council.

Councilman Feinauer said that City Administrative Officer Jill Bailey and the Human Resources Committee wanted to start recognizing employees at five-year milestones for their service to the City. He said this is a program the City will continue to do moving forward. He awarded the following employees an engraved Yeti tumbler for their five-year anniversary:

Police Sergeant Robert Griffin
Police Officer Brad Keller
Police Sergeant Jason Millay

Councilman Feinauer said that a few years back, as a way to say "Thank You", Fire Chief Steve Schewe was presented with a bobblehead in his likeness. He said it went over so well the tradition will be continuing as the 15-year service award. A bobblehead was presented to Public Works Director Jeff Bethell for his 15 years of service to the City.

There were no citizen comments.

APPROVAL OF COUNCIL MINUTES

Councilman Weber made a motion to approve the minutes of the November 18, 2020, Special Council Meeting with one correction: change to the date in the title of the document. Councilman Wessels made a second. City Clerk Maura Russell called the roll.

Councilman Abeln	Yes
Councilman Feinauer	Yes
Councilman Wall	Yes
Councilman Weber	Yes
Councilman Wessels	Yes
Councilwoman Witt	Yes

MOTION CARRIED

UNFINISHED BUSINESS

RedTree Investment Services and Investment Policy – Councilman Feinauer said this contract and policy have been in the works for a year and turned the floor over to Ms. Bailey for more information. Ms. Bailey said the Investment Policy is in the Council Packet and has been modified to fit the City's specifications and situation. She said the City Attorney has also reviewed it. She clarified that the Policy in the packet has been cleaned up slightly since being sent, to correct a couple grammatical errors. She also said at the end of the document there is the "Fort Wright Authorized Financial Transaction Signature Sheet" which will be replaced by the next document titled the same. Ms. Bailey said there was a last-minute change about wire transfers. She said the two documents will be merged and made into the final policy. She also said City Attorney Tim Theissen suggested adopting the policy as a Resolution rather than Ordinance and that RedTree Investment Group contract will need to be signed.

Councilman Weber said everything presented this evening has been seen by all of Council before. He commented on the authorized signature sheet, saying the changes were made to put in specific wording about wire transfers, specifically that Ms. Bailey and Mayor Hatter can make a wire transfer from one City account to another City account but cannot transfer to a third-party account or an account outside the current institution. Ms. Bailey stated that generally wire transfers are never done, while transfers between accounts do occur and this confirms that those should never happen to an outside institution.

Councilman Feinauer thanked the Finance Committee for their hard work, including the little tweaks. He said it is prudent to get certain items in the Policy now, so they do not have to be addressed later.

Mr. Theissen read Resolution 23-2020, a Resolution of the City Council of the City of Fort Wright, Kentucky, adopting an Investment Policy and retaining RedTree Investment Group for management of the investments and US Bank as custodian of the investment account, and authorizing the Mayor to execute all necessary documents to implement the Policy and the management and custody of the account of the City of Fort Wright.

Councilman Weber made a motion to adopt Resolution 23-2020. Councilman Wessels made a second. City Clerk Maura Russell called the roll.

Councilman Abeln	Yes
Councilman Feinauer	Yes
Councilman Wall	Yes
Councilman Weber	Yes

Councilman Wessels Yes
Councilwoman Witt Yes

MOTION CARRIED

Mr. Theissen read Resolution 24-2020, a Resolution of the City Council of the City of Fort Wright, Kentucky, establishing procedures and identifying authorized individuals of the City who may execute financial transactions for the City, listing primary and secondary signers, addressing wire transfers, providing for annual review of the foregoing, and authorizing the Mayor to execute the "Fort Wright Authorized Financial Transaction Signature Sheet".

Councilman Weber made a motion to adopt Resolution 24-2020. Councilman Wessels made a second. City Clerk Maura Russell called the roll.

Councilman Abeln Yes
Councilman Feinauer Yes
Councilman Wall Yes
Councilman Weber Yes
Councilman Wessels Yes
Councilwoman Witt Yes

MOTION CARRIED

NEW BUSINESS

PDS Council Appointments – Councilman Feinauer said the City is a member of Planning and Development Services of Kenton County [PDS] and Councilman Wessels is currently the primary Representative and he is the Alternate Representative. He asked Council to authorize their re-appointment.

Councilman Abeln made a motion to reappoint Councilman Wessels as the City's Representative to PDS and Councilman Feinauer as the Alternate Representative. Councilman Weber made a second. City Clerk Maura Russell called the roll.

Councilman Abeln Yes
Councilman Feinauer Yes
Councilman Wall Yes
Councilman Weber Yes
Councilman Wessels Yes
Councilwoman Witt Yes

MOTION CARRIED

JARCWM Board Appointments & Resignation – Ms. Bailey said earlier this year Council revamped the Board appointments for the James A. Ramage Civil War Museum to stagger terms for the eight members appointed. She said three members are terming out on December 31 and those individuals have indicated they are not requesting reappointment. She said those members are Jeannine Kreinbrink, Richard McCormick, and Linda Hornsby. Ms. Bailey thanked them for their time and service, saying they have served many years and donated a lot of time and effort to the Museum. She said a letter was sent to each person on behalf of Council in appreciation of their service. Ms. Bailey said she has requested current President Bernie O'Bryan provide names of proposed members, but she does not yet have the list so this will be pushed to January.

Councilman Weber asked if a specific number of people are required to be on the Board. Ms. Bailey said anywhere from six to ten or twelve. She said she is unsure how the Board came to eight members.

Councilman Feinauer thanked the outgoing Board members for their time, stating they have been on the Board since the Museum started and are very energetic in giving their time, including volunteering to give tours, and even loaning personal items for display. He said he hopes others will step up and asked if anyone is interested, or knows someone who is, to contact the City.

Councilman Wessels asked about the items the museum has on loan and if they are itemized. Ms. Bailey said an inventory is maintained for insurance purposes. She advised Ms. Kreinbrink and Mr. O'Bryan will be working in January to itemize and determine those items on loan and if the owners wish to continue the loan. Councilman Weber asked that the itemized list have photos that accompany it, and for it to be sent to the insurance company in case of loss. Councilman Abeln added that all individuals loaning items need to understand the level of insurance and be sure it is adequate.

COMMITTEE REPORTS

Community Improvement – Chair Councilman Feinauer advised the Committee is still reviewing the work done for gateway signage. He said they will be discussing some open items in Committee at the first of the year and will distribute information to Council at that point.

Councilman Weber commented on the LED lighting on the City of Ludlow's signage. Councilman Feinauer said that is one item being discussed for the gateway signage and it should be easy to obtain if that is decided. Councilman Wessels suggested looking into a program with Duke Energy for municipal lighting, which may give a flat rate for lighting.

Economic Development – Chair Councilman Abeln said there were no updates at this time.

Finance – Chair Councilman Wessels thanked Councilman Weber and his colleague, Tim Williams of Batesville Products, for their help with putting together five- and potentially ten-year projections plans. He said some formulas are still being worked out, but Mr. Williams was able to come close to their projection of a 2.6% growth rate over five years. Councilman Wessels said he will sit down with Ms. Bailey and City Treasurer Susan Ellis to review and update on a monthly or weekly basis, so Council has a better understanding for yearly budgeting. Councilman Weber said the spreadsheet was initially compiled by Mayor Hatter and he did a good job. He said Mr. Williams was able to create a trend line and projections within the data. Councilman Weber also said Mr. Williams will create a Standard Operating Procedure for updating the information moving forward.

Councilman Wessels said that the projections from department heads will need to be better moving forward, including equipment, vehicles, and materials, and their life expectancies to for budgeting. Councilman Weber added that Mr. Williams is working to create a sub-routine to enter those and have them plotted incrementally.

Councilman Wessels asked Ms. Bailey about the fee situation with Republic Bank. Ms. Bailey said she received a detailed statement, and it appears all charges are being dumped into one fund, which is why it appears elevated. She said she still has a couple questions for the staff at Republic Bank, but she does not think the fees are as bad as thought because the City is using substantially more services than

before, including built-in security features. She added the City will have to determine if the services are worth the fees.

Human Resource – Chair Councilman Weber did not have a report.

CAO REPORT

Ms. Bailey reported she is working on health insurance renewals. She said United Healthcare, the City's current provider, came back with a three percent increase which is substantially lower than what was anticipated during budgeting. She said the plan will renew as-is. Ms. Bailey added that the City is looking to add a long-term disability benefit and once she has more information she will send it to Council for review.

DEPARTMENT REPORTS

Administration – Ms. Russell reported that the Employee Appreciation Lunch was in November and thanked all the businesses for their generous donations. She said a hot lunch was catered by Chef Barone and dessert was from Nothing Bundt Cake. Ms. Russell said she is finishing FEMA [Federal Emergency Management Agency] and KLC [Kentucky League of Cities] trainings. She also reported that tax payments are coming in and passports are still being accepted.

Finance – Ms. Ellis said tax bills are coming in. She said there had been a little glitch with the Post Office generating a lot more walk-in traffic. Ms. Ellis reported that as of December 15 the City has collected \$943,919 in property taxes, or 49% of total due, with \$982,353 outstanding. She said tangible tax received is \$36,615, around 32%, with approximately \$80,000 outstanding. She also said the public service certification tax received is \$1,914, and this will increase with additional bills that have been sent. Ms. Ellis reported that \$52,409 has been billed for bank tax and one payment has been received, and insurance premium tax receipts through the third quarter totaled \$427,455.

Councilman Wessels requested Ms. Ellis include this information in the Council Meeting packets. Ms. Ellis said she would include it moving forward.

Fire/ALS – Chief Schewe said the department has been affected by CoViD-19, with six staff members off because of COVID-19 or related issues. He said at this time everyone is back aside from one part-time firefighter, but there was a need to backfill positions and bring people in for overtime to cover shifts. He said this will make the end of the year look different than in the past and will give them a better grasp on what COVID-19 cost the Department.

Chief Schewe also discussed vaccinations for COVID-19, saying the Northern Kentucky Health Department has said that first responders will be vaccinated in the next month weeks, but there is no guarantee it will happen in that time frame. He said the Department is hopefully in the next tier to receive the vaccine.

Chief Schewe said he hopes to keep the Department healthy, saying no one was gravely ill just experiencing common flu-like symptoms. He said it affects people in different ways and the Department continues to use precautions.

Councilman Feinauer said the Department will be in his prayers and he is glad to have them back.

Legal Counsel – Mr. Theissen said he has no report but there will be an executive session to discuss potential litigation.

Police – Chief Butler acknowledged Officer Aaron Arnsperger and other officers who participated in the “Stuff the Cruiser” event at Walmart. He said Walmart allowed them to park a police cruiser in front of the store and shoppers were very generous with gifts. Chief Butler said they collected Christmas gifts for ten families from Fort Wright Elementary along with \$1,200 in gift cards that will be used for Walmart and Kroger gift cards to go with the gifts. He thanked Officer Arnsperger and his wife and family for their efforts.

Councilman Weber thanked Walmart and Councilman Feinauer said they have been a good corporate citizen. Councilman Feinauer asked if this event replaced “Shop with A Cop” and Chief Butler said it did. He said because of the COVID-19 situation the Department wanted to do a more-socially distant event, so the gifts were collected and Fort Wright Elementary identified the families and handled wrapping and distribution.

Public Works – Mr. Bethell said the Public Works trucks have been prepped for snow and ice and have been used for a couple small rounds, with everything going well. He said the team has also decorated the City Building and continues to do building maintenance.

Mr. Bethell provided an update on Amsterdam Road, saying they are installing storm sewers and underdrains. Once that is complete, he said they will bring in dirt for fill. He also said the backfill specs have changed for ditch lines, from flowable fill to granular, which will save about \$14,000 on the project.

Mr. Bethell said SD1 [Sanitation District No. 1 of Northern Kentucky] has completed video inspection of Fort Henry and will be moving forward soon. He also said the project on Highland Avenue will continue in February or March for restoration.

Councilman Wessels asked about the corner at Kyles Lane and Dixie Highway, where a truck had run through the curb. Mr. Bethell said the state is aware of the issue.

SPECIAL ANNOUNCEMENTS

Councilman Feinauer said a letter was received from Carol and Carl Allison, thanking the City for the detailed information on the Amsterdam Road project. He said he hopes to continue the communication with residents.

Councilman Feinauer thanked the Fort Wright Garden Club for donating the tree that was used for the tree lighting on Saturday, December 12th. He thanked the Club for their work on decorating, as well as Public Works for helping with the lights. Councilman Feinauer also thanked the Fire and Police departments for bringing Santa and Mrs. Claus through the City on December 12th, as he heard it was a big hit. He also mentioned Light Up Fort Wright, which is happening during the entire month of December encouraging residents and businesses to show holiday pride.

Councilman Feinauer also thanked Mr. Bethell and the Public Works Department for taking care of the City streets this morning.

Councilman Feinauer reminded residents that tax payments are due by December 31st at 5 PM and no postmarks will be accepted. He said residents can drop them off or pay via the website. Ms. Russell said there is a locked mailbox to the right of the front doors of the City Building to accept payments. Councilman Feinauer said City Administration Offices are closed Christmas Eve, Christmas Day, and New Years Day.

COUNCIL COMMENTS

Councilwoman Witt – She thanked residents for showing up to the first tree lighting event. She said she hopes it continues each year and will hopefully grow to a longer ceremony. She thanked Public Works for their help. She wished everyone a Merry Christmas and Happy New Year.

Councilman Abeln – He thanked the Garden Club for their donation. He said he looks forward to seeing the event in the coming years.

Councilman Weber – He thanked Councilwoman Witt and the Garden Club, and he wished everyone a Merry Christmas. He also warned residents that packages can be stolen off porches so be aware if something is being delivered.

Councilman Wall – He thanked Councilwoman Witt and the Garden Club. He also thanked Councilman Weber and Mr. Williams for their work on the budget. He wished everyone a Merry Christmas and Happy New Year.

Councilman Wessels – He mentioned the PDS [Planning and Development Services of Kenton County] One Stop Shop updates, saying fees will increase but we will begin only paying for services we use. He also said he received a message from a resident on Hazelwood regarding parking issues and their concern for safety. He said he will work with the Public Works and Police departments to review the matter. He wished everyone a Merry Christmas.

Councilman Feinauer closed by wishing everyone a Merry Christmas and Happy New Year. He said he knows 2020 has been hard on everyone and thanked City staff, residents, and businesses for the wonderful and selfless way of doing things this year, including allowing for some humor and participating in City events when able.

EXECUTIVE SESSION

Councilman Feinauer requested a motion to adjourn to Executive Session under KRS 61.810 (1)(c) – Discussions of proposed or pending litigation against or on behalf of the public agency. A motion was made by Councilman Abeln. Councilman Wall made a second. City Clerk Maura Russell called the roll.

Councilman Abeln	Yes
Councilman Feinauer	Yes
Councilman Wall	Yes
Councilman Weber	Yes
Councilman Wessels	Yes
Councilwoman Witt	Yes

MOTION CARRIED

The Special Council Meeting was adjourned to Executive Session at 6:57 PM.

The Special Council Meeting was reopened to the public at 8:02 PM.

ADJOURNMENT OF THE SPECIAL COUNCIL MEETING

There being no further business, Councilman Abeln made a motion to adjourn the Special Council Meeting. Councilman Wall made a second. All voting in favor.

The Special Council Meeting adjourned at 8:02 PM.

Respectfully Submitted,

Dave Hatter, Mayor

Attest:

Maura Russell

Maura Russell
City Clerk