



City of Fort Wright

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City of Fort Wright Special Council Meeting Wednesday, June 15, 2022 – 6:00 PM

CALL TO ORDER

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

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

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
Finance Clerk Kelly Perry

CITIZEN COMMENTS/GUESTS

Joe Schutzman – Firefighter/Paramedic COFW – Mr. Schutzman introduced himself, saying he has been a firefighter for 10 years and came to the City of Fort Wright from the Erlanger Fire Department. He said it has been a great transition and he is happy to be with Fort Wright. He introduced his grandparents who attended the meeting.

Clark Throckmorton – Firefighter/Paramedic COFW – Mr. Throckmorton said he has also been a firefighter for about 10 years and came from Campbell County Fire District One and Maysville. He said he is enjoying his time so far with the department and is happy to be with the City of Fort Wright. Mr. Throckmorton introduced his wife, Veronica, and one of their children.

Mayor Hatter thanked Mr. Schutzman and Mr. Throckmorton, saying everyone is happy they are with the City.

Lou Wartman – 1572 St. Anthony Circle – Mr. Wartman addressed Council regarding a neighbor who has been dumping yard waste and debris in a vacant area Marcella Drive. He said he knows who the people are that are dumping. Mr. Bethell advised it may be state right-of-way and they will need to be involved. Chief Butler said he would work with Mr. Wartman to see if there is anything that can be done.

Tom O'Connor – 1399 Sleepy Hollow Road – Mr. O'Connor addressed Council regarding an issue he has been having with Rumpke concerning the number of garbage cans he has on this property, which is a duplex and is being charged by the City for two waste collection fees. He said he used to have two Rumpke cans but now only has one. Ms. Bailey confirmed the charges are valid as a duplex and she has been working with Rumpke to get more information on garbage cans they may have provided to this property in the past and what needs to happen when those cans go missing.

Mr. O'Connor also asked about Rumpke supplying the garbage cans, saying he does not have to pay for them at his property in Park Hills. Ms. Bailey advised that the vendor has different contracts with each city they work with, and the City of Fort Wright's contract allows for renting the cans from Rumpke.

Adam Kunsman – 1625 E Crittenden Avenue – Mr. Kunsman introduced himself to Council, saying he is proud to live in Fort Wright and wants to meet with each Councilmember to discuss ways he can help the City. Mayor Hatter thanked him for joining the meeting and said there are not a lot of volunteer opportunities but when they come up they are difficult to fill and he appreciates Mr. Kunsman's interest.

APPROVAL OF COUNCIL MINUTES

Councilwoman Witt made a motion to approve the minutes of the Council Meeting held on Wednesday, May 4, 2022. Councilman Feinauer made a second. Ms. Russell called roll.

Councilman Abeln	Abstain	
Councilman Feinauer	Yes	
Councilman Wall	Yes	
Councilman Weber	Yes	
Councilman Wessels	Abstain	
Councilwoman Witt	Yes	MOTION CARRIED

Councilman Weber made a motion to approve the minutes of the Caucus Meeting held on Wednesday, May 18, 2022. Councilman Feinauer made a second. Ms. Russell called roll.

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

UNFINISHED BUSINESS

SHCC Security Access Proposals – Ms. Bailey advised the City would like to install a keyless access system at South Hills Civic Club to control access to the building better than the existing keyed system. She said valid proposals were submitted by DigiCOM for \$6,462.15 and American Sound for \$9,397.35. Ms. Bailey said she had hoped to complete a full review of each proposal before this evening's meeting, but no decision has been made

yet. Ms. Bailey requested Council approve her to spend no more than the highest proposal on the system and offered to come back with a more detailed proposal at the next meeting.

Councilman Weber asked about proprietary software. Mayor Hatter said it is probably proprietary but not specific to only one vendor.

Councilman Feinauer made a motion to allow City staff to review the proposals and authorize spending up to \$10,000 on the keyless entry system at South Hills Civic Club. Councilman Wessels made a second.

Councilman Wessels added that Ms. Bailey should be sure her specifications are met before selecting a vendor. Ms. Bailey said if neither vendor met their expectations, she would explore other quotes or vendors. Councilman Weber recommended she reach out to customers of each vendor to discuss their experiences with the product.

Mayor Hatter said the City has made significant investments in South Hills Civic Club and hopes to have it back available for the public to rent soon. He said the keyless entry system will be better and more secure for everyone, assuming no cybersecurity issues.

Ms. Russell called the roll.

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

MOTION CARRIED

SHCC Rules, Regs, and Rates – Ms. Bailey said she has compiled some updates to the rental rules, including sound amplification, not allowing tents and inflatables, and prohibiting moving tables and chairs outside the facility. She asked Council to let her know if there was anything else they want included. Ms. Bailey added that she provided Council with comparative rental rates for other facilities in the area and Ms. Perry has provided ongoing monthly and capital expenses to take into consideration.

Ms. Bailey said the objective is to reopen the Civic Club to rentals again as soon as possible but she is still reviewing cleaning options. She said other cities use their public works staff, but that is not feasible for City staff. She also suggested hiring a cleaning company or an independent person to care for the cleaning. Ms. Bailey said whichever option is chosen the rental fee should cover cleaning costs.

Ms. Bailey also brought up renting to non-Fort Wright residents. She said calls come in all the time from non-residents requesting to rent the space and a higher fee could be assessed to those individuals. Mayor Hatter said he is not opposed to that idea but wants to be sure Fort Wright residents are given the option to use it because their tax dollars pay for the facility.

Councilwoman Witt expressed concern over residents not being able to rent right now, saying she has received phone calls with questions and frustration over rentals continuing but no reservations being accepted. Ms. Bailey said staff is also handling those calls and understand those frustrations but the City wanted to honor previous rental agreements while the renovations and updated agreements were made.

Councilman Feinauer proposed establishing a fee structure and reopening reservations now and working on the other details in the coming months. He made a motion to offer renting South Hills Civic Club to residents for \$150.00 Monday through Thursday and \$250 Friday through Sunday and holidays and non-residents can rent for \$250.00 Monday through Thursday and \$350 Friday through Sunday and holidays, with all deposits being \$300 and rentals can start being taken on Monday, June 20th. Councilwoman Witt made a second. Ms. Russell called the roll.

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

MOTION CARRIED

Ms. Bailey thanked the Public Works Department for their hard work in the renovations and improvements at South Hills Civic Club.

Gateway Sign Proposal for Local Streets – Ms. Bailey said a proposal for bids was put out and one was received from Holthaus Lackner Signs for \$29,992.00, which includes 11 gateway signs for local streets. Mayor Hatter recommended moving forward with the purchase to enhance the community and using ARPA funding to cover the expense.

Councilwoman Witt made a motion to approve the bid from Holthaus Lackner Signs. Councilman Feinauer made a second. Ms. Russell called the roll.

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

MOTION CARRIED

Councilman Wessels recommended requesting a bid for the company to also install the signs to take the burden off the Public Works Department so they can focus on higher priority tasks. Ms. Bailey said she would request a bid for installation.

Councilman Weber exited Council Chambers at 7:04 PM.

Kenton County Fire/EMS Drill Training Facility – Ms. Bailey said Chief Schewe reported the discussion of Council's last meeting to the Kenton County Fire Chiefs Association, and they are in agreement. She said they requested the City's approval in writing, so a Resolution has been drafted. Chief Schewe added that he has asked the KCFCA to also take on the burden of the Robke Bridge and they are discussing that, but he does not foresee any issues with using the Eaton Drive access point to the property.

Councilman Weber returned to Council Chambers at 7:07 PM.

Mr. Theissen read Resolution 07-2022, a Resolution of the City Council of the City of Fort Wright, Kentucky, in support of the Kenton County Fire Chiefs Association developing a Fire/EMS drill and training facility on property in the City of Fort Wright, located at 1501 Dudley.

Councilman Feinauer made a motion to approve Resolution 07-2022. Councilman Wessels made a second. Ms. 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

Battery Hooper Structure Designations for 911 – Ms. Bailey advised Council that PDS [Planning and Development Services of Kenton County] has been working with the Kenton County Emergency Dispatch Center to identify structures without addresses. She said Volunteer Park has now been assigned an address of 31 Park Road. Ms. Bailey added that there are three structures at Battery Hooper Park that need designations and asked for Council's input on what they should be called.

After discussion, a motion was made by Councilman Wall to designate the structures as "Shelter One", "Shelter Two", and "Playground". Councilman Weber made a second. Ms. Russell called the roll.

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

MOTION CARRIED

1st Reading of Ordinance 04-2022 amending FY 21-22 Budget – Ms. Bailey reviewed the amendments suggested to the Fiscal Year 2021-2022 budget, which includes incorporating audited fund balances. She said the General Fund will come in closer to \$5.7 million in revenue as opposed to the previously budgeted \$5.5 million, and expenses will be closer to \$5.2 million, slightly over the projected \$5 million. Ms. Bailey said some of the expense overage comes from using the services of Harrison CPA in the Interim Treasurer position, gas price increases, overtime in the Fire Department because of staff transitions and equipment repairs, and items approved throughout the year like the Axon body camera system.

Ms. Bailey said the Emergency Fund has been reallocated to align with the required 15% of previous year's audited expenses. She said there were additional receipts in the Municipal Road Aid Fund, Parks & Recreation Fund incurred expenses for the South Hills Civic Club renovations, and the Capital Improvements Fund was assessed for the body cameras. Ms. Bailey said the James A Ramage Civil War Museum Fund is being closed out

now that the closure, demolition, and transfer of property is complete. She added that the Fire & EMS Fund received grants of \$128,000.

Ms. Bailey said the financial situation is very good and the City is ending the fiscal year on a positive note. She said she is working on getting proposals for auditing services as the contract with Chamberlin Owen may be ending.

Councilman Wessels said the Finance Committee is on board with the amendment to the budget and asked what is remaining in federal Coronavirus funding. Ms. Bailey advised the City has approximately \$1.4 million remaining.

There was discussion about the Parks & Recreation budget not having income and Ms. Bailey said she is working out a way to delineate the revenue and expenses from South Hills Civic Club to show an accurate picture of what each park costs.

Mr. Theissen completed a first reading of Ordinance 04-2022, an Ordinance of the City of Fort Wright in Kenton County, Kentucky, amending Fort Wright Ordinance No. 06-2021 and the Budget Adopted Thereby for the City of Fort Wright for the Fiscal Year Beginning July 1, 2021, and ending June 30, 2022.

Councilman Weber made a motion to approve the first reading of Ordinance 04-2022. Councilman Wessels made a second. Ms. Russell called the roll.

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

MOTION CARRIED

1st Reading of Ordinance 05-2022 adopting a budget for FY 22-23 – Mayor Hatter first apologized for the delay in getting the budget to Council because of travel and trying to collect accurate information from other local agencies regarding salaries. He said inflation is a significant problem and the City wants to stay in alignment with competition for the unique and specialized positions. He said the City has an amazing team that does a great job and it took a long time to understand the marketplace for salaries and benefits, as they wanted to have as much data as possible. Mayor Hatter thanked the Finance Committee for their work on the budget and reminded Council that this first reading does not bind them to any decision and items can be refined if they want to make changes prior to the second reading.

Councilman Wessels spoke for the Finance Committee saying they support what Ms. Bailey and Mayor Hatter are presenting for the budget.

Ms. Bailey reviewed the fund allocations for expenses, with the following notes about each fund:

- General Fund – zero balance to start; anticipated revenue of \$5.8 million; allocated expenses of \$5.4 million between all departments; budgeted surplus of \$349,000 will transfer to the Capital Improvements fund; salary increases for cost of living and some market rate adjustments; ongoing

operational expenses, including gas and maintenance of vehicles; Park Hills and Kentonvale EMS and Fire contracts have a negotiated slight increase

- Emergency Fund - \$710,000, which is 15% of the previous year's audited expenses
- Municipal Road Aid – anticipating income of \$126,000; funds allocated for salt and sand, signage, street sweeping, street repairs, pothole patching, and other small work around the City
- Parks & Recreation Fund – budgeted a revenue of \$15,000, with expenses around \$422,000; earmarked \$125,000 for parking lot rebuild and replacement of the playground at Fort Tot; ongoing expenses and maintenance at South Hills Civic Club; no planned expenses within this fund yet, just earmarked for future use; fund balance would be \$51,000 at the end of the fiscal year if nothing is done
- Dixie Kyles TIF – anticipating changes because of lower revenue; no planned expenses this fiscal year
- Fire/EMS Fund - \$229,000 anticipated revenue which comes from insurance receipts; \$100,000 is allocated for personal protective equipment, hose, and maintenance of the facility; Chief Schewe has \$182,000 grant and will present a proposal later in the year
- JARCWM Fund – this fund is closing, and a small amount of funds will move
- Capital Improvements Fund – expecting to receive an additional \$740,000 from ARPA funding; minimal expenses, including two new police cruisers, backhoe for Public Works, new rifles, and a new copier for the Administration department; gateway signage incorporated to this fund; hope to end with \$349,000 at the end of the year

Councilman Abeln left Council Chambers at 7:35 PM.

Councilman Wessels made other Councilmembers aware of substantial increases to maintain staff. He said he appreciated Ms. Bailey and Mayor Hatter gathering that information for review, and they are hoping to keep the tax rate where it is currently even with these increases. Ms. Bailey confirmed there is no proposed tax increase in this budget.

Councilman Abeln returned to Council Chambers at 7:36 PM.

Mayor Hatter referenced the salary increases, saying there were 25 different governmental agencies reviewed to come up with a proposal, as well as the NKADD [Northern Kentucky Area Development District] annual salary survey. He said the majority of positions with the City received an 8% increase with some receiving more for market adjustments. Ms. Bailey added that the only open position the City will work to fill at this time is the full-time Public Works Laborer position and no other vacancies will be filled.

There was discussion about police training and a potential facility coming to Northern Kentucky. Chief Butler said the Northern Kentucky Police Chiefs Association has researched extensively options to have a local training center but there are so many hoops and hurdles that it is near impossible to stay within the state police standards. He said there will be more in-service opportunities moving to the area in 2023 which will help with costs related to training outside the region, but the basic academy training will remain in Richmond.

Councilwoman Witt asked about the military to law enforcement program and Chief Butler said it does not reduce the training requirement but moves the financial burden from the local budget to the federal budget.

Mr. Theissen completed a first reading of Ordinance 05-2022, 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, 2022, and Ending June 30, 2023.

Councilman Weber made a motion to approve the first reading of Ordinance 05-2022. Councilman Wessels made a second. Ms. Russell called the roll.

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

MOTION CARRIED

1st Reading of Ordinance 06-2022 adopting a pay classification plan – Ms. Bailey said this is the annually required update to the plan of personnel classification and organization, authorizing the number of people per position and the minimum and maximum salary bands. She said it also establishes which positions require an oath of office and bonds.

Mr. Theissen completed a first reading of Ordinance 06-2022, 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 Wall made a motion to approve the first reading of Ordinance 06-2022. Councilman Wessels made a second. Ms. Russell called the roll.

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

MOTION CARRIED

COMMITTEE REPORTS

Community Improvement Committee – Chair Councilman Feinauer – Councilman Feinauer said the Committee reviewed the nuisance ordinance with Mr. Theissen, discussing leaflets and unsolicited materials, and they hope to have an updated Ordinance next month.

Ms. Bailey added that the replacement of trashcans and benches were discussed at the last meeting and there will be a proposal for those soon. She said a bench was selected by the Committee that would allow for a plaque to be purchased to honor someone so there will need to be discussion on how that is structured.

Finance Committee – Chair Councilman Wessels – Councilman Wessels reminded Councilmembers that the RedTree Investment report is in their packet. He also said the interest rate went to 0.75% today and they will be watching it.

CAO REPORT

Ms. Bailey thanked the Public Works Department for their hard work on Volunteer Park. She said they are

waiting on a picnic table and signage. She said a Little Free Library has been installed and will be stocked by the Kenton County Public Library.

Ms. Bailey advised that she met recently with Kentucky Transportation Cabinet District 6 to discuss the Sperti Drive project and significant concerns expressed by landowners. She said Michels will work on sharing their development plans with the state to work on access plans, but the Gateway entrance at Dudley Road will still be a right-in/right-out only access. She said there are discussions to close that entrance and access the property elsewhere, but they will continue to review.

Ms. Bailey said discussions with Interplastic continue and they have been very cooperative with establishing and maintaining relationships with the City. She also said there are plans to make some changes to the Lexus dealership plans and she anticipates they will present that information to Council soon.

Ms. Bailey said there will need to be a special meeting by June 30th to do a second reading of the Ordinances that were read tonight, and she will follow up. She also proposed a ribbon cutting at Volunteer Park and will send proposed dates.

Finally, Ms. Bailey advised Council that the Board of Adjustment heard an appeal of a set-back variance on Fort Henry Drive, where there are two proposed duplexes. She said she did attend and expressed opposition on behalf of the Mayor but did not represent Council in any manner based on the development altering characteristics of the neighborhood and adding additional traffic. She said the Board did deny the request for variance. She said they are also working through bylaws updates.

DEPARTMENT REPORTS

Administration/Finance – Ms. Russell advised the Administration Department has been steady with passport acceptance. She also said with Mr. Theissen's help the City was able to collect on two large past-due property tax bills, totaling almost \$9,000. She said at this time there is approximately \$35,000 remaining in overdue property taxes, which includes legal fees.

Fire/ALS Department – Chief Schewe reported the had its annual Kentucky Board of Emergency Medical Services inspection on ambulance services and machines and received 100% and zero violations. He said the Kentucky Fire Commission also completed their inspection of record keeping and training and reported it as satisfactory, with the only other option being unsatisfactory.

Chief Schewe said there was a fire at a residence on Amsterdam Road last week and the insurance company has reported \$150,000 to \$160,000 in damage. He said the cause of the fire is not known yet but appears to have started in the kitchen.

Councilman Feinauer asked about storm damage and Chief Schewe said they have been helping the Public Works Department to clean up trees and debris to make sure the roads stay open.

Legal Counsel – Mr. Theissen had no report and reminded Council of the Executive Session this evening.

Police Department – Chief Butler said the department is working to get back to normal with the community programs, including visits to KinderCare and an upcoming visit to Ft. Wright Elementary's summer camp.

Mayor Hatter thanked Chief Butler for working on data analysis on the cost of replacing employees, as it was an insightful piece used for budgeting.

Mayor Hatter reminded residents of the Police Department's vacation check program. He said forms are available in the lobby or on the City's website.

Public Works Department – Mr. Bethell said his department has been working on the parks and keeping up with mowing.

Councilman Wessels left Council Chambers at 8:11 PM.

Mr. Bethell said the Northern Kentucky Water District is finishing up the replacement on Morris Road and should be finished in the next couple weeks. He thanked Police Specialist Ben Wiesner for his help with mowing on his days off the last few weeks.

Councilman Feinauer asked how his department handled the storms and Mr. Bethell said there was nothing major and they worked with the Fire Department to clear some trees. He said Brooks Flooring on Ashwood Circle did sustain damage from a fallen tree and Kathleen Romero lost her back deck also.

Councilman Wessels returned to Council Chambers at 8:13 PM.

Mr. Bethell said the street program will resume after July 1 when he and Martin Hellman from CT Consultants mark curbs and full-depth repairs. He said there is not a specific schedule for Michels to start yet.

Ms. Bailey thanked Kenton County Jailer Mark Fields for restarting the work release program as it has been a tremendous help to the Public Works Department. Mr. Bethell said the inmate they have been assigned used to work for a mowing company and has been a big help in other areas.

Mayor Hatter asked if there was any information on the status of Bromley-Crescent Springs Road. Mr. Bethell said he did not have any information but he and Councilwoman Witt both said they think it will reopen in November.

SPECIAL ANNOUNCEMENTS

Employee Recognitions/Special Thank You's – Mayor Hatter read a thank you note to Mr. Bethell from resident Jack Pille.

COUNCIL COMMENTS

Councilman Wessels – he said Jason Collins (in attendance) and Bilz Insurance will be moving from Covington into the City of Fort Wright.

EXECUTIVE SESSION

Mayor Hatter requested a motion to adjourn to Executive Session under KRS 61.810 (1)(b), deliberations on the future acquisition or sale of real property by a public agency, but only when publicity would be likely to affect the value of a specific piece of property to be acquired for public use or sold by a public agency; 61.810 (1)(c), discussions of proposed or pending litigation against or on behalf of the public agency; and 61.810 (1)(g), discussions between a public agency and a representative of a business entity and discussions concerning a specific proposal, if open discussions would jeopardize the siting, retention, expansion, or upgrading of the

business. A motion was made by Councilwoman Witt. Councilman Abeln made a second. Ms. 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 8:20 PM.

The Special Council Meeting was reopened to the public at 9:15 PM.

ADJOURNMENT OF THE COUNCIL MEETING

Councilman Abeln made a motion to adjourn the Special Council Meeting. Councilman Wessels made a second. All voting in favor.

The Special Council Meeting adjourned at 9:16 PM.

Respectfully submitted,

Dave Hatter, Mayor

Attest:



Maura Russell
City Clerk