

Meeting Minutes for Regular Monthly Commission Meeting

Date: February 11, 2020

Time: 7:30 PM

Location: Ryland Heights Municipal Building @ 10145 Decoursey Pike, Ryland Heights, KY 41015

Call to Order Meeting called to order by Mayor John Cole at 7:30pm

Invocation by Mayor John Cole

Pledge to Flag led by Mayor John Cole

Attendance/Roll Call

Commission members present:

Mayor John Cole, Commissioner Gary Cooper, Commissioner Carrol Bowman, Commissioner Ralph Collins, Commissioner Jason Ponder

Commission members absent: None

Staff members present:

Nancy Collins, City Clerk, Rod Rigacci, Treasurer, Kristi Zavitz, Asst. City Clerk, Ted Knoebber, City Attorney arrived at 8:05 pm.

Staff members absent: None

Minutes

Minutes were reviewed by each Commission member for the regular meeting in January. No corrections requested to the minutes. Motion to accept the minutes from the regular meeting Jan 14, 2019 made by Commissioner Collins with a second by Commissioner Bowman. All yeas on the vote. Motion approved.

Treasurer's Report

Treasurer's report presented by Rod Rigacci, Treasurer – Nothing to report at this time.

Nancy Collins, City Clerk reported the delinquent property taxes. Pre 2019 \$5905.56, and \$3740.13 in 2019 with a total of \$9645.69.

Correspondence

PDS Report – Open Violations

Committee Reports:

- **Parks Report** – Nothing new to report – just muddy
- **Roads Report** – Thank you letter was given for Coleman Rd. being paved from Ms. True and her neighbors. Mayor Cole will be going with the County Engineer to look at the roads and update what needs to be worked on.
- **Veterans Affairs Committee** – Commissioner Bowman will be getting quotes and ideas for additional names on the memorial/mural. Need suggestions from the person that makes the additions.
- **New Committees Reporting** – NA

Privilege of Floor

- There were Three Citizens present in the audience.

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- One resident made a request for the Senior Center to be reestablished and a questionnaire to be sent to the citizens of Ryland Heights, either from her or in a letter from the city. Resident Mrs. True brought a questionnaire to review. Mayor Cole stated The City of Ryland Heights be putting a Newsletter together and add this questionnaire to it. Commissioner Ponder will be contacting Barb Stevens to get information on who was a part of it in the past. Currently actions will be between Commissioner Ponder and citizen True.

Old Business

- Codification Grant – Decision came back approved for \$8k awaiting the contract information.
- Generators Bids – Commissioner Ponder has taken point to review proposals. A third proposal came in 2/10/20 from T.J. Williams Electric Co. emailed from Mr. Vogelsang andyv@tjwelectric.com and will need to be reviewed with the other two bids. Commissioner Ponder will also be checking on the inspections needed Ky. This is tabled until all the proposals can be reviewed.
- Discussed Methodist Church – Currently no action required, being used for information purposes only.
 - Jan. Meeting: Lack of pews and witnessed what now looks like it has become a warehouse and being used as a business and not a church. This was presented as info and will be brought back up for action as needed.
 - Feb. Meeting: Another discussion was brought up about the church and what may need to be done moving forward if this is a business and not a place of worship now. Mayor Cole will be being looking into this further. Updates as they come in.

New Business

1. Oral Resolution 2-11-20 Holiday Schedule (1)

- Resolution approved for the 2020 Holiday Schedule – Designation of days constituting paid holidays for municipal employees, will be the same Holiday Schedule as the Fiscal Court of Kenton County, Ky for Calendar Year 2020, as follows:

○ Martin Luther King Day	Monday, January 20, 2020
○ Memorial Day	Monday, May 25, 2020
○ Independence Day(Observed)	Friday, July 3, 2020
○ Labor Day	Monday, September 7, 2020
○ Veterans' Day	Wednesday, November 11, 2020
○ Thanksgiving Day	Thursday, November 26, 2020
	Friday, November 27, 2020
○ Christmas Eve	Thursday, December 24, 2020
○ Christmas Day	Friday, December 25, 2020

- **Section 2** – That this order/resolution shall take effect and be in full force when passed and recorded according to law.
- Motion to accept resolution by Commissioner Collins with second by Commissioner Ponder. All Ayes on the Vote. Motion Approved.

2. Oral Resolution 2-11-2020 Commissioners Responsibilities (2)

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Assigned budgetary responsibilities for each Commissioner for current fiscal year 2019-2020.

Now therefore, be it ordered by the City of Ryland Heights Commission:

Resolution approved for 2020 Mayor/Commissioner Areas of Responsibilities – Commission decided to keep same areas of responsibilities already in place.

Mayor Cole (1–5, 29), Commissioner Cooper (6–10, 27), Commissioner Bowman (11–15, 30), Commissioner Collins (16–20, 26), Commissioner Ponder (21–25, 28)

1. Revenues
 - a. General Property Tax
 - b. Delinquent Tax
 - c. Franchise Tangible Tax
 - d. Road Fund
 - e. Other Revenue
 - f. Interest Earned
 - g. Insurance Premium Tax
 - h. Veterans Memorial
2. Personnel Services: City Clerk
3. Personnel Services: Janitorial Services
4. Personnel Services: Office Assistant
5. Personnel Services: Education
6. Personnel Services: Gas Reimbursement
7. Contractual Services: Phone & Fax
8. Contractual Services: Internet
9. Contractual Services: TBNK Tax
10. Contractual Services: Audit
11. Contractual Services: Maintenance Repair
12. Contractual Services: Water District
13. Contractual Services: Duke Street Lights
14. Contractual Services: Duke Energy
15. Contractual Services: Heating Oil
16. Contractual Services: Waste Collection
17. Professional Services and Supplies: Legal Advertisements
18. Professional Services and Supplies: Professional Services & Supplies
19. Professional Services and Supplies: NKADD
20. Professional Services and Supplies: Insurance
21. Professional Services and Supplies: Tax Services
22. Professional Services and Supplies: Postage
23. Professional Services and Supplies: Office Supplies
24. Other Charges: Other Charges
25. Other Charges: Petty Cash
26. Other Charges: Community Action Programs
27. Other Charges: City Dues
28. Capital Outlay: Capital Outlay
29. Road Aid Fund: Road Aid Fund

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30. Parks: Parks Department

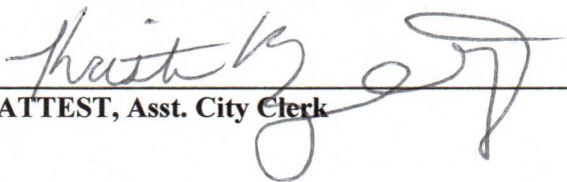
31. Emergency Fund (UNASSIGNED)

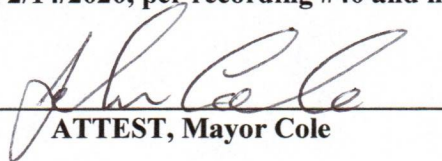
Motion made by Commissioner Collins with second by Commissioner Ponder. All Ayes on the vote. Motion approved.

3. Boundary was reviewed for the 2020 Census and validated by the entire commission. No motion was needed. Mayor Cole will send his approval signature to the Census Bureau.

Adjourn - A motion was made to adjourn the meeting by Commissioner Collins with a second by Commissioner Bowman. Meeting adjourned at 8:43 pm.

Minutes prepared by Kristina Zavitz, Asst. City Clerk on 2/14/2020, per recording #40 and meeting notes.


ATTEST, Asst. City Clerk


ATTEST, Mayor Cole