

Meeting Minutes for Regular Monthly Commission Meeting

Date: December 8, 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 7:31pm

Invocation- led by Treasurer Rod Rigacci

Pledge to Flag - led by Mayor John Cole

Roll Call

- Commission members present:
 - Mayor John Cole, Commissioner Ralph Collins, Commissioner Carrol Bowman
- Commission members absent:
 - Commissioner Gary Cooper, Commissioner Jason Ponder
- Staff members present: Rod Rigacci, Treasurer, Nancy Collins, City Administrator, Kristi Zavitz, City Clerk, Ted Knoebber, City Attorney (arrival 8:15pm).
 - Staff members absent: None.

Minutes Approval

- Minutes were reviewed by each Commission member for the regular meeting November 10, 2020.
 - No Corrections requested to the minutes.
 - Motion to accept by Commissioner Collins
 - Seconded by Commissioner Bowman
 - All yeas on the vote. Motion approved.

Audit Presentation given by Auditor John Chamberlin

Treasurer's Report

- Treasurer Rod Rigacci presented a that there was no Report for November 2020.
- Treasurer Rod Rigacci also presented Municipal Road Aid report and Profit & loss Budget vs Actual and was read to Commission and Residents.
 - Motion to accept both of the Treasurer's reports, MRA and Profit & loss Budget vs Actual by Commissioner Bowman
 - Seconded by Commissioner Collins
 - All yeas on the vote. Motion approved.
- Treasurer Rigacci requested that the hard copy binder of tax statements no longer be maintained due to duplications of efforts and unnecessary time consumption.
 - It was made a motion by Commissioner Collins and Seconded by Commissioner Bowman to Immediately discontinue the practice of using both hardcopies being stamped, and also electronic copies being maintained.
 - All yeas on the vote. Motion approved.

Correspondence

- Monthly PDS Open Violations Report, Monthly Permits Issued and Monthly Sales reports

Committee Reports:

- **Parks Report**

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(continued)

- Commissioner Bowman reported that the maintenance of the park is done for this season.
- **Roads Report**
 - Mayor Cole reported that we are still awaiting an answer from Frankfort about grading, smoothing and fixing the hole on Locust Pike. The Area at the slip of the horse park that is sliding down into the road. It is 1 ½ ft on the road. Mayor Cole has spoken with the county and is going to try utilizing their contract to get this particular area fixed. A motion to use this contract and utilize City of Ryland Heights funding of up to \$5,000. First Motion by Commissioner Collins and Seconded by Commissioner Bowman .
 - All yeas on the vote. Motion approved.
- **Veterans Affairs Committee** – It will be spring when the addition and names are added.
- **New Committees Reporting** – No Update

Privilege of Floor

- Resident brought it to the attention of the commission that the road is sliding down the hill side on Feiser Rd.
 - Commissioner Ponder said when there are issues like that to please call 859-356-3191 to let them know that there is an issue.

Old Business

Informational:

- Codification Grant **UPDATE:**
 - City Administrator Nancy Collins reported the 1st draft manuscript from American Legal Publishing has been received. She has begun initial review of the draft manuscript, making an initial list of questions. In about 60 days, the Legal and Editorial Report should be received, outlining any revisions that have been made along with their (American Legal' s) editorial and legal comments. A more in-depth review of the codified ordinances will then be required by the Commission. Ideally, the Commission will meet a few times to review the codified ordinances so that the final document can be turned around in 1 to 2 months.
- Newsletter - Complete and has been published on www.cityofrylandheights.org
- Tax Bills Mailed 10-6-2020 with an attached copy of the insert that was sent to all residents
- Motion to give \$300.00 funding to Rick Gross outreach program – Motion was approved
- Resolution 11-10-2020-1 for CARES ACT – Was Read by City Attorney Ted Knoebber
- Resolution 11-10-2020-2 for Cincinnati Bell changing to Red Fiber Parent – Was Read by City Attorney Ted Knoebber
- MOA for CRF – Motion approved
- Motion to get free standing cabinet/reception desk verses building permanent counter – Motion Approved

Action Items:

- **Need to appoint representatives**
 - KCPC (Kenton County Planning Commission) First Thursday 6:15pm
- Establish a Time and Date for Covid-19 Committee to meet. - No meeting times established

New Business

- **Action Items:**
- Appointed representative for KCPC (Kenton County Planning Commission) – Kristi Zavitz

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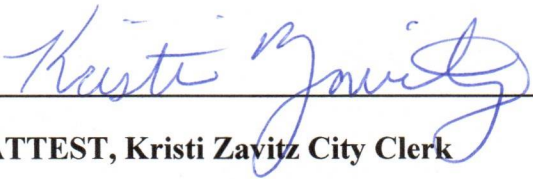
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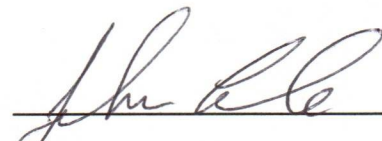
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- Motion to accept appointee by Commissioner Bowman
- Seconded by Commissioner Collins
 - All yeas on the vote. Motion approved.
- Appointed Representatives for 2021 Planning and Development Services Council – Mayor John Cole and Commissioner Ponder
- Swear in Ceremony for New and Existing Commissioners – Read and recorded
 - Attorney Ted Knoebber Read the Oath and the following Commissioners Swore in:
 - Commissioner Bowman
 - Commissioner Todd Claggett
 - Commissioner Collins
 - Commissioner Ponder was absent and will be sworn in prior to 1 Jan by either the Mayor or a notary.
- Cancel Meet Santa - Due to COVID
- Sign the Letter of Appreciation – All commissioners signed besides Commissioner Copper and Commissioner Ponder

Adjourn - A motion was made to adjourn the meeting by Commissioner Collins with a second by Commissioner Bowman. Meeting adjourned at 9:16pm.



ATTEST, Kristi Zavitz City Clerk



ATTEST, Mayor John Cole