



**Council Meeting #750 Minutes  
November 20, 2024**

Mayor Heather Jansen called the November 20, 2024, Meeting of City of Villa Hills Council (Meeting #750) to order at 6:30 p.m. at the Dennis M. Stein Municipal Building, 719 Rogers Road, Villa Hills, Kentucky. Mayor Jansen led Council in prayer, followed by the Pledge of Allegiance.

Ms. Lipson called the roll. Those in attendance:

**Mayor H. Jansen**  
**J. Cahill**  
**S. Ringo**  
**C. Stover**  
**S. Thompson**  
**S. Wadsworth**  
**K. Walsh**

**Craig T. Bohman, City Administrator**  
**Jennifer Lipson, City Clerk**  
**Matt Hall, Police Chief**  
**Derick Yelton, Public Works Director**  
**Aaren Meehan, City Attorney**

A quorum was present.

The first order of business was approval of the minutes of the October 16, 2024, Council meeting.

A motion was made to approve the minutes by Ms. Stover, seconded by Mr. Thompson. A vote was taken. All voting in favor. Motion passed.

**Committee Reports:**

**Police:**

- Chief Hall presented the Power Point of the October 2024 Police report; the department had 1,205 calls for service. There were 11 reported crimes, 21 traffic collisions, 61 citations and 45 e-courtesy notices issued.
- The department responded to a pedestrian struck on Walburg Avenue. A young driver was backing out of a driveway and did not see the person behind them.
- Chief Hall reviewed the current investigations. The majority of investigations have been fraud cases, thefts, and sexual assault cases.
- Sergeant Black attended SWAT & Negotiations Conference, Officer Dooley, and K-9 Onexx completed K-9 training and Marijuana course. Chief Hall attended Police Executive Command Course. Officer Mairose attended Interviews and Interrogations, Officer Burke attended Legal Update Penal Code and Sergeant Black completed FLETSC Firearms Training. All officers completed training reviewing department Policies for Critical Incident and BWC/Casualty Care.
- There were 3 canine deployments, 1 within Villa Hills and Crescent Springs. Officer Dooley and Onexx were credited with 2 arrests and 4 criminal charges filed.

- Chief Hall reported 44 hours of overtime for the month, which included 8 hours for court, 24 hours for shift coverage, 2 hours for field training, 8 hours for Investigations, and 2 hours for late arrest.
- Chief Hall announced that both Officers Snider and Ciancanelli were released from Field Training and are on the road.
- Chief Hall reminded Council that the annual Shop with a Cop and Firefighter will be held December 11<sup>th</sup>. The QR Code will be shared for those wishing to make online donations through the department's Venmo account.
- Asset Forfeiture orders were received and the department received approximately \$7,000 in forfeiture money.
- The department has instituted a Narcan policy, and officers have been trained to carry and administer Narcan.
- The department promotional exam was administered, and the Oral Board will be conducted soon.
- Chief Hall attended a meeting regarding Brent Spence Bridge Project and Traffic configuration. This is currently in the development phase. Local police and fire departments were involved for their input, so they can plan for responses during construction.
- Chief Hall announced that officers responded and assisted the fire department on an unresponsive male at Petco on October 8<sup>th</sup>. Officer Sean Dooley and Officer Lauren Steffen were a part of the teamwork between police and fire that led to the lifesaving outcome.

#### **Safety Committee:**

- Mr. Walsh advised that the committee met, and Chief Hall presented his report to them.
- Mr. Walsh reported a follow-up from the Valley Trails parking issue. They were unable to get more information on this concern, and the committee has no recommendations at this time. Council discussed that during construction at Collins and Amsterdam, the City may restrict parking on Valley Trails.
- There was an issue brought up concerning a vehicle that parks on Valley Trails near Dry Creek. At the time that this was checked, the car was parked further from the 30-foot required from the intersection. The resident was advised to contact dispatch next time the vehicle is near the intersection and obstructing vision, so an officer can make contact with the owner to advise of parking regulations.
- Safety Committee's next meeting is scheduled for Tuesday, December 10<sup>th</sup> at 3:30 pm.

#### **Public Works Committee:**

- Mr. Thompson reported that Collins and Amsterdam information concerning detours was provided to adjacent cities that will be affected. Ludlow, Bromley and Fort Mitchell have given approval. Crescent Springs has not yet approved, but did inquire about the dates for the project.
- The committee discussed that Old Collins would have an overlay and create a large turnaround pad, this will be done in a future year, based on cost estimate.
- Mr. Thompson reported that Niewahner Drive construction is complete.
- Valley Trails Phase 1 from Dalewood to Dry Creek will be bid out soon, with bids due back before Christmas. The island at Dalewood may change in size, or add striping for where it exits to Valley Trails, due to people driving on wrong side of the island.
- Mr. Thompson reported the Rogers Road is in progress.

- The proposed pedestrian bridge on Rogers, which was awarded a Transportation Alternative Grant, needs to pause on any work until the grant is finalized, otherwise some expenses may not be reimbursed.
- The committee received feedback on why the Colina sidewalk and Valley Trails grant applications received low scores. Valley Trails was due to no sidewalks, adding a sidewalk may increase the scoring and increase the likelihood of receiving a grant. The Colina sidewalk is due to it being a smaller section of sidewalk and those don't score well. It was also recommended that the City pass a Resolution with the 5-year Road Plan and include that with the application package.
- Mr. Thompson reported that the sidewalk program for the year is being completed, grinding has been completed, and Hendy is completing the panel replacements. He also noted that the City has received \$3,000 grant from KLC for the sidewalk program.
- The dump truck is here and in service after a long wait for it to be built.
- OKI reports that traffic after the Daniel Carter Beard Bridge fire has been dispersed to other alternative routes and they report less traffic issues than anticipated.
- Mr. Cahill inquired about the penalty noted in the Salt Garage contract and if the committee plans to impose the penalty. The committee will review the contract.

### **Public Works Director**

- Mr. Yelton advised that the work on Rogers Road from the Bridge to Pineview is complete, except for crack sealing. From the bridge to Buttermilk the repaving is completed and also needs crack sealing and restoration work.
- Mr. Yelton reported that Hendy was doing good work on the sidewalk panel replacements and will finish soon.
- Public Works has pulled the AEDs from the parks for storage over the winter.
- Mr. Yelton informed Council that the trees were removed in the area of field 5 and dirt is being hauled in from construction project on Western Reserve, and more will be brought in by contractors for the Drawbridge property project.
- Kremers Lane base repairs are being completed by Riegler.
- Eaton Asphalt has left millings from Rogers Road to be used for the roads to the fields.
- Villa fields are closed, fences are locked, and the fields and restrooms have been winterized. There should be no activity on the fields until spring.

### **Events & Beautification Committee:**

- Ms. Wadsworth advised that Christmas in the Park will be December 14<sup>th</sup> from 5:30 – 8:30 pm at Lou Hartfiel Park.

### **Finance Committee:**

- Mr. Cahill advised that the committee met on Monday night and reviewed the October financials.
- Mr. Cahill reported that the committee had inquired about why insurance claims payment were posted and expensed from Capital Fund. In the past, it seemed most claims and expenses resulted in cars that were totaled and became a capital expense due to replacement costs. In the future, both reimbursement and expenses for vehicles being repaired should be handled through Operating account.
- The committee requested expenses to date on the Vera Cruz property. Expenses to date total \$43,600.
- The committee recommended approval of the financials for October.

- Mr. Cahill made a motion to approve October Financials, and to post the financials to the website, seconded by Ms. Stover. All voted in favor, Motion passed.
- Mr. Cahill informed Council that the infrastructure value from the audit report did not change from last year to this year. It was suggested that the City adopt a policy for recognizing additions to the infrastructure account. The committee recommends that the cost of road work that included repaving and/or full-depth replacement be added to the infrastructure account. This was referred to the Public Works Committee to establish a policy.
- The committee also discussed that during the audit presentation, that it was suggested that the city justify the accumulated surplus by analyzing financial risks to the City. This will be updated by the finance committee after consultation with the City Engineer.
- There was discussion about the joint finance committee meeting as required by the Fire Authority Interlocal Agreement. This meeting will occur in January or February.
- Mr. Cahill would like the Mayor to decide on a new chairperson prior to December Finance Meeting, so the new chairperson can attend the meeting.
- Next meeting is Monday, December 16<sup>th</sup> at 7:00 pm.

#### **Administration Committee:**

- The committee met and discussed the proposed ordinance for the adopting the Code of Ordinances – discussion will be held during Legislation.
- The committee also discussed the proposed changes to the personnel policy, which will also be discussed during Legislation.

#### **Recreation Committee:**

- Mr. Ringo advised that the parks are currently closed for winter.
- Mr. Ringo thanked Mr. Yelton, Public Works department and Wayne for their work throughout the year at the parks.

#### **Fire Authority:**

- Mr. Ringo reported that Chief Wendt gave the monthly report, there were 52 fire runs in October with 456 year to date, and 102 EMS runs 1,032 year to date.
- October financials were approved at the meeting.
- Mr. Ringo informed Council that the 5-year Capital list for the fire department includes SCBA (Air packs for firefighters) that will cost \$255,000; a balloon payment due on pumper truck which is \$116,000, a new Tahoe will be necessary in 2026, a new ambulance for 2027 – currently this is a 3 year order process on ambulances, so down payment money may be necessary. Both the utility and the Chief's vehicles need to be replaced, and another ambulance will need to be ordered for 2030.
- The air packs have a 15-year lifespan, the department has attempted to obtain the FEMA grant 3 times, unsuccessfully, therefore the cost will need to go back to the 2 cities. These need to be ordered as soon as possible.
- Mr. Ringo provided the names of the EMS personnel that were involved in the AED life saved that was presented by Chief Hall. The successful resuscitation was performed by Carissa Hoyle, Anthony Hesler, Blake Stouffer, Brandon Wisemans, Josh Bruggeman, with the assistance of Officer Sean Dooley and Officer Lauren Steffen. They were all presented with "Successful Defibrillator Save" pins.

- Mr. Ringo is asking for Villa Hills and Crescent Springs Public Works to assist with clearing of the driveways at the firehouse during snow emergencies, to allow safe exit and entry for personnel.
- Mr. Ringo discussed the Stryker proposal, which includes electronic cots, chair lifts and heart monitors in the 10-year proposal was \$1.2 million. They came back with a new plan that would cost \$700,000 for a 7-year plan, which would include all of the equipment that prior proposal included. A new cot costs \$100,000 each and during the 7-year plan, the department will require 2 new cots for the new ambulances planned, the heart monitor cost is \$85,000 each and 2 new ones will also be required during that timeframe, it also covers all maintenance, repairs and replacements as necessary. The fire department feels that this is a good investment.
- Fire Authority is waiting for the final bill from Century on the firehouse. The overage that is likely to be due back to the cities would have Villa Hills receiving \$120,000. Mr. Ringo would like the city to re-invest this money as a down payment for the proposed new ambulance.
- December 11<sup>th</sup> is Shop with a Cop and Fireman, those wishing to assist with wrapping presents are requested to arrive at the firehouse prior to 5:00.
- Next meeting will be December 16, 2024, at 6:00 pm at the Firehouse.

**City Attorney:**

- No Report

**Legislation:**

Ms. Meehan presented the following Legislation:

**1<sup>st</sup> Reading and discussion of draft Ordinance 2024-F**

An Ordinance of the City Of Villa Hills, in Kenton County, Kentucky Adopting The 2024 S-7 Supplement to the City of Villa Hills, Kentucky Code of Ordinances, as recently prepared by the American Legal Publishing Corporation.

Mr. Bohman informed Council that the City is required to codify the ordinances every 5 years and this is the formal adoption of the codification. It is a supplement adding/amending ordinances adopted from 2020-2023. As of this meeting, there are no ordinances for 2024 that are required to be codified. There is one change that will need to be made by a future ordinance concerning Arden Drive parking terminology. This codification brings the city up to date.

Ms. Stover informed Council that the Administration Committee has reviewed this ordinance. Ms. Stover advised that this codification includes Ordinances passed by Council through December 2023. There was a question about the fire lane on Arden Drive. Since this was not mentioned in the Ordinance, Council will need to pass an Amendment for that text language to be updated. Ms. Stover advised that the committee recommends approval.

**1<sup>st</sup> Reading and discussion of draft Ordinance 2024-G**

An Ordinance of the City Of Villa Hills, in Kenton County, Kentucky Amending the Villa Hills Personnel Policies to prohibit the use of medicinal cannabis by city employees.

Ms. Stover informed Council that the Administration Committee has reviewed this proposed ordinance. Kentucky recently permitted the medicinal use of cannabis in the state, this is to address use by City employees. The ordinance will add prohibition of medicinal cannabis by employees, by the Police Department, the Public Works Department, and the Administration Department. Since federal regulation currently prohibit the use of cannabis by police officers and individuals with a CDL, and in addition grant guidelines require if we're applying for a federal grant that require the city to be a drug-free workplace. Administration committee recommends to Council that they approve this update.

Mr. Bohman advised that if federal government makes any changes, then this may be addressed in the future.

Ms. Stover reported that Administration Committee will not meet again until February due to the December date being the date of December Caucus meeting and the January meeting date falling on the holiday, on the 1<sup>st</sup>.

**Discussion and approval of draft Municipal Order 2024-M**

A Municipal Order of the City of Villa Hills, in Kenton County Kentucky Declaring Surplus Property

This declares for surplus property unit 216 from Public Works, the 2013 Chevy Silverado, and a 2004 New Holland Tractor.

Mr. Cahill made a motion to approve draft Municipal Order 2024-M, seconded by Mr. Thompson. A voice vote was taken, all voted in favor, none opposed. Motion passed.  
This will become Municipal Order 2024-12

**Discussion and approval of draft Municipal Order 2024-N**

A Municipal Order of the City of Villa Hills, in Kenton County Kentucky Authorizing The Mayor To Convey An Easement To Sanitation District Number One (Sd1) For Ingress And Egress For The Maintenance Of A New Storm Water System Located Along Rogers Road Across City Property Located At 719 Rogers Road In Villa Hills, Kentucky.

Mr. Thompson made a motion to approve draft Municipal Order 2024-M, seconded by Ms. Stover. A voice vote was taken, all voted in favor, none opposed. Motion passed.  
This will become Municipal Order 2024-13

**Discussion and approval of draft Resolution 2024-G**

A Resolution of the City of Villa Hills, in Kenton County, Kentucky, committing the City Of Villa Hills to utilize the American Rescue Plan Act (ARPA) funding for various government services pursuant to the City's annual budget ordinance.

Mr. Cahill requested to revise to remove the word baseball for the designation for Franzen fields.

Mr. Ringo made a motion to approve draft Resolution 2024-G, seconded by Ms. Wadsworth. A voice vote was taken, all voted in favor, none opposed. Motion passed.  
This will become Resolution 2024-5

**City Clerk:**

- Ms. Lipson reported that tax payments have been coming in and that there has been 82% collected to date. She reminded residents that payments are due by November 30<sup>th</sup>. Any payments received December 1<sup>st</sup> or after are subject to penalty and interest charges. She detailed that payments can be made in person at the City office through November 27<sup>th</sup>, in the drop box at the City office any time prior to open of business on Monday, December 2<sup>nd</sup> at 8 am, at Heritage Bank through end of business on November 30<sup>th</sup>, online through November 30<sup>th</sup>, or by mail, as long as the envelope is postmarked November 30<sup>th</sup>. She reminded residents that placing their envelope in an outside mailbox or inside mail slot after the post office closes on November 30<sup>th</sup> would likely result in the envelope being postmarked late. Those residents are encouraged to drop payment at the City Building drop box instead.

**City Administrator:**

- Mr. Bohman advised that he had nothing for a Caucus meeting at this time and inquired if anyone had anything for possible discussion.
- Mr. Bohman reported that the regular Council meeting on December 18<sup>th</sup> would be used for 2<sup>nd</sup> reading of Ordinances and Resolutions for committee appointments. There are vacancies on the Board of Adjustment and Ethics Committees that will need to be appointed.
- Oaths can be held at the December meeting, after that or another day prior to December 31<sup>st</sup>.

**Mayor's Report:**

- Mayor Jansen informed everyone that she was at Creative Play Café in Crescent Springs, and they have a firehouse with a Crescent Springs Villa Hills Firetruck.

**Old Business**

None

**New Business**

Ms. Stover reported that there has been an increase in odors from Sanitation plant. A resident informed her that they have called customer service several times. Mr. Bohman informed her that the preferred way is to contact the City office to let staff know and they will contact the plant manager directly. Doing this allows SD1 to go out and test air while the problem is occurring, so they can determine the cause of the problem. Occasionally the increased odor may be due to plant maintenance. Or they can submit a Citizen Concern on the City's website.

Ms. Wadsworth informed Council that Villa Madonna boys' cross-country team will be at the December meeting. They will be present with a proposal for a sign for Home of State Championship, as this is the first championship win for Villa Madonna.

**General Comments**

Mr. Ringo informed Council that the date for Student Shadow Night is February 19<sup>th</sup>.

Resident Carol Kerr thanked the Cities of Villa Hills and Crescent Springs for their joint efforts with the fire department to build the new firehouse. She worked at the election polls at the firehouse. The new space is ADA compliant and has plenty of space to work. The fire personnel present that day were helpful and offered to get workers items they needed. Ms. Kerr thanked those responsible for allowing elections in the new space.

County Clerk has informed Villa Hills that they are discussing making Villa Hills 1 voting district instead of 3 districts. This should help streamline the voting process.

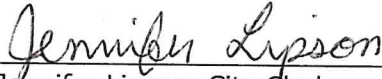
At 7:53 pm, a motion was made by Mr. Thompson, seconded by Ms. Stover to enter into Executive session pursuant to KRS 61.810(n). To discuss selection of successful bidder for a local contract. A voice vote was taken, all in favor. Motion passed.

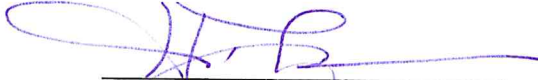
At 8:26 pm, a motion was made by Ms. Stover, seconded by Mr. Thompson to leave Executive Session. A voice vote was taken, all in favor. Motion passed.

At 8:27 p.m. a motion was made by Mr. Ringo, seconded by Mr. Thompson to adjourn. A voice vote was taken, all in favor. Motion passed.

Time of adjournment was 8:27 p.m.

Respectfully submitted,

  
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Jennifer Lipson, City Clerk

  
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Heather Jansen, Mayor