



**Council Meeting #751 Minutes
December 18, 2024**

Mayor Heather Jansen called the December 18, 2024, Meeting of City of Villa Hills Council (Meeting #751) 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
Mary Ann Stewart, City Attorney**

A quorum was present.

The first order of business was approval of the minutes of the November 20, 2024, Council meeting.

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

Next order of business was a presentation to the Villa Madonna Boys Cross Country Team. Ms. Wadsworth shared words of congratulations to the boy's team. Mayor Jansen presented the team with a Proclamation recognizing the team for winning the 1st State Title for boys at Villa Madonna Academy. Mayor Jansen declared December 19, 2024, as Villa Madonna Academy State Champions Day in Villa Hills, Kentucky.

The team shared ideas for a roadway sign to be placed near the school. Council is in favor and asked staff to work with the team and school to have the sign designed and placed near the school.

Committee Reports:

Police:

- Chief Hall presented the Power Point of the November 2024 Police report; the department had 934 calls for service. There were 21 reported crimes, 24 traffic collisions, 47 citations and 26 e-courtesy notices issued.
- Chief Hall reported an injury collision on Terry Lane of a vehicle vs. bicycle and reported that fortunately there were only minor injuries.
- Chief Hall reviewed the current investigations and reported that Detective Lucas has been doing case reviews with commonwealth attorney's office. The department has opened a death investigation and reported that charges are likely to come.

- He also reminded residents to be aware of scammers, they are seeing an increase in scammers demanding bitcoins and are targeting the elderly population. The scammers are giving their victims step-by-step instructions on how to purchase the bitcoins and how to transfer them.
- Sergeant Black attended SWAT training, Officer Dooley, and K-9 Onexx completed K-9 training. The department reviewed Chapter 17.3 of the department policy for K-9, and also completed a KLC training video on Risk Matrix, Slip/Fall.
- There was 1 canine deployment, it was within Villa Hills and Crescent Springs. Officer Dooley and Onexx were credited with 1 arrest and 3 criminal charges filed.
- Chief Hall advised that the department needs to start looking at new K-9 to replace Onexx in the future. They are looking at grants and will interview current officers to determine who will be the next K-9 officer.
- Chief Hall reported 24 hours of overtime for the month, which included 4 hours for court, 1 hour for shift coverage, 11 hours for death investigation, and 8 hours for Range qualifications.
- Chief Hall thanked everyone who was able to help with Shop with a Cop and Firefighter. The helpers were all very efficient and the new firehouse space was nice, so they could spread out for wrapping presents. Each child spent between \$400 - \$450.

Safety Committee:

- Mr. Walsh advised that the committee met, and Chief Hall presented his report to them.
- Mr. Walsh reported that they had no additional items to discuss.

Public Works Committee:

- Mr. Thompson reported that Collins and Amsterdam received approval from Crescent Springs and noted that they requested notice before the work begins.
- The committee had further discussion on Old Collins and would like to try to tie the overlay into the project for the cost, but it would require separate billing due to the grant.
- Valley Trails Phase 1, bids were received, and Council will vote on that contract this date.
- Mr. Thompson advised that they are still waiting for the grant for the pedestrian bridge before any work continues.
- Mr. Thompson reported that the sidewalk program is completed for the year, and there will be some follow-up that will be done in the spring.
- Franzen Dam follow up is that the City will decertify the dam. The city is awaiting paperwork from the Kentucky Department of Water to complete.
- The salt bin work is continuing, and the contractor has been made aware that they are over on their contract and that the city intends to enforce the penalty. The department started moving the salt into the salt bin on this date and should be finished moving it by Thursday.
- Mr. Thompson followed up on the two items sent to the committee that were based on the most recent audit report. They are working to calculate the emergency reserves, by looking at ballpark estimates of costs. They are also will add a line that evaluates infrastructure of the city and would add all roadwork completed for the year.
- Mr. Cahill inquired when the sidewalk along Amsterdam needs to be completed. It would need to be completed in .30 years.

Public Works Director

- Mr. Yelton advised that he is working with Riegler on repair work on Kremer.

- Mr. Yelton reported that Beckmore Village and Steamboat Way will cost between \$17,200 - \$17,400.
- The Tractor and old dump truck that were surplus have been sold. The tractor sold for \$6,600 and the dump truck sold for \$21,200
- The new dump truck is running great. The new truck is more efficient, as it has a calibration system, which is more accurate for spreading salt.
- Mr. Yelton reported that the salt dome is now 99% complete. The shingles will be inspected in the spring, due to them being placed during the cold weather. Any necessary repairs will be covered by the contractor, there is a 2-year contract for that.
- Villa Hills and Crescent Springs had training and will be working together as needed for snow removal to clear the roads in both cities. Both cities will assist in clearing and maintaining the fire department lots during snow.
- Mr. Yelton informed Council that Jake Dujon has completed his Road Masters certification.
- The Rogers Road work resulted in fill dirt and street millings being taken to Franzen Fields and lot by Eaton Asphalt at no additional cost to the city.
- Mr. Yelton reported that they had planned to accept fill dirt from the project at the old Drawbridge Inn property, however they have found that the dirt may contain contaminants, so they will not accept the dirt. They will be looking for additional opportunities to obtain fill dirt in the spring.

Events & Beautification Committee:

- Ms. Wadsworth advised that Christmas in the Park was held but had to be shut down after 2 hours due to the rain. There was \$138 in donations collected for River Ridge Elementary.

Finance Committee:

- Mr. Cahill advised that the committee met on Monday night
- Mr. Cahill reported that Mr. Bilz was introduced to the committee as the incoming chair to the committee.
- Mr. Cahill informed Council that Engineer bill came in for July through November, staff is working to receive the billing monthly.
- Staff sent ARPA summary to Mr. Chamberlin for review – he reviewed and responded that all looked in order.
- The committee recommended approval of the financials for November.
 - Mr. Cahill made a motion to approve November 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 committee discussed the possibility and process for paying utility invoices online. It was noted that the request was due to lengthy mail times and due dates being too close to effectively pay on time. These will be paid from the online pay account. Staff will also look into using positive pay for all hard copy and electronic payments. Council had no objections to paying utility bills online.
- Mr. Cahill reported that the Fire Authority joint meeting with both cities should occur before the end of February to approve status and the Fire Authority's 2025/2026 Budget, as well as to review the percentages allocated to the cities.
- Next meeting is Monday, January 13th at 7:00 pm.

Administration Committee:

- No Report

Recreation Committee:

- No Report

Fire Authority:

- Mr. Ringo reported that Chief Wendt gave the monthly report, there were 43 fire runs in October with 501 year-to-date, and 95 EMS runs 1,127 year-to-date.
- November financials were approved at the meeting. Capital expenditures for the department was a major topic. They are looking to purchase air packs for firefighters and replace the fire chief's vehicle during the current budget. The department 25/26 budget has zero increase in the budget to the two cities.
- Mr. Ringo reported that they are trying to wrap up the firehouse with Century by the end of the month.
- The Fire Authority elections were held, Mr. Ringo was elected as president, Jim Cahill is treasurer, and Sue Cassidy is the finance chair.
- Ms. Wadsworth inquired about the 2nd exit from Sanctuary at Prospect Point. Mayor Jansen advised that she was in the area recently and noted that one of the builders has started construction on a home near where the connection was previously discussed.
- Next meeting will be January 20, 2024, at 6:00 pm at the Firehouse.

City Attorney:

- No Report

City Clerk:

- Ms. Lipson reported that staff is wrapping up tax bills. Delinquent notices have been sent, as well as refunds for duplicate payments or for those who were due refunds due to applying for homestead exemptions.

City Administrator:

- Mr. Bohman provided the ARPA update. Expenses to date for the salt dome are \$92,000. The City has \$737,036 to commit before December 31st. Mr. Bohman reviewed the items that Council had discussed, then suggested that the balance be used to reimburse expenses paid for the Rogers Road project, which would allow the ARPA expenditures to be wrapped up sooner. After discussion, Council agreed to utilize the balance for the Rogers Road project.

Mayor's Report:

- Mayor Jansen informed Council that she had signed Executive Order 2024-1, Appointing Villa Hills representatives for the Crescent-Villa Fire Authority.
- Mayor Jansen announced that tonight was the last meeting for Mr. Cahill and Mr. Walsh. She thanked both for all of their work over the years. Mayor Jansen presented both with a plaque recognizing their service to the citizens of Villa Hills.

Legislation:

Ms. Stewart presented the following Legislation:

2nd Reading and approval 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.

Ms. Stover made a motion to approve draft Ordinance 2024-F, seconded by Ms. Wadsworth. Roll call vote was taken, all voted in favor, none opposed. Motion passed.
This will become Ordinance Order 2024-6

2nd Reading and approval 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 made a motion to approve draft Ordinance 2024-F, seconded by Mr. Ringo. Roll call vote was taken, all voted in favor, none opposed. Motion passed.
This will become Ordinance Order 2024-7

1st Reading and discussion of draft Ordinance 2024-H

An Ordinance of the City Of Villa Hills, in Kenton County, Kentucky, authorizing the Mayor to enter into an Interlocal Cooperation Agreement with the Kenton County Fiscal Court and the Cities of _____, _____, _____, and _____ for an Opioid Abatement Program using Opioid Abatement Funds for Law Enforcement Navigators.

Mr. Bohman informed Council that the city is receiving about \$3,600 per year in opioid funds. There is a list of 21 things that the money can be used for, but the city cannot really do anything with limited funds. The city is looking to bundle with the County to pay for Law Enforcement Navigators (social workers), which cost about \$94,000 per year. Ms. Stover inquired whose responsibility it will be to cover the cost once the funds run out. Mr. Bohman advised that the funds will likely be spread out in payments over the next 10-20 years or longer. Kenton County will carry everything for the employees. They are working to get a list of the other participating cities prior to the 2nd reading of the ordinance.

1st Reading and discussion of draft Ordinance 2024-I

An Ordinance of the City Of Villa Hills, in Kenton County, Kentucky authorizing the Mayor to enter into an Interlocal Cooperation Agreement with the Kenton County Fiscal Court and the Cities of Bromley and Crescent Springs to update the 2009 Road Maintenance Agreement.

The City has already been part of an agreement with Bromley and Kenton County, this updated agreement includes Crescent Springs and splits Highwater and Short Amsterdam between the 4 entities. The agreement updates and outlines who is taking care of what areas of the roads.

1st Reading and discussion of draft Ordinance 2024-J

An Ordinance of the City Of Villa Hills, in Kenton County, Kentucky amending Section 30.37 of the City of Villa Hills Code of Ordinances revising the schedule for Council committee meetings.

This ordinance is removing Events and Beautification from the schedule of meetings. Those functions will be wrapped into the Administration Department.

Discussion and approval of draft Municipal Order 2024-O

A Municipal Order of the City of Villa Hills, in Kenton County Kentucky accepting the bid of Morton Salt Inc. for the purchase of sodium chloride (road salt) at the price of \$88.39 per ton delivered for Fiscal Year 2024/2025 and authorizing the use of Compass Minerals as the backup supplier using the County salt bid.

Mr. Thompson made a motion to approve draft Municipal Order 2024-O, seconded by Mr. Ringo. A voice vote was taken, all voted in favor, none opposed. Motion passed.

This will become Municipal Order 2024-14

Discussion and approval of draft Municipal Order 2024-P

A Municipal Order of the City of Villa Hills, in Kenton County Kentucky accepting the bid of Riegler Contractor for the Valley Trails Full Depth Replacement Project in the amount of Five hundred Thirty-Two Thousand Six Hundred Fifty-Seven dollars and zero cents (\$532,657).

Mr. Thompson made a motion to approve draft Municipal Order 2024-P, seconded by Ms. Wadsworth. A voice vote was taken, all voted in favor, none opposed. Motion passed.

This will become Municipal Order 2024-15

Discussion and approval of draft Municipal Order 2024-Q

A Municipal Order of the City of Villa Hills, in Kenton County Kentucky approving the appointment of John Kerr to the Villa Hills Board of Adjustments for the term specified herein.

Mr. Ringo made a motion to approve draft Municipal Order 2024-Q, seconded by Ms. Wadsworth. A voice vote was taken, all voted in favor, none opposed. Motion passed.

This will become Municipal Order 2024-16

Discussion and approval of draft Municipal Order 2024-R

A Municipal Order of the City of Villa Hills, in Kenton County Kentucky approving the appointments of Laura Rawe, Matt Zumbiel, and a person to be named later to the Villa Hills Board of Ethics for the terms specified herein.

Mr. Thompson made a motion to approve draft Municipal Order 2024-R, seconded by Ms. Wadsworth. A voice vote was taken, all voted in favor, none opposed. Motion passed.

This will become Municipal Order 2024-17

Discussion and approval of draft Municipal Order 2024-S

Mayor Jansen requested that this Municipal Order be tabled until she finds someone.

Discussion and approval of draft Resolution 2024-H

A Resolution of the City of Villa Hills, in Kenton County, Kentucky, appointing Councilmember Cathy Stover as the City's representative to the Planning And Development Services Council and appointing Heather Jansen as the alternate expiring December 31, 2025

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

This will become Resolution 2024-8

Discussion and approval of draft Resolution 2024-I

A Resolution of the City of Villa Hills, in Kenton County, Kentucky, Appointing Seth Thompson to the Ohio-Kentucky-Indiana Regional Council of Governments Board of Directors for a term ending December 31, 2025.

Ms. Stover made a motion to approve draft Resolution 2024-I, seconded by Ms. Wadsworth. A voice vote was taken, all voted in favor, none opposed. Motion passed.

This will become Resolution 2024-9

Discussion and approval of draft Resolution 2024-J

A Resolution of the City of Villa Hills, in Kenton County, Kentucky, making appointments to various city committees.

Mr. Ringo made a motion to approve draft Resolution 2024-J, seconded by Ms. Stover. A voice vote was taken, all voted in favor, none opposed. Motion passed.

This will become Resolution 2024-10

Old Business

Ms. Stover thanked Mr. Cahill and Mr. Ringo for showing her the ropes when she joined council. She thanked them for all of their help. She also thanked Mr. Cahill for his time on Administration and Finance Committee.

Mr. Ringo encouraged the new council members to reach out to the other council members for assistance and to ask questions.

Ms. Wadsworth thanked Mr. Walsh for his time and his leadership of the Safety Committee.

Mr. Cahill thanked Police, Fire, Public Works, and Administration, as well as Mayor, Council and citizens for their faith and trust in him.

Mr. Ringo informed Council that the letters went out to the schools for Shadow Night and that the essays are due back from the schools by January 21st. He and Ms. Stover will meet to sort through the essays and will get them to everyone quickly. They will have a few days to read and pick their 1st and 2nd choices. The meeting is scheduled for February 19, 2025.

New Business

NONE

General Comments

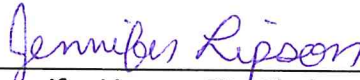
Mayor thanked everyone for making the past year go so smoothly. She also thanked all of the helpers that came out to help with various events and with Shop with a Cop.

Mayor and Council wished everyone a Happy Holiday and Happy New Year.

At 7:56 p.m. a motion was made by Mr. Ringo, seconded by Ms. Wadsworth to adjourn. A voice vote was taken, all in favor. Motion passed.

Time of adjournment was 7:57 p.m.

Respectfully submitted,



Jennifer Lipson, City Clerk



Heather Jansen, Mayor