

**Caucus Meeting  
March 12, 2025**

Mayor Heather Jansen called the March 12, 2025 City of Villa Hills Caucus meeting to order at 6:31 p.m. at the Dennis M. Stein Municipal Building, 719 Rogers Road, Villa Hills, Kentucky. Those in attendance were:

**Mayor Jansen  
C. Bilz  
P. Kennedy  
S. Ringo  
C. Stover  
S. Thompson  
S. Wadsworth**

**Shelbi Shultz, City Attorney  
Craig T. Bohman, City Administrator  
Jennifer Lipson, City Clerk  
Matt Hall, Police Chief**

A quorum was present.

- The first item on the agenda was the draft budget summary and discussion. Mayor Jansen and Mr. Bohman informed Council that the proposal is for a zero-increase budget and includes no increase in property tax, meaning Council could take compensating rate, unless there are changes. They held discussion regarding the increase in revenue from insurance premium tax and payroll tax.
- Cost of Living is estimated at 3% - the proposal includes a 3% salary increase for all employees. The salary survey has not come out yet, so any increases are yet to be determined. The proposal includes a medical insurance increase of 15%. The actual increase has not yet been determined.
- Staff is waiting for Crescent Springs' response to the Police contract proposal.
- There will need to be a budget amendment to the current budget. This will be to move expenses that were allocated from ARPA funds to Parks, which was not able to meet the requirements by the due date. Therefore, those funds will be transferred from Roads to Park & Recreation, once approved by Council.
- Mr. Ringo advised that he proposes Council take the 4% increase to property tax, which will allow overages to budget. If it is not used, it will go to reserves. Mayor Jansen explained the process for determining the actual rate to take a 4% increase. With new properties, there is potential that the actual rate could decrease from last year.

Several wish list items were reviewed:

Administration is requesting new carpeting in their office, a postage machine, new server, 4 new computers, new phone system, and 2 consultant studies. The first consultant study would be a joint study with splitting costs with Crescent Springs for

City Operations. The second study would be for current city campus facilities. In discussion that followed, Council recommends that the joint city operations study be conducted prior to the campus facilities study. If the city operations study recommends joining services, then there may not be a need for the campus facilities, or it may affect which facilities to be studied.

Council noted that 2 new vehicles were on the Police wish list. Council believes this should be part of the normal budget items, not the wish list.

Police department is also requesting a contract for the Flock Camera System with 5 cameras. Additionally, they will need to upgrade 4 computers and have the next payment for the Axon dash cameras.

There was discussion with Chief Hall as to when a new dog for the next K-9 unit will be purchased. Chief Hall advised that Officer Dooley is keeping him up to date on Onexx and when they feel they are 5-6 months out from needing to retire Onexx. Currently estimate is anywhere from 6 months to 2 years for his retirement. The department will start the process of obtaining a new K-9, requesting those interested in being the next K-9 officer to notify him and applying for grants to begin.

Commonwealth Attorney Rob Sanders has funding available to purchase the dog, and the city currently has funds available to purchase additional equipment in the Drug Forfeiture funds.

Public Works requested a new storage shed, with an estimated cost of \$50,000, and they have not determined a location for placement yet. The storage shed will be 40' x 60'.

, as the current one is getting costly on repairs, and also a split seeder for use at the parks, and for all green space maintained by the city. Mr. Ringo requested to add to the wish list \$25,000 to replace 50-year-old fencing at Franzen field. Wayne has returned for another season of helping with field maintenance at both Franzen and Tom Braun Fields.

Mr. Bohman reported that after the 2025/2026 Fiscal Year, the City will be debt free, as the roads loan being paid from the KMA account is due to be paid off in May 2026.

Events and Beautification budget was moved to Administration.

### **General Discussion:**

Council discussed the current process and proposed process for addressing code enforcement and complaints. The City is currently complaint based, meaning a resident makes a complaint about an issue to Planning and Development Services (PDS). Code Enforcement inspects the property, then sends notice of the violation. They send a second notice and if the issue isn't resolved, they will then issue a citation. The proposal is to have PDS Code Enforcement patrol a portion of the city either daily or periodically. Council feels residents do not like the frequent patrols and feel that complaint based is sufficient.

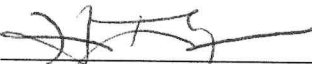
With there being no further discussion or comments, a motion was made by Ms. Stover, seconded by Mr. Ringo to adjourn. Motion carried voice vote all in favor.

First reading of the Ordinance for the budget is planned for the May meeting, with second reading in June.

Time of adjournment was 7:39 p.m.

Respectfully submitted,

  
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Jennifer Lipson, City Clerk

  
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Heather H. Jansen, Mayor