

**Council Meeting #755 Minutes  
April 16, 2025**

Mayor Heather Jansen called the April 16, 2025, Meeting of City of Villa Hills Council (Meeting #755) 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  
C. Bilz  
P. Kennedy  
S. Ringo  
C. Stover  
S. Wadsworth**

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

S. Thompson was absent

A quorum was present.

The first order of business was approval of the minutes of the March 19, 2025, Council meeting. A motion was made to approve the minutes by Mr. Ringo, seconded by Ms. Stover. A vote was taken. All voting in favor. Motion passed.

**Committee Reports:**

**Police:**

- Chief Hall presented the Power Point of the March 2025 Police report; the department had 1,027 calls for service. There were 10 reported crimes, 19 traffic collisions, 31 citations and 48 courtesy notices issued.
- Chief Hall advised that the Buttermilk intersections remain the highest area of collisions.
- Chief Hall reviewed the current investigations and reported that Sergeant Detective Lucas has closed several cases. A suspect was identified in a theft investigation, the person confessed and was arrested. The department also investigated a rape investigation which came after a report of an overdose, in follow up investigation, the suspect admitted to the rape charge.
- Officers were called to Crescent Springs – Lou Hartfiel Memorial Park to a call for subjects being pistol whipped and suspects pointing a gun at individuals. Officer Dooley and K-9 Onexx were initial responders, and the 4 suspects immediately surrendered when they heard the dog. All 4 were juveniles and all 4 were charged. Injuries to the victims were minor and the weapon was an air soft gun that had been altered to appear as a more lethal weapon.
- All officers viewed KLC training videos on Vehicle Stops and Terry Stops. Officer Dooley and Onexx had K-9 training, Sgt. Black, Officer Bullard, Officer Watson and Officer Ciancanelli attended Taser instructor training and are now all instructors, and Sgt. Black and Officer Boggs attended Pistol Mounted Optics training, and Officer Snider completed training as a Breath Test Operator.

- There was 1 canine deployment, which was within Villa Hills and Crescent Springs, there were 1 arrest with 3 charges.
- Chief Hall reported that the department had an unusually large amount of overtime due to several more serious calls and investigations, the department had 100.5 hours of overtime for the month, which included 12 hours for court, 37 hours for shift coverage, 16 hours for a narcotics investigation, 16 hours for a rape investigation, 7.5 hours for late arrests and gun in park incident, and 12 hours for a search warrant.
- Chief Hall reported that one officer is on paternity leave to help care for his newborn, another officer was on light duty following surgery, and a 3<sup>rd</sup> remains on modified duty pending the birth of their child.
- The department has hired Officer Kyle Sand, who is a lateral transfer, he started his training with the department on March 31<sup>st</sup>.

#### **Safety Committee:**

- Ms. Wadsworth advised that the committee met, and Sergeant Black presented the department report to them.
- The committee discussed information about a program that Mrs. McGowan mentioned, "Project Canine Hero", a foundation that can help with certain expenses for retired police and military dogs. Chief Hall will make sure Officer Dooley is aware of the program.
- Next meeting will be May 13 at 3:30 pm.

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

- Mayor Jansen reported that the start of construction on Collins and Amsterdam has been delayed by KYTC. The plan is for utility relocation work to begin in 2026, with principal construction and intersection closure starting in 2027.
- KYTC has assigned a group the environmental study. It will take approximately 3 months to complete once the study has begun.
- A project pre-planning meeting was held for the Valley Trails Phase 1 from Dalewood to Dry Creek. It was clarified that that island at Dalewood and Valley Trails is not being removed.
  - In the initial evaluation, it has been determined that 5 catch basin inlets need to be replaced, which were not noted in original plans. The cost for each is \$5,500, so council will need to vote for a change order for the \$38,500 needed.
  - Motion made by Mr. Ringo for a Change order for replacement of Catch basins on Valley Trails between Dalewood and Dry Creek for an amount not to exceed \$40,000. Seconded by Mr. Bilz, all voting in favor. Motion passed.
- Ballfield is under construction with Public Works organizing fill dirt being transported into the site.

#### **Public Works Director**

- Mr. Yelton reported that the crew has been cutting grass and patching potholes.
- The Valley Trails project began construction on Monday. The company plans to pull 150 feet per day. Notifications were made to residents, school, police and the fire department regarding possible traffic delays during the construction.
- Mr. Yelton and Mayor Jansen clarified that the island at Dalewood is not being torn out, it will remain.
- Mr. Yelton advised that he and Mr. Loschiavo attended FEMA training.
- Northern Kentucky Water District is performing updates within the City.
- Mr. Yelton reported that the Franzen Field dirt is coming in, and their goal is to have the field complete by July 1<sup>st</sup>.

**Finance Committee:**

- Mr. Bilz advised that the committee met on Monday night and reviewed the financials and recommended approval of the March Financials
- Mr. Bilz reported that the committee reviewed the budget and will send questions to him to compile and forward to Mayor Jansen and Mr. Bohman.
- Mr. Bilz inquired about the budget amendment and if the committee can receive that amendment for their May meeting to review.
- Ms. Lipson advised the committee that the City's accountant had requested to hold the books open for 60 days to ensure all transactions are posted to the current fiscal year. The committee has agreed.
- Review of the budget that Council received and it was noted that the facility study is down to \$30,000, the salary survey was received and there were fewer adjustments that initially planned. Health insurance premium is projected to see a zero increase. Staff are awaiting the billing from KLC insurance.
  - Ms. Wadsworth made a motion to approve March Financials, and to post the financials to the website, seconded by Mr. Ringo. All voted in favor, Motion passed.
- Mr. Bilz advised that the next meeting will be on Monday, May 19<sup>th</sup> at 7:00.

**Administration Committee:**

- Ms. Stover advised that the committee met and discussed the Personnel and Pay Classification Schedule. She informed Council of the process that the committee used to review the schedule.
- The recommendations are for adjustments to the positions of Police Sergeant and Deputy Clerk. The committee supports the ordinance and recommends approval by Council.

**Recreation Committee:**

- Mr. Ringo reported that Longhorns had their Opening Day parade on Saturday. They have 42 ball teams with 653 children participating, and there were around 1,500 people in attendance. The parade included an appearance by Rosie Red.
- The 2 new batting cages and new field received lots of praise.
- Mr. Ringo advised that when Public Works removed the trees to prep for the new field, it was realized that there was a slope for the field. He informed Council that the trucks of dirt that neighbors see being moved in throughout the days are being moved in at no cost to the City or the Longhorns.

**Fire Authority:**

- Mr. Ringo reported that the Fire Authority has not met yet for the month.
- The March report shows the department had 43 fire runs, with 160 year-to-date, and 111 EMS runs with 322 year-to-date.
- Ms. Kerr asked Mr. Ringo to share their appreciation for fabulous job that crew did when they called the ambulance for a neighbor.
- Next meeting will be April 21, 2025, at 6:00 pm at the Firehouse.

**City Attorney:**

No Report

**City Clerk:**

No Report

**City Administrator:**

- Mr. Bohman reported that the annual report for ARPA has been filed and closed out. There will be a second audit for the city due to expending over \$750,000 in federal funds in a fiscal year.

**Mayor's Report:**

- Mayor Jansen informed Council that she had been invited to Villa Madonna's 4<sup>th</sup> grade to talk about City Government. It was a good day with the students. The students were most excited when she told them about the Santa Run event that they are working on.
- The Easter Egg Hunt was held on Saturday with Crescent Springs at the park. There was a great crowd, good weather, and it was a very successful event.
- Mayor Jansen reported the following upcoming events:
  - Citywide Yard Sale on May 30<sup>th</sup> and 31<sup>st</sup> from 8-1 each day. Addresses to be included on the map are due May 19<sup>th</sup>, addresses can be accepted later but will only be on the list for participating locations, not on the map.
  - Villa Hills Civic Club Grand Opening will be April 25-26.
- Mayor Jansen congratulated Ms. Sue Wadsworth who received a Middle School Science Teacher of the Year Award.

**Legislation:**

Ms. Stewart presented the following Legislation:

**1<sup>st</sup> Reading and discussion of draft Ordinance 2025-D**

An Ordinance Of The City Of Villa Hills, In Kenton County, Kentucky Amending The Personnel And Pay Classification Plan Of Non-Civil Service Employees.

**1<sup>st</sup> Reading and Discussion of draft Ordinance 2025-E**

An Ordinance of the City Of Villa Hills, in Kenton County, Kentucky authorizing the Mayor to enter into an Interlocal Cooperation Agreement with the City of Bellevue, the Boone County Water District, the City of Carrollton, Carrollton Utilities, the Crescent-Villa Fire Authority, the East Pendleton County Water District, the Grant County Fiscal Court, the Independence Fire District, The City of Ludlow, the Northern Kentucky Area Development District, the City of Park Hills, the Pendleton County Fiscal Court, the Pendleton County Ambulance District, the City of Southgate, the City of Walton, and the City of Warsaw for the provision of employee health insurance through the Northern Kentucky Public Entity Joint Health Insurance Pool.

Mr. Bohman reported that this was a renewal and update to the expiring interlocal agreement. Mayor Jansen advised that Mr. Bohman has been very involved with the Health Insurance Pool since the beginning and has been a key player at helping to keep the insurance costs down.

**Discussion and approval of draft Municipal Order 2025-D**

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

Mr. Ringo made a motion to approve draft Municipal Order 2025-D, seconded by Ms. Stover. A voice vote was taken, all voted in favor, none opposed. Motion passed.

This will become Municipal Order 2025-4

**Old Business**

Ms. Stewart advised Council that the Vera Cruz property has been sold, and proceeds have been received by the city.

Mr. Bohman reported that the new owner has been in contact with the city. They plan to build a new home on the property. The owner is a former resident who is returning to the City.

**New Business**

Prospect Point resurfacing project is being put out to bid.

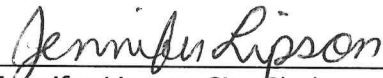
Mr. Bohman advised that Request for Qualifications is out for Engineering Services; this is done to meet federal requirements, it must be done every 2 years.


**General Comments**

At 7:18 p.m. a motion was made by Ms. Stover, seconded by Mr. Kennedy to adjourn. A voice vote was taken, all in favor. Motion passed.

Time of adjournment was 7:19 p.m.

Respectfully submitted,

  
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Jennifer Lipson, City Clerk

  
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Heather Jansen, Mayor