

**Council Meeting #756 Minutes
May 21, 2025**

Mayor Heather Jansen called the May 21, 2025, Meeting of City of Villa Hills Council (Meeting #756) 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
C. Stover
S. Thompson
S. Wadsworth

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

S. Ringo was absent

A quorum was present.

The first order of business was approval of the minutes of the April 16, 2025, Council meeting. A motion was made to approve the minutes by Ms. Stover, seconded by Mr. Kennedy. A vote was taken. Stover, Kennedy, Bilz, and Wadsworth voting in favor, Mr. Thompson abstained. Motion passed.

Committee Reports:

Police:

- Chief Hall presented the Power Point of the April 2025 Police report; the department had 913 calls for service. There were 15 reported crimes, 18 traffic collisions, 47 citations and 59 courtesy notices issued.
- Chief Hall reviewed the current investigations and reported that several more cases have been closed out. Detective Sergeant Lucas assisted Erlanger with an arson investigation, which was found to be an accidental fire started by a juvenile.
- All officers reviewed videos for training on Ch 17.6 Foot Pursuits, and 17.9 Prisoner Transports. Officer Dooley and Onexx had K-9 training, Chief Hall attended Police Executive Command Course for his annual training. Additionally, Officer Dooley attended a 2-week DEA training course at DOCJT, and all officers had range training.
- There was 1 canine deployment, which was within Villa Hills and Crescent Springs, there was 1 arrest with 3 charges.
- Chief Hall reported that the department had 25 hours of overtime for the month, which included 4 hours for court, 6 hours for a shots fired call, 10 hours for range and 5 hours for FTO worked.
- Chief Hall has met with those in charge of the Chase and Cole Fischer 5K, which will be on June 21st starting at 8:00 am. There will be road closures like last year. Affected residents should receive a flyer advising them of the closure.

- Chief Hall reported that Villa Hills Civic Club will be holding Fire in the Hills on June 28th this year.
- Chief Hall wished to thank Mr. Yelton and the Public Works Crew for their hard work and announced that it is National Public Works Week.

Safety Committee:

- Ms. Wadsworth advised that the committee met, and Chief Hall presented the department report to them.
- The committee discussed that the department was again down to 14 officers.
- There was discussion in the committee meeting regarding a vehicle on Amsterdam that was sideswiped in the River Ridge Elementary pick-up line. Kenton County School Board is trying to purchase the Radio Road property next to them to create additional off-road waiting areas.
- Crescent Springs is requesting extra patrols in a couple of areas.
- Next meeting will be June 10 at 3:30 pm.
- Mayor Jansen advised that the City has received questions regarding electric scooters on the roads and sidewalks. The City will be posting information. Chief Hall advised that officers have been instructed to educate juveniles when they encounter them.

Public Works Committee:

- Mr. Thompson reported that they are waiting on the Environmental Study from KYTC, before any work can start on Collins and Amsterdam.
- Valley Trails work was paused due to finding Duke utility lines that were not buried deep enough. They are waiting for Duke to relocate the lines, then work will resume.
- Mr. Thompson advised that the City Engineer is reaching out to OKI regarding the grant funding for the pedestrian bridge.
- Prospect Point overlay bids were open and Riegler was low bidder. Council will vote on accepting their bid tonight.
- Engineer is applying for grants for the remaining work on Valley Trails.
- Mr. Thompson informed Council that Franzen Dam was decertified; therefore, they cannot add dirt to level the sides as was previously discussed. Doing so would qualify the area as a dam again.
- Mr. Thompson reported that proposals were solicited for city engineers, as is required to be done every 2 years. Prime did not submit a proposal. The committee will be reviewing the 3 proposals received and will be conducting interviews.

Public Works Director

- Mr. Yelton reported that Valley Trails should be back on track by Tuesday.
- Mr. Yelton met with representatives for the Squire Valley HOA regarding sidewalk repairs and have sent them a list of repairs..
- Mr. Yelton advised that they are waiting on more dirt for the Franzen field.
- Mayor Jansen thanked Public Works for the hard work they do for the City.
- Mr. Yelton also advised that the pothole on Amsterdam has been reported to the state for repair.

Finance Committee:

- Mr. Bilz advised that the committee met on Monday night and reviewed the financials and recommended approval of the April Financials.

- Mr. Bilz made a motion to approve April Financials, and to post the financials to the website, seconded by Ms. Wadsworth. All voted in favor, Motion passed.
- Mr. Bilz reported that the committee reviewed the proposed 25/26 budget. He advised that all questions submitted by the committee were answered satisfactorily, and that Council would have first reading of that budget at this meeting.
- Mr. Bilz advised that the next meeting will be on Monday, June 16th at 7:00.

Administration Committee:

- Ms. Stover advised that the committee did not meet, and there is no report.

Recreation Committee:

- Mr. Kennedy reported that grading at fields is in progress, and everything is running smoothly.

Fire Authority:

- No report

City Attorney:

No Report

City Clerk:

No Report

City Administrator:

- Mr. Bohman reported that the Ethics committee had met and reviewed Ethics forms, and that all forms had been received. There were a few follow-up questions on several forms.
- Mr. Bohman reported that there was a meeting on Monday for the Short Amsterdam project and that Council would be voting on a Resolution tonight. The resolution commits the city's 1/3 of the 20% grant match. Kenton County is taking the lead on the project.

Mayor's Report:

- Mayor Jansen thanked the Villa Hills Civic Club for the invitation to the soft opening of the club. It was a nice event and Fox 19 was present.
- Mayor Jansen reported that at the Mayor's Meeting several cities announced their summer concerts, and she encourages residents to check those out.
- The Church that is being torn down on Buttermilk will reportedly be replaced with a bank, and the old Heritage Bank next to Walgreens will reportedly become a drive through only Wendy's.
- Kroger in Erlanger is expected to open in August 2026, the old Taco Bell in Erlanger will reportedly be a Dairy Queen, and the location of the former Colonial Cottage will be Jimmy John's.
- Upcoming Events:
 - Citywide Yard Sale – May 30 and 31 from 8 am – 1 pm.
 - Shred Day – July 19 from 8 am – 11 am at the Crescent Springs City Building – this is a joint event for Villa Hills and Crescent Springs residents.
 - Staff appreciation lunch is being planned for June.

Legislation:

Ms. Shultz presented the following Legislation:

2nd Reading and Approval 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.

Ms. Stover advised that the Administration Committee had reviewed this Ordinance and advised that it had been 2 years since the pay scale was updated. This update will make Villa Hills in line with the salary survey. Ms. Stover advised that the committee recommends approval.

Ms. Stover made a motion to approve draft Ordinance 2025-D, seconded by Ms. Wadsworth. Roll call vote was taken, all voted in favor, none opposed. Motion passed.

This will become Ordinance 2025-4

2nd Reading and Approval 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.

Ms. Stover advised that the Administration Committee has reviewed the ordinance, and it is a great saving to the City. The committee has recommended approval of the ordinance.

Ms. Stover made a motion to approve draft Ordinance 2025-E, seconded by Mr. Thompson. Roll call vote was taken, all voted in favor, none opposed. Motion passed.

This will become Ordinance 2025-5

1st Reading and Discussion of draft Ordinance 2025-F

An Ordinance of the City of Villa Hills, in Kenton County, Kentucky, Pursuant to KRS 91A.030(10) for the fiscal year beginning July 1, 2025 and ending June 30, 2026, by estimating revenues and resources and appropriating funds for the operation of city government and providing that no monies shall be expended by or on behalf of The City of Villa Hills except in accordance herewith.

The most recent update of the proposed Ordinance was sent to Council; there will be further discussion at the June 11th Caucus meeting.

Mr. Thompson advised that he was not in favor of the FLOCK camera system in the proposed budget. There was discussion regarding a separate system owned by the same company (NOVA system) and questionable practices regarding how the company obtained their information for that system. There was lengthy discussion and Council requested

additional research on the company itself. This discussion will be continued at the Caucus meeting.

1st Reading and discussion of draft Ordinance 2025-G

An Ordinance of the City of Villa Hills, in Kenton County, Kentucky, amending the City's budget and Ordinances 2024-2 by adjusting revenue and expenses in the General Fund, the Capital Fund, and the Road Fund. This is an amended budget ordinance for the City of Villa Hills, Kentucky pursuant to KRS 91a.030(10) for the Fiscal Year beginning July 1, 2024 and ending June 30, 2025, by estimating revenues and resources and appropriating funds for the operation of city government and providing that no monies shall be expended by or on behalf of the City of Villa Hills except in accordance herewith.

Mr. Bohman advised that this amendment would be to amend the current year budget. The main items are the Sanctuary TIF adjustments, a typographical error in the original publication for Capital Fund and adding \$14,000 to Administration for change in medical insurance premiums due to a qualifying event change.

Discussion and approval of draft Municipal Order 2025-F

A Municipal Order of the City of Villa Hills, in Kenton County Kentucky accepting the bid of Riegler Blacktop Inc. for the Prospect Point resurfacing project in the amount of One Hundred Ninety-Nine Thousand Eight Hundred and Forty-one dollars and eighty-nine cents (\$199,841.89).

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

This will become Municipal Order 2025-6

Discussion and approval of draft Municipal Order 2025-G

A Municipal Order of the City of Villa Hills, in Kenton County Kentucky ordering that all city replacement projects bring any crosswalk ramps within the project area into compliance with the Americans with Disabilities Act.

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

This will become Municipal Order 2025-7

Discussion and approval of draft Municipal Order 2025-H

A Municipal Order of the City of Villa Hills, in Kenton County Kentucky declaring surplus property.

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

This will become Municipal Order 2025-8

Discussion and approval of draft Resolution 2025-D

A Resolution of the City of Villa Hills, in Kenton County Kentucky Authorizing the application for a Local Participation Agreement (LPA) Grant for the sidewalk project along (Short) Amsterdam Road in Kenton County, Kentucky.

Mr. Bohman advised that they had just received this request from Kenton County who will be submitting for an SNK Grant and that they will need to have an approved Resolution before June 1. There is a good chance of receiving the grant since it is a combined project between cities and the County.

Mr. Thompson advised that the City has known that this project was coming and has been committing \$20,000 per year and advised that the City should continue to do so, to help fund Villa Hills' portion of the grant match. With the cities and county behind this, there is a good chance for the grant to be approved.

Mr. Thompson made a motion to approve draft Resolution 2025-D, seconded by Ms. Wadsworth. A voice vote was taken, all voted in favor, none opposed. Motion passed.
This will become Resolution 2025-4

Old Business

Ms. Wadsworth inquired about an area near her sidewalk that was not backfilled after the sidewalk was replaced. Mr. Yelton advised that this was actually part of a Water District project, and he will follow up.

Mr. Thompson advised that the City budgets \$30,000 for sidewalk repairs per year.

Mr. Bohman advised the sidewalk program will be a 10-year process to complete all repairs; this year is year 3. The City is also working with the utility companies to have them repair or replace panels that have utilities in them.

New Business

There was a question regarding maintenance and supplies for the Franzen Field restrooms. Mr. Yelton advised that the restrooms are supposed to be maintained by the Villa Hills Civic Club. It was suggested that when a problem is seen to reach out on the Civic Club Facebook page or call the civic club.

General Comments

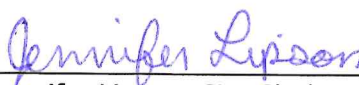
Mrs. Kerr asked if anyone reported traffic lights not working at Collins and Buttermilk. This has been reported.

Mr. Kerr inquired about camera NOVA system, and if the city would need to investigate every company that the city uses. One who drives through other municipalities are already having plates recorded. There was discussion about a person's right to privacy vs expectation of privacy.

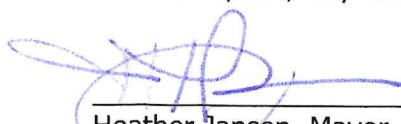
At 7:52 p.m. a motion was made by Mr. Thompson, seconded by Ms. Stover to adjourn. A voice vote was taken, all in favor. Motion passed.

Time of adjournment was 7:52 p.m.

Respectfully submitted,



Jennifer Lipson, City Clerk



Heather Jansen, Mayor