



**Council Meeting #757 Minutes
June 18, 2025**

Mayor Heather Jansen called the June 18, 2025, Meeting of City of Villa Hills Council (Meeting #757) 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 (remotely)
C. Bilz
P. Kennedy
S. Ringo
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

A quorum was present.

The first order of business was approval of the minutes of the May 21, 2025, Council meeting. A motion was made to approve the minutes by Ms. Stover, seconded by Mr. Ringo. A vote was taken. All voting in favor. Motion passed.

Next was approval of the minutes of the June 11, 2025, Caucus meeting. A motion was made to approve the minutes by Ms. Wadsworth, seconded by Mr. Thompson. A vote was taken. All voting in favor. Motion passed.

Mr. Bohman presented information to Council regarding the Kentucky Municipal Road Aid Public Hearing. The proposed use of Municipal Road Aid funds in Fiscal Year 25/26 is for reconstruction and maintenance of roads including expenses such as milling and overlaying with asphalt, full depth reconstruction in asphalt or concrete, filling potholes as well as snow removal and treatment, street cleaning, line painting, and repair or replacement of sidewalks, curbs, gutters, lighting, signage, and debt service or engineering fees when done in conjunction with a street reconstruction project. The Municipal Road Aid Program cash balance carried forward (estimate) is \$184,000, and anticipated receipts of \$153,400, a total appropriation of \$337,400.

There were no comments or questions.

Committee Reports:

Police:

- Chief Hall presented the Power Point of the May 2025 Police report; the department had 1,066 calls for service. There were 13 reported crimes, 23 traffic collisions, 42 citations and 35 courtesy notices issued. Five of the collisions occurred at Anderson and Buttermilk, 1 was an injury accident. Another injury accident which occurred on Amsterdam Road was the result of a bee in the vehicle. The driver lost control and struck a fence, they were airlifted to UC, but were treated and released.
- Chief Hall reviewed the current investigations and reported that they had a Burglary 1st, which resulted in an arrest warrant being served. Another case was an open death

investigation case, where the suspect was arrested. Several officers were involved in this case, the initial officers on scene did a great job in recognizing that further investigation was needed in the case.

- All officers reviewed videos for training on Ch 10.3 Off Duty Employment / Safety Officer Dooley and Onexx attended K-9 training, Sergeant Lucas attended KACP Conference, Officer Snider attended a 3-hour ASHER Training, and Sergeant Black completed his yearly DOCJT training with Patrol Rifle Deployment training.
- There were 4 canine deployments, all were with Drug Strike Force, there were 2 arrests with 2 charges. Officer Dooley and K-9 Onexx also participated in Villa Madonna Career Day, and were recertified through NAPWDA
- K-9 Onexx's vest when he first joined the department was donated from Vested Interest K9s. They offered a new vest, but Onexx's vest is still in great condition. Therefore, the new vest was declined and was forwarded to Trigg County Sheriff's Office and has been embroidered with "In Honor of K-9 Onexx, Villa Hills, Kentucky".
- Chief Hall reported that the department had 35.5 hours of overtime for the month, which included 14 hours for court, 4 hours for a SWAT call out, 6.5 hours for training, 2 hours for K-9 Demo, and 9 hours for death investigation.
- Chief Hall reminded residents that Saturday, June 21st is the Chase & Cole Fischer 5K and that several roads will be closed beginning at 8:00 am and re-opening by 10:00 am.

Safety Committee:

- Ms. Wadsworth advised that the committee met, and Chief Hall presented the department report to them.
- Ms. Wadsworth reported that Councilman Smith from Crescent Springs reported that the Stealth Stat was set up on Ireland in Crescent Springs. Chief Hall advised that he would set up a replacement battery for the unit once it arrives.
- Crescent Springs Councilman Kiely noted that his Ring camera caught an incident in which a man fled from a traffic stop, resulting in a felony charge, and causing Officer Isaacs to draw his weapon. Marshalls from Somerset are assisting in the case, the license plate on the vehicle had been altered twice.
- Mr. Thompson inquired about looking at cutting back trees at the exit from Sanctuary at Amsterdam. He has had residents inform him that they are unable to see around the trees/bushes when stopping at the stop bar. There was discussion about seeing if city can add stop signs at the intersection on Amsterdam. Chief Hall advised that since Amsterdam is a state road, the request would need to go to the state, which would require a new traffic study. Mr. Ringo requested that the City ask the state to re-evaluate, and Ms. Wadsworth added to see if a crosswalk can also be added, if the stop signs are approved. Mr. Bohman and Mr. Yelton will speak with developer to have trees/shrubs trimmed back.
- Next meeting will be July 8 at 3:30 pm.

Public Works Committee:

- Mr. Thompson reported that KYTC has a company to start the Environmental Study for Collins and Amsterdam. They are now waiting on the results.
- Valley Trails project is moving forward. There have been delays caused by both weather and re-locating utilities. The work may not be completed until July.
- Striping of Buttermilk, Villa Marie and Prospect Point will all be completed this summer.
- Mr. Thompson advised that Valley Trails phases 2 and 3 grants have been submitted, and the City should know if these are received sometime in October.

- Mr. Thompson reported that electrical inspection for the salt garage has been completed, next steps are to repave the lot and final paving at the garage with estimated cost of \$32,000, and installation of fencing around the garage, estimated cost of \$15,000.
- Mr. Thompson informed Council that staff has submitted sidewalk damage that may be caused by utility companies to their respective departments. Duke has said that it is beyond the warranty period, and they will not be making repairs. Altafiber and Water District have not responded yet.
- The committee interviewed a prospective new engineering firm and is evaluating the firm's submission and is awaiting supplemental information requested by the committee. The committee plans to have a recommendation for Council at the July meeting.
- Mr. Ringo advised that he had been speaking to the Sisters and that they are looking to re-do the sign at Villa Madonna. He would like to let them know if they re-do the sign now, and it needs to be moved when the project starts, will it still be moved at a cost to the City as it was in the original plan. Mr. Thompson will check with Bayer Becker to confirm.

Public Works Director

- Mr. Yelton reported that they have been repairing signs, have run the fence lines, and have gotten irrigation systems up and running at the fields.
- Villa fields have received seed and straw, and Franzen at the lake has received Channel rock to help with erosion control.
- They are awaiting more dirt for the 5th ballfield.

Finance Committee:

- Mr. Bilz advised that the committee met on Monday night and reviewed the financials and recommended approval of the May Financials.
 - Mr. Bilz made a motion to approve May Financials, and to post the financials to the website, seconded by Mr. Ringo. All voted in favor, Motion passed.
- Mr. Bilz reported that the committee discussed the most recent draft of the proposed 25/26 budget. Discussion points included items discussed at the June 11th Caucus Meeting focusing on Flock cameras, the Facility Study, and increased wages for the Deputy Clerk to bring that position's salary in line with surrounding peer cities. The committee referenced the recent salary survey provided by Mr. Bohman. The committee concluded that the proposed 25/26 budget was financially in line and has no issues with the proposed budget.
- Mr. Bilz advised that staff and accountant are postponing closing of the books for June, therefore the Finance Committee does not plan to meet in July. The next meeting will be on Monday, August 18th 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 he had worked with Mr. Brown with the Civic Club to resolve the toilet issue at the fields and the repairs have been made.
- Mr. Bilz commented that the fields are exceptional. Mr. Yelton advised that Wayne Slusher stays on top of keeping them in great condition.

Fire Authority:

- Mr. Ringo reported that Chief Wendt gave the Fire Authority report. There were 130 EMS Calls, 536 year-to-date, and 60 Fire calls, 244 year-to-date.
- The department is seeing an increase in overdose calls; most are fentanyl overdoses.
- The Fire Authority financials were reviewed and approved for May.
- The new Assistant Chief vehicle has arrived; they plan to surplus the old vehicle.
- Fire Authority payroll has been higher due to fewer volunteers in training. They plan to apply for the SAFER Grant, which would help hire new personnel.
- Firehouse building drains have been replaced, but they are still having electrical issues with the lights not working, they will talk to the builder to get this resolved.
- Next meeting will be Monday, July 21, 2025 at 6:00 at the firehouse.

City Attorney:

No Report

City Clerk:

No Report

City Administrator:

- Mr. Bohman informed Council and residents that Crescent Springs will be changing their provider for trash and recycling to Bestway. Villa Hills has not changed providers. Rumpke is contracted to provide pick up for Villa Hills residents through 2029. There are eight areas in the city that overlap with Crescent Springs, he has already contacted the supervisor at Rumpke to ensure Villa Hills residents continue to receive the service being paid for. If anyone has any problems with pick up after July 1st, they are asked to let staff know, so that corrections can be made.

Mayor's Report:

- Mayor Jansen advised that the Citywide yard sale was successful for most residents.
- Villa Hills/Crescent Springs Shred Day will be July 19 from 8 am – 11 am at the Crescent Springs City Building parking lot.

Legislation:

Ms. Shultz presented the following Legislation:

2nd Reading and Approval 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.

There was discussion by Council regarding the Facility Study requested by Administration, the Storage Shed requested by Public Works, and the Flock Cameras requested by the Police Department.

The storage shed was brought up first. Council inquired about where the building could be placed. Mr. Yelton advised that one idea was behind the City Administration building. Mr. Ringo pointed out that if the Administration offices need expansion, a new location may need to be found. Council does not wish to place the building on property not owned by the City as it could become an investment that puts the City at risk. Mr.

Thompson advised that he was ok leaving the line in the budget until a location is determined. Council stated they are ok to leave the money in the budget for the storage shed, but staff did not give staff the authority to move forward until Council approves.

The facility study line was divided into the maintenance budget for each department, as Council had stated that they would like to look at what needs to be done to facilitate the needs of each department. They requested that staff identify the issues and see what can be fixed. Council would rather see a \$500,000 expansion project before spending \$3 million on a new building. Mr. Thompson expressed that Council may be back here in 2 years to have the evaluation done. Staff was asked to prepare a listing of the issues in each building and what the departments need, this report is to be presented at the September Caucus meeting. Mr. Thompson expressed that staff should seek someone with expertise in evaluating the issues. Council will leave the \$30,000 in the Building Maintenance lines to fix issues until a new building is determined to be necessary.

The Flock camera request was discussed. Chief Hall reviewed for Council that the cameras record a snapshot of the rear of vehicles, which shows the license plate, make, model and color of the car, as well as any decals or stickers that may be on the vehicle. It does not capture an image of the occupants of the vehicle. Only an officer can enter the information into NCIC, and only after they have created a report. The cameras are a part of the Law Enforcement Network and a hit on a plate will alert dispatch and officers of the vehicle. Several nearby cities have the cameras and they have aided in their investigations. It is a tool to help officers; it does not replace an officer.

Mr. Thompson made a motion to remove the Flock cameras from the budget. Motion received a second by Ms. Stover. Mr. Thompson and Ms. Stover voting in favor; Mr. Kennedy, Mr. Bilz, Mr. Ringo and Ms. Wadsworth voting against the motion. Motion failed.

Ms. Wadsworth made a motion to approve draft Ordinance 2025-F, seconded by Mr. Ringo. Roll call vote was taken, Ms. Wadsworth, Mr. Ringo, Mr. Kennedy, Mr. Bilz all voting in favor, Ms. Stover voted in favor of the Ordinance but noted she was not in favor of the Flock Cameras, Mr. Thompson voted opposed. Motion passed.

This will become Ordinance 2025-6

2nd Reading and Approval 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. 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 reported that this amendment is adding money to Administration for change in health insurance due to a qualifying event. It adds additional street lights; and increase to TIF due to taxes exceeding amount budgeted, and increase to Capital. Overall, the revenue was higher than budgeted.

Mr. Ringo made a motion to approve draft Ordinance 2025-G, seconded by Mr. Bilz. Roll call vote was taken, all voted in favor, none opposed. Motion passed.
This will become Ordinance 2025-7

Discussion and approval of draft Municipal Order 2025-I

A Municipal Order of the City of Villa Hills, in Kenton County Kentucky Authorizing an application to the Kenton County Planning Commission for a text amendment to section 4.04 of the Villa Hills Zoning Code.

Ms. Stover reported this addresses the residential care facilities in the ordinance. To meet federal guidelines, it changes residential care facilities from conditional use to permitted use. Restrictions within the zone are permitted, but the city cannot prohibit them.

Ms. Stover made a motion to approve draft Municipal Order 2025-I, seconded by Mr. Thompson. A voice vote was taken, all voted in favor, none opposed. Motion passed.
This will become Municipal Order 2025-8

Old Business

NONE

New Business

Ms. Stover inquired about the streetlight at Woodcliff and Meadow Wood that is leaning. Mr. Yelton believes this is in Crescent Springs, but he will check it and have it repaired. Ms. Wadsworth inquired about the sign at Brookville Ct. According to some residents she spoke with, they stated that the street is actually named Brookville St. Mr. Ringo mentioned that when you check country records, it will show it as Brookville Ct. so that is why the street sign reads as such. Mr. Bohman thanked TBNK for their assistance setting up the meeting so that Mayor Jansen could remote in from her vacation and participate in the meeting.

General Comments

NONE

At 7:55 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 7:55 p.m.

Respectfully submitted,


Jennifer Lipson, City Clerk


Heather Jansen, Mayor