



**Caucus Meeting
Sept. 10, 2025**

Mayor Heather Jansen called the Sept. 10, 2025 City of Villa Hills Caucus meeting to order at 6:30 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**

**Mary Ann Stewart, City Attorney
Craig T. Bohman, City Administrator
Anna Bailey, Deputy City Clerk
Matt Hall, Police Chief**

A quorum was present.

The first item on the agenda was the Tax Rate Public Hearing.

- Mr. Bohman presented the options to adopt a tax rate of either 20.9 cents per each one hundred dollars in real estate valuation or 20.1 cents per each one hundred dollars in real estate valuation. Per the Notice of Public Hearing, The City of Villa Hills proposes to exceed the compensating tax rate by levying a real property tax rate of .209 per one hundred dollars of assess value and a personal property tax rate of .111 per one hundred dollars assessed value. Mr. Bohman explained that the excess revenue generated will be utilized for the following purposes: For ordinary municipal purposes and to pay the general cost of carrying on the business of government of the City of Villa Hills. According to calculations, if adopting the 20.9 cents per one hundred dollars, that would add around \$107.7K to the General Fund.
- Ms. Stover questioned how much taking the 4% increase would increase a tax bill on each property. Mr. Bohman explained that when taking the average home value in the City that it would add around a \$27.00 increase per household.
- Ms. Wadsworth inquired regarding the increase we have seen on Insurance Premium Tax. Mr. Bohman stated that the City has currently seen a 10% increase of what was originally projected for the year.
- Mr. Thompson questioned what the City's reserve fund is currently at. Mr. Bohman reported that currently the reserve fund is 3.7 million. Mr. Bohman explained that financially the City needs to be able to cover at least 4 months of operations in the event of an emergency with our reserve fund and that for a 4-month time frame it would require approximately 1.4 million from the reserve fund.
- Discussion followed.
- Mr. Bohman asked if there were any public comments. There were none.

- Ms. Stewart did the first readings of draft Ordinances 2025-J and 2025-I which were both Ordinances for the City of Villa Hills levying an ad valorem Real Estate tax of either 20.9 cents (Ord 2025-J) or 20.1 cents (Ord 2025-I) per each one hundred dollars in real estate valuation with in the City. She noted that a vote will need to be held at the next Council meeting on which of these Council will decide to adopt.

The next item on the agenda was Facility review and discussion.

- Mayor Jansen discussed the meeting and walkthrough that Mr. Bohman had with Brian Sims from Planning and Development Services of Kenton County. Mayor Jansen stated that according to Mr. Sims, there are several issues that are not up to ADA compliance standards in all three of the buildings that house City employees. Those are the Administration building, the Police Department, and the Public Works garage. Mayor Jansen stated that it is the opinion of Mr. Sims that the City should bring in a consultant to address these issues.
- Mary Ann Stewart noted that if any work is done to improve the areas of the administration building, the Police Department, or the Public Works garage, that at that time it would be a requirement to bring each of those buildings up to ADA compliance.
- Mayor Jansen further explained that according to Mr. Sims, once the offices at 719 and 720 Rogers were purchased for use as City offices, which was in 2007, that ADA compliance should have taken place at that time.
- Discussion followed.
- It was asked that Mayor Jansen send an itemized list of issues at the Administration office to council. Chief Hall was also asked to provide an itemized list of issues at the Police Department. Chief Hall explained that while he is happy to send a list, he will need to rework his list first as to not publicize issues that may impact safety to the Police Department.
- Ms. Wadsworth questioned whether it required a consultant that is specialized in government operations. Chief Hall stated that it should and that he will inquire about this at his NKY Chiefs Meeting to get some ideas on which firms to contact.
- Mr. Bilz questioned if we are going to need to build new buildings why council would decide to spend money on consultants.
- Discussion followed.
- Mr. Ringo noted that in the case of the Police Department repairs or rebuilding, that while our Police Department does cover Crescent Springs, there is nothing in the contract that will require Crescent Springs to pay for any repairs or possibly a new building and it will be 100% cost to Villa Hills to cover.
- Mr. Thompson made a motion to get bids on consultants. Mr. Bilz seconded. A voice vote was taken, all in favor.

The next item on the agenda was General Discussion / Other items.

- Ms. Wadsworth discussed having an impromptu lesson to the 7th grade class she teaches about many issues that the City deals with during normal operations. The students had many questions regarding sidewalks, road work and rules around scooters. Ms. Wadsworth was very pleased at how inquisitive the kids were to learn about City operations.
- Ms. Stover questioned the ongoing issue of traffic at drop off and pick up of students at River Ridge Elementary.
- Discussion followed.

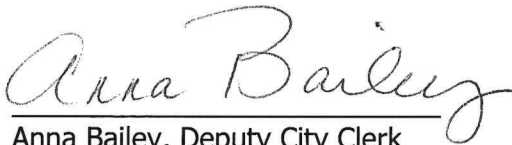
- Chief Hall stated that he will reach out to the Kenton County School District and Superintendent Webb to discuss possibilities to improve the traffic issue that is being caused by this.
- Mr. Ringo suggested going to the board and possibly even involving area State Representatives to get some traction on getting this issue resolved.
- Mayor Jansen stated that she will write a letter to Superintendent Webb regarding the traffic issues being created by River Ridge pickup and drop off.
- Mr. Ringo noted that new field at Franzen is basically done. Some repairs to the fencing will need to be made to increase the height but everything else is finished. He commended Public Works on a great job.

With there being no further discussion or comments, a motion was made by Ms. Wadsworth, seconded by Ms. Stover 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 7:38 p.m.

Respectfully submitted,


Anna Bailey, Deputy City Clerk


Heather H. Jansen, Mayor