

**Council Meeting #759 Minutes
August 20, 2025**

Mayor Heather Jansen called the August 20, 2025, Meeting of City of Villa Hills Council (Meeting #759) to order at 6:30 p.m. at the Dennis M. Stein Municipal Building, 719 Rogers Road, Villa Hills, Kentucky. Mayor Jansen opened with a moment of silence for Bob Knoll, followed by the Pledge of Allegiance.

Ms. Bailey called the roll. Those in attendance:

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

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

Mr. Bilz was absent

A quorum was present.

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

Committee Reports:

Police:

- Chief Hall presented the Power Point of the July 2025 Police report; the department had 1,597 calls for service. There were 10 reported crimes, 22 traffic collisions, 79 citations and 99 courtesy notices issued. A collision occurred at Buttermilk and Anderson with the rest occurring throughout the two cities.
- Chief Hall reviewed the current investigations and reported that Sgt. Lucas is re-visiting open cases and closed out 2 cases that involved warrants.
- All officers reviewed videos for training on Ch. 4.7, Early Intervention and Ch. 12.1, Code of Conduct. K-9 Onexx went through 9 hours of training.
- There were 4 canine deployments, two that were no bite apprehensions and there were 3 arrests and 3 charges.
- Chief Hall reported that the department had 31 hours of overtime for the month, which included 6 hours for court, 8 for US Marshals OT, which is fully refunded, for Sergeant Dooley, 3 hours for shift coverage, 4 hours for late calls and 8 for Training. We also had 2 hours for Field Training for Officer Terry who is our newest hire, and is now on the road. He was a lateral transfer from the KY State Police Post 6.
- Ms. Stover inquired about traffic backups on Crescent Springs Road and Chief Hall responded to her inquiry by stating that the increase in traffic is due to growth in industry and residential traffic makes enforcement difficult.

Safety Committee:

- Ms. Wadsworth reported that we are currently up to 15 officers with the new hire, however, Officer Robbins is retiring at the end of the month.
- Ms. Wadsworth discussed age limits for SROs and reported the fact that there are no age limits for SROs.
- Ms. Wadsworth commented on the paint job for one of the City's new Dodge Durango police cruisers. She stated that they look very nice and she also noted that as replacement cruisers come in, they will also have the new paint job.
- Ms. Wadsworth reported that a resident approached a council member for Crescent Springs inquiring whether the Police drive through the park. She confirmed that they do drive through the park.
- Ms. Wadsworth explained that there was an overdose death in Crescent Springs recently and confirmed that there was an arrest for a drug dealing charge, however it could not be confirmed that the drug that caused the overdose was given by this specific dealer.
- Ms. Wadsworth noted that drones are being explored as they can be used to locate suspects or missing people through thermal imaging. This is just another tool that officers could potentially use to help in their investigations. Possible grants are being looked into.
- Ms. Wadsworth stated that the new playground at Lou Hartfiel Park started in August and should be finished by December. It is supposed to have rubber flooring as well.
- Sgt. Black is attending the administrative training course for the next three months.
- Ms. Wadsworth reported that Don Kiely from the Crescent Springs council was quite pleased with the Police Department's work at the St. Joe's Festival.
- The next meeting will be held Tuesday, Sept. 9, 2025 at 3:30 in council chambers. All are welcome to attend.

Public Works Committee:

- Mr. Thompson reported that attached to the minutes was the latest report regarding Collins and Amsterdam from Bayer Becker. It essentially outlines what has been done and what we are still waiting on. Mr. Thompson also reported that we sent letters to all the affected citizens in that area to update them as to where things stand and why they have not heard much from us. He went on to explain that going into details could potentially jeopardize our grant.
- Mr. Thompson reported that the latest development on the actual project is that KYTC has asked us to pay for the Environmental Contractor to conduct the environmental survey. He explained the reason why things have taken so long for this project to really get going. He also noted that the money for the environmental study that was originally supposed to be paid for by KYTC will be refunded by putting that money towards another piece of the project.
- Mr. Thompson reported that the Prospect Point water main break has been completely fixed and repairs have been made to the road. Striping and crosswalks have also been completed.
- Mr. Thompson noted that we will be doing some other striping around the City, weather permitting.
- Mr. Thompson stated that we are currently still waiting on funds to get the pedestrian bridge.
- Mr. Thompson reported that the salt garage is complete including the fencing. Now we will just monitor the salt level to ensure that the weather does not impact the salt level without a door.
- Mr. Thompson reported that all the sidewalk repair letters being sent to residents this year were in fact sent out. According to Mr. Bohman, 180 letters were sent. Mr. Bohman

did inspections before sending letters to those whose repairs exceeded \$750.00. In the case of repairs due to Duke Energy related issues that are out of warranty according to Duke, it will cost approximately \$14,000 to make those repairs which will be done by the City. This will be looked at for becoming part of our concrete project. Mr. Ringo inquired what exactly is out of warranty. Mr. Thompson explained that Duke said that when they come and do a repair and then restoration, they warranty that restoration for only 2-3 years. He further explained that once that 2-3 warranty expired, they state that it is no longer theirs to fix.

- Mr. Thompson noted that every few years we do a street condition survey. Ultrasonic devices are used to show not the condition of just the top layer of the street but the layers below that as well. This is helpful in determining what streets really need to be repaired next. We should be getting the results of that survey soon which will allow us to plan what streets are going to be repaired next.

Public Works Director

- Mr. Yelton reported that Prospect Point is finished after minimal striping that needs to be done.
- Mr. Yelton noted that he and Mr. Yeager, the City Engineer, walked Valley Trails to see the work that was completed. He reported that everything looks good.
- Mr. Yelton gave all the credit to Mr. Bohman for the sidewalk inspections.
- Mr. Yelton reported that the embankment near the Public Works garage has been worked on by the Public Works crew. They removed some dirt and rocks to make it safer for them to maintain in the future.
- Mr. Yelton stated that field 5 is being worked on as of today and stated that they will need more dirt.
- Mr. Yelton also thanked the Garden Club and their newest hire in Public Works, Matthew Lehmkuhl. Mr. Yelton stated that he is an excellent worker.
- Ms. Wadsworth inquired about the Niewahner Memorial Garden and the grass strip in front of it and whether that was maintained by the City. Mr. Yelton stated that it was. She noted that on her way to the meeting tonight that she noticed someone else cutting the grass in that strip and she was concerned about the person's age and why they were cutting the grass there instead of the City. Mr. Yelton stated that he was not aware of that but said it could be the house that is right there across the street as he knows there are kids living in that residence. Mr. Yelton stated that he would check on it in the morning.
- Mr. Ringo questioned Mr. Yelton regarding the cycle for tar striping streets. Mr. Yelton explained that we try to maintain doing it once every three years and we try to spend around \$20,000. Mr. Ringo stated that in his subdivision, the tar strips stretch and pull and crack back open and wanted to know if it would be beneficial for the City to do tar striping more often? Mr. Yelton stated that with winter and summer, concrete contracts and expands so it does play in part in the cracking you see. Mr. Yelton stated that he and the Engineer will drive around and put a list together of streets in need of tar striping.

Finance Committee:

- Due to Mr. Bilz absence, Mr. Thompson gave the Finance Committee report.
- Mr. Thompson noted that they approved the June meeting minutes however they did not hold a July meeting due to it being at the end of the fiscal year and there was nothing for the committee to review as it was currently being audited.
- Mr. Thompson reported that the committee discussed the June and July financial reports. He noted that discussion took place about some money that is owed to us from the state

of Kentucky. It was regarding ADP that was a previous payroll processor for the City. They double billed the City so we paid the state of KY twice instead of just once due to that mistake. We have worked for several months to attempt to get the reimbursement for the double bill that was paid and the state continues to say that they are looking into it. Mr. Thompson went on to say that the accountant suggested taking the \$6,000 that would be reimbursed and just write it off as they felt we would likely never collect it. The committee however strongly disagreed with that idea. Discussion followed and it was agreed upon that we should not write it off.

- Mr. Thompson made a motion to approve and post the June and July Financial reports to the City's website. Ms. Wadsworth seconded. All in favor. Motion passed.
- Mr. Thompson noted that a discussion needs to take place soon in regards to unrestricted surplus. He reported that it is getting large and they feel that we need to make decisions on what level we want that surplus at and what we do with the overage. Discussion followed.

Administration Committee:

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

Recreation Committee:

- Mr. Ringo stated that at this time their focus is working on the ball fields. They are working to get everything in place before the weather changes.
- Mr. Ringo also reported that many sports are back in full swing so the fields have a lot of activity taking place.

Fire Authority:

- Mr. Ringo advised that the Fire Authority met on August 18, 2025.
- Mr. Ringo reported that the July financials were reviewed and passed.
- Mr. Ringo discussed changes to the Fire Departments procedures when responding to "fall" calls which would be people who have fallen but are not injured and just need assistance to be able to get back up. They have decided not to send the paramedic and are instead just sending the firetruck alone.
- Mr. Ringo stated that there have been a lot of small activities taking place and that they are getting close to being able to close out the old firehouse.
- Mr. Ringo reported that all the new equipment that was discussed a few months ago has all come in and they are being trained on the new equipment now.
- Mr. Ringo noted that the next meeting is Monday, Sept. 15, 2025, at 6:00 p.m.

City Attorney:

- Ms. Stewart noted that there was not much to report other than the ongoing Purdue Pharma bankruptcy has had another proposed settlement. They must fill out forms to opt in which the attorney's office is doing. She further stated that the City will probably get some money from the settlement, but it will not be able to be spent because the statute is so restrictive on what it can and cannot be used for.
- Ms. Stewart also reported that they are also working on a small number of foreclosures.

City Clerk:

- Ms. Bailey reported that the administrative office is going to begin working on the yearly newsletter and that Ms. Lipson asked her to mention that if anyone has anything they would like to submit for the newsletter to either send it to her or Ms. Bailey as soon as

possible. She also stated that Chief Hall has already submitted something to be added regarding the ongoing issue with electric scooters in the City.

City Administrator:

- Mr. Bohman made a friendly reminder that we are slated for a Caucus meeting next month and that it will take place on September 10, 2025, in council chambers.

Mayor's Report:

- Mayor Jansen reported that Kroger in Erlanger is going to be open on Sept. 19, 2025.
- Mayor Jansen reported that we had a Shred Event in July and that it was a successful event and she wanted to thank everyone who came to help. She did note that there were some complaints by residents that we had to close about 20 minutes before our original scheduled time but that it was because the truck was filled and could no longer take anymore paper.
- Mayor Jansen reported on upcoming events which include:
 - the City-Wide Yard Sale which will take place on Sept. 5th and 6th, 8:00 – 1:00.
 - Fall Fest will take place Sept. 20th from 5:00 – 9:00 at Lou Hartfiel Memorial Park.
 - The City will also be holding a fundraiser on Nov. 14th in conjunction with the Villa Hills Civic Club to raise money for Shop with a Cop and Fireman. Details are still being worked out currently.
 - Lastly, Christmas in the Park is being held on December 6th from 5:30 – 8:00 at Lou Hartfiel Memorial Park.
- Mayor Jansen reported that at the Mayors group meeting, the county noted that there is an interactive road map on the county's website that shows who owns what roads throughout the county. If residents are concerned with a particular road and potential work that needs to be done, they can refer to this interactive map to see who the road belongs to and who to call.
- Mayor Jansen reported that NKY Water District is going to send letters to the City Administrator regarding the key streets that are set for restoration for water main breaks. Mr. Bohman confirmed that he has not received those letters yet.

Legislation:

Ms. Stewart presented the following Legislation:

2nd Reading and approval of draft Ordinance 2025-H

An Ordinance of the City of Villa Hills, in Kenton County, Kentucky, amending section 50.15 of the City Code of Ordinances to adjust the assessment for garbage service in the city.

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

This will become Ordinance 2025-8

1st Reading and discussion of Draft Ordinance 2025-I

An Ordinance of the City of Villa Hills, in Kenton County, Kentucky levying an ad valorem Real Estate tax of 20.1 cents per each one hundred dollars in real estate valuation within the City and providing for interest and penalty charges for late payment; and levying a Personal Property tax on 10.7 cents per each one hundred dollars in valuation of personal property within the City.

Mr. Bohman advised council that these rates represent our compensating rate so that we will have the same amount of revenue this year that we brought in last year. He went on to note that because this is not an assessment year for us, the rates themselves are flat. Last year's was 20.2 and this year's proposed is 20.1 for real property and for personal property it was 10.3 and now it is 10.7. He noted that if council decides to adopt these rates, that we only need to have a second reading at our September meeting. He stated that if council wishes to take rates higher than this, it would need to be discussed tonight so that public hearing notices can be posted and put in the paper. Discussion followed.

Mr. Thompson made a motion to further discuss the increase in the tax rates at the Caucus meeting on September 10, 2025. Mr. Kennedy seconded. All in favor, motion passed.

Discussion and approval of draft Municipal Order 2025-J

A Municipal Order of the City of Villa Hills, in Kenton County, Kentucky declaring surplus property. This will surplus two sedan cruisers and badges and weapons for Officer Robbins retirement.

Ms. Stover inquired what happens to the badges and guns and whether we keep them to pass on to another officer. Chief Hall responded by saying that the badges are put into surplus and given to Officer Robbins to be able to memorialize his time with the City and the weapons are being purchased by Officer Robbins are fair market value so that he has his retirement weapons. The sedan cruisers will be listed on govdeals.com.

Ms. Wadsworth made a motion to approve, seconded by Ms. Stover. All in favor, motion passed.

This will become Municipal Order 2025-9

Discussion and approval of draft Resolution 2025-G

A Resolution of the City of Villa Hills, in Kenton County, Kentucky, to enter into a Mutual Aid Agreement with the Commonwealth of Kentucky.

Mr. Bohman explained that this was requested by Homeland Security and was highly suggested by Frankfort as well as Kenton County Emergency Management. This basically allows us to provide mutual aid to any jurisdiction in the Commonwealth and in turn it allows any jurisdiction in the Commonwealth to provide mutual aid to The City of Villa Hills if they too adopt this Resolution. It will also allow us to qualify for FEMA reimbursements if it is declared and the funds are available.

Mr. Kennedy made a motion, seconded by Mr. Thompson. All in favor, motion passed.

This will become Resolution 2025-7

Old Business

NONE

New Business

Ms. Wadsworth reported that the Chase and Cole Fischer Stem Wing at Villa Madonna will finally begin in September. It is estimated to take 5-6 months to be completed.

General Comments

Mr. Ringo stated the repairs on Amsterdam and Short Amsterdam are great and thanked Mr. Yelton for the work.

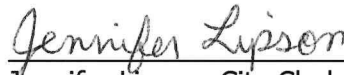
Mr. Ringo also inquired if anyone knew what was going on on Buttermilk next to Ameristop. It was reported by Mr. Hall that he believes it to be a bank call center instead of a traditional bank but he was unsure of the banking chain that would be associated with it. Discussion followed.

Chief Hall reported that Saturday, September 13, 2025 is the Tunnels to Towers 5k race and wanted to remind everyone to keep everyone in mind and that the roadways on Buttermilk and Collins will have a lane shut down, to River Ridge and back will be shut down. It will close around 8:00 a.m. and will reopen around 10:00 a.m. The police will facilitate you throughout the City to get in and out of your residential streets. Registration is open and it tends to be the larger race that the City hosts.

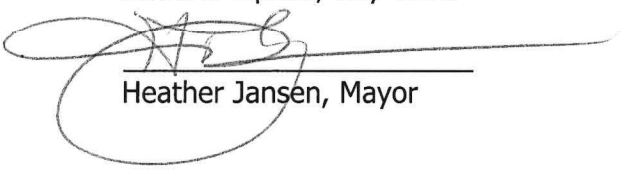
At 7:44 p.m. a motion was made by Ms. Wadsworth, seconded by Ms. Stover. to adjourn. A voice vote was taken, all in favor. Motion passed.

Time of adjournment was 7:44 p.m.

Respectfully submitted,



Jennifer Lipson, City Clerk



Heather Jansen, Mayor