



**Council Meeting #761 Minutes  
October 15, 2025**

Mayor Heather Jansen called the October 15, 2025, Meeting of City of Villa Hills Council (Meeting #761) 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**  
**S. Thompson**  
**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**

C. Stover was absent

A quorum was present.

The first order of business was approval of the minutes of the September 17, 2025, Council meeting.

A motion was made to approve the minutes by Mr. Ringo, seconded by Mr. Kennedy. A vote was taken. All voting in favor. Motion passed.

Mr. Steinbrunner was present to speak on behalf of the Longhorns. Mr. Steinbrunner expressed his appreciation for the City's participation and work completed for the new field at Franzen fields. Mr. Steinbrunner thanked Mr. Ringo for his efforts in helping to get the project started. He also thanked Mr. Yelton and the entire Public Works crew for their hours of work getting the new field area cleared, leveled and created. He thanked the City for the great partnership in providing a place for children to have to participate in sports.

Mr. Ringo thanked all of Council and Mayor Jansen for their support in making the field happen.

**Committee Reports:**

**Police:**

- Chief Hall presented the Power Point of the September 2025 Police report; the department had 1,122 calls for service. There were 16 reported crimes, 22 traffic collisions, 69 citations and 168 courtesy notices issued.
- Chief Hall reviewed the current investigations and reported that Sergeant Lucas had 2 call outs for arson investigations. One was in Crescent Springs and the second was in Taylor Mill.
- Two of the new Flock cameras have been installed and Chief Hall advised Council that they have been instrumental in solving one crime already since their installation.
- All officers reviewed videos for training on Ch 21 Vehicle Stops/Felony Stops. Sergeant Dooley attended both training and KNOA Conference, Officer Watson, Isaacs, and Bullard all attended yearly DOCJT training. Sergeant Black is at University of Louisville attending SPI Training.

- There was 1 canine deployment, there were no arrests by the K-9 unit.
- Chief Hall reported the department had 40 hours of overtime for the month, which included 11 hours for court, 13 hours for shift coverage, 4 hours for Fall Festival, and 12 hours for park security. The park security was to ensure nobody was on the playground after the new flooring was installed, to allow it to set up properly.
- Mr. Kennedy inquired about the scooter accident that happened in the lot at Clock Tower. Chief Hall advised that the incident was still under investigation, so he couldn't give much information, other than advising that the teen was in stable condition.
- Council inquired about a program at schools to educate children on safe riding of scooters. Chief Hall advised that they were working with schools to attend an assembly and educate the children. There was also an article in the City's newsletter about safe scooter usage and laws behind their usage.
- Mayor Jansen advised that the Mayor's Group was going to KLC to see about a change in state statute, to regulate usage. Another idea that has been mentioned was that if schools do not allow them to be at schools, it may reduce risks during busy traffic times.

**Safety Committee:**

- Ms. Wadsworth reported that there was discussion about motorcycles passing between cars, and whether that action was legal. Chief Hall advised that it was illegal for motorcycle riders to do so. He also advised that it is often difficult for officers to track a motorcycle due to the size of their plates, and that the officers would not engage in a high-speed pursuit of motorcycle operators.
- Ms. Wadsworth advised that there was discussion regarding no parking areas that need to be painted along Valley Trails. Public Works is working on this.
- Ms. Wadsworth reported that Chief Hall was working on a lateral hire police officer to fill one of two currently vacant positions.
- Next meeting falls on Veteran's Day and since city offices are closed that date, Safety Committee will hold a Special Meeting on November 4th at 3:30 pm.

**Public Works Committee:**

- Mr. Thompson reported that there is no movement on the Collins & Amsterdam project.
- Mr. Thompson shared that Rogers bridge inspection report with Council. The City needs to start looking at a future repair/replacement of the bridge. The committee will meet and discuss the findings with the bridge inspector. Kentucky does have grants for bridge repairs, so this should help with future costs for that project.
- Mr. Thompson advised that Valley Trails has an area holding water that they are working with contractors to fix. The next phase of Valley Trails scheduled in 2026/2027 Fiscal Year.
- Mr. Thompson informed Council that sidewalk panel replacements should begin around the end of October, grinding areas will start in about a week.
- Mr. Thompson reported the street condition survey has been completed and the committee is waiting for the data.
- Mr. Thompson advised that the salt bid was received. The bid price is up 10% over last year. Morton Salt was the lone bidder.
- There was a question regarding adding a door to the salt bin. Public Works staff will evaluate over the next few months to determine if there is any runoff or loss of salt to determine if there is a need to add doors.

**Public Works Director**

- Mr. Yelton reported that they currently have about 300 tons of salt on hand and would like to add another 300 tons to fill the garage for winter.
- Mr. Yelton advised that the work on Prospect Point and Valley Trails are almost finished and that striping has been done.
- Mr. Yelton informed Council that Hendy would be starting sidewalk panel replacements on Monday.

**Finance Committee:**

- Mr. Bilz advised that the committee met and discussed the September Financials. The committee recommended approval of the financials subject to audit adjustments.
  - Mr. Bilz made a motion to accept the September Financials subject to audit adjustments and to post them to the website, seconded by Ms. Wadsworth. A vote was taken. All voting in favor. Motion passed.
- Mr. Bilz advised that Mr. Cahill reported to the committee that the Fire Authority had returned \$123,000 to the City from the building project. Council had discussed rolling that amount forward to pay for the ambulance on order.
- The next meeting will be on Monday, November 17<sup>th</sup> at 7:00.

**Administration Committee:**

- No report

**Recreation Committee:**

- Mr. Ringo thanked Mr. Yelton and the Public Works Department for their work on the fields over the year. He advised that fields will be closed at end of day on October 26<sup>th</sup>, and the crew will begin winter preparations of the fields and facilities.
- Mayor Jansen inquired about Shadow Night. Mr. Ringo advised that Ms. Stover is overseeing Shadow Night for 2026. He did advise that letters were set to go to schools in November, with a request for the essays to be returned to the City in January, for Shadow Night in February.

**Fire Authority:**

- Mr. Ringo advised that the Fire Authority has not met for the month.
- Mr. Ringo reported that finances are seeing expenses up already. September 2024 salaries were \$32,000, same month for this year had salaries at \$75,000. This is due to the amount of overtime being worked by the 8 full-time personnel. They have 17 employees who are volunteers, but work elsewhere, 14 volunteers who have limited availability. They are struggling to find personnel to hire to offset the overtime due to this being an ongoing trend for most departments in the area. There are not enough people with training necessary to do the job.
- Next meeting will be Monday, October 20, 2025, at 6:00 at the firehouse.

**City Attorney:**

No Report

**City Clerk:**

Ms. Lipson advised that tax bills are coming in and the collection is at approximately 19% collected as of this date.

**City Administrator:**

Mr. Bohman reported that the concrete grinding contract was signed on this date and work should begin soon.

Mr. Bohman thanked Ms. Lipson and department heads for their work on updating the asset schedule for the auditors. This took some time to update and bring the schedule up to date. He advised that this update will likely result in an audit adjustment.

**Mayor's Report:**

- Mayor Jansen reported she is hosting the Mayor's Group Meeting on Saturday and invited Council to attend.
- Mayor Jansen informed everyone that Fall Fest was a great event, and she thanked Karen Borros and staff for their assistance.
- November 14<sup>th</sup> is a benefit for Shop with a Cop and Firefighter. It will be a bourbon tasting at the Civic Club. Sign-up is open, and those interested can register on Facebook.
- October 23<sup>rd</sup> will be a Chipotle Night, which also benefits Shop with a Cop and Firefighter. Mayor Jansen thanked Officer Isaacs for setting this up.
- December 6<sup>th</sup> is Christmas in the Park.

**Legislation:**

Ms. Stewart presented the following Legislation:

**2nd Reading and approval of draft Ordinance 2025-K**

An Ordinance of the City of Villa Hills, in Kenton County, Kentucky amending Table 4.04 of the Villa Hills Zoning Code.

Mr. Bohman advised that this was a zoning amendment that the City submitted and the Planning Commission recommended approval to make residential care facilities permitted in Villa Hills Zoning Ordinance.

Mr. Thompson made a motion to approve draft Ordinance 2025-K, seconded by Mr. Bilz. A roll call vote was taken, all voting in favor, the motion passed.

**This will become Ordinance 2025-10**

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

A Municipal Order of the City of Villa Hills, in Kenton County, Kentucky, amending the map for the lease agreement with the Villa Hills Civic Club

Mr. Ringo made a motion to approve draft Municipal Order 2025-K, seconded by Mr. Thompson. A voice vote was taken, all in favor. Motion passed.

**This will become Municipal Order 2025-10**

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

A Municipal Order of the City of Villa Hills, in Kenton County, Kentucky, accepting the bid of Morton Salt Inc. for the purchase of sodium chloride (road salt) at the price of \$97.23 per ton delivered for Fiscal Year 2025/2026 and authorizing the use of Compass Minerals as the backup supplier using the County salt bid.

Mr. Thompson made a motion to approve draft Municipal Order 2025-K, seconded by Ms. Wadsworth. A voice vote was taken, all in favor. Motion passed.

**This will become Municipal Order 2025-11**

**Old Business**

Mr. Ringo advised that the money that the City is waiting for from the Longhorns is delayed due to the league waiting for disbursement of a check from the Reds fund.

**New Business**

Mayor Jansen advised that Trick or Treating is set for October 31<sup>st</sup> from 6-8 pm.

**General Comments**

No Comments

At 7:27 p.m. a motion was made by Ms. Wadsworth, seconded by Mr. Kennedy to adjourn. A voice vote was taken, all in favor. Motion passed.

Time of adjournment was 7:27 p.m.

Respectfully submitted,

*Jennifer Lipson*  
Jennifer Lipson, City Clerk

  
Heather Jansen, Mayor