



**Council Meeting #762 Minutes
November 19, 2025**

Mayor Heather Jansen called the November 19, 2025, Meeting of City of Villa Hills Council (Meeting #762) 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
C. Stover
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

A quorum was present.

The first order of business was approval of the minutes of the October 15, 2025, Council meeting.

A motion was made to approve the minutes by Mr. Ringo, seconded by Mr. Kennedy. A vote was taken. Bilz, Kennedy, Ringo, Thompson, and Wadsworth voting in favor, Ms. Stover Abstained. Motion passed.

Mr. John Chamberlin was present from Chamberlin Owen & Co., to present the City's annual audit report. Mr. Chamberlin thanked City staff, Mayor and Dave Baker for taking care of his team while they were on site conducting the annual audit. He advised that they have given an unmodified opinion and advised that there were no issues of non-compliance with laws, covenants, or regulations. He reported that there were two Government-Wide Financial Adjustments. One was \$33,118 Net to Pensions and the second was \$170,294 Net Benefit to OPEB.

There were also two Unplanned General Fund Adjustments, one was to set up Opioid Settlement long-term receivable and related deferred revenue in the funds, that amount was \$62,605. The second is to adjust compensated absences to GASB 101, that amount was \$12,883.

Additionally, Mr. Chamberlin provided information for the Independent Account report on compliance in relation to the ARPA Funds. They feel that City of Villa Hills complied in all material respects, with the U.S. Department of Treasury Coronavirus State and Local Fiscal Recovery Funds Program (CSLFRF) requirements for Alternative CSLFRF Compliance Examination Engagement.

Council inquired about the City's current cash position and where Mr. Chamberlin thought the city should have in reserves. The state GFOA recommends 3-6 months of operating cash on hand. Villa Hills currently has just over 6 months of operating cash on hand. Council will need to decide where they wish to have the reserves fall in this range.

Council also inquired about how we can prevent a situation like what recently was reported about Fort Thomas. Mr. Chamberlin advised that staff and finance committee are already taking the

steps that were not being completed there. He feels that Villa Hills has one of the best procedures for reconciling bank statements and reviewing budget. Mr. Bilz thanked Mr. Chamberlin and his employees for their efficiency in performing the City's Audit. Mr. Bilz also thanked City staff for doing such a great job.

Committee Reports:

Police:

- Chief Hall presented the Power Point of the October 2025 Police report; the department had 1,201 calls for service. There were 10 reported crimes, 23 traffic collisions, 53 citations and 104 courtesy notices issued, 5 JC-3 reports filed, 8 E-Call responses, and 4 E-Crisis calls.
- Chief Hall reviewed the current investigations and reported that Sergeant Lucas had a break in a case, and the suspect was arrested in Georgia and is currently awaiting extradition.
- 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, with 1 arrest, and 2 charges credited to the K-9 unit.
- Chief Hall reported the department had 54 hours of overtime for the month, which included 25 hours for court, 9 hours for search warrant, 10 hours for range, 5 hours for investigations, and 5 hours for late arrests.
- Chief Hall reminded everyone that Christmas in the Park is on December 6th from 5:30-8:30 pm at Lou Hartfiel Memorial Park.
- Shop with a Cop and Firefighter will be on Wednesday, December 10th. Chief Hall thanked everyone for a successful Bourbon Tasting Event that was held to raise funds for the Shop with a Cop and Firefighter. Villa Hills Civic Club already has the Bourbon Tasting on the books for next year.
- Sergeant Black is back from University of Louisville after successfully completing SPI course. Congratulations to Sergeant Black.

Safety Committee:

- Ms. Wadsworth reported that there was discussion about officer's training for breathalyzers and the committee was also informed that the officers are not trained to draw blood for testing.
- Ms. Wadsworth advised that there was discussion regarding traffic lights on Buttermilk.
- Ms. Wadsworth reported that there were traffic concerns with additional development on Dolwick causing more traffic on Kenton Lands to Anderson Road.
- Next meeting is scheduled for December 9th at 3:30 pm.

Public Works Committee:

- Mr. Thompson reported that Council will be reviewing and voting on a Resolution later, which is a Memorandum of Agreement with Palmer Engineering or KYTC for the completion of an environmental study relating to Collins/Amsterdam Intersection Project, in an amount not to exceed Seventy-Eight Thousand One-Hundred Dollars. This is so the project can move forward once the paperwork arrives in order to minimize delays.

- Mr. Thompson reported that bridge engineers have advised that it may be more cost effective for the City to replace the Rogers Road bridge. If repairs are made now, it will still likely need to be fully replaced in 10-15 years. There are grants available currently to do a full replacement. The estimate is between \$600,000 to \$800,000, plus \$60,000 for engineer costs. Overall estimate is that it will be around \$1 million by the time it is bid out for replacement.
- Mr. Thompson advised that Valley Trails design for phases 2 and 3 are being reviewed. They are looking to see if costs will allow to combine these phases, or if they will need to keep them separate, if a grant is received. This will include sidewalk work to be completed.
- Mr. Thompson informed Council that sidewalk panel replacements have been ongoing and grinding is scheduled for the following week.
- Mr. Thompson reported the street condition survey review has begun and it is showing that the west side of the city is in need of work.
- Ms. Stover inquired about sidewalk work that has left a mess on her street. Mr. Bohman reviewed the process for panel replacements. The company comes in first and saw cuts around the panel, so they don't damage adjacent panels. Then they remove that panel prior to forming and setting for the new panel to be poured.

Public Works Director

- Mr. Yelton reported that trucks are ready for winter.
- Hendy and Public Works have been working on panel replacements.
- The crew has finished winterizing ball fields and restrooms. Crack sealing work was delayed due to the rain. They have replaced batteries at crosswalks in Prospect Point and other areas of the city. The AED's were pulled to be stored, at which time it was discovered that there was damage to the one at Franzen Fields, due to moisture getting into the box. Crew has also been conducting training.
- Mr. Yelton informed Council that crews used 10-12 tons of salt on the 1st snow.

Finance Committee:

- Mr. Bilz advised that the committee met and discussed the October Financials. The committee recommended approval of the financials.
 - Mr. Bilz made a motion to accept the October Financials and to post them to the website, seconded by Mr. Thompson. A vote was taken. All voting in favor. Motion passed.
- Mr. Bilz advised that the committee also reviewed the Audit.
 - Mr. Bilz made a motion to accept the Audit, seconded by Mr. Thompson. A vote was taken. All voting in favor. Motion passed.
- The next meeting will be on Monday, December 15th at 7:00.

Administration Committee:

- No report for committee.
- Ms. Stover did advise that she has started the process for Shadow Night. Principals were given the information for essays, and some teachers have already had students starting their essays. She may have some essays back before Christmas break, if not the deadline is in January

Recreation Committee:

- Mr. Kennedy and Mr. Ringo advised that the fields are closed.

- If people are seen utilizing the fields while they are closed, you are asked to call dispatch to have an officer respond to have them leave the fields.

Fire Authority:

- Mr. Ringo advised that the Fire Authority has reported 102 EMS calls with 1,078 YTD, and 56 Fire calls with 564 YTD.
- Mr. Ringo reported that financials were reviewed and approved by the Board.
- Mr. Ringo informed Council that the Fire Authority budget was currently between \$100,000 heading toward \$200,000 over the estimated amount for the year. They will be submitting bills to the two cities early for January and requesting that the cities pay as soon as possible. They will be submitting a budget amendment early in 2026. They will need extra income for 3rd and 4th quarters to make payroll.
- The Fire Authority did refund the excess from the firehouse bond.
- The Fire Authority does plan to discuss with both cities the options for the new pumper and ambulance, about whether to pay from reserves or to finance the vehicles.
- Next fiscal year, they are currently estimating the need for a 15-16% increase in the budget in addition to the \$200,000 that they are anticipating requesting in the current budget. Mr. Ringo advised that the increase is mainly due to overtime because they are struggling to find paramedics, but also the addition of holiday pay.
- Next meeting will be Monday, December 15, 2025, at 6:00 at the firehouse.

City Attorney:

No Report

City Clerk:

Ms. Lipson reported that tax bills are coming in and that the collection is at approximately 78% collected as of this date. She reminded residents that taxes are due by November 30th. Residents may pay in person, at Heritage Bank, by mail, by dropping payments into the box at the office, or online at www.villahillsky.org, with a 3.5% fee.

City Administrator:

- Mr. Bohman reported that the Ethics committee has submitted the annual report and it was included in packets.
- Mr. Bohman reminded Council that the December Caucus is scheduled for December 3rd. At this time there is nothing for the agenda, but if anyone has anything that will need a vote, it can be voted on at this meeting, as long as it is on the agenda.
- Mr. Bohman mentioned that all of the kudos and accolades Mr. Chamberlin gave staff, that he is grateful to have City Clerk Lipson as the clerk and finance officer. The individual transactions that she reviews and inputs daily. Only 2 budget adjustments for the audit are the result, one of those was not staff fault, it was due to a change in reporting.

Mayor's Report:

No Report

Legislation:

Ms. Stewart presented the following Legislation:

Discussion and approval of draft Municipal Order 2025-M

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

Mr. Thompson made a motion to approve draft Municipal Order 2025-M, seconded by Ms. Stover. A roll call vote was taken, all voting in favor, the motion passed.

This will become Municipal Order 2025-12

Discussion and approval of draft Resolution 2025-G

A Municipal Order of the City of Villa Hills, in Kenton County, Kentucky, authorizing the Mayor to sign a Memorandum of Agreement with Palmer Engineering and/or the Kentucky Transportation Cabinet for the completion of an environmental study relating to the Collins/Amsterdam Intersection Project in an amount not to exceed Seventy-Eight Thousand One-Hundred dollars.

Mr. Bilz made a motion to approve draft Resolution 2025-G, seconded by Mr. Thompson. A voice vote was taken, all in favor. Motion passed.

This will become Resolution 2025-7

Old Business

None

New Business

None

General Comments

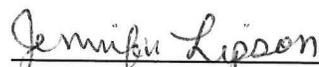
Mr. Ringo advised that wrapping at the Firehouse for Shop with a Cop and Firefighter will be Wednesday, December 10th starting at 5:00. Chief Hall is currently planning for shopping for 10 families.

Ms. Borros advised that they are currently looking for volunteers to help with Christmas in the Park on Saturday, December 6th. Volunteers are asked to arrive by 5:00. The event is from 5:30-8:30.

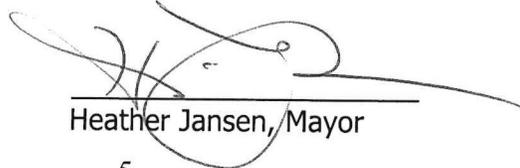
At 7:50 p.m. a motion was made by Ms. Wadsworth, seconded by Ms. Stover to adjourn. A voice vote was taken, all in favor. Motion passed.

Time of adjournment was 7:50 p.m.

Respectfully submitted,



Jennifer Lipson, City Clerk


Heather Jansen, Mayor