



**Council Meeting #763 Minutes
January 21, 2026**

Mayor Heather Jansen called the January 21, 2026, Meeting of City of Villa Hills Council (Meeting #763) 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
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

Mr. Kennedy was absent

A quorum was present.

The first order of business was approval of the minutes of the November 19, 2025, Council meeting.

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

Mr. Cahill was present to give City Council an update on the budget for the Fire Authority. He reported that the Fire Authority will need to have a budget amendment and that they would need to ask for additional money from Villa Hills and Crescent Springs to offset budget shortfalls. Most of the overage is due to unexpected overtime being paid to full-time employees, due to the part-time staff not being available. The part-time staff is full-time elsewhere and when they are called in to cover at their full-time location, then full-time staff is needed to cover those hours. Additionally, the pumper that was on a 10-year loan, with a balloon payment due at the end is due for that payment or it will need to be refinanced. Villa Hills Council is in favor of paying the balloon payment and not financing the pumper any longer. Council recommends that Mr. Cahill adjust the budget request from \$200,000 that is proposed to \$300,000, which would give them the extra that they will need for payments due July 1, 2026. Villa Hills Council expressed their support for the budget amendment and the future budget for the fire authority.

Chief Wendt was present to give the 2025 annual report for the Fire Authority. Chief Wendt advised that call volume increased by 13%. They had 697 fire calls, which was an increase by 163 calls from 2024, additionally there were 1,294 EMS calls, which increased by 66 calls from 2024. Property losses in both cities for the year were \$301,600. Most were in Crescent Springs, including 1 fire fatality. The department has maintained its Class II ISO rating.

Committee Reports:

Police:

- Chief Hall presented the Power Point of the December 2025 Police report; the department had 980 calls for service. There were 17 reported crimes, 30 traffic collisions, 51 citations and 88 courtesy notices issued, 5 JC-3 reports filed, 3 E-Call responses, and 2 E-Crisis calls. He noted that there were 7 crashes during December on Anderson Road.
- Chief Hall reviewed the current investigations and reported 15 cases open. A robbery 1st and stalking suspect has been arrested in Hamilton County on charges there. They will face their Ohio charges and serve that time before being extradited to Kentucky to face charges.
- All officers reviewed videos for training on Ch 17.7 Diminished Capacity/Excited Delirium. Sergeant Black and Officer Collura attended training for KLC Firearms Simulator, the trailer will be here for the department to utilize for training.
- There were 2 canine deployments, with no arrest, and no charges.
- Chief Hall reported the department had 28 hours of overtime for the month, which included 6 hours for court, 8.5 hours for investigations, 9.5 hours for Shop with a Cop, and 4 hours for FTO.
- Chief Hall thanked everyone who helped with Shop with a Cop and Firefighter and with wrapping gifts for the children.
- Chief Hall reported that there was a crash with a cruiser in December, it occurred on snow, the vehicle struck a pole, officer is ok, but cruiser is totaled. A replacement vehicle will be needed, but the equipment will be able to be transferred to a new vehicle.
- Council inquired about overtime and if the department will see similar issues as the fire department. Mr. Bohman advised that their budget has 40 hours per officer built into their budget each year. He also advised that the Public Works Department also has this number built into their budget.

Safety Committee:

- Ms. Wadsworth reported that there was discussion about 2 new hires. One is a lateral coming from Covington. The other will be going to academy in April.
- Ms. Wadsworth advised that there was discussion regarding the lack of space for the police department in their current building. Mr. Bohman is waiting for responses from companies to do the study on current buildings.
- Next meeting is scheduled for February 10th at 3:30 pm.

Public Works Committee:

- Mr. Thompson reported that the Environmental Study is in process and results should be received by July for the Collins and Amsterdam Project.
- Mr. Thompson reported that Rogers Bridge will not qualify for a grant, due to it being in too good of shape to be deemed urgent for repairs, however the committee is looking at 3 options, 1) repair the existing bridge; 2) build a new bridge and adjust alignment of the stream to prevent further damage; or 3) build a new bridge and not adjust the stream.
- Mr. Thompson advised that Valley Trails design is being evaluated to possibly combine phases 2 and 3, to save money. Compass would bill as a lump sum for the project.
- Valley Trails at Amsterdam sidewalk ramps were repaired.
- Sidewalk program, Mr. Yelton and Mr. Bohman will inspect sidewalks in the future and will mark with paint, not chalk, so the markings remain for both homeowners and contractors to know exactly what needs to be repaired/replaced. There were several instances this

year where contractors replaced the wrong panels, this increased overall costs for the project for the City.

- Street condition survey was received, and the City will start looking to add some small streets that need to be repaired.

Public Works Director

- Mr. Yelton reported that drains have been cleared, trucks are ready and salt barn is fully loaded in preparation for the upcoming winter storm.
- Villa Park signs have been repaired.
- Public Works Staff have completed annual CDL and Pesticide training.
- Mayor Jansen thanked Mr. Yelton and his crew for their help with the Christmas in the Park event.

Finance Committee:

- Mr. Bilz advised that the committee did not meet in December, therefore when they met on Monday, they discussed the November and December Financials. The committee recommended approval of the financials.
 - Mr. Bilz made a motion to accept the November and December Financials 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 the committee also heard the information from Mr. Cahill regarding the fire department issues and budget shortfall.
- Mr. Thompson outlined the ideas he had discussed with the committee for creating a stabilization fund for the city. He reported that Council had asked the city's auditor what the City should hold back for a Stabilization/Rainy Day fund. The recommendation was for 3-6 months of expenses. Mr. Thompson explained his idea of a stabilization fund with emergency funds. Need to decide if it should be separated funds and to establish guidelines to restrict the funds, so it can't be used unless specific conditions are met for spending.
- The Joint meeting of the Villa Hills Finance Committee, Crescent Springs Finance Committee, and the Crescent Springs/Villa Hills Fire Authority is scheduled for Tuesday, February 17, 2026, at 4:00 p.m. at the Crescent Springs Council Chambers.
- The next meeting will be a special meeting due to President's Day Holiday, so it will be held Tuesday, February 17th at 7:00.

Administration Committee:

- Ms. Stover reported that the committee met to review the zoning amendment proposal regarding qualified manufactured homes. Ms. Stover advised that recent state legislation states that the zoning regulations cannot treat manufactured homes different from single family homes. The committee recommends that Council approves the proposed ordinance that will be presented in legislation. This corresponds with Kentucky statutes.
- Ms. Stover did advise that for Shadow Night, she has received many of the selections for students but reminds Council and staff that she would like their selections by the following morning, so they can begin notifications at the schools. As a reminder, February Council meeting is Shadow Night and will be held at Villa Madonna Auditorium on February 18th at 6:30. All City representatives are requested to arrive by 6:00, to greet their student shadows.

Recreation Committee:

- Mr. Ringo advised that Longhorns sent him a copy of a letter that was sent out. The letter details the work of the Public Works Department on the fields at Franzen.

Fire Authority:

- Mr. Ringo advised that between Mr. Cahill and Chief Wendt’s reports, he has nothing additional.
- Next meeting will be Monday, February 17th at 6:00 at the firehouse.

City Attorney:

No Report

City Clerk:

Ms. Lipson reported that delinquent tax bills are slowly coming in.

City Administrator:

- Mr. Bohman advised Council that he would like to request an Executive Session at the end of the meeting.

Mayor’s Report:

No Report

Legislation:

Ms. Shultz presented the following Legislation:

1st Reading and discussion of draft Ordinance 2026-A

An Ordinance of the City of Villa Hills, in Kenton County, Kentucky Amending Table 4.01, Section 4.05 And 10.05, Table 10.1, And Article 14 of the Villa Hills Zoning Code Regarding Qualified Manufactured Homes.

Discussion and approval of draft Municipal Order 2026-A

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

Ms. Stover made a motion to approve draft Municipal Order 2026-A, seconded by Mr. Thompson. A roll call vote was taken, all voting in favor, the motion passed.

This will become Municipal Order 2026-1

Discussion and approval of draft Municipal Order 2026-B

A Municipal Order of the City of Villa Hills, in Kenton County Kentucky approving the appointment Chris Smith to the Villa Hills Board of Ethics for the term specified herein.

Ms. Wadsworth made a motion to approve draft Municipal Order 2026-B, seconded by Ms. Stover. A roll call vote was taken, all voting in favor, the motion passed.

This will become Municipal Order 2026-2

Discussion and approval of draft Resolution 2026-A

A Resolution of the City of Villa Hills, in Kenton County, Kentucky, appointing Councilmember Cathy Stover as the City’s representative to the Planning and Development Services Council and appointing Heather Jansen as the alternate, expiring December 31, 2026.

Mr. Ringo made a motion to approve draft Resolution 2026-A, seconded by Mr. Bilz. A voice vote was taken, Ringo, Bilz, Thompson and Wadsworth in favor, Stover abstained. Motion passed.

This will become Resolution 2026-1

Old Business

None

New Business

None

General Comments

Mr. Bohman thanked Council for the support and kind words after the passing of his sister.

Mr. Bohman shared with Council and residents that former Public Works employee Scott "Scratchy" Smith passed away unexpectedly on Monday.

At 8:01 p.m. a motion was made by Mr. Thompson, seconded by Mr. Bilz to go into Executive Session pursuant to KRS 61.810 (b) & (c) - Deliberations on the future acquisition or sale of real property for public use when publicity would likely affect the price and discussions of pending or threatened litigation.

At 8:27 p.m. a motion was made by Mr. Ringo, seconded by Ms. Stover to leave Executive Session.

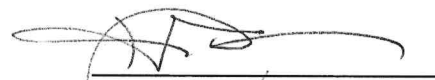
At 8:28 p.m. a motion was made by Mr. Ringo, seconded by Ms. Stover to adjourn. A voice vote was taken, all in favor. Motion passed.

Time of adjournment was 8:24 p.m.

Respectfully submitted,



Jennifer Lipson, City Clerk



Heather Jansen, Mayor