

MEETING MINUTES - PUBLIC RECORDS

Infrastructure Committee Members

Don Catchen, Mayor
dcatchen@fuse.net
Skip Fangman, Vice-Mayor, Council Member
smilfang@insightbb.com
Kathy Zembrodt, Council Member
kzembrodt@nkymortgage.com
Pam Spoor, Council Member
nebula@fuse.net
Albert Fedders, Council Member
afedders@mlbarnard.com
Jay Bayer, City Engineer
jaybayer@bayerbecker.com
Chris Zerhusen, Public Works Director
czerhusen@cityofparkhills.net
Douglas Waggoner, Citizen Representative
douglaswaggoner51@gmail.com

UC Co-op Students, January to March 28th 2011

Kelly Flynn, Bachelors of Urban Planning, 2012
Kelly.marie.flynn@gmail.com
Dustin Clark, Bachelors of Urban Planning 2011
Dustin.clark88@gmail.com

Infrastructure Meeting times

- February 4th, 2011
- February 9th, 2011
- March 3th, 2011
- March 9th, 2011
- March 16th, 2011

Presentation Schedule

- March 23rd, 2011 ~ Draft of Document
- March 28th, 2011 ~ City Council Presentation

**CITY OF PARK HILLS | INFRASTRUCTURE COMMITTEE
MEETING MINUTES ~ FEBRUARY 4TH, 2011, 9AM TO 11:15AM**

IN ATTENDANCE:

Park Hills: Don Catchen, Mayor, City of Park Hills + Infrastructure Comm.
Skip Fangman, Park Hills City Council + Infrastructure Comm.
Kathy Zembrodt, Park Hills City Council + Infrastructure Comm.
Jay Bayer, Park Hills City Engineer + Infrastructure Comm.
Doug Waggoner, Citizen Representative on Infra. Comm.
Chris Zerhusen, City of Park Hills

UC Co-ops: Kelly Flynn, and Dustin J. Clark (UC B-Urban Planning co-op students)
Citizens: [None present]

DISCUSSION OF STREET IMPROVEMENTS

- Collect Surveys and Results from Jay Becker Bayer-City Engineer
 - Target reoccurring issues
 - Target storm water overload areas
 - Gather what Green Infrastructure improvements community would approve of, from existing survey
- Suggest a second Survey
 - Gauge level of satisfaction within the Community on previous improvements

ROAD IMPROVEMENTS

- Designs for Exter Dr. are 80 percent complete
- Preliminary phase for designs of Jackson and Cleveland-Jay has conducted surveys of those who live on these streets.
- Transfer of Assets to SD1?
 - Should the City hold off on reconstruction of streets until the cost is figured out for membership and figure what SD1 would fund
 - Would they pay for online projects in full?
- Finance and Budget Analysis
 - Contact Chris Sudbrinck about Fiscal Economic Development Report
- Contact Julie Alig for Public Record of City Budget
- Arlington water run-off issues
 - No guttering on street
 - Water splitting up roadbed
 - Ice up and backs up sewers

CONTACT FROM GATEWAY COMMUNITY COLLEGE

- Research retirement community developer AU
 - "West Virginia location currently in development" -- Doug W.
 - Edison School in Covington, 16th and Holman
 - Location in Lexington, KY + Louisville, KY
- Developing company collect tax Credits for this development including-senior, historic, and medical credits
 - Provides start-up capital to ease development
 - Open contact with AU developers
- Will allow a retirement community for Park Hills residents who are aging and decide to move out to other communities
- Would raise taxable property value at the site for the city

DIXIE HIGHWAY

- Business Association of Dixie along Dixie Highway prefer open curb cuts
- They do not prefer to have a sidewalk because it will take up some of their parking space
- Create a pedestrian friendly atmosphere near the Coffee Shop at the Corner or Arlington and Dixie Highway-Implement Street lights
 - Accessible by foot for High School students (Cov Cath + Notre Dame)
 - Pull away from street adjacent sidewalks
 - Gauge design styles for street lights thru "The Dixie Fix" survey of Park Hills residents
 - 'Pump-house' as the gateway to Park Hills
- Rezone Dixie Highway

ROAD IMPROVEMENTS

- Preliminary Designs for Exter Drive are 80-90% percent complete
- Preliminary phase for designs of Jackson and Cleveland are just starting
 - Bayer & Becker has conducted surveys of those who live on these streets
 - Positive Majority approval of Green Infrastructure improvements including rain gardens, + bio swales
 - Some residents even offer to upkeep rain gardens
 - Rain gardens would need up to 5' of R-O-W acquisition on either side of the street
 - Easement? Acquisition? Narrower Streetbed?

SIGNAGE

- Signage survey study already complete
 - Need to acquire study
 - Perhaps map sign location
- Federal law requires replacement of all signage to high intensity reflection signs by 2015

TROLLEY PARK

- Park Hills Civic Association is also deeply involved with the project

- http://phcahub.org/assets/Trolley_Park.html
- Cost of renovation for the park's swing set originally totaled to \$30,000 (only \$12,000-ish raised to date)
- Increased programming in park feasibility and idea study
 - Artist Display Day at the Park?
 - Summer time event where local artists could display, and sell their art
 - Dog Day—similar to Mainstrasse, Covington's 'Dogpawrade'
 - 5k / 10k race day, Park Hills run
- Perform a study of increasing park area:
 - Removal of vacated street surface
 - Vacating parts of Amsterdam Road or Hamilton Road, due east of Trolley Park
 - Would increase park area greatly, allowing park to stretch in a linear manner to Montague Road and link to large tree filled hillsides
 - Very costly, with utilities needing to move
 - Study already looked into feasibility

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CITY OF PARK HILLS | INFRASTRUCTURE COMMITTEE MEETING MINUTES ~ FEBRUARY 9TH, 2011, 9AM TO 11:00AM

IN ATTENDANCE:

Park Hills: Don Catchen, Mayor, City of Park Hills + Infrastructure Comm.
Skip Fangman, Park Hills City Council + Infrastructure Comm.
Kathy Zembrodt, Park Hills City Council + Infrastructure Comm.
Albert Fedders, Park Hills City Council + Infrastructure Comm.
Jay Bayer, Park Hills City Engineer + Infrastructure Comm.
Doug Waggoner, Citizen Representative on Infra. Comm.
Chris Zerhusen, City of Park Hills

UC Co-ops: Kelly Flynn, and Dustin J. Clark (UC B-Urban Planning co-op students)

Citizens: Donald Sipple, City of Park Hills resident

DISCUSSION OF STREET SURVEY COMPLETION

- Need survey results for streets towards the top of the list to be repaired
 - Follow-up on those who have no completed survey on Cleveland + Jackson
- Preliminary phase for designs of Jackson and Cleveland are just starting
 - Cleveland has water run-off issues
 - Because of limited street trees city would be less expensive and less difficulty for street reconstructing
 - Surveys would provide critical input from residents that the Infrastructure Committee would review and consider for said roadway reconstructions
- Jackson has water run-off, dumping into residents yards and driveways
 - Residence have put in trench drains to try to mitigate the water issues
- Kelly F. and Dustin C. to walk door-to-door 'canvassing' to fill out the remaining surveys for Jackson and Cleveland
 - Residents who do not answer will have a survey and pre-postage return envelope left in mail box, as well as 'Rain Garden' visual attachment
 - Will tabulate responses + bring updated survey response to next meeting

ALBERT FEDDERS, PERSONAL TESTIMONIAL ON JACKSON ROAD

- Tear entire road vs. fixing specific spots—including added roadway sub-base
 - More costly, but can take much more stress, and wouldn't have as bad of settlement + cracking issues
 - 1000 area of Jackson Avenue has reported issues with a storm water catch basin, and raccoons have been found living in catch basin
- Utility lines should be routed to remaining vacant lots during roadway reconstruction

- Lines would help remaining under-developed lots, generally incentivizing the development of parcels along Jackson
 - Raise adjacent property values + increase property taxes for City
 - Properties may need to consider ejector pumps

COMMITTEE GOAL: HOLD PAVING COMPANIES MORE ACCOUNTABLE FOR WORK

- Currently, companies have only offered a one year warranty
- Would like a 2-year minimum warranty on any major road work in the future
 - One recent road repair held for 1 year, + 1 month, then failed one month out of warranty
 - 2-year warranties should be easy to obtain when road sub-base is included in construction—as in the next few road improvements on the table

ECONOMIC DEVELOPMENT ON DIXIE HIGHWAY

- Contact Leo Stamm (859) 431-3326, President of Business Association, owns Ft. Mitchell Garage
- The Village Green Committee has proposed a greenway for the Dixie Highway
 - Some businesses are weary, as they did not want the new greenway to encroach upon their amount of parking space
 - Committee's projects would consider input from the Business Association for plans in the area
 - Should show advantages to business for new sidewalks / multi-use trail / pedestrian [news]
 - A connection should be made between Covington Catholic + Notre Dame
 - Should also connect schools to beginning of business
 - Esp. to Reality Tuesday's as many students walk there after school and after school functions
- Contact OKI to see if stop light at S. Arlington and Dixie Highway can be made shorter—perhaps making this light shorter would slow the traffic down a bit on Dixie Highway.
- Look up the street cut ordinance:
 - Come up with a new standard of design for the Dixie highway and the residential streets of Park Hills that is feasible and realistic for residents and those traveling through the area.
- What Grants and Finances would OKI, K-DOT, or Kenton County fund?
- Look into the wetlands grant—[stopped funding] possibility for reapplying for the grant?

TROLLEY PARK

- "What new updates are there for Trolley Park? What has the fundraising campaign brought thus far" ~ Dustin C.
- "So far we have reached over \$13,000, and still have a few promising donors" ~

Road, will be extended beyond Hamilton Road intersection

- Should provide aesthetically appropriate safety buffer between children in the park and roadways. Can also be planted with flowers and vegetation

GREEN INFRASTRUCTURE

- Redi Rock Retaining Walls could cost approximately \$80-90/square foot
- Versa-Lock requires a more expensive 'cut' construction, rather than a 'fill' construction
 - Would likely require excavation and clearing of greater area of land

RAIN GARDEN + STREET TREE REBATE PROGRAMS

- Potential program to provide one-time small grant disbursements to land owners to install and plant rain gardens or street trees
- Park Hills shall seek funding sources from State, OKI, SD1 or other agencies
 - Potentially fundraise or accept donations into grant program account
- Property owner would need to adhere to some restrictions, and sign agreement to:
 - Use acquired grant monies only on rain gardens/ street trees to be planted with front yard, plant acceptable species and tree types, locate just outside of R-O-W, and agree to proper and routine maintenance
 - Would this request any type of easement to the city?
- Mike Conway and newly formed 'Park Hills Tree Board' will review and facilitate any potential grant programs, and will suggest acceptable planting materials

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Albert F., "\$15,000 is perfectly reasonable."

- Three (3) Options for new playground equipment have been outlined
 - \$14,000 Option
 - \$17,000 Option
 - \$20,000 Option
- Civic Association has also been involved and may need to be referred to for specifics of each dollar-value option
- Raised funds are to be used on swing set materials
 - Volunteers will construct the new swing-set in Trolley Park
 - Many potential volunteers (mostly residents) also have expressed their availability to help demolish existing swing-set
 - City could + should make volunteers sign release forms
 - Some residents also have commented on wanting to salvage some pieces of the old swing-set after demolition
 - Does this create a liability issue for the City that the City does not wish to take on?
 - Committee *does not* want to give or donate materials to anyone
 - Rather, all materials will be put to the trash
- Goal of having new swing-set fully built and functional by April 24th Easter Egg Hunt
 - Demolition day could be 2 or 3 weeks earlier on a weekend
 - Foundation, concrete posting to be completed the weekend after, or on the weekdays following demo
 - Finishing construction either a weekend earlier than Easter, or few days before
- What expansions could Trolley Park use—what forms of passive or active spaces are desired by citizens, and what new amenities would this committee like to see added to Trolley Park?
 - If Arlington dead-ended [and no longer cut through to Amsterdam] the park could be extended [in a linear fashion] considerably. Many residents have commented on the possibility over the years
 - Cost of moving Arlington's connection is high
 - Cost of rerouting utilities under this intersection is also high
 - Parking lot pad at said intersection could potentially be used as a sport-court
 - Residents closest to Trolley Park have expressed support for a basketball court there for years, yet and some feel basketball dribbling could be too loud + may continue too late into the night
 - Residents in other areas of Park Hills have been more resistant to a basketball court at location
 - Any decision would need to consider fencing or screening to keep balls, equipment, and children out of Amsterdam Road
 - Tennis Courts may ("are likely," Albert F.) continue to exist in Devou Park and additional courts would be redundant
 - On-site restrooms would be far to expensive to construct, hook up to water and sanitary sewer, and to much to maintain and police
 - Burial of utilities thru and within Trolley Park should be considered

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CITY OF PARK HILLS | INFRASTRUCTURE COMMITTEE MEETING MINUTES ~ MARCH 3RD, 2011, 9AM TO 10:45AM

IN ATTENDANCE:

Park Hills: Skip Fangman, Park Hills City Council + Infrastructure Comm.
Kathy Zembrodt, Park Hills City Council + Infrastructure Comm.
Albert Fedders, Park Hills City Council + Infrastructure Comm.
Pam Spoor, Park Hills City Council + Infrastructure Comm.
Chris Zerhusen, City of Park Hills

UC Co-ops: Kelly Flynn, and Dustin J. Clark (UC B-Urban Planning co-op students)

Citizens: [None present]

MEETING MINUTES UPDATES DISCUSSION

- Corrections noted for minor errors with the February 9th, 2011 minutes

SD1 + STORMWATER ISSUES ON ALHAMBRA COURT

- Reports of stormwater issues on Alhambra Court
 - A man-hole / stormwater drain near a driveway was paved over by resident
 - A combined sewer exists in the area, and often faces a surge-load
 - Who is responsible for replacements + infrastructure improvements on Alhambra
- Tree inventory for neighborhood-important to plant appropriate trees in the neighborhood so that the tree roots do not affect the sidewalks and basement foundations
 - (Silver Maples are particularly difficult to deal with)
 - Who is responsible for street trees removed during roadway reconstruction and/or during utility and stormwater / sewer infrastructure?
- What will SD1 fund for green infrastructure?
 - SD1 has a program to fund implementation of rain gardens, yet has not mechanism to maintain them

CONTINUED DISCUSSION ON 1530 DIXIE HIGHWAY

- Waiting to hear back from Jim Burling, at Charter Oak for status project
 - KY State grant monies would total to \$124,000 for improvement
- Would like to start the bidding process should be started soon, by late March
 - Estimates need to be made for materials to move Sanitary Infrastructure
- Committee holds the concern that the apron [of the parking lot] should be finished

with a spur to ensure proper aesthetic

CONTINUED DISCUSSIONS ON EXTER DRIVE

- R-O-W Easements need to be figured out before the preliminary project plans are finalized (for underground utilities only)
- Have 2 easements, need 2 more for proposed underground utilities currently

GATEWAY TECH COLLEGE REDEVELOPMENT

- Committee members and potential developer may be touring the site on March 22nd, 2011
- City is not earning any tax money on the property, as they have no 'staff on hand' at location
- Park Hills Gateway seems to be inhabited—live and green indoor room plants, cars in the parking lot and various objects hanging / near window
 - Code Enforcement Board shall look into the matter
 - PDF of Gateway News article needs public notice

TABULATED SURVEY RESULTS AND UPDATES

- Tabulated results for additional and prior results from individual surveys for Jackson + Cleveland Roads
 - Co-op students acquired additional 17 responses from neighborhood door-to-door canvassing and mailed-in forms to City Hall
 - Pie charts depict results graphically and legibly
- Selective curbs need to be researched for Jackson
 - 'Redi Rock' should be researched as material choice
- Truck parking issue needs to be resolved
 - Red and black trucks should have another parking lot
 - No sidewalk or elsewhere to walk—must blindly dodge traffic

ECONOMIC DEVELOPMENT ON DIXIE HIGHWAY

- Landscaping proposed for large intersections, with variation of color for 'sidewalk zone,' yet no elimination of parking or no additional curb cuts
- Committee would "love to see Dixie Dressed Up!"
- Business Meeting March 15th
 - Perhaps we meet with Businesses' Board

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CITY OF PARK HILLS | INFRASTRUCTURE COMMITTEE MEETING MINUTES ~ MARCH 9TH, 2011, 9AM TO 10:30AM

IN ATTENDANCE:

- Park Hills: Skip Fangman, Park Hills City Council + Infrastructure Comm.
Kathy Zembrodt, Park Hills City Council + Infrastructure Comm.
Albert Fedders, Park Hills City Council + Infrastructure Comm.
Pam Spoor, Park Hills City Council + Infrastructure Comm.
Jay Bayer, Park Hills City Engineer + Infrastructure Comm.
Chris Zerhusen, City of Park Hills
- UC Co-ops: Kelly Flynn, and Dustin J. Clark (UC B-Urban Planning co-op students)
- Citizens: [None present]

MEETING MINUTES UPDATES DISCUSSION

- Corrections noted for minor errors with the February 9th, 2011 minutes

NOTES ON GREEN INFRASTRUCTURE

- 1128 Cleveland-John and Carrie Ryan-Spring in their yard-portion is where water is ponding
 - SD1 may fund rain gardens as long as community maintains them
 - Look into retaining wall on interior of hair-pin turn on Jackson Street
 - Multiple options of retaining walls, in various aesthetics and costs
 - Would help remediate safety issues and provide greater sight-lines
 - Material called 'Redi-Rock,' may work better for retaining wall
 - Could be teamed up with the City's first residential rain garden
 - "This is a textbook, perfect location for a rain garden" -- Pam Spoor
 - Replace Trees on Terrace Drive
 - These trees were not replaced when SD1 was doing construction on the road- the owners would like to see these trees replaced
 - Use trees to help channel water, create more of a crown in the roadway to aid in the storm water flow
 - Can the City or residents receive rebates from trees already planted before?
 - The tree ordinance needs to be followed strictly for any new plantings, as Maples (invasive roots) were replanted in one section of Park Hills
 - Trees should be planted outside of easement area so that SD1, Public Works, and City Engineer will no longer need to cut trees for utilities + road work
 - Also look into street-tree placement on South Arlington
- **Special Note: The Committee might look at Cleveland and Jackson as two separate

projects, from here on out**

PUBLIC WORKS

- Park Hills ordinance is not being followed during emergencies, as cars are still parked on road, and are hard to steer around, increasing time and thus cost
 - Ticketing and enforcement should be followed when a 'Snow Emergency' is put in place and called out
- New construction is not following NKAPC building and zoning code
- Plan is to mend the potholes on Jackson immediately and fix the street next year
- The City is currently working on fixing Exter Drive and funds must be used where most appropriate on a priority basis
 - Plans for Exter Drive are complete, thus it should be completed this fiscal year
- Prioritization of works projects, \$552,000 in streets budget currently
 - 1) 1530 Dixie Highway (2011) with KY grant monies, primarily
 - 2) Exter Drive (2011) up to \$400,000
 - 3) Cleveland (2012) fill and patch holes this summer
 - 4) Jackson (2012 or 2013) fill and patch holes this summer

TROLLEY PARK

- Village Green may be concerned about placing a stone wall around the Trolley Park because of safety issues
- Make sure that the Park Design and Furniture is up to par with ADA requirements.
- There is a water pipe that is leaking near the park
 - It may be more cost effective to permanently fix this problem
- Village Green may be more resistant to permanent / stone wall fixtures
- The Village Green Meeting is on March 21st
 - Skip will introduce ideas of inters, and gather opinions
- Jill Smith is moving out of the community, thus Evelyn Stubb will be sole care provider and program coordinator for Community Gardens project
 - Project has been overwhelming success so far, and residents wish for more planting areas
- \$14,000 has been raised so far for new swing-set
 - Another few grand anticipated by final personal donors and by business association
- New swing-set completion *will not* be feasible for Easter Egg hunt
- New Devou equipment has identical elements as some of those picked out, thus changes are needed in plan to prevent redundancy at parks
- "What new updates are there for Trolley Park? What has the fundraising campaign brought thus far" ~ Dustin C.
- "So far we have reached over \$14,000, and still have a few promising donors" ~ Albert F., "\$15,000 is perfectly reasonable."

###

**CITY OF PARK HILLS | INFRASTRUCTURE COMMITTEE
MEETING MINUTES ~ MARCH 16TH, 2011, 9AM TO 10:45 AM**

IN ATTENDANCE:

- Park Hills: Skip Fangman, Park Hills City Council + Infrastructure Comm.
Kathy Zembrod, Park Hills City Council + Infrastructure Comm.
Albert Fedders, Park Hills City Council + Infrastructure Comm.
Pam Spoor, Park Hills City Council + Infrastructure Comm.
Jay Bayer, Park Hills City Engineer + Infrastructure Comm.
Chris Zerhusen, City of Park Hills
- UC Co-ops: Kelly Flynn, and Dustin J. Clark (UCB-Urban Planning co-op students)
- Citizens: [None present]

MEETING MINUTES UPDATES DISCUSSION

- Corrections noted for minor errors with the March 3rd + 9th, 2011 minutes

SIGNAGE SURVEY

- Signage Survey will be delivered in 3 pieces
- 1) a graphical map, 2) printable PDFs, 3) Excel spreadsheet catalogue
 - Catalogue should include a physical count of all sign types, and amount of each sign within Park Hills
 - Catalogue should also notate retro-reflective signs that are already in place
- Areas designated with 'No Parking' signs shall be reviewed and under consideration of whether they still hold current
 - Reviewed and acceptable 'No Parking' areas will need to be adopted into City Code, properly marked with new legible signs, + announced via public notice
 - Consensus was reached not to paint curbs in no parking areas
- Need to notate new square posts and decorative signage
- Signage Survey, and all root-files, shall be shared and made for use, viewing, modification, and updating at later date

TROLLEY PARK

- \$14,000+ currently raised for new swing set in Trolley Park
 - Final call for fundraising have been sent out to businesses in Park Hills
- Acquiring an estimate from Game Time ® for cost saving measures
- New goal set to complete removal of existing swing set and construction of new swing set by Memorial Day Weekend (end of May, 2011)
- Raised soil and sod berms in Trolley Park, already built along portion of Amsterdam