

THE PARK HILLS CITY COUNCIL HELD A SPECIAL BUSINESS MEETING ON MONDAY, JANUARY 10, 2011, AT 7:30 P.M. AT 1550 DIXIE HIGHWAY WITH MAYOR DON CATCHEN PRESIDING. COUNCIL MEMBERS PRESENT: KATHY ZEMBRODT, DIANE GEIGER, PAMELA SPOOR, SKIP FANGMAN, ALBERT FEDDERS AND MONTY O'HARA.

ALSO PRESENT: CITY ATTORNEY, ROBERT WINTER AND CITY ENGINEER, JAY BAYER

CALL TO ORDER

PLEDGE OF ALLEGIANCE

ROLL CALL

Before beginning Mayor Catchen read to Council and attendees the rules of conduct and asks that everyone adhere to them.

As we begin our terms in office, let's resolve to put aside the things that divided us during the election process and work together to provide good government for the City of Park Hills. In this regard, let's be sure to treat each other and those attending our meetings with courtesy and respect. Let's not use sarcasm, insult or personal attacks in our Council discussions. There's no room here for private agendas, rudeness or mockery. Let's go forward and do the city's business.

He went on to say, if anyone wishes to address Council, they must approach the podium and state their name, purpose and we'll recognize them under petitioners. He asked that those interested in addressing Mayor or Council call the city clerk a week in advance to be put on the agenda.

Mr. Catchen asked for a motion to approve the minutes of the last meeting. Mr. Fangman stated he had some questions regarding Ordinance No. 14, 2010. He states there are a couple of items that draw his attention to it right away. First, he says there are two to three subject matters and also, any strike thrus are to be dashes instead of solid lines, according to KRS. Mr. Fangman asked if this could be put off until next meeting. Mr. O'Hara stated that this Ordinance has already passed. Mr. Fangman argued it was done incorrectly. Mr. Winters stated he believes the Ordinance was written correctly and that the subject pertains to the subject of personnel matters and is a single subject. Discussion followed. The minutes can only be passed by members of Council who were present at that particular meeting, which were Mr. O'Hara and Mr. Fedders. Mr. Fedders stated he believes the Ordinances will be remedied during codification.

Motion to approve December 13, 2010 minutes was made by Mr. O'Hara; second by Mr. Fedders and motion carried.

I. Petitioners

Mr. Tim Broering was present at the meeting to discuss the services provided by TBNK. Mr. Rolfes, city's representative to the TBNK was also present.

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Mr. Broering stated cities are better off working as a group rather than individuals when it comes to telecommunication issues. The TBNK acts as legal representation for cities during franchise agreements or other issues that may arise; including:

Regulating and administering franchise;

Regulate rates;

Make sure FCC compliant;

Legal access in handling customer service issues;

Offer television to air on public access channels.

He stated that Kenton County Schools have produced programming thru TBNK and that the TBNK has given equipment grants to schools that use their programming.

Mr. Broering passed out contract copies to Mayor and Council.

He went on to say for cities to handle the legal issues themselves would become very expensive. He stated it is more cost effective for cities to pull their resources together. He went on to say, TBNK monitors legislation and has an expert legal team.

The fiber optic contract was talked about.

Mr. Fedders asked when fee increases are looked at. Mr. Broering stated fees have not changed since 2005 and increases are not being discussed at the moment.

II. First Reading; Ordinance No. 1, 2011 establishing time and place of Council meetings was read in summary by Attorney Robert Winter

III. First Reading; Ordinance No. 2, 2011 appointing L.F. Skip Fangman as the member of Council to preside at meetings in the absence of the Mayor was read in summary by Attorney Robert Winter.

IV. First Reading; Ordinance No. 3, 2011 amending the definition of Personnel Administrator of the Personnel Policies of the City of Park Hills was read in summary by Attorney Robert Winter.

V. Resolution No. 1, 2011 hiring Troy James (Jim) White as part time patrolman was read by Attorney Robert Winter. Motion to accept Resolution was made by Mr. Fangman; second by Ms. Spoor and motion carried. Mr. White worked in Independence with Chief Schworer. He was in the U.S. Air Force, has a bachelor's degree in Police Administration and a degree in law enforcement. Mr. White will also fill in with some of the department's clerical duties while Char is away. Chief Schworer introduced Mr. White and he was then sworn in by Mayor Catchen.

VI. Municipal Order No. 1, 2011 appointing the City of Park Hills Delegations, Representatives, Boards, Councils and Commissions was read by Attorney Robert Winter. Mr. Fedders stated he believed an email would be sent out asking Council members what committees they would like to sit on. He states he never received any. Mayor Catchen stated the Mayor has certain duties and he appointed those that he

thought would do the best on each committee. Motion to accept Order was made by Mr. Fangman; second by Ms. Spoor and motion carried.

VII. Municipal Order No. 2, 2011 re-appointing William Rolfes as the cluster representative to the TBNK was read by Attorney Robert Winter. Motion to accept Order was made by Mr. O'Hara; second by Ms. Zembrodt and motion carried. Mr. Rolfes was sworn in by Mayor Catchen.

VIII. Municipal Order No. 3, 2011 appointing the City of Park Hills representative and alternate representative to the NKAPC was done on Municipal Order No. 1, 2011.

IX. Municipal Order No. 4, 2011 appointing Melissa Worstell as representative to the Kenton County Planning Commission was read by Attorney Robert Winter. The question was asked why Phil Ryan was not re-appointed to the position after serving eight years and just becoming the Commission's treasurer. Mayor Catchen stated he believes it is time for a change. Motion to accept Order was made by Ms. Spoor; second by Ms. Zembrodt. All in favor: Mr. Fangman, Ms. Zembrodt and Ms. Spoor. Opposed: Mr. Fedders, Ms. Geiger and Mr. O'Hara. Mayor Catchen broke the tie with an aye and the motion carried.

X. Executive Order No. 1, 2011 designating L.F. Skip Fangman as the Mayor Pro Tem of the City of Park Hills in the Mayor's absence was read by Attorney Robert Winter.

XI. Executive Order No. 2, 2011 appointing members of the Park Hills City Council to Standing Committees was read by Attorney Robert Winter

XII. Department Reports

A. Police Department – Motion for approval of the December report made by Mr. Fangman; second by Ms. Spoor and motion carried. Chief Schworer stated she is open to suggestions from the new Mayor and Council and reminded them that good employees can not be replaced. Ms. Geiger stated the Park Hills officers are the lowest paid in the area. Mayor Catchen stated Park Hills has a small tax base and no big stores; can not afford high salaries.

Chief Schworer informed Council that the KY Law Enforcement Memorial Fund assists with fallen officers' families and other law enforcement members' families in need. Pavers are being sold to raise money for the fund. They will be placed at the Covington site for a cost of \$50 for a 4"X 8" and \$100 for a 8" X 8" paver.

B. Fire Department – Motion for approval of December report made by Mr. O'Hara; second by Mr. Fedders and motion carried. Mr. O'Hara asked Chief Huth about the generator grant they applied for. Chief Huth stated they were awarded the grant and

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are waiting on the paperwork. The Chief stated he will give the information to Council when going out to bid.

C. Public Works – Motion for approval of December report made by Mr. Fangman; second by Ms. Geiger and motion carried. Mr. Zerhusen stated the new truck arrived on December 31st. It was used on the ice last Friday. Mr. Fedders asked Mr. Zerhusen what was going on with the drainage issue at Mr. Aylor's house. Mr. Zerhusen replied he had received three bids, which are good for thirty days. He will look into it this spring. The bids range from \$10,650 to \$13,000. He stated the NKWD may pay between 10-20%. He will have to meet with the utilities. Mayor Catchen asked Mr. Zerhusen to provide a brief description of his daily activities in his report; Mr. Fedders asked if the main projects could be listed on the front page and have the detail in the report.

D. City Engineer – Motion for approval of December report (attached) made by Mr. O'Hara; second by Ms. Geiger and motion carried.

E. Finance Department

1. Motion to accept the financial statements from December was made by Mr. Fangman; second by Ms. Geiger and the motion carried.

2. Special Fund Payments

Motion to pay invoices in the amount of 12,976.33 from the Municipal Road Aid Fund, Road Fund invoices in the amount of \$219.45, Bayer Becker invoice in the amount of \$130.00 for the SD1 storm sewer asset transfer out of the Sanitation Fund and Bayer Becker invoice of \$1,484.64 for grant work out of the Fire Truck/Economic Development Fund and \$365.29 out of the Vehicle Fee Fund was made by Mr. O'Hara; second by Ms. Geiger. Roll Call: All ayes.

XIII. Old Business

A. Den Lou

Mr. Winter stated there were two courses of litigation with regards to the Den Lou.

1. The City, along with Mr. and Mrs. Spoor, went before the BOA regarding zoning violations. The BOA found that the Den Lou was being run unlawfully. The owners appealed to the Kenton County Circuit Court. The Court of Appeals stated the Den Lou could no longer operate as a hotel/motel or apartments.

2. The CEB assessed civil fines and penalties of \$19,600 and seek to foreclose.

B. Attorney Robert Winter discussed the 1530 Dixie Highway property litigation.

XIV. New Business

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The Caucus Meeting is scheduled for Monday, January 24th as a Special Caucus Meeting. Council would like to have Mr. Gordon present at an upcoming meeting to go over the NKAPC's One Stop Shop agreement it has with the city.

XV Mayor's Update

Next Mayor's Group meeting scheduled for January 15th at 9:00 am at the NKAPC

Ms. Spoor stated the OKI will hold a meeting on February 1st at 10:00 am.

Mr. O'Hara stated the Municipal Government's League met on December 20th.

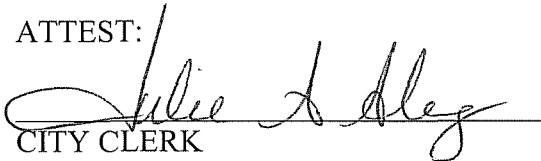
Mayor Catchen asked if Council would like to get together on January 18th at the Garden's of Park Hills from 6-8 pm to recognize the outgoing Mayor and Council. This will be looked into.

10:33 Motion to adjourn from Business Meeting made by Mr. Fangman; second by Ms. Zembrodt and motion carried.



MAYOR, DON CATCHEN

ATTEST:


CITY CLERK

THE PARK HILLS CITY COUNCIL HELD A SPECIAL AND CAUCUS MEETING ON MONDAY, JANUARY 24, 2011, AT 7:30 P.M. AT THE PARK HILLS CITY BUILDING, 1106 AMSTERDAM ROAD WITH MAYOR DON CATCHEN PRESIDING. COUNCILMEMBERS PRESENT: SKIP FANGMAN, ALBERT FEDDERS, DIANE GEIGER, MONTY O'HARA, PAMELA SPOOR AND KATHY ZEMBRODT
ALSO PRESENT: CITY ATTORNEY, ROBERT WINTER AND CITY ENGINEER, JAY BAYER

SPECIAL MEETING:

Call to Order

Pledge of Allegiance

Roll Call

Mr. Fedders made a motion to table the Special Meeting until February 14th's regular meeting; second by Mr. O'Hara.

Mr. Fedders stated he did not have enough information, or time, to vote on the Ordinances and Orders on the agenda. Going forward, he will vote no on each item. He spoke with someone from KLC and did not have a chance to discuss with Council what he found out from them. He stated he sent numerous emails in order to receive more information regarding the items on the agenda but did not receive it. Ms. Geiger stated she also has questions with some of the appointments; they are titles with no definitions and did not feel comfortable voting on them now. Mr. Catchen stated there was a motion on the floor with a second to table the Special Meeting. Roll Call: Mr. Fangman; nay, Ms. Zembrodt; nay, Ms. Spoor; nay, Mr. Fedders; aye, Ms. Geiger; aye, Mr. O'Hara; aye. Mayor Catchen broke the tie with a nay and the motion did not carry.

I. Second Reading; Ordinance No. 1, 2011 establishing time and place of Council meetings was read in summary by Attorney Robert Winter. Motion to adopt Ordinance was made by Mr. Fangman; second by Ms. Spoor.

Discussion regarding Ordinance No. 1, 2011.

Mr. O'Hara stated he spoke with a resident who didn't like the idea of paying \$100 a month that Covington Catholic was charging the city for the use of 1550 Dixie Highway. Mayor Catchen explained the reason to move the meetings to this location was to make it accessible to everyone; including those with disabilities. The \$100 per month fee is for utilities and the setting up and taking down of the meetings. Ms. Geiger asked if other options could be looked into, such as the church across the street from the city building. That church does have steps up to the front door. Mr. Fedders agreed that Council needs to be careful when it comes to the resident's money. He also stated that he didn't promise to lower taxes, but we, the Council, should not spend money arbitrarily. Further, heat and sound were issues at the church. He went on to say, he would rather have all the meetings at the same location so as not to confuse the citizens. He stated he went to 1550 Dixie Highway before realizing the meeting was at the city building; he stated several

others did the same. The Mayor went on to say this was just a trial basis and the location could change down the road Ms. Zembrodt asked if we could possibly

hold both monthly meetings at 1550 Dixie Highway for the same amount of \$100 per month. Mayor Catchen will check into. Mr. Fedders was also concerned with the cost; he stated that the church would cost \$1,200 a year, a party for outgoing/incoming Mayor and Council was voted on at a cost of \$144.00 and a \$50 expense for a memorial brick. Mayor Catchen stated he did not remember a vote on the \$144.00; the city clerk stated she believed it was the consensus of Council to expend the money for the party.

Regarding Ordinance No. 1, 2011:

Roll Call: Mr. Fangman; aye, Ms. Zembrodt; aye, Ms. Spoor; aye, Mr. Fedders; nay, Ms. Geiger; aye, Mr. O'Hara; nay. Motion carried

Second Reading; Ordinance No. 2, 2011. Mr. O'Hara made a motion to table Ordinances 2 and 3 until further discussion. He stated he had nothing personal against Mr. Fangman, but did not think it was right for the Mayor to give anyone on Council executive privilege while serving on Council. He believes Mayor Catchen would be changing the form of Mayor/Council government. He does not think a Council member should have oversight of city employees.

Mayor Catchen asked if there was a second to Mr. O'Hara's motion; second by Ms. Geiger and the Mayor then said the Ordinance could be discussed.

Mr. O'Hara stated he did not want to get into a long discussion, but simply asked to table the Ordinances and talk about it before it is voted on. Mr. O'Hara stated he has no problem with Mayor Catchen making someone Mayor pro tem. His concern is giving a Council member the job of overseeing employees and once second reading passes, it will go into effect immediately. Mayor Catchen reminded Council there was a first and second motion to table. Roll Call: Mr. Fangman; nay, Ms. Zembrodt; nay, Ms. Spoor; nay, Mr. Fedders; aye, Ms. Geiger; aye, Mr. O'Hara; aye. Mayor Catchen broke the tie with a nay and motion did not carry. Mr. Fedders' aye vote was based on not having enough time and information and plus talking to KLC.

Mayor Catchen understood that with Mr. Fangman as the Personnel Administrator, he could take over in the event the Mayor is incapacitated. He went on to say he was misinformed. He asked Attorney Robert Winter if, should the Ordinance pass, this would put Mr. Fangman in charge and if he did something that someone didn't like, they could appeal it to the Mayor. Mr. Winter agreed that this is correct. Mayor Catchen stated it still comes back to the Mayor as having total control. Mr. O'Hara stated Mr. Fangman would also have total control; Mayor Catchen said he would have first control not the final control. Mr. O'Hara believes Mr. Fangman should not have any control.

Mr. Winter explained that the city's personnel policies were done by Ordinance so any changes would have to also be done by Ordinance. The concept of personnel administrator runs through the entire personnel policy. The person holding the job of personnel administrator is to execute the personnel policies and wherever you see

personnel administrator in the personnel policies, that person is responsible for making sure these things are done i.e. vacations, etc. Up until now, the Mayor has been the personnel administrator and what is being proposed is that Mr. Fangman be the personnel administrator. Mr. Winter stated he did not see a problem with it as far as the constitution, or anything like that, but that it is up to Council how they would like to proceed. Mayor Catchen stated the reason he is doing this is because Mr. Fangman is a past Mayor, past Council member and was the highest vote getter among the candidates. He went on to say he has the most experience of anyone on Council. He stated Mr. Fangman has the time to update the personnel policy which, he states, is messed up. Mr. Fedders read this email verbatim from KLC to the rest of Council which are covered under KRS §83A.130. He offered this information to everybody and due to not getting the agenda until late, the response from KLC did not come in until 12:20 the day of the meeting. Ms. Zembrodt accepted the emails and read it.

Mr. Fedders said this type of appointment should be made through executive order. Ms. Spoor believes someone should be named to preside over meetings in the absence of the Mayor.

Mr. O'Hara believes the residents voted Mr. Catchen as Mayor to also over see the day to day operations of the city. This would give that responsibility to Mr. Fangman, which he was not elected for. Ms. Geiger was concerned this would give employees two bosses; she wants everyone to look into this matter further and not rush into anything. Mr. Fangman read the definition of the Personnel Administrator: The Mayor or worker designated to administer the personnel system for the City. He goes on to say, a worker is either an employee or an officer. Mr. Fangman asked Mr. O'Hara why he can't be an elected official and an officer. Mr. O'Hara answered that that is not the way fourth class cities should be run.

Attorney Robert Winter read the second reading of Ordinance No. 2, 2011. Motion to adopt Ordinance was made by Ms. Spoor; second by Mr. Fangman. Discussion followed. Ms. Spoor believes Ordinance No. 2, 2011 is a proactive way of having someone fill in for Mayor Catchen in his absence. Mr. O'Hara clarified that in Mayor Catchen's absence, this would give Mr. Fangman the responsibility to preside over meetings and would not have the power to cast a deciding vote. Roll Call: Mr. Fangman; aye, Ms. Zembrodt; aye, Ms. Spoor; aye, Mr. Fedders; nay, Ms. Geiger; aye, Mr. O'Hara; aye. Mr. Fedders is opposed due to the fact that he didn't have enough information and that his information from KLC stated it wasn't a wise thing to do. Ms. Spoor responded by saying this Ordinance only preselects someone in the Mayor's absence. Mr. Fangman stated his information came from the Attorney General and not the opinion of a girl from KLC. Mr. Fedders stated he asked for information in the form of emails to the city attorney, Mayor and Council and was an excerpt of the attorney general's book, and did not receive a response. Ms. Spoor believes Council should agree upon which source they should use; KLC or the Attorney General and have everyone receive the same information. Ms. Geiger would like to look at all options available for information. Mr. Fedders believes there should be trust among Council.

III. Second Reading; Ordinance No. 3, 2011; Amending the definition of Personnel Administrator of the Personnel Policies of the City of Park Hills. Mr. O'Hara motioned to table this Ordinance. Mr. Winter informed Mr. O'Hara that the motion is out of order and proceeded with the second reading of Ordinance No. 3, 2011. Motion to adopt Ordinance was made by Ms. Spoor; second by Mr. Fangman.

After discussion regarding the role of personnel administrator, Mr. Fedders asked for more time to look at this instead of jumping into something. Mayor Catchen asked the three Council members on his left if they were opposed to the Ordinance because they were afraid, or were approached by employees of the city, that Mr. Fangman would use this position to fire or redo something. He asked that Council be honest with him in their answers. Mr. Fedders stated he has only had contact with the city clerk and that it was never brought up. He went on to say he doesn't understand the reasoning behind it and why it is being "thrown down his throat to be hurried up and voted on". He states he has asked for more information several times and has never received it until now. Ms. Geiger stated she has not discussed this issue with any employees; she says she has sent several emails to the Mayor and he has not answered any of them. Mayor Catchen stated he did receive Ms. Geiger's emails; says he does not touch computers but has a new city cell phone which he used to return her call. He says he left her a message to call him and that she did not. Mayor Catchen says Ms. Geiger has never called him. Ms. Geiger says she did not realize Mayor Catchen did not use email.

Mr. O'Hara stated that the first agenda was made up by Ms. Spoor and Mr. Fangman. Ms. Spoor stated she did not write any Ordinances and asked that Council engage in honest discourse. Ms. Spoor stated no secret meetings were held. She says she, Mr. Fangman and Mayor Catchen met with the city and assistant city clerk to obtain copies of certain information that she felt would be useful to her as a Council member. She brings the copies to all the meetings for anyone to read or obtain copies of. Mr. Fedders stated he was under the impression he was going to have a binder dropped off at his door. Ms. Spoor stated she was sorry there was a miscommunication problem and the binder was just returned to her. Mr. O'Hara stated when he received the first meeting's agenda, it contained Ordinances, Resolutions, Municipal and Executive Orders that he had no idea were going to be voted on. He understands there is transition, but feels the appointments were made in haste. He believes all of Council was not asked what committees they would like to have established and who would chair these committees. Mayor Catchen stated he knew Ms. Zembrodt's background and that is why he appointed her chairperson of the Finance/Budget Committee. He stated when he was on Council he asked to have a budget committee and stated the Mayor at that time said a budget committee wasn't needed because he wrote the budget. Mayor Catchen stated he is going to do things differently. Mr. O'Hara stated he was unable to make the meeting of the newly elected Council and Mayor and asked to go on record as saying he was uncomfortable with that meeting since he was an elected official at that time. Mr. Catchen stated that since they had not taken office yet, it was not an official meeting. Mr. O'Hara asked if this gives Mr. Fangman the ability to hire and fire. Mr. Fangman said, "I am here to not hire and

fire". Ms. Spoor went on to read the personnel policy stating this Ordinance would give Mr. Fangman the right to hire and fire.

Mr. Catchen wants more involvement from Council. He went on to say when everyone was running for their selected position, a card was mailed to everyone with the names of Mr. Skip Fangman, Ms. Kathy Zembrodt and Ms. Pam Spoor that ran with him. The other three Council members were on the side of the opposing Mayor. He said the Council people on his right side saw the same vision that he saw and gave them first shot at the Committees. Mayor Catchen stated he had heard Mr. Fedders say something about transparency and that is why he gave him the chair position of that committee. He felt Mr. O'Hara would be best for the Economic Development position.

The Mayor referred back to Ordinance No. 3, 2011 and said having Skip take over some of the responsibilities and reporting back to him would be helpful. He went on to say he has known Skip for a very long time and trusts him to do the job of Personnel Administrator. Mr. O'Hara still believes a Council member should not have the title of Personnel Administrator and that if the Mayor wants a Personnel Administrator, one should be hired. Mayor Catchen stated the city does not have the funds to hire an Administrator. Mr. O'Hara said perhaps the city clerk could act as Administrator and report to the Mayor.

Ms. Zembrodt stated she feels like she is in the center; she says she did not attend the meeting with the city clerk. She does not want Council to feel like it is "our side" or "your side". She went on to say, after looking over the information Mr. Fedders provided from KLC, she has a problem with the Ordinance as well. She wants Council to work together and that is why she would agree to table the Ordinance as well. She believes Council needs to set a theme of working together. She stated she asked to be on the finance committee but welcomes help from anyone willing to give it. She wants a better city also. Motion to withdraw Ordinance No. 3, 2011 until a later date was made by Ms. Zembrodt; second by Mr. Fedders and motion carried. Mayor Catchen asked that Ordinance No. 3, 2011 be put on the February 14th agenda for second reading.

IV. Municipal Order No. 5, 2011 appointing Greg Claypole to role of Traffic Hearing Officer was read by Attorney Robert Winter. Motion to accept Order was made by Mr. Fangman; second by Mr. O'Hara and motion carried. Mr. Fedders mentioned he has never met Mr. Claypole and would like to meet him at a later date.

V. Municipal Order No. 6, 2011 appointing Christopher Sudbrink as member and Steve Elkins and David Gray as alternate members to the City's Code Enforcement Board was read by Attorney Robert Winter. Motion to accept Ordinance was made by Mr. Fangman; second by Ms. Zembrodt.

Discussion followed with Mr. Fedders (referring to later in the agenda regarding interns) stating that the Code Enforcement Ordinance reads "No board member may hold any elected or non-elected office, paid or unpaid, or any position of employment with the City". He stated this may be a conflict if Mr. Sudbrink does internship at the city

building. Mayor Catchen stated he would be volunteering his time and that the only thing being discussed at this time is Municipal Order No. 6. Mayor Catchen stated he put the names of the three people interested in a cup and drew Mr. Sudbrink first. The other two, Mr. Elkins and Mr. Gray were left as alternates.

Roll Call: Mr. Fangman; aye, Ms. Zembrodt; aye, Ms. Spoor; aye, Mr. Fedders; nay, Ms. Geiger; nay, Mr. O'Hara; nay. Mayor Catchen broke the tie with an aye and the motion carried. Mr. Fedders stated his reason for voting nay was, again, due to lack of never being told who was going to be appointed until the agenda came out and Mr. Elkins was the 7th vote getter in the election and asked to be appointed.

VI. Municipal Order No. 7, 2011 appointing Diane Geiger as Delegate to the Fix the Dixie was read by Attorney Robert Winter. Motion to accept Order was made by Ms. Zembrodt; second by Mr. O'Hara. All in favor: Mr. Fangman, Ms. Zembrodt, Ms. Spoor, Ms. Geiger and Mr. O'Hara. Opposed: Mr. Fedders

VII. Municipal Order No. 8, 2011 appointing John Lewis to the Board of Adjustment was withdrawn. Mr. Lewis is the son-in-law of Mayor Catchen thus causing a conflict of interest.

9:16 Motion to adjourn from Special Meeting was made by Mr. O'Hara; second by Ms. Zembrodt and motion carried.

CAUCUS MEETING:

Call to Order

I. Petitioners

Mayor Catchen gave Attorney Robert Winter, Council members and Police Chief Amy Schworer ten minutes each to say whatever it is they want.

He asked Mr. Winter to go over the Mayor/Council system.

Mr. Winters: The Mayor Council form of government; Mayor is executive authority and Council is the legislative. Council is authorized for the expenditure of funds through the budget process and may select the person to chair meetings in the absence of the Mayor. They have the ability to conduct investigations upon the activities of the city. They have the power to approve appointments of city officers nominated by the Mayor and the power to pass Ordinances. The Mayor is the executive power within the city and in charge of the overall operations of the city. The Mayor enforces all Municipal Orders and supervises all department heads and all city officers and employees report to him. He maintains a liaison with other government entities. He reports to Council and is in charge of promulgating procedures such as the personnel policy as approved by Council through Ordinance. The Mayor presides and participates in Council meetings. He does not vote unless it is to break a tie. The Mayor may veto an Ordinance but Council may override

his veto. He has the power to delegate executive orders, contracts, bonds and notes are made by the Mayor or the person he delegates these responsibilities to through Executive Order. He is the appointing authority through city employees and nominates officers and personnel and which are subject to Council's approval. KRS §83A.130 is the statute outlining the Mayor/Council form of government.

Mr. Fangman – Mr. Fangman thanked the people of Park Hills for their confidence in making him the highest vote getter and added that each time he ran for an office he was afforded that honor. He stated he entered the race to help the city through trying times. His goal is to help the Mayor and Council anyway he could and would like everyone to work together to serve the community. Being retired, he states he has both the time and energy to do what needs to be done to make Park Hills the city in which to live.

Mr. Fedders – Mr. Fedders thanked the residents for their votes. He stated he ran on transparency and would like to have everything out in the open among Council. He would like all meeting notices sent out and encouraged other Council members to let each other know if they are attending a meeting. He says there is a trust issue among Council members and would like very much to earn the trust of the Mayor. He went on to say not sure why the Mayor does not trust him and asked him to inform him how he can gain his trust. He asked the members of Council to read what they said they were running for and remember to do those things. He believes the Council is divided three and three. He states he has asked for certain things to be on the agenda that were not. He would like to resolve 1530 Dixie Highway and get a new business there. He would like the minutes to reflect why a Council member voted the way they did. He feels some things are hidden and would like more communication. He would like the Mayor to sit down with him and find out what his strengths and weaknesses are. Mr. Fedders stated he works on economic development, infrastructure and budgeting every day at his job and is able to make tough decisions. He would like the Mayor to appoint him to the Infrastructure Committee. His goals include: complete transparency; one informative website; resolve the 1530 Dixie Highway lawsuit and find a suitable business; checks and balances on how revenue is collected; try to eliminate bad press; continuation of the street infrastructure and maintain and increase green space. Plus, long term vision of a park on the other side of the highway.

Diane Geiger – Ms. Geiger thanked everyone for their votes and support. She feels undeserving but is very grateful. She referred to an article someone sent her regarding transparency which read "transparency happens when there is so much information to share that there is equilibrium". She apologized to Mayor Catchen again that she was unaware that he did not use the computer and, in the future, would communicate by phone. Ms. Geiger is not sure of the duties, by-laws and responsibilities of the committees on the agenda and would like more information on them. She would like an update on the 1530 lawsuit; feels she is in the dark on that. She would like to get

residents a better chance to address Mayor and Council. She believes having someone call a week ahead is a little unreasonable and feels they should be able to answer impromptu questions. She would like input from residents before controversial votes are made.

Mr. O'Hara – Thanked the citizens of Park Hills for re-electing him. He states he doesn't like to see the Council split but saw it coming the past couple years. He believes residents received misinformation. Having been on Council and seeing the past budgets, he does not believe the city is in the downward spiral some made it out to be. He believes the city may have been irresponsible for not following thru on the agreement they made when they purchased the 1530 Dixie Highway. He heard rumors that the fire truck did not fit in the garage when, indeed, the company chosen stated the dimensions of the truck in its specifications. He believes our fire department is very well run with not a lot of cost. Another of Mr. O'Hara's concerns is the police department regarding their benefits. He doesn't want to see police leaving by cutting out benefits or take home fleets. He went on to ask that they maintain employees and services. He added he would like to see a business on the 1530 Dixie property. He wants all members of Council aware of what goes on outside of Council meetings by other members.

Pam Spoor – Ms. Spoor thanked everyone for their support and votes and also for attending the meeting this evening. She would like to see more people to participate. Her goals include:

Reduce the tax burden;

Provide citizens with access to government; Ordinances, meeting minutes, etc and state after each vote why they voted that way (Rumor is a poor substitute for the truth);

Conduct meetings with dignity and respect among Council and citizens and know that trust must be earned;

Have broader and greener maintenance roads and keep trees in mind during projects;

Improve and extend the public park areas and perhaps look into a park on the other side of Dixie Highway;

Ms. Spoor does not believe the city should be in the real estate business;

She wants members of Council to agree to transparency, including all spending. She would like to make a pledge to each other and to citizens to be respectful and treat others with courtesy.

Ms. Zembrodt – Ms. Zembrodt thanked those who voted for her. She would like to see the agenda go out earlier so that Council can be prepared to vote on matters. She does not like to sit late and listen to arguing. She would like to see a "meeting of the minds" and to do what is best for the residents and the city. She stated she lives here also and Council needs to get over their personal agendas and work together. She would like all information sent to the clerk so that everyone will be on the same page in the future.

Chief Amy Schworer – Chief Schworer stated she feels like an outsider looking in. She sees that everyone has the same passion for the city. She feels the police are held to a higher standard and are sometimes seen as the face of the city. She says her motto is “Be the change you want to see in the world” Ghandi

When she first began here, she rode with each officer to get to know them. She went on to inform Council that Mayor Catchen told her the take home fleet issue was off the table and would remain. She stated her door is always open and for everyone look at how their moral compass is directed.

II. Committee Discussions

A. Infrastructure and Public Works

Mr. Fangman stated he met with Mr. Fedders, Ms. Spoor, the Mayor and SD1 regarding the storm water transfer agreement. They went over information received regarding the lawsuit between SD1 and the City of Cold Spring.

Mr. Fangman attended the Business Association Meeting and the issue of the city’s zoning was discussed. Mr. Bayer stated any construction to a home with a 20% or greater slope would require a geo-tech to look at. He would like Council to decide if they want to take care of the fee, as they have done in the past, or pass the fees on to the owner.

Mr. Fedders expressed his desire to be on the Infrastructure Committee. This will be looked into.

B. Financial Oversight: Budget, Audit and Finance Committee

Ms. Zembrodt informed Council she is shopping rates at different banks and is looking into the city’s insurance contracts.

C. Transparency and Communications Committee

Mr. Fedders stated since Ms. Geiger is an expert in the field of communications, he would like to nominate her to chair this committee. Mr. Fedders stated he has failed at trying to implement transparency. He has sent out notes on meetings he had attended which Ms. Spoor emailed back and he quoted her phrase, this was great mechanics of how the transfer will work. Mr. Fedders went on to say in his first email he did not state his opinion just gave the facts and when Ms. Spoor asked questions, he gave her his opinion on the matter. Again, he stated he sent emails requesting information and answers to some questions he had with no response. Ms. Geiger accepted the position of chair.

D. Economic Development

No report. Mr. Fedders stated he would like to help on this committee

E. Parks, Beautification and Recreation Committee

No report. Ms. Spoor would like to get together with Mr. Fedders to discuss the park

F. Historic Preservation Committee

The committee will get together to record history and advise residents of how to use the historic tax credit.

G. Mayor's Group Report

Mayor Catchen and Mr. Fangman attended the last Mayor's Group Meeting. It came up that both the SD1 and the Northern KY Water District are looking to raise rates. The next meeting is scheduled for Saturday, February 19th in Independence.

H. Mayor's Update

The OKI will be holding a meeting on February 1st beginning at 10:00 am. Please inform the clerk if you are interested in attending.

III. Old Business - None

IV. New Business

A. Mayor Catchen stated three University interns would be helping out with research, grants and infrastructure issues. Mr. Fedders asked if they filed a memorandum or if they would like copies of the necessary forms. Mr. Sudbrink, one of the interns, stated he has already completed and turned in all of the necessary paperwork. Mr. Fedders wants to make sure all points are looked at since Mr. Sudbrink is also a member of the city's Code Enforcement Board. Mr. Fedders asked if anything regarding the interns needed to be posted; Attorney Robert Winter replied no. Mr. Fedders also asked if background checks were completed and do these interns need to be bonded; what is the city's risk?

B. Mayor Catchen stated citizens with certain skills will serve as citizen advisors without compensation or benefits.

V. Delegations Discussions

A. Village Green Committee – Diane Geiger – No report

B. Municipal Government League – Monty O'Hara – No report

Meeting was canceled due to weather

C. Northern KY Area Planning Council – Mayor Don Catchen – No report

D. Telecommunications Board of Northern KY – Bill Rolfes – No report

E. Northern KY Area Development District – Kathy Zembrodt – No report

F. Code Enforcement Board

Next meeting scheduled for Tuesday, February 22nd at 7:00 pm

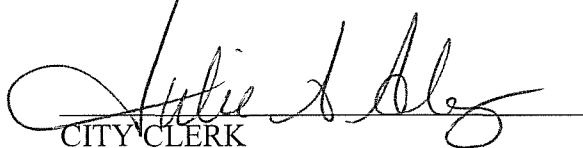
The January meeting was canceled.

Oath was given to Mr. Christopher Sudbrink and Mr. David Gray for their appointments to the Code Enforcement Board

Special and Caucus Meeting
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10:59 Motion to adjourn from Caucus Meeting was made by Mr. Fangman; second by Ms. Geiger and motion carried.


MAYOR, DON CATCHEN

ATTEST/

CITY CLERK

THE PARK HILLS CITY COUNCIL HELD A BUSINESS MEETING ON MONDAY, FEBRUARY 14, 2011, AT 7:30 P.M. AT 1550 DIXIE HIGHWAY WITH MAYOR DON CATCHEN PRESIDING. COUNCIL MEMBERS PRESENT: KATHY ZEMBRODT, DIANE GEIGER, PAMELA SPOOR, SKIP FANGMAN, ALBERT FEDDERS AND MONTY O'HARA.

ALSO PRESENT: CITY ATTORNEY, ROBERT WINTER AND CITY ENGINEER, JAY BAYER

CALL TO ORDER

PLEDGE OF ALLEGIANCE

ROLL CALL

Motion to approve the January 10 and January 24, 2011 minutes was made by Mr. O'Hara; second by Ms. Zembrodt. Mr. Fedders and Ms. Spoor had additions and corrections to the minutes. Motion to accept the minutes with these changes was made by Mr. Fangman; second by Mr. O'Hara and motion carried.

A brief discussion followed regarding the video and audio tapings of the meetings. Mr. Fedders asked if an audio or video taping could be attached to the minutes. Attorney Robert Winter explained the city clerk's minutes, after voted on, are the official records of the meetings. Mayor Catchen suggested Mr. Fedders bring his own recorder so that he could have them for the future.

Officer Aaron Noel, who has been with the police department for three years, was awarded the Impaired Driving Enforcement Award for 2010. The award was presented by Chief Schworer since officer Noel was unable to make it to the Governor's lunch in Frankfort to accept the award. Congratulations Aaron! Mayor Catchen stated Chief Schworer is doing a great job of keeping him informed of what's going on in the department; he went on to say the Chief and officers are doing a very good job.

Mayor Catchen asked to move on to Resolution No. 3, 2011 which establishes procedures for the reception of public comments during meetings. Mr. Fangman asked if the petitioner has to give a reason for their comment. Attorney Robert Winter stated they do not.

Ms. Spoor asked how strict the Mayor would be with the 3-5 minute time limit. Mayor Catchen replied he would not cut someone off in the middle of their talk, but would not let the speaker get too long winded.

Resolution No. 3, 2011 was read by Attorney Robert Winter. Motion to accept Resolution was made by Mr. Fangman; second by Mr. Fedders and motion carried.

The meeting then moved back to the petitioners. The timer was set for 10 minutes prior to the first three speaker and 5 minutes for residential petitioners.

I. Petitioners

A. Mr. Dennis Gordon, Executive Director of the NKAPC, was present at the meeting to answer questions regarding the One Stop Shop. He gave a brief synopsis of what the One Stop Shop provides. The program began six years ago and has eleven Kenton County cities and the fiscal court as members. It started as a result of creating a task force to review fees for permits, applications, etc that each city collected. The task force standardized the fees, forms and requirements so that they would be the same for each city. Instead of going to the city building for permits and/or applications, people would now go to the NKAPC and take care of everything, hence, the one stop shop. Ms. Zembrodt asked if one would also go to the NKAPC for inspections. Mr. Gordon replied that they would.

Attorney Robert Winter stated the fees are high and the fee to go before the Board of Adjustment is \$500. He asked why the fee was so high. Mr. Gordon explained the advertising is done in accordance with statutes, records must be kept in accordance with statutes and land use restrictions by way of a certificate might be necessary as a result of a hearing. He went on to say time is money and this is how the fee was reached. When the task force discussed the fees, they asked the NKAPC for a commitment to keep things up to date on an annual basis. He went on to say; each year the Commonwealth puts together the consumer price index for the Commonwealth for that year. It's a state wide number. These fees could increase each year in an amount that is equal to the consumer price index that is created in Frankfort. Fees were raised in the second year in the 2-3% range. Fees have not been raised since. He states the NKAPC is actually losing money due to the fact that their budget numbers have increased. He says the fees they are now charging are not covering their cost for the service. He states they are bridging that gap by using other funds out of their budget. He said the cities can lower the fees for their citizens but the cities would have to pay the difference of the billing fees from the NKAPC.

Ms. Spoor is concerned that the cost to residents will be a disincentive to comply with the law. Mr. Gordon stated since the program began, he has not seen a difference in the amount of applications they receive.

Ms. Zembrodt asked what the alternative to the one stop shop would be. Mr. Gordon stated the city would still have its own Board, but would have to make sure all the steps mandated by statutes are done. The city would have to retain its own building, zoning and electrical inspectors as well as provide the Code Enforcement.

Mr. Fedders stated the biggest issues with residents are small decks or sheds; would our Board of Adjustment be able to handle these issues on its own? In other words, is there a way to put a cap on a project before it has to go to the NKAPC? Mr. Gordon asked for the Mayor and/or some of the Council members meet at the NKAPC to go over some of these issues or any other concerns. Mr. Fedders brought up the 20% slope and how costly it can be. He would like more information on that matter. Mayor Catchen stated he has Mr. Gordon's contact information and will look to set up a future meeting.

B. Mr. Mike Apgar, with the Sanitation District (SD), was present to discuss the storm water transfer. The SD entered into an Interlocal agreement with cities and counties with a provision to assume ownership of the storm water infrastructure.

This was postponed due to start up costs which included mapping of infrastructure pipes. Mr. Apgar introduced Attorney Jerry Dusing who did some legal work on the transfer. Mr. Fedders stated he had emailed Mr. Dusing and copied council on those emails. Mr. Fedders stated he was concerned with the Exter Drive project. He asked for clarification on an email from Bayer Becker stating there would be a \$37,000 cost to the city and what portion would SD1 contribute. Mr. Apgar replied that he has been in touch with Bayer Becker regarding the project and stated that under the current provisions, the SD would pay 50% of the storm sewer infrastructure costs. Once the infrastructure is transferred, the SD would take on a larger financial role.

Mr. O'Hara stated the city was given two options. The first option was a 50-50 match and the other would be 100% as what is defined in the agreement. The city would be responsible for anything above the street; once the water enters the pipe, the SD would assume responsibility.

Under the agreement, if the city wants to replace pipes or sanitary sewers but the SD does not believe it is necessary, the SD would cover 50% of the sanitary costs. If, during a street project, the SD believes the pipes need to be replaced also, they would assume 100% of the sanitary costs of the project.

Ms. Spoor stated the city has invested a great deal of money in the infrastructure. She states we are roughly 40% finished and is afraid we would lose authority of the other 60% should the city enter into this agreement. Mr. Dusing stated that since the city has done a good job of replacing its infrastructure, the less costly it will be to maintain and should a problem arise, the SD will cover it 100%.

Mr. Fedders asked what the cap is on what the SD will pay a city. He also asked if the SD would assume responsibility of new projects. The response is that new projects are put in by the developer per storm water specifications the SD outline. They inspect the construction of the new infrastructure as it is being put in the ground. Then, if it is not up to par, there is a punch list that must be completed. Once that is done and meets the specifications, the SD will then take over ownership from that point on. As for the cap, there is no cap. Mr. Fedders responded that if all the cities replaced their roads, how does the SD determine how, or whom, to pay. The response is that there is a project selection criteria to prioritize projects. Mr. Fedders stated that there would have to be a cap if a large amount of cities were in need of funding. Mr. Apgar responded that in the five years he has been managing the funds, they have always had ample funds. Mr. Fedders stated that if he had to vote today, he would vote yes, but he still has concerns about giving the control to the SD. Mr. Apgar stated the SD is not looking to raise rates. He said he would like some advance notice of upcoming projects so that they could have an idea of what will need to be paid out to different cities. The SD has recently paired up local and national firms on green infrastructure in their stimulus projects. They understand the need to benefit the local economy. Mr. Fedders stated one of the other issues that need

addressing is that the city is receiving a grant for infrastructure and one of the items is that the city "needs to own that" and he says he wants to make sure the grant is in place prior to signing the SD agreement. Mr. Fangman suggested holding off at this time on any questions pertaining to the grant.

Ms. Spoor asked if, once the agreement is signed, it is immediate. The response was that it would go before the SD's board of directors for their approval and then there is a 30 day period before it would go into effect. Mr. Apgar explained the city would also be giving up a lot of liability also.

C. Mr. Ben Hanks with NKOL was present at the meeting to talk about doing the computer work for the City of Park Hills. He stated he has been doing business computers and web hosting since 1996. They build and repair computers and servers, do networking, web hosting and email. Each client they serve has one person they contact when they need service. He has done work for Edgewood, Independence, Ft. Mitchell, Ft. Wright, Walton and others and is familiar with the programs Park Hills uses. He stated his company usually provides same day response to calls. Ms. Spoor asked what the cost would be to service the city's computers. Mr. Hanks stated they charge \$95 per hour, but can do a lot of the work remotely. Mr. Fedders stated he has used NKOL for over 10 years and stated they respond night and day. He says they host the Park Hills Civic Association's website.

Ms. Zembrodts stated she would like to get much of the city's information online so that there is total transparency.

Council can make a decision if they would like to have NKOL take over the city's computer needs.

D. Robert McAtee, Altavia Avenue, was present at the meeting to address the Mayor concerning resident's participation in meetings. He asked if residents would be allowed to ask questions after the meeting or after finished with a certain subject. Mayor Catchen stated residents are not allowed to participate in a Council meeting once started. The city attorney stated it is allowed to happen, but the Mayor stated he would rather it didn't happen unless it is something that the city public should be involved in. It would depend on the circumstances at hand. He said that if the public was allowed to talk, or comment, during the meeting, we will never get done. He went on to say discussion regarding Ordinances would be best to kept among the elected Council members. He wants to avoid arguments between the public and Council.

E. Mike Napier, Amsterdam Road, was present at the meeting for the same reason as Mr. McAtee. He stated he was frustrated by the past couple meetings where there was a lot of bickering and finger pointing making for very long meetings. He thanked Council for what they have done this evening and passing the Resolution on public commenting.

F. Ms. Ann O'Hara was not able to be at the meeting this evening. Her husband, Councilman Monty O'Hara, stated his wife's main concern was that the city performs background checks on all city workers and interns. Council members were in agreement of this idea. It was suggested the Personnel Committee meet to discuss.

8:32 Motion made by Mr. Fangman to enter executive session to discuss important issues for the city. The first is Resolution No. 2, 2011 concerning the assignment of the grant from the Kenton County Fiscal Court and Resolution No. 4, 2011 concerning the contract to sell 1530 Dixie Highway. Attorney Robert Winter stated there would be no need for an executive session for Resolution No. 2 and that it would be read in open meeting.

II. Resolution No. 2, 2011; accepting assignment of Grant for 124K from the Kenton County Fiscal Court was read by Attorney Robert Winter. Mr. Winter explained the Resolution had to be re read so that the terms of the new Judge Executive and the new Mayor of Park Hills would both sign the agreement. Motion to accept Resolution was made by Ms. Spoor; second by Ms. Zembrodt. Mr. Fedders asked if the amount of the grant should be included in the Resolution. Mr. Winter explained he used the Resolution as it was supplied by the Kentucky Infrastructure. All in favor.

III. Resolution No. 3, 2011 was read and passed earlier in the meeting.

8:38 Motion to enter executive session to discuss Resolution No. 4, 2011 was made by Mr. Fangman; second by Ms. Zembrodt and motion carried. Members in executive session left the room to discuss in private.

9:04 Motion to exit executive session was made by Mr. Fangman; second by Ms. Zembrodt and motion carried.

IV. Resolution No. 4, 2011; contract to sell 1530 Dixie Highway was read by Attorney Robert Winter. Motion to accept Resolution was made by Ms. Spoor; second by Ms. Zembrodt. Mayor Catchen explained to those present at the meeting the history regarding the 1530 Dixie Highway property. Mayor Catchen stated the property was sold, pending signing of paperwork, to Charter Oak Investments. The Mayor stated he and Mr. Bayer came to an agreement that once the property is sold, the Mayor would drop his lawsuit and Mr. Bayer would drop his lawsuit against the City of Park Hills. The City of Park Hills would drop its lawsuit against the Wolfe property which is located at 1522 Dixie Highway. The Mayor will sign a contract in the next few days to sell the property. The Mayor thanked the previous Mayor and Council for getting the grant that would pay to move the storm sewer that runs through the property. Some sewers may be moved from under the Wolfe property as well. Another property on Dixie Highway owned by Charter Oak Investments also has some pipes running through that property. They have, tentatively, agreed to move those pipes at their own cost while the city is working on the

1530 property. The grant is through Kenton County; the county will receive the money and turn it over to the City of Park Hills.

Resident Mr. David Gray asked what the property sold for. Mayor Catchen replied it sold for \$306,000. Mr. Bayer has graciously agreed to drop the interest and accept the \$306,000 as payment for the property.

Resident Ms. Louise Neimer asked the Mayor how much was spent by the city to pay for his lawsuit. Attorney Robert Winter replied it was around \$16,000 to \$18,000. Mayor Catchen stated he saved the city \$327,000 due to the fact we did not have to buy the property.

Roll Call: all ayes

V. Municipal Order No. 8, 2011 appointing Vivian Kappas to the Board of Adjustment was read by Attorney Robert Winter. Motion to accept Order was made by Mr. Fangman; second by Ms. Spoor. Discussion followed. Ms. Kappas was not present at the meeting due to illness. Ms. Spoor stated Ms. Kappas was the head of the Kenton County Community Education for 20 years. Prior to that, she was an English and Drama teacher in the Kenton County School system.

Ms. Geiger asked if Ms. Kappas was present at some of the Council meetings last year. Mayor Catchen replied that she had. Mr. Fedders explained he would like to have information prior to the meetings on those being appointed.

Ms. Geiger had a concern about the way Ms. Kappas addressed Council at a past meeting with her communication skills. Mayor Catchen stated he felt she was appropriate to fill the vacancy. Mr. Fangman again motioned to accept Order; second by Ms. Spoor. All in favor: Mr. Fangman, Ms. Zembrodt, Ms. Spoor, Mr. Fedders and Mr. O'Hara. Opposed: Ms. Geiger. Motion carried.

VI. Municipal Order No. 9, 2011 appointing Mike Conway as Chairperson of the Park Hills Tree Board was read in summary by Attorney Robert Winter. Motion to accept Order was made by Mr. O'Hara; second by Mr. Fangman and motion carried. Mr. Fangman stated he thought it would be wise to change the tree board Ordinance to have one chairperson and 4 members. Mr. Conway was present at the meeting and introduced himself. He is a resident of Cleveland Avenue and said he would like to appoint members to represent all areas of the city. Mr. Fedders thanked him for coming. Discussion followed regarding the number of members for the tree board. Ms. Spoor stated after looking at the Ordinance, she may have other recommendations. Mr. Phil Ryan stated that when the tree board was founded, there were specific requirements for applying for grants. He suggested checking with the State Department of Forestry before writing a new Ordinance.

VII. Executive Order No. 3, 2011 appointing Diane Geiger as Chairperson and Monty O'Hara as co-chair to the Transparency and Communications Committee was read by Attorney Robert Winter.

VIII. Executive Order No. 4, 2011 establishing a Personnel Committee was read by Attorney Robert Winter. Mr. Fedders stated in the second to last paragraph, there was a misprint of the Order Number. Mr. Winter stated he would amend the Order.

IX. Department Reports

A. Police Department – Motion for approval of the January report made by Ms. Spoor; second by Ms. Gieger and motion carried. Chief Schworer stated there were two stolen vehicles from Elberta Circle and from Chef Barone's. Both vehicles have been recovered. She went on to say the department has had several traffic arrests and also arrests for cocaine, heroin and prostitution. Ms. Spoor brought up the purchase of a memorial brick that Chief Schworer brought up at the last meeting. Mr. Fedders stated he would like to see the Council members chip in for the brick; Ms. Spoor, on the other hand, felt it would be nice to have it come from the city. Chief Schworer stated she would like to put the department's accreditation updates on thumb drives for the Mayor and Council. Mr. Fedders made a motion to allow Chief Schworer to purchase flash drives (thumb drives); second by Ms. Zembrodt and motion carried.

B. Fire Department – Motion for approval of January report made by Mr. Fangman; second by Ms. Geiger and motion carried. No report

C. Public Works – Motion for approval of January report made by Mr. Fangman; second by Ms. Geiger and motion carried. Mr. Zerhusen asked what Council wanted to do regarding the temporary no parking signs on Lawton Road. Mr. O'Hara suggested the Infrastructure Committee meet to discuss. Mayor Catchen suggested the signs come down for 60 days until the Committee can meet. Ms. Spoor asked for the opinions of Chief Schworer and Mr. Zerhusen. They both replied that they did not think there are many accidents on the bend. Mr. Fedders asked Mr. Zerhusen about the signs around the city that need to be replaced. Mr. Zerhusen stated he would get a list of the signs in need of replacement and figure up the cost. Ms. Geiger thanked Mr. Zerhusen for the long hours he put in plowing during the bad weather.

D. City Engineer – Motion for approval of January report (attached) made by Mr. Fangman; second by Ms. Geiger and motion carried.

E. Finance Department

1. Motion to accept the financial statements from January was made by Ms. Spoor; second by Ms. Geiger and the motion carried. Council would like financial information regarding how, and from what source, payments come in and go out.

2. Special Fund Payments

Motion to pay invoices in the amount of \$2,552.00 from the Municipal Road Aid Fund, Road Fund invoices in the amount of \$152.25, Bayer Becker invoice in the amount of \$130.00 for the SD1 storm sewer asset transfer out of the Sanitation Fund and \$1,751.69 out of the Vehicle Fee Fund was made by Mr. O'Hara; second by Mr. Fangman. Roll Call: All ayes.

X. Committee Discussions

A. Infrastructure and Public Works – Skip Fangman

The Infrastructure Committee held its second meeting. Mr. Fangman will provide the meeting minutes to the city clerk to forward as they become available.

B. Financial Oversight: Budget, Audit and Finance Committee – Kathy Zembrodt

Ms. Zembrodt stated she is still gathering information and quotes from banks. Mayor Catchen stated after talking with the Bank of KY, they stated they would not charge the city service charges and will also pay .015% interest on all money in their bank. The Mayor stated he looked into getting credit cards that pay the user back. The Mayor stated that anyone with any ties to the City of Park Hills can receive perks at the Bank of KY. They will need to go to the bank and ask for the details. Mr. Fedders stated, for the record, that he banks with the Bank of KY and wanted to assure that he had nothing to do with the city switching their banking to the Bank of KY. Ms. Zembrodt stated Fifth Third and Heritage both imposed fees.

C. Transparency and Communications Committee – Diane Geiger

Ms. Geiger stated they would have more information at the next meeting, including the need for possible purchase of a digital recorder.

D. Economic Development Committee – Monty O'Hara

Committee has not yet met.

E. Parks, Beautification and Recreation Committee – Pamela Spoor

The Village Green Committee will meet on February 21st. Ms. Spoor will be looking into grants for parks.

F. Historic Preservation Committee – Pamela Spoor

Ms. Spoor stated, at the suggestion of Chief Schworer that the City of Park Hills look to publish an arcadia book for the city. She will look to get residents' input. She would also like to inform residents on how to take advantage of tax credits.

G. Personnel Committee – Skip Fangman
No report

H. Mayor's Group Report
Next meeting scheduled for Saturday, February 19th at 9:00 am at the Independence Senior Center. Ms. Spoor, Mr. Fangman and Mr. O'Hara plan to attend with Mayor Catchen.

I. Mayor's Update
The MGLNK will meet on Thursday, February 17th at the NKADD. Dinner will be at 6:00 and meeting will follow at 7:00.
Mayor Catchen stated he presented a Proclamation and key to the city to Sister Shauna Bankemper. Sister Bankemper was honored for her years of service to Notre Dame Academy and wish her well on her journey to serve on the General Government of the Sisters of Notre Dame in Rome, Italy. Sister Bankemper was born, raised and educated in the City of Park Hills. Mayor Catchen felt, as a native of Park Hills who has accomplished so much, that she deserved something special from the city.

XI. Old Business
Council will look over the Committee Descriptions given them and discuss at the next meeting.
Mayor Catchen stated that Ordinance No. 3, 2011, which would give Mr. Fangman the title of Personnel Administrator, is indefinitely postponed.
Mr. Fedders asked about the cost of background checks. The Mayor stated he would look into background checks on interns and also on apartment renters.

Mr. Zerhusen stated he would discuss Mr. Aylor's drainage problem on Amsterdam with the Infrastructure Committee.
Mr. Fedders stated he would like the memorandum of interns stating their role and duties.

XII. New Business
A Resolution was given to the Mayor to obtain credit cards from the Bank of KY.
Motion to accept Resolution was made by Ms. Spoor; second by Mr. Fangman and motion carried.

XIII. Delegations Discussions
A. Fix the Dixie – Diane Geiger – No report
B. Municipal Government League – Monty O'Hara – No report

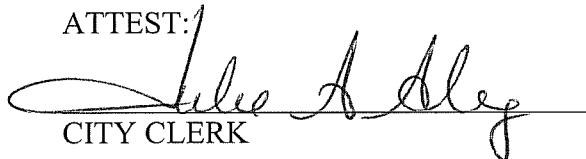
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- C. Northern KY Area Planning Commission – Mayor Don Catchen – No report
- D. Telecommunications Board of Northern KY – Bill Rolfes – No report
- E. Northern KY Area Development District – Kathy Zembrodt – No report
- F. Code Enforcement Board

Next Meeting scheduled for Tuesday, February 22nd at 7:00 pm

10:21 Motion to adjourn from Business Meeting made by Mr. Fangman; second by Ms. Spoor and motion carried.


MAYOR, DON CATCHEN

ATTEST:

CITY CLERK



209 Grandview Drive
Fort Mitchell, KY 41017
P 859.261.1113
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www.bayerbecker.com

ENGINEER REPORT
FOR
THE CITY OF PARK HILLS

Date: January 6, 2011

Prepared By: Jay F. Bayer, P.E., P.L.S., LEED AP

I. City Infrastructure Projects

A. Projects under construction

Morgan Court Improvements - 08k005.001/02ph03

Paul Michels & Sons is the contractor. Several punch-list items remain to be completed by the contractor, which are scheduled for the spring. SD1 has reimbursed the City for 50% of the storm sewer costs in the amount of \$34,687.

Rosemont Avenue & Hilltop Drive Improvements - 07k005.010

Paul Michels & Sons is the contractor. Several punch-list items remain to be completed by the contractor, the City is retaining 5% of the contract amount until all work is completed and accepted by the City. A request has been made to SD1 for reimbursement of 50% of the storm sewer costs and 100% of the sanitary sewer costs in the amount of \$85,566.50.

B. Projects in design phase

Exter Drive Improvements - 07k005.009

Bayer Becker has received comments from SD1 in regards to the District's participation in the cost of storm sewer improvements. In order to finalize the City will need a resolution on the storm sewer asset transfer and a review from the new infrastructure committee. The timeline for construction is anticipated in the spring of 2011.

Cleveland and Jackson Road

The questionnaire was sent to the 62 residents for their input in early November on existing conditions and thoughts for improvements. The results are tabulated for the 36 questionnaires that have been returned. The results are planned to be discussed with the new infrastructure committee.

Audubon Lane to Park Drive Water-Main Interconnect

Bayer Becker has contracted with the NKWD to design the water main interconnect project which the District will fund. The construction bids were received and opened on Dec. 9th with Kahmann Excavating being the apparent low bidder. The NKWD's Board will consider the bid for approval at their Jan. 27th Board meeting. Construction is anticipated to occur this winter.

The application fee and the first invoice for reimbursement have been submitted by the city. Meetings have occurred with SD1 and KYTC to discuss their input in the grant project. Both agencies were very interested in the project and will provide more information shortly.

Storm Water Transfer Agreement- 06K005-013

Representatives from SD1 have been requested to attend the February 2011 council meeting to discuss the Storm Water Asset Transfer. Additional information will need to be provided by the city to clarify the items that have been maintained by the city over the years. Chris Zerhusen and Dennis Finke provided clarification based on review in the field. BB will need to update the maps for final submittal to SD1 if the transfer is to occur.

THE PARK HILLS CITY COUNCIL HELD A CAUCUS MEETING ON MONDAY, FEBRUARY 28, 2011, AT 7:00 P.M. AT THE PARK HILLS CITY BUILDING, 1106 AMSTERDAM ROAD WITH MAYOR DON CATCHEN PRESIDING. COUNCILMEMBERS PRESENT: SKIP FANGMAN, ALBERT FEDDERS, DIANE GEIGER, MONTY O'HARA, PAMELA SPOOR AND KATHY ZEMBRODT ALSO PRESENT: CITY ATTORNEY, ROBERT WINTER AND CITY ENGINEER, JAY BAYER

Call to Order

Pledge of Allegiance

Roll Call

I. Petitioners

A. Mr. John Chamberlain and Mr. John Walker of Van Gorder, Walker & Company were present at the meeting to go over the annual audit of the City of Park Hills for the fiscal year of 2009-2010. Mr. Chamberlain thanked the Mayor and Council for allowing him to attend the meeting and give the report. Mr. Chamberlain gave Council a financial report presentation package, attached.

Mr. Chamberlain commented the city had a lack of segregation of duties; this is common in small cities that have only one or two clerks handling the revenue. He also stated the city should try to keep a reserve account with at least 3 months of expenses, or around \$375,000, for our city.

He went over the short and long term funds and answered Council's questions regarding the budget. A final audit will be put together and given to Council.

B. Mr. Brett Gaspard with Rumpke was present at the meeting to discuss the upcoming expiration of the city's contract with them. Mayor Catchen said he called Mr. Gaspard to discuss a new contract. Mr. Gaspard stated he could not renew the contract for the same amount, but would offer the city a rate of \$13.63 per unit per month for two years. Rumpke would offer recycling waste wheelers to anyone who wants one and would charge each resident \$1 per month for a trash waste wheeler. The consensus of Council is to go ahead with the two year contract.

II. Committee Discussions

A. Infrastructure and Public Works – Skip Fangman

Mr. Fedders stated Council needs to decide what to do regarding the SD1 storm water transfer agreement which could affect the cost of upcoming street projects. The Infrastructure Committee will meet on Thursday at 9:00 to discuss projects. Mayor Catchen stated the Mayor of Ft. Mitchell and the attorney Pete Summe will be at the next meeting to discuss their reasons for not signing the transfer agreement for their cities. Mr. O'Hara stated he believes the storm sewers are liabilities and whether or not the city owns them, we will still have to comply with SD1's regulations. Mr. Fangman's opinion is to go ahead with the transfer.

Mr. Zerhusen met with SD1 regarding the hole in the street on Audubon Road. He feels it is our street and we will need to fix it.

Discussion followed regarding the manhole near the driveway of 838 Alhambra Court. Council needs to decide if the city should fix the problem and then bill the homeowner. Mr. Zerhusen is not sure who owned the home when the driveway was put in. Mr. Zerhusen will follow up with Mr. Bayer and perhaps approach the homeowner before taking any action.

B. Financial Oversight: Budget, Audit and Finance Committee – Kathy Zembrodt
Ms. Zembrodt is still investigating insurances and is, with the help of Chief Schworer, getting bids for servers and computers. Ms. Zembrodt also stated she would like to see NKOL begin working on the city's computers. She stated they would charge the city \$2,890 for a server, anti virus, upgrade desktops. A new computer for the clerk would be included as well as upgrade of the others. There is no charge for drive time. Mr. Fedders asked if Ms. Zembrodt could send this information to Council members.

Mr. Fedders asked how the city keeps track of who is paying the payroll tax to the city. It was explained that the tax is collected by the county and dispersed to cities.

C. Transparency and Communications Committee – Diane Geiger

1. Ms. Geiger stated she would like to write up a standard of communication for the city. She would like to see any, and all, meetings be made available to all members of Council, including minutes of these meetings.

2. She would like the Council packets delivered via email.

3. Have Mayor and Council's email addresses on the web site

4. Have a city wide quality survey.

Council can contact the city clerk to have information put on the web site. Mr. Fedders suggested having someone from the outside set up emails for security reasons.

D. Economic Development – Monty O'Hara

No report.

E Parks, Beautification and Recreation Committee – Pamela Spoor

The Village Green met last Monday. The minutes of the meeting will be posted on the city's website.

Mr. Fedders added that there is a concern with Trolley Park having too much openness and access to Amsterdam Road. A suggestion was to remove burns and replace with trees, such as Evergreens.

Ms. Spoor will resend everyone the email regarding the KY safety grant. Applications for the grant will be accepted until April 15.

F. Historic Preservation Committee – Pamela Spoor

Ms. Spoor stated she would like to have some sample legislation at the next meeting regarding the Historical District so that residents can take advantage of federal tax credits.

G. Personnel Committee – Skip Fangman

Mr. Fangman went over the personnel policies of the police department with Chief Schworer and has also discussed fire department policies with Chief Huth.

H. Mayor's Group Report

Mr. O'Hara gave a report to Council regarding the past Mayor's Group Meeting. There was a presentation by Roger Braden regarding Brain Injury Awareness and asked that city's issue a Proclamation supporting this. Discussion of Senate Bills such as the State Retirement plan and pensions. The next Mayor's Group meeting will be held on Saturday, March 19th at 9:00 am. Mayor Catchen would like to hold the April meeting at the Garden's of Park Hills. The city clerk will check on availability.

III. Old Business

Mayor Catchen stated that Sgt. John Eddy gave his two weeks notice. An exit interview will be given by Mr. O'Hara and Ms. Spoor. Mayor Catchen stated he has no plans right now to hire a full time officer. He would like to see two part timers hired.

IV. New Business

A. Ms. Spoor stated she would like to see the Ethic's Board brought back to the city. She believes this will save the city some money and make it more accessible. She asked that Council please look over the Ethic's Ordinance and consider withdrawing from the NKREA and bring it back to the city.

The Mayor stated the board would consist of those with the highest moral character. Mr. Fedders suggested an independent board outside the city. Ms. Spoor stated other cities have their own. Mr. Fedders believes it would not be completely biased and that not everyone would agree on who to appoint to the board. Ms. Geiger suggested looking at what other cities have done. Attorney Robert Winter will send the Ordinance out to Council to look over.

V. Delegations Discussions

A. Village Green Committee – Diane Geiger

The Fix the Dixie Committee will change their meeting to the evening so that more people can attend.

B. Municipal Government League – Monty O'Hara

Mr. O'Hara said it was an excellent meeting with Mark Morgan present to discuss insurance. One suggestion was to combine with other cities to perhaps lower premium rates. This discussion will be ongoing with another meeting on March 17th at 6:00 pm at the Campbell County City Building.

C. Northern KY Area Planning Council – Mayor Don Catchen

Mr. and Mrs. Spoor, Mayor Catchen and Melissa Worstell attended the meeting at Twin Oaks. Mr. Richard Spoor, Mr. Gene Weaver and Ms. Sherry Carry were all re-elected to their positions.

D. Telecommunications Board of Northern KY – Bill Rolfes – No report

E. Northern KY Area Development District – Kathy Zembrodt – No report

F. Code Enforcement Board

Next meeting scheduled for Tuesday, March 15th at 7:00 pm

8:59 Motion to enter executive session to discuss pending litigation was made by Ms. Spoor; second by Mr. O'Hara and motion carried.

9:16 Motion to exit from executive session with a motion by Ms. Geiger that the city attorney is authorized and directed on behalf of the City of Park Hills, Kentucky to appeal from Judge Bartlett's Order and In Rem Judgement to the Kentucky Court of Appeals with regard to the trial court's ruling that the Park Hills Code Enforcement Board lacked personal jurisdiction to enter civil fines and penalties against Margaret Harrison within its Final Order; second by Ms. Spoor and motion carried.

9:17 Motion to adjourn from Caucus Meeting was made by Mr. O'Hara; second by Ms. Spoor and motion carried.


MAYOR, DON CATCHEN

ATTEST:


CITY CLERK

CITY OF PARK HILLS, KENTUCKY

June 30, 2010

ANNUAL FINANCIAL REPORT PRESENTATION PACKAGE

Presented By:
Van Gorder, Walker & Co., Inc.
Certified Public Accountants

February 28, 2010

SUMMARY

▶ UNQUALIFIED OPINION

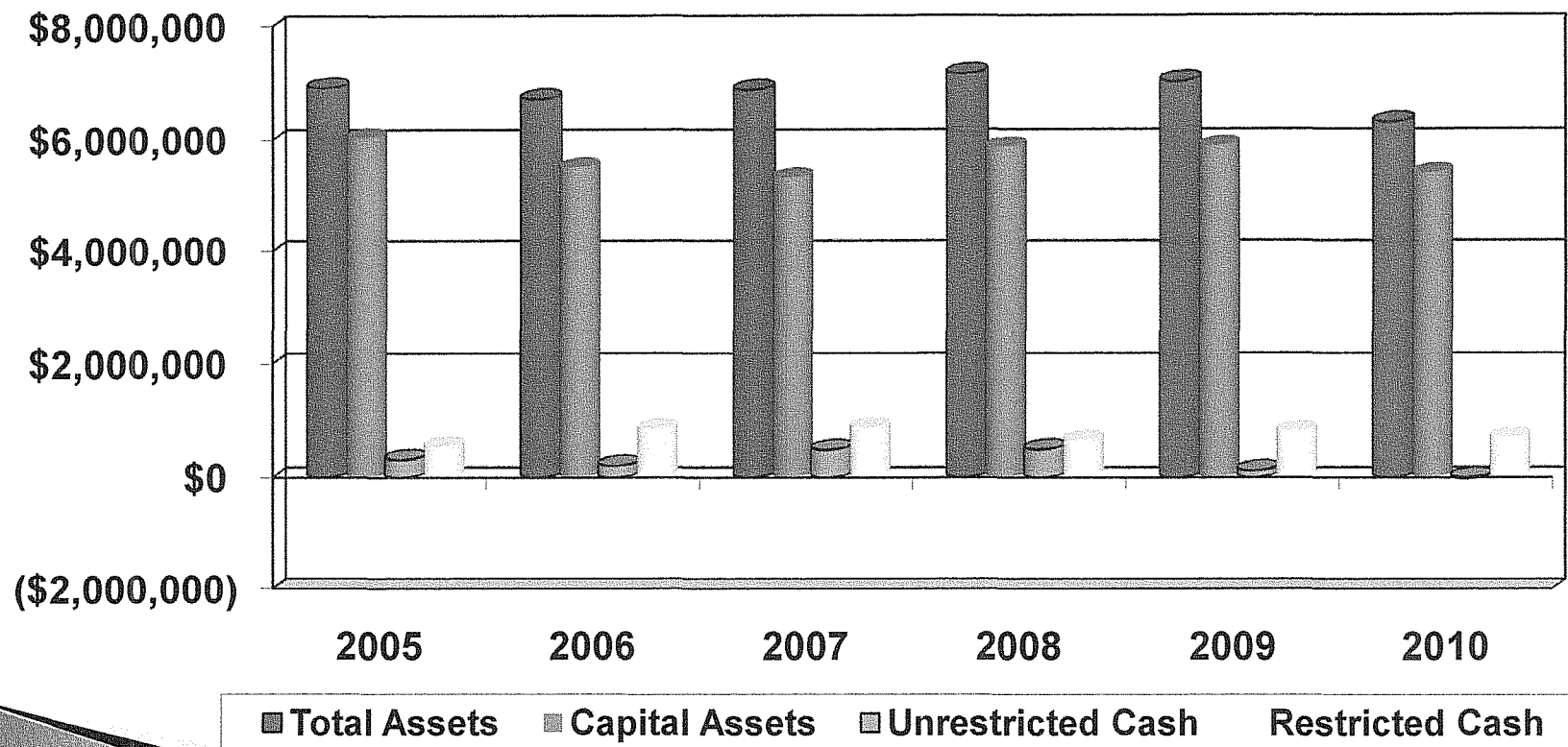
- No instances of noncompliance that are required to be reported under *Government Auditing Standards*.
- No matters involving internal control over financial reporting and operations were considered to be material weaknesses.
- Lack of segregation of duties is a significant deficiency that is not considered a material weakness.

City of Park Hills, Kentucky

Assets / Cash Comparison

Governmental Activities

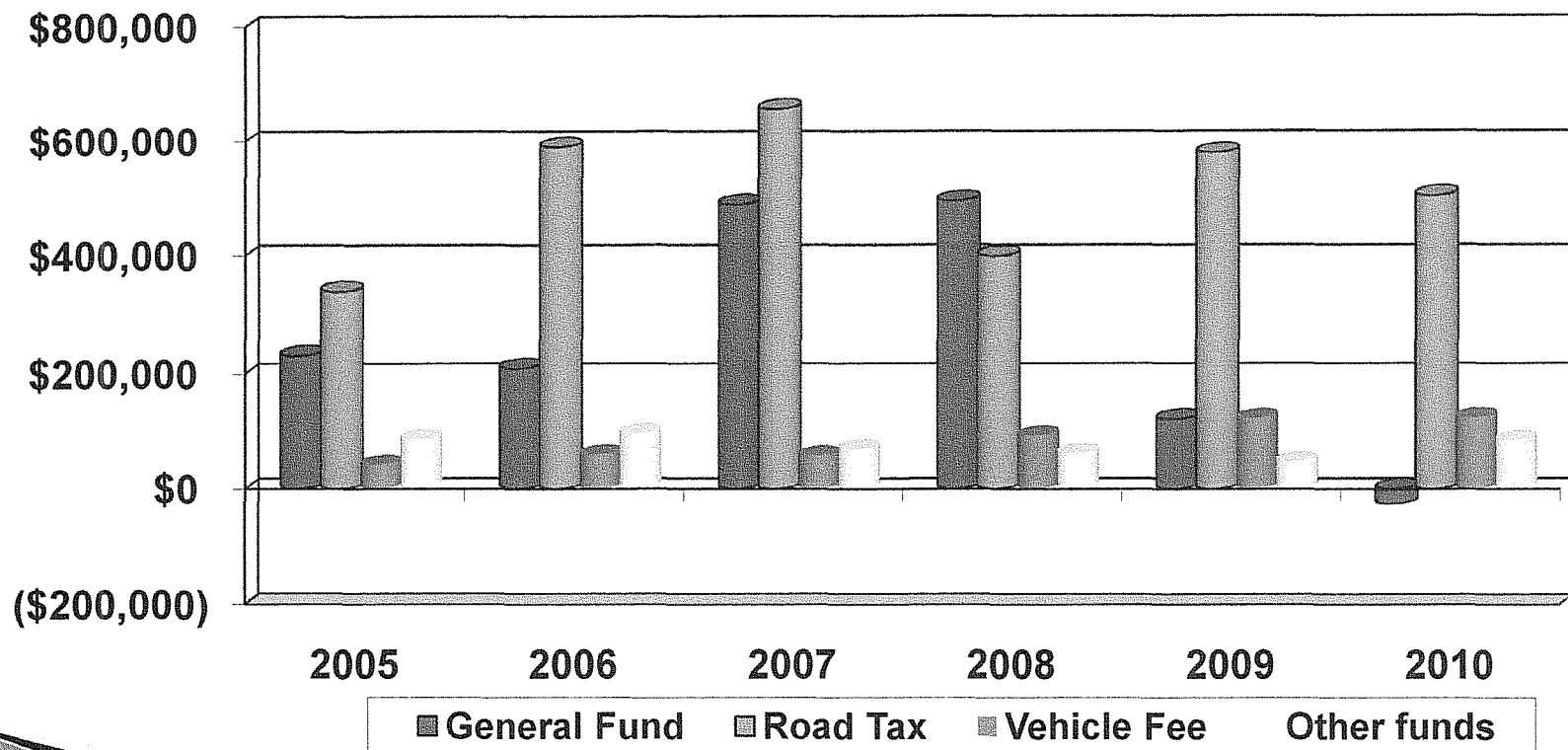
As of June 30, 2010



City of Park Hills, Kentucky

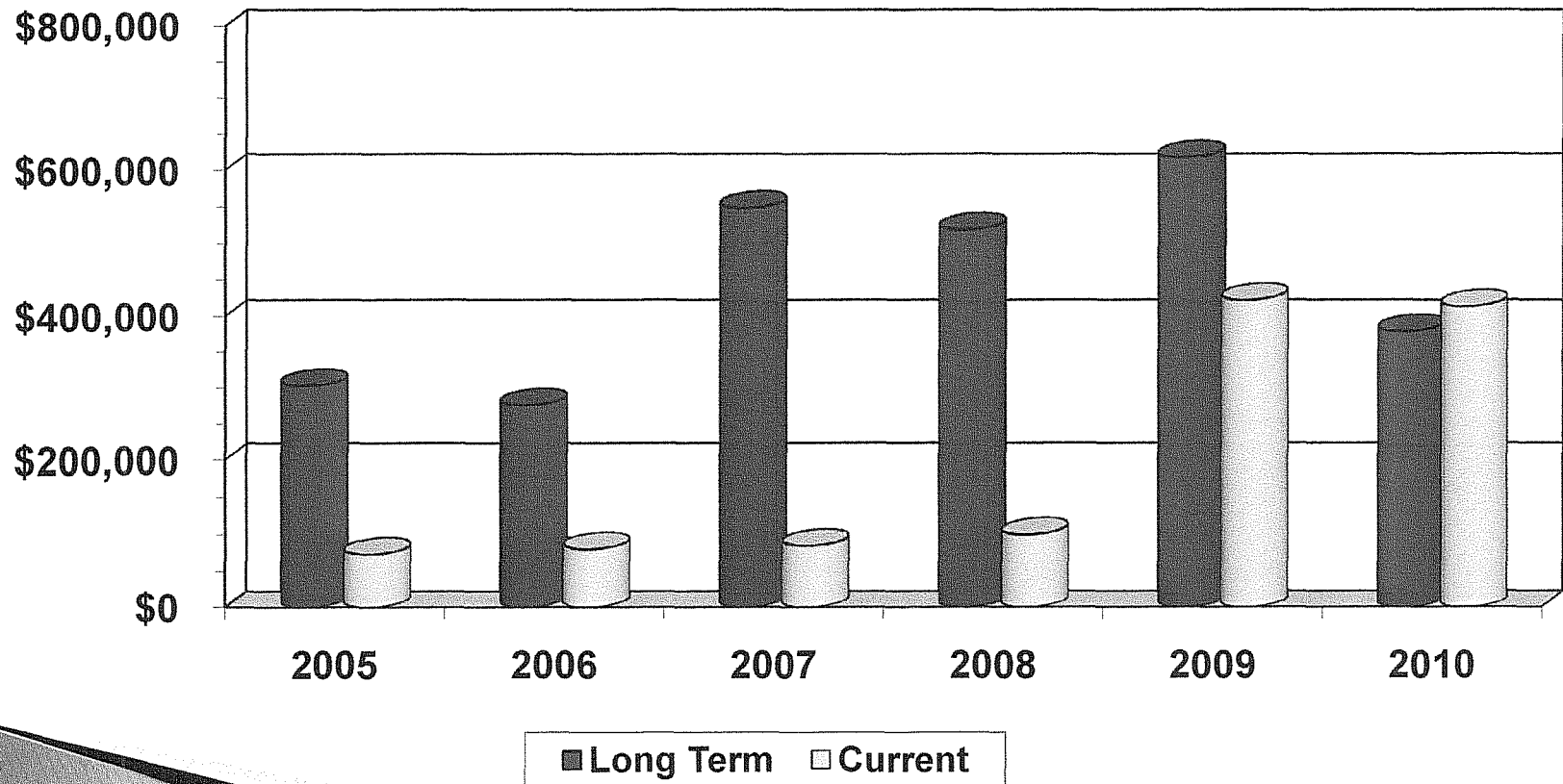
Cash Comparison by Fund

As of June 30, 2010



City of Park Hills, Kentucky

Liabilities Comparison
Governmental Activities
As of June 30, 2010

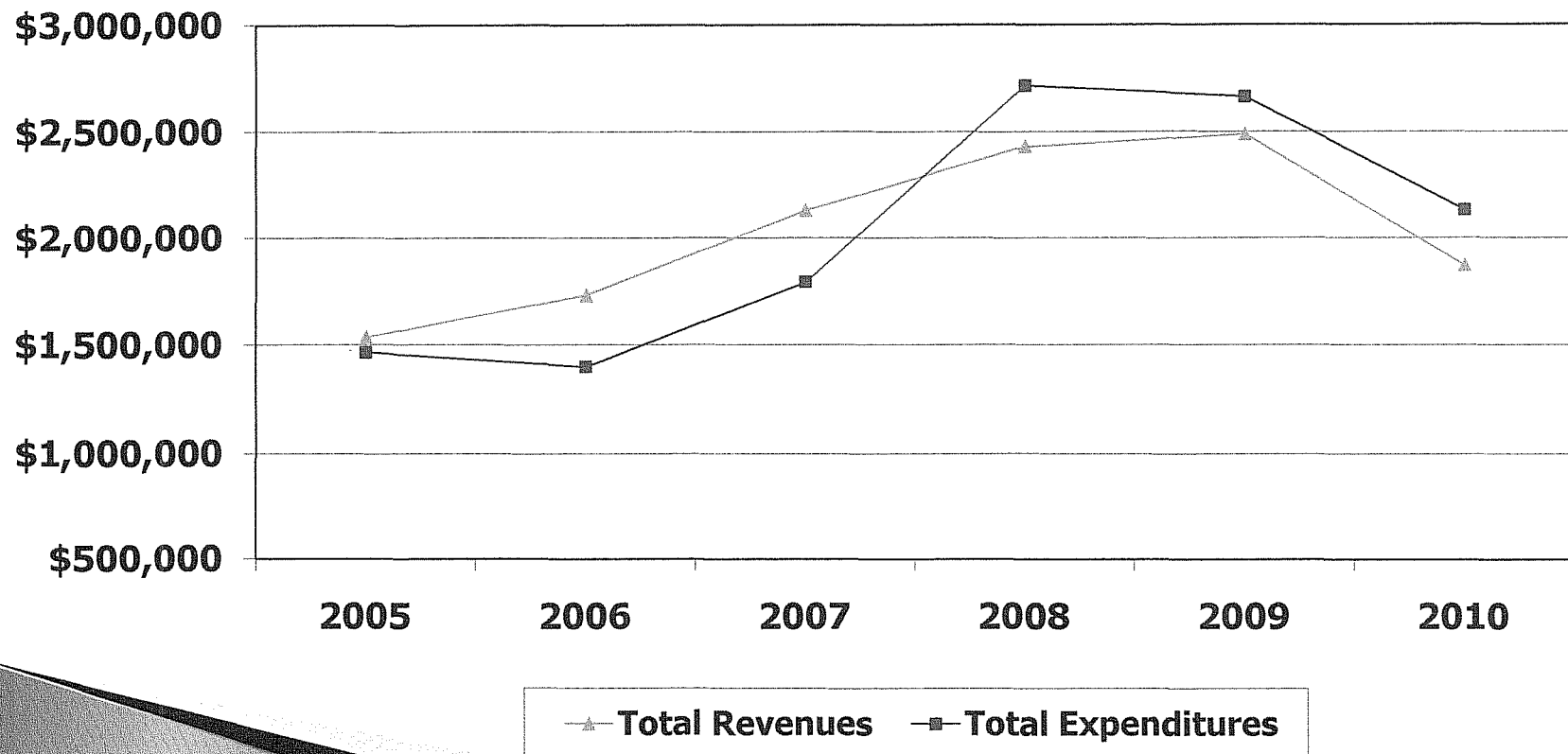


City of Park Hills, Kentucky

Revenues vs. Expenditures

All Funds

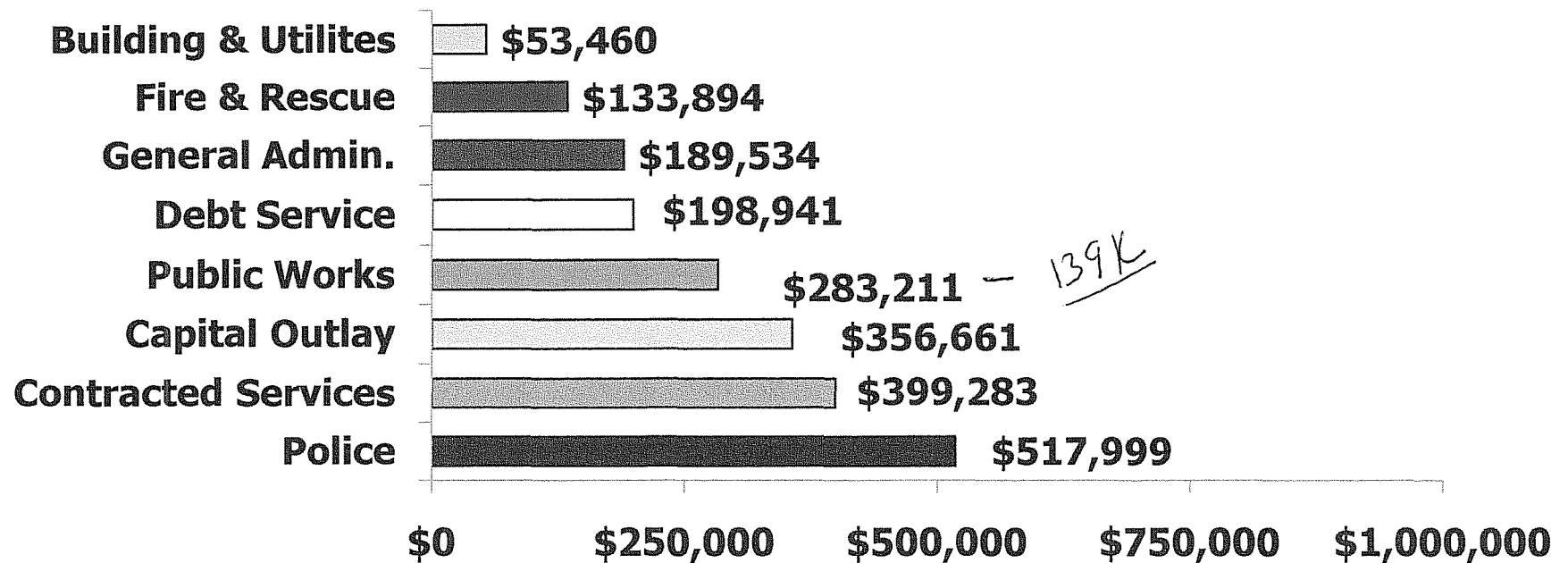
For the Years Ended June 30, 2010



City of Park Hills, Kentucky

Expenditures by Dept. – All Governmental Funds
For the Year Ended June 30, 2010

Total Expenditures \$2,132,983



THE PARK HILLS CITY COUNCIL HELD A BUSINESS MEETING ON MONDAY, MARCH 14, 2011, AT 7:30 P.M. AT 1550 DIXIE HIGHWAY WITH MAYOR DON CATCHEN PRESIDING. COUNCIL MEMBERS PRESENT: KATHY ZEMBRODT, DIANE GEIGER, PAMELA SPOOR, ALBERT FEDDERS AND MONTY O'HARA. ABSENT: SKIP FANGMAN
ALSO PRESENT: CITY ATTORNEY, ROBERT WINTER AND CITY ENGINEER, JAY BAYER

CALL TO ORDER

PLEDGE OF ALLEGIANCE

ROLL CALL

Motion to approve the February 14 and February 28, 2011 minutes was made by Mr. O'Hara; second by Ms. Zembrodt and motion carried.

I. Petitioners

A. Attorney Pete Summe, attorney for the City of Ft. Wright, was present at the meeting to discuss the SD1 asset transfer. Mr. Summe referred to the 2003 Interlocal Agreement entered into with the SD1 in which SD1 would assume both the ownership of that portion of the SD1 Storm Water Drainage System owned by the city and the duties and obligations imposed on the city by statute or otherwise in regard to the SD1 Storm Water Drainage System, including, without limitation, the daily maintenance, repair, improvement and reconstruction and operation thereof. Mr. Summe states Ft. Wright wants to stick with the 2003 agreement and feels if the new agreement is signed, the city will be forced to expend funds on street sweeping equipment and staffing in order to comply with the Clean Water Act. SD1 may also require cities to place filters on their catch basins which would need to be cleaned or replaced regularly. SD1 would be responsible for the water once it enters into the drain; Ft. Wright is afraid they may be responsible for keeping the water clean before it even enters the drain. Park Hills, Ft. Wright and Cold Spring are the only three cities in Boone, Kenton and Campbell County that have not signed the new agreement. Mr. Summe stated he wants clarification regarding the new agreement and exactly what the responsibility of the city will be. He went on to say, Ft. Wright intends to move forward with their road improvements. SD1 currently reimburses Park Hills 50% of storm sewer work related to road projects. If the city were to sign the new agreement, they would reimburse 100%. However, they would still only reimburse 50% if they feel the storm sewer/pipes do not need replacing even though the city would like them replaced.

Mayor Weist of Ft. Mitchell was running late in attending the meeting to speak on the same matter.

B. Ms. Amy Clark, 1064 Lawton Road, was present at the meeting to discuss the proposed Ordinance which would restrict parking on the curved section of Lawton Road in front of her home. She thanked the Mayor and Council for addressing the safety issue on Lawton Road. She feels that with the no parking, it creates hardship for those with

limited parking spaces. She also believes that without cars parked there, people do not slow down as they would normally do to go around. She suggested perhaps a stop sign or speed bump. Mayor Catchen explained, stop signs are not allowed to be put up as a speed deterrent, but did say speed bumps could be an option. Mr. Zerhusen explained speed bumps/humps would make it difficult in the winter when plowing snow. Chief Schworer explained in her experience, she does not believe signs or speed bumps slow drivers down. Mr. Fedders stated Jackson Road has a similar situation with its sharp curve. He says he would place fluorescent cones near the edge of the road to slow drivers down; he said it seemed to work until drivers became used to seeing them. Chief Schworer added, the only thing that really seems to slow down drivers is the presence of a police vehicle. She said she could have her officers patrol the area more, but believes the people causing the problems are those who live in the neighborhood. Ms. Spoor agrees that no parking areas can be a hardship, but the main focus should be to keep children safe. Mr. O'Hara reminded Council that speed trailers were once used in the city; these, however, can be very large and heavy. He wondered if there were speed monitors which could be mounted to poles. Mr. Fedders agreed it would be nice to rent a pole monitor, one that perhaps could take pictures. When asked by Mr. Fedders if it seemed to always be the same drivers, Ms. Clark stated she wasn't sure. Mr. Neil Frankl, present in the audience, suggested that since most of the drivers on that street either live on Lawton or Audubon, perhaps flyers could be passed out to those residents explaining the concern regarding the speeding on Lawton, particularly along the bend. Mayor Catchen stated he will have the temporary signs up and will have first reading of the Ordinance restricting parking in the above mentioned area.

C. Mr. Neil Frankl was present at the meeting to ask Council's approval for a city wide yard sale to be held Saturday, May 14th from 9 am until 4:00 pm (rain out date would be Sunday, May 15th). Motion to allow Civic Association to have a city wide yard sale on that date was made by Ms. Spoor; second by Ms. Geiger and motion carried. The large item pickup will be scheduled for May 18th (the Wednesday after the yard sale).

II. First Reading; Ordinance No. 4, 2011 prohibiting parking on cul-de-sacs and section of Lawton Road was read in summary by Attorney Robert Winter. Changes regarding the exact location of the no parking section will be made for second reading. Discussion followed regarding the enforcement and notification of the Ordinance. A resident of Cecelia Avenue, present at the meeting, voiced her concern of cars parking too close to the intersection of Cecelia and South Arlington. Mayor Catchen stated many of the signs throughout the city will need to be replaced; when the new signs arrive, one will be placed at that intersection. Cars will need to park 20' or more from the intersection.

III. First Reading; Ordinance No. 5, 2011 changing the number of Tree Board members was read in summary by Attorney Robert Winter.

IV. Resolution No. 5, 2011; Settlement Agreement regarding 1530 Dixie Highway was read by Attorney Robert Winter. Motion to accept Resolution was made by Mr. O'Hara; second by Ms. Spoor and motion carried.

V. Department Reports

A. Police Department – Motion for approval of the February report made by Mr. O'Hara; second by Ms. Spoor and motion carried. Mayor Catchen brought up the article in the KY Law Enforcement Magazine which featured husbands and wives both in law enforcement. Chief Amy Schworer and her husband Mark were featured in a very nice article.

Chief Schworer reminded Council to look over her request and recommendation for imposing fees on fingerprinting, towing and police reports. Attorney Robert Winter will draw up the paperwork to reflect the fees.

Chief Schworer stated the police department did a training exercise at Covington Catholic High School on February 22nd. The rapid deployment and lockdown exercise went well. The school was given some recommendations and the police department will revisit the school to make sure these recommendations are put in place.

Chief Schworer said the communication between the police department and apartment owners is going well and the feedback has been very helpful.

Chief Schworer gave everyone the good news that Officer Patrick Yarusso and his wife, Michelle, have a new baby daughter named Ella. She is the new baby sister of their three year old son Jacob.

Ms. Spoor asked how Council could move forward with the new fees Chief Schworer suggested. Mayor Catchen stated the Attorney will draw up the paperwork for an Executive Order which will be signed by the Mayor. The new fees are as follows: accident reports \$15; towing \$75 and finger printing will be \$15. Chief Schworer will post this to the website as soon as the paperwork is signed.

Mr. Fedders asked if there was an exit interview with Sergeant John Eddy who resigned this month. Ms. Spoor stated the interview was held today at 5:00 pm with herself, Mr. O'Hara, Mayor Catchen and Chief Schworer in attendance. She said the interview went well. Ms. Spoor said she would be happy to type up a report of the interview for the rest of Council. We wish Officer Eddy the best of luck in his new position.

B. Fire Department – Motion for approval of February report made by Ms. Geiger; second by Mr. O'Hara and motion carried. No report; Chief Huth absent.

C. Public Works – Motion for approval of February report made by Ms. Spoor; second by Ms. Zembrodt and motion carried. Mr. Fedders asked Mr. Zerhusen if he turned the crack sealing issue over to the Infrastructure Committee. Mr. Zerhusen replied he did. Mr. Fedders then asked the status of Mr. Aylor's drainage problem on Amsterdam Road. Mr. Zerhusen stated that would be the decision of Council. A resurfacing could be

done or storm sewer issues could also be addressed. Mr. Zerhusen, along with the Mayor, met with Mr. Aylor's neighbor at 1430 Amsterdam who states his property has been flooding for many years and asked when the city would be redoing the street. Mr. Zerhusen stated addressing the storm sewer would be a larger undertaking and would require the help of Bayer Becker in deciding where to deter the water.

Mr. O'Hara asked when the vote for the SD1 transfer would take place. Mayor Catchen stated it would be voted on in April.

Ms. Spoor complimented Mr. Zerhusen on his thorough report which gives a good description of his daily work. She asked if Mr. Zerhusen routinely cleaned the catch basins. Mr. Zerhusen replied he usually cleans them after a rain. Ms. Spoor asked about filters that was brought up by Mr. Summe earlier. Mr. Zerhusen described them as a type of filter used in fish tanks to filter out debris. He went on to say, even when it doesn't rain, the filters would need to be cleaned quite often as they collect a large amount of debris.

D. City Engineer – Motion for approval of February report made by Mr. O'Hara; second by Ms. Zembrodt and motion carried. Mr. Bayer stated that work on Exter Drive is anticipated to occur this summer.

University of Cincinnati Co-op students working with the city are following up with the residents of Cleveland and Jackson who have not yet completed the survey regarding possible road work. The results will be discussed with the Infrastructure Committee. The city has been working with the adjacent property owners of 1530 Dixie Highway to finalize the road way alignment with St. Joseph Lane. Plans have been sent to KYTC for reconfiguration of the intersection and traffic signalization and to SD1 for installation of new sanitary sewers. The project is anticipated to be bid for work to be performed this summer.

The contractor for the Audubon Lane to Park Drive water main interconnect, Kahmann Excavating, anticipates the work to be completed by the end of March, weather permitting.

Mr. Bayer encouraged Council that if they were to vote on the SD1 transfer, they should address items that were clarified by Mr. Finke and Mr. Zerhusen based on review in the field. He went on to say, Bayer Becker can move forward with the updating of maps for the final submittal to SD1 if the transfer is to occur. Mr. Bayer recommended attaching his final drawings to the SD1 agreement which outlines the city's infrastructure. The city attorney stated the drawings by Bayer Becker will be an Exhibit to the SD1 agreement but that the SD1 agreement will trump any Exhibit. He went on to say, however, it will at least set forth the city's position with regards to the agreement and should definitely be attached.

Once the agreement is signed, it will go into effect 30 days after the SD1's board meeting.

E. Finance Department

1. Motion to accept the February financial reports trial balance, statement of revenue and statement of expenditures was made by Ms. Spoor; second by Ms. Geiger and the motion carried.

2. Special Fund Payments

Motion to pay invoices in the amount of \$110.00 from the Municipal Road Aid Fund, Bayer Becker invoice in the amount of \$325.00 for the SD1 storm sewer asset transfer out of the Sanitation Fund and \$3,245.68 out of the Fire Truck/Economic Development Fund was made by Ms. Spoor; second by Mr. Fedders. Roll Call: All ayes.

VI. Committee Discussions

Mayor Catchen had Mr. Bill Rolfes, TBNK representative give his report early so that he did not have to sit through the entire committee discussions.

Mr. Rolfes stated the TBNK is still negotiating with Insight with regards to the franchise agreement. Bids were submitted for TBNK audit.

Mr. Fedders asked why the Caucus Meetings were not taped. Mr. Rolfes said it is very rare for city's to tape their Caucus meetings.

A. Infrastructure and Public Works Committee– Skip Fangman

Mr. Fangman was not present at the meeting. Ms. Zembrodt relayed to Council that the committee discussed the sewer issue on Alhambra; Mr. Zerhusen stated Mr. Bayer is looking over the original document and will meet with SD1 to discuss.

B. Financial Oversight: Budget, Audit and Finance Committee – Kathy Zembrodt

Ms. Zembrodt stated she has not called a budget committee meeting yet. She is working on consolidating insurances and also would like Council to vote to bring NKOL on board to do the work on the city's computers. Mr. Fedders stated he is comfortable with NKOL but would like to get prices from other companies. Mr. Fedders also pointed out that a switch of accounting systems from Peachtree to Quick Books was included in the quote. Ms. Zembrodt said she would leave that item off. Ms. Zembrodt stated NKOL would provide a new computer for the city clerk, web hosting and email setup. Mayor Catchen asked if \$3,500 would be enough to purchase the computer, PDF writer, DVD burner, and web hosting. Ms. Zembrodt stated it would be more than enough. Council was in agreement to spend up to \$2,500 for the above items.

Ms. Spoor stated she would like to see the final audit, along with the graphs the auditor provided, posted on the website. She would also like to see the city build up its reserve fund to the \$375,000 recommended by the auditor. She went on to say she would like to have a plan in place regarding the separation of duties in the clerk's office. She said the auditor sent her some recommendations that she will discuss with the committee. Mr. O'Hara replied that he has been through many audits and the subject of duty segregation

always comes up but says this is true in all small cities. Ms. Geiger added that honest employees are hired and should be trusted to handle the money accordingly. Ms. Zembrodt added the recommendations aren't necessarily to make sure the employee isn't doing something wrong, but to also protect the employee should a discrepancy arise. Mayor Catchen stated the clerk approached him on the possibility of acquiring a cash register to record the transactions of each day. Council seemed to like the idea; the Mayor stated he would look into finding one.

C. Transparency and Communications Committee – Diane Geiger

Ms. Geiger and Mr. O'Hara met and hope to adopt a standard form to circulate through Council so that everyone is on the same page. Ms. Geiger stated she would like to have as much as possible on the website including emails for elected officials. She will also have a committee description in the next few weeks.

D. Economic Development Committee – Monty O'Hara
Committee has not yet met.

E. Parks, Beautification and Recreation Committee – Pamela Spoor

Ms. Spoor stated she talked with the people who installed the irrigation system regarding some problems with it. She and Mr. Zerhusen will do a walk through to see which areas are indeed broken and if Mr. Zerhusen is able to fix some, or all, of them. The committee is looking at several vendors who will sell them plants, trees, mulch, etc. at wholesale prices.

F. Historic Preservation Committee – Pamela Spoor

Ms. Spoor hopes to meet next month

G. Personnel Committee – Skip Fangman

No report

H. Mayor's Group Report

Next meeting scheduled for Saturday, March 19th at 9:00 am at the Erlanger City Building. Mr. O'Hara and Ms. Spoor plan to attend. Mr. Fedders will check his schedule.

I. Mayor's Update - None

VII. Old Business - None

VIII. New Business - None

IX. Delegations Discussions

A. Fix the Dixie – Diane Geiger – No report

Business Meeting
March 14, 2011
Page 7

Meeting next week

B. Municipal Government League – Monty O’Hara

Meeting held at the Kenton County Fiscal Court Chambers. Topics included pooling insurance with other cities and legislative updates.

C. Northern KY Area Planning Commission – Mayor Don Catchen – No report

D. Telecommunications Board of Northern KY – Bill Rolfes

Reported earlier in meeting

E. Northern KY Area Development District – Kathy Zembrodt

Meeting topic was call before you dig by Duke.

F. Code Enforcement Board

Next Meeting scheduled for Tuesday, March 15 at 7:00 pm regarding the property located at 1068 Emerson Road.

9:02 Motion to adjourn from Business Meeting made by Ms. Spoor; second by Ms. Zembrodt and motion carried.



MAYOR, DON CATCHEN

ATTEST:


CITY CLERK

THE PARK HILLS CITY COUNCIL HELD A SPECIAL AND CAUCUS MEETING ON MONDAY, MARCH 28, 2011, AT 7:00 P.M. AT THE PARK HILLS CITY BUILDING, 1106 AMSTERDAM ROAD WITH MAYOR DON CATCHEN PRESIDING. COUNCILMEMBERS PRESENT: SKIP FANGMAN, ALBERT FEDDERS, DIANE GEIGER, MONTY O'HARA, PAMELA SPOOR AND KATHY ZEMBRODT

ALSO PRESENT: CITY ATTORNEY, ROBERT WINTER AND CITY ENGINEER, JAY BAYER

SPECIAL MEETING:

Call to Order

Pledge of Allegiance

Roll Call

7:03 Motion to table the three Ordinances and adjourn from the Special Meeting was made by Mr. Fangman.

Attorney Robert Winter stated the only motion needed to be made is the motion for adjournment. Motion to adjourn was made by Mr. Fangman; second by Mr. O'Hara. Roll Call: all ayes

CAUCUS MEETING:

Call to Order

I. Petitioners

Ms. Kelly Flynn and Mr. Dustin Clark, the city's interns regarding infrastructure projects, were present at the meeting to discuss the Cleveland Avenue/Jackson Road project. They would like to acknowledge City Council, the Infrastructure Committee, the NKAPC and SD1. The purpose of the study was to present Park Hills with new ideas on green infrastructure. This can include drains, catch basins and storm water sewers to reduce environmental impact. A survey was initially compiled by Jay Bayer. Kelly and Dustin went to collect surveys from those who did not mail theirs back in. After compiling the surveys, they found 30% of residents on these streets experienced some kind of water problem. The diagram presented shows current infrastructure problems and the potential for green infrastructure solutions. The red marks on the diagram show where curves are crumbling; hash lines show where water is ponding. Jackson Road has quite a bit of erosion. Some of the solutions include implementing selective curbs, rain gardens and a retaining wall where there is erosion.

Examples were shown picturing the selective curb ideas, which can be less costly. Also showed how safety could be improved on the Jackson curve by perhaps inserting a retaining wall and make vegetation lower so that drivers can see what's coming. There is also an idea of placing a mirror on the bend to see oncoming traffic and/or pedestrians.

The area at the corner of Cleveland and Jackson collects a lot of water. Kelly said this could be a perfect location for a rain garden. There is also the idea of implementing a

street tree program. Residents could pay 50% of the cost of a tree while the city pays the remaining 50%. This may encourage residents to plant more trees. She also said some nurseries may give discounts for this type of program.

Dustin explained to Council that new signs will need to be placed throughout the city by 2015. They will be doing an inventory of the city's signs and work with the Public Works Department.

The interns also looked into ways to improve Trolley Park. The four components they suggest are:

- Expanding planting projects
- Confront the issue of separating the play area from the street; perhaps a stone wall to match the trolley shelter
- Enhance the sidewalk and crosswalk area
- Place signage reminding drivers of the park as an area to slow down.

Dustin also brought up the fact that the Gateway College may vacate its building located in Park Hills. This would be one of the few larger developable areas in the city. Some of the interns' ideas include an assisted living facility, apartments or condos or demolition of the building to build residential homes.

Mr. Fangman commented on the great work the interns have done.

II. Committee Discussions

A. Infrastructure and Public Works Committee

Mr. Fangman stated the waterline from Audubon to Park Road is mainly complete. Covington also ran a 4" water line from their main to Audubon Road to connect to their maintenance building in Devou Park.

B. Financial Oversight: Budget, Audit and Finance Committee

A budget meeting will be held this Thursday at the city building at 4:00 pm to discuss the budget. Ms. Spoor stated the final audit has been received and asked Mr. Dornheggen to please post it on the website.

C. Transparency and Communications Committee

Ms. Geiger and Mr. O'Hara met and are continuing to work on forms for when committees meet. She states the budget, ordinances, agendas and minutes are currently posted on the website. She would like to have committee notes/minutes and committee descriptions also on the site. Mr. Donnie Dornheggen has also joined the Transparency and Communications Committee.

D. Economic Development

No report.

E. Parks, Beautification and Recreation Committee

Chief Schworer stated people would like to see more activities in the park. She is requesting to hold a fitness training program in Trolley Park on Saturday, April 9th at 8:00 am. The program is being sponsored by the police department and the Parks and Recreation Committee. All are welcome and attendance is free. Consensus of Council is to allow the fitness program to take place in Trolley Park on Saturday. Chief Schworer stated Locavios and Reality Tuesday have generously agreed to provide snacks for the program.

Mr. Fedders stated they have narrowed it down to two companies for the new playground equipment.

F. Historic Preservation Committee

No report

G. Personnel Committee

Mr. Fangman stated he met with Chiefs' Schworer and Huth. He would still like to meet with the public works director and city clerk.

The Mayor asked Chief Huth to provide the budget committee with his department's insurance rates.

Ms. Spoor told Mr. Fedders she would send a copy of Sergeant Eddy's interview to Council.

Mr. Fedders stated he would also like an exit interview conducted with Mr. Chris Zerhusen who resigned this month as Public Works Director.

H. Mayor's Group Report

Mayor Catchen was unable to attend the meeting. Mr. Fangman stated Judge Arlinghaus and Judge Draud were at the meeting. There was much discussion among the mayors regarding their upcoming budgets.

Mayor Catchen informed Council that Mr. Chris Zerhusen gave his two weeks notice. His last day was Friday as he will take his two weeks vacation before starting his new job as Public Works Director for the City of Elsmere. Mr. Zerhusen left on good terms and is looking forward to his new supervising job at Elsmere. Mr. Finke agreed to stay on and fill in for the public works department.

Discussion followed regarding the budget and how to replenish the reserve fund. Mayor Catchen also stated he would like to see the city's insurances consolidated.

I. Mayor's Update - None

III. Old Business

The trash collection for the city will need to be put out to bid this year. The current contract expires June 30, 2011.

IV. New Business

Ms. Spoor asked Council to please go to kdla.ky.gov for guidelines pertaining to emails and public records. She will have the city clerk make copies for distribution.

V. Delegations Discussions

A. Fix the Dixie – Diane Geiger

Met last week for about an hour to review the goals of the study. These goals include safety, mobility and economic development. Mayor Catchen asked Ms. Geiger to attend the next Business Associations Meeting to discuss potential zoning on Dixie Highway. The Mayor would like the entire highway zoned the same.

B. Municipal Government League – Monty O'Hara – No report

C. Northern KY Area Planning Council – Mayor Don Catchen – No report

D. Telecommunications Board of Northern KY – Bill Rolfes – No report

E. Northern KY Area Development District – Kathy Zembrodt – No report

F. Code Enforcement Board

Board met last Tuesday in regards to 1068 Emerson Road. Since the violations were abated, no additional fines or fees were assessed. Next meeting will be held on Tuesday, April 19th at 7:00 pm

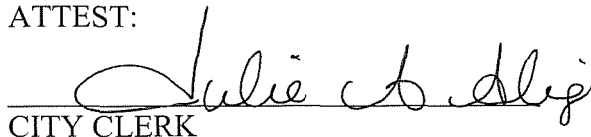
Discussion followed regarding parking/speeding solutions on Lawton Road. The parking Ordinance will have its second reading at the April 11, 2011 Business Meeting

8:45 Motion to adjourn from Caucus Meeting was made by Ms. Zembrodt; second by Ms. Geiger and motion carried.



MAYOR, DON CATCHEN

ATTEST:


CITY CLERK

THE PARK HILLS CITY COUNCIL HELD A BUSINESS MEETING ON MONDAY, APRIL 11, 2011, AT 7:00 P.M. AT 1550 DIXIE HIGHWAY WITH MAYOR DON CATCHEN PRESIDING. COUNCIL MEMBERS PRESENT: KATHY ZEMBRODT, DIANE GEIGER, PAMELA SPOOR, ALBERT FEDDERS, MONTY O'HARA AND SKIP FANGMAN

ALSO PRESENT: CITY ATTORNEY, ROBERT WINTER

CALL TO ORDER

PLEDGE OF ALLEGIANCE

ROLL CALL

Motion to approve the March 14 and March 28, 2011 minutes with changes was made by Mr. Fangman; second by Mr. Fedders and motion carried.

Chief Schworer introduced Specialist Patrick Yarusso who has been in law enforcement for 13 years; seven of those years have been spent in Park Hills.

Chief Schworer read her letter of commendation for his work in the Evidence Room.

Specialist Yarusso has been the Evidence Manager for the police department for the last four years. He has taken on the challenge and succeeded by completing a 100% audit of all the items entered into the department's Evidence Room. This was successfully accomplished and completed on March 30, 2011. The letter goes on to say the assignment of Evidence Manager is rarely recognized due to the unseen work but is essential and the most important assignment within the department. Specialist Yarusso has the trust, dedication, integrity and selfless pride that are all characteristics an Evidence Manager must possess. Congratulations Specialist Yarusso!

I. Petitioners

A. Mike and Jenny Quinlan, Lawton Road, were present at the meeting to discuss the no parking issue on Lawton Road. Ms. Quinlan stated she believes the main issue is not the speeding as it is drivers staying in their own lane. She stated she watched traffic on more than one occasion during the early evening hours and noticed numerous cars on the wrong side of the road; she did not see their speed as a factor. She went on to suggest a yellow line could be painted in the center of the road where the curve is to encourage drivers to stay on their side. She is opposed to the no parking as it puts a burden on those who need the additional parking space. Mr. Quinlan said he believes the no parking on the curve will actually cause drivers to go faster as they will not have to slow down to look beyond the parked cars.

Ms. Spoor agreed that a yellow line may be a quick and inexpensive way to remedy the problem.

Ms. Jeanette Hasselbeck, also from Lawton Road, stated she would also like to see the parking remain along the bend.

Chief Schworer stated she has heard suggestions from the Lawton residents both for and against the no parking. She went on to say that a monitoring devise was posted on a pole along the bend for 48 hours. She stated that 432 cars went past the devise and of those,

only 4 cars were recorded going over 25 mph. She went on to say, when cars are parked along the bend, speed seems to go down.

Ms. Quinlan stated she had an email from Mr. O'Hara suggesting exemptions for the no parking during certain days or occasions. Chief Schworer said the putting up and taking down of signs would be cumbersome and that if signs are taken down for one resident's needs, they will be expected to do it for everyone. Chief Schworer suggested going with the yellow stripe first and see how it goes.

II. Second Reading; Ordinance No. 4, 2011 prohibiting parking on cul-de-sacs and section of Lawton Road. In light of previous petitioners and suggestions, Mr. Fedders made a motion to postpone second reading of the Ordinance; second was made by Ms. Geiger and motion carried.

III. Second Reading; Ordinance No. 5, 2011 changing the number of Tree Board members was read in summary by Attorney Robert Winter. Motion to adopt Ordinance was made by Mr. Fangman; second by Ms. Spoor and motion carried.

IV. First Reading; Ordinance No. 6, 2011. Ms. Geiger reminded Mayor and Council that only a Council member is able to sponsor an Ordinance; this Ordinance was sponsored by Mayor Catchen. Motion to withdraw Ordinance No. 6, 2011 unless sponsored and submitted by a Council member was made by Ms. Spoor; second by Mr. Fangman and motion carried.

V. Executive Order No. 5, 2011. Motion to table Executive Order No. 5, 2011 regarding police department fees until reviewed by Attorney was made by Mr. Fedders; second by Ms. Zembrodt and motion carried.

VI. Department Reports

A. Police Department – Motion for approval of the March report made by Mr. Fangman; second by Ms. Zembrodt and motion carried.

Chief Schworer stated the Stealth Survey would be posted on the website.

Officer Alan Dietz arrested a subject who wrecked his car into the island on Park Road. Chief Schworer stated restitution will be made for the damages.

Chief Schworer asked that the remaining balance for the accreditation application in the amount of \$1,900 be paid. Motion to pay the balance was made by Ms. Spoor; second by Mr. Fedders and motion carried.

The Chief informed Council there was a burglary at a home on Audubon Road. She went on to say the department has a very good lead on the suspect. Daytime burglaries are on the rise; she suggests mixing up daily routines, using timers and setting home alarms.

Mr. Fedders inquired about fitness day which was held in Trolley Park last Saturday morning. The Chief said it went well until the rain came which caused them to cancel the

last session. She said the next fitness day may have a later time and hopes to have more advertising.

B. Fire Department – Motion for approval of March report made by Ms. Geiger; second by Ms. Spoor and motion carried. Mr. Fedders asked Chief Huth if his department participated in the Kenton County recruit training at the old Pizza Hut. Chief Huth stated they did participate in the search and rescue training. Ms. Spoor asked if the fire department was keeping an eye on the burning of debris taking place at Covington Catholic. The Chief stated they have been monitoring the burning. There is to be no burning at night and the burn ban will be put into effect soon. Mr. Fedders asked Chief Huth if he received any information from the dispatch meeting. The Chief stated the dispatch center is not receiving the revenue needed due to the decrease in land lines which produce the 911 fee that fund the center. He stated three judges from the three different counties were looking at the possibility of combining the three dispatch centers from all three counties. This would probably take years to accomplish; other than that, nothing else in the study has been decided on.

C. Public Works – Mr. Dennis Finke is taking over the public works position due to Mr. Chris Zerhusen's resignation. Mr. Finke was not present at tonight's meeting. Mr. Fedders asked Mr. Fangman if they have looked into the crack sealing issue. Mr. Fangman replied he was getting pricing per foot from Michel's and when they reply, he will get together with Mr. Finke to discuss. He stated it is best to do the sealing in the fall. Mr. Gray, Cecelia resident present at the meeting, stated the crack sealing on his street has never been completed due to cars parked there. This will also be addressed.

D. City Engineer – Jay Bayer was not present at the meeting. Mr. Fedders asked where the city stood on projects; particularly Rosemont and Morgan. Mr. Fangman stated that Mr. Finke and Mr. Bayer would be the ones to sign off on the projects. Mr. Fedders asked about the Alhambra drainage problem. Mr. Fangman stated Michels wants \$8,950.00 to put in sanitation manhole, center drain, etc. Mr. Mike Apgar, SD1, was present at the meeting. Mr. Fangman explained the drainage problem to him. Mr. Fangman asked if a storm drain could be connected to the manhole. Mr. Apgar replied that since it is a combined sewer, the object is to keep storm water out of the sanitary sewers. Mayor Catchen stated Mr. Bayer has talked to SD1. They asked him to do a survey of water entering the storm sewer during a normal rain. The Mayor went on to say he wants more answers before signing the proposal. He said Mr. Bayer has provided him with a map of the system and advised the city to hold off on any decision until he is back in town to discuss with Council. Mr. Bayer also told the Mayor that SD1 would not accept the large pipes near Lawton Road. Mr. Bayer wants to see all the pipes taken over and

that he and Mr. Finke will finalize their report and present to Council before the SD1 transfer is voted on. Mr. Apgar stated he believed his maps were totally complete and is unaware of the aforementioned pipes near Lawton.

Mr. Apgar was informed by the Mayor that the pipes are in service and that he has a map if Mr. Apgar would like to view it after the meeting.

Mr. Fedders asked that the Mr. Bayer's report be attached to the agreement and also incorporate the map. Mr. Apgar states maps can be prone to error. Mr. Fangman was of the understanding SD1 went over all the pipes listed on the map. Mr. Apgar stated the structures were mapped in the GIS which gives no clue of the pipes' condition. Once SD1 assumes ownership, cameras will be run through the pipes and a plan of improvement will be developed. A copy of Mr. Bayer's report is attached.

E. Finance Department

1. Motion to accept the March financial reports trial balance, statement of revenue and statement of expenditures was made by Mr. Fangman; second by Ms. Zembrodt and the motion carried.

2. Special Fund Payments

Motion to pay invoices in the amount of \$704.50 from the Municipal Road Aid Fund, Bayer Becker invoice in the amount of \$385.00 for the SD1 storm sewer asset transfer out of the Sanitation Fund and \$3,449.68 out of the Fire Truck/Economic Development Fund was made by Ms. Spoor; second by Ms. Zembrodt. Roll Call: All ayes.

VII. Committee Discussions

A. Infrastructure and Public Works Committee-- Skip Fangman

Mr. Fangman stated the sewer problem on Rosemont was looked at by SD1 using a camera. Debris was found to be in the pipe. Mr. Fangman met with Michels as this may have to do with the recent road project on Rosemont Ave.

The trolley sign in Trolley Park was lowered to allow drivers to see better when pulling on to Amsterdam Road from Short Arlington.

Mr. Fedders asked if those clearing 1530 Dixie Highway signed the proper papers pertaining to liability. Ms. Spoor stated they had. Ms. Spoor went on to say the tree line behind Reality Tuesday and CCH's new field will remain and that if anyone has any concerns to contact Mr. Don Stegman.

Mayor Catchen stated the Exter Drive project has been put on hold for the time being. He would like to get curbs in place first on Cleveland and Jackson and then do a mill and overlay. He went on to say the city will be responsible for a portion of the cost to realign the road at Dixie and St. Joseph Lane.

Mr. Fedders does not believe a mill and overlay will work. Mr. Fangman said no sure decision has been made yet.

B. Financial Oversight: Budget, Audit and Finance Committee – Kathy Zembrodt
Ms. Zembrodt stated she would like to move forward in getting on board with a new insurance broker. She met with three reputable companies but found Neace Lukens to be the best choice in regards to being an advocate for employees, providing quality service and fair pricing. She stated they would take care of all the city's insurance needs. Mr. Fedders asked that city should make sure to look at policy changes as some things may be grandfathered in.

Motion to go with Neace Lukens for insurance services was made by Mr. Fedders; second by Mr. Fangman and motion carried.

Motion to purchase a new ProSource all in one scanner, copier and fax, saving the city around \$87 per month, was made by Mr. Fangman; second by Mr. Fedders and motion carried. Service contract will be terminated between the city and Modern Office Methods who the city currently uses.

C. Transparency and Communications Committee – Diane Geiger
Ms. Geiger encouraged everyone to look at the city's website as Mr. Dornheggen is doing a great job! Ms. Geiger asked Council to look over their committee descriptions for any changes; she would also like to see committee meeting minutes posted on the city's website.

D. Economic Development Committee – Monty O'Hara
Committee has not yet met.

E. Parks, Beautification and Recreation Committee – Pamela Spoor
Ms. Spoor stated the triangle area at Audubon has been affected by work done there; top soil and seeding has been put down.
The dog ban from Trolley Park was discussed. Mayor Catchen stated the ban would only pertain to the playground area, not the rest of the park. He notices dogs using the bathroom in the play area where there are children. He believes this to be not only a safety problem, but also a health issue.
Mr. Fedders believes more rules will require more time for enforcement and wonders where one draws the line at regulating rules for residents. He went on to say he would also like to see smoking banned in the play area.
The Mayor stated he wants the Ordinance passed and a sign outlining the Ordinance with the amount of fee be placed in the park.

F. Historic Preservation Committee – Pamela Spoor
Ms. Spoor hopes to meet in May.

G. Personnel Committee – Skip Fangman
No report

H. Mayor's Group Report

Next meeting scheduled for Saturday, April 16th at 9:00 am at the Covington City Building. The Mayor and Mr. Fangman plan to attend.

I. Mayor's Update - None

VIII. Old Business

The trash collection invitation to bid and bid specifications will be worked on this week.

IX. New Business – None

Mr. Fedders stated he does not believe the city should pay for the study of projects that take place on a grade of 20% or more. He feels this should be the responsibility of the homeowner. The Mayor said he will look into this.

X. Delegations Discussions

A. Fix the Dixie – Diane Geiger – No report

B. Municipal Government League – Monty O'Hara – No report

C. Northern KY Area Planning Commission – Mayor Don Catchen

Mayor Catchen stated he has asked the commission's representative, Ms. Worstell, to attend the next meeting. He said he also contacted Mr. Uchtman at the NKAPC regarding the auto business on Dixie, next to the Den Lou, regarding the amount of junked cars parked on the lot.

D. Telecommunications Board of Northern KY – Bill Rolfes – No report

E. Northern KY Area Development District – Kathy Zembrodt – No report

F. Code Enforcement Board

Next Meeting scheduled for Tuesday, April 19th at 7:00 pm

No fees imposed on 1068 Emerson as the violations had been abated. Attorney Robert Winter explained the roles of the Code Enforcement Board to Council. He also explained the Abandoned Urban Property tax and what it entails.

8:55 Motion to adjourn from Business Meeting made by Mr. Fangman; second by Ms. Spoor and motion carried.



MAYOR, DON CATCHEN

ATTEST:



CITY CLERK



209 Grandview Drive
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**ENGINEER REPORT
FOR
THE CITY OF PARK HILLS**

Date: April 8, 2011

Prepared By: Jay F. Bayer, P.E., P.L.S., LEED AP

I. City Infrastructure Projects

A. Projects under construction

Morgan Court Improvements - 08k005.001/02ph03

Paul Michels & Sons is the contractor. Several punch-list items remain to be completed by the contractor, which are scheduled for the spring. SD1 has reimbursed the City for 50% of the storm sewer costs in the amount of \$34,687.

Rosemont Avenue & Hilltop Drive Improvements - 07k005.010

Paul Michels & Sons is the contractor. Several punch-list items remain to be completed by the contractor, the City is retaining 5% of the contract amount until all work is completed and accepted by the City. SD1 has reimbursed the City for 50% of the storm sewer costs in the amount of \$83,766.50.

B. Projects in design phase

Exter Drive Improvements - 07k005.009

Bayer Becker has received comments from SD1 in regards to the District's participation in the cost of storm sewer improvements. In order to finalize the City will need a resolution on the storm sewer asset transfer. Bayer Becker is awaiting authorization to prepare several easements needed for storm sewer construction. Bayer Becker has been asked to put the project on hold.

Cleveland and Jackson Road 10K005-004

The questionnaire was sent to the 62 residents for their input in early November on existing conditions and thoughts for improvements. The data has been compiled. The results are planned to be discussed with the infrastructure committee. A meeting will be set up with SD1 to discuss their issues in the vicinity.

KIA Dixie Highway Grant -10K005-012 St. Joes Roadway Realignment at Dixie

The City has been working with the adjacent property owners to finalize the roadway alignment. Plans have been submitted to KYTC for reconfiguration of the intersection and traffic signalization and to SD1 for installation of new sanitary sewers. It is anticipated that the project will be bid for work to be performed this summer.

Audubon Lane to Park Drive Water-Main Interconnect

The water main interconnect project is complete and in service with all restoration completed. The project was funded by the Northern Kentucky Water District.

Alhambra Court

The City has been contacted by the property owner at the southern end of Alhambra Court to improve the drainage infrastructure on the street. Bayer Becker has discussed the issue with SD1. SD1 is awaiting a schematic plan for the proposed project in order to run a hydraulic model of the system. A proposal has been provided to the city for design of the project.

C. Misc Engineering Items

Storm Water Transfer Agreement- 06K005-013

City Council to finalize the Storm Water Asset Transfer issue. Additional information will need to be provided by the city to clarify the items that have been maintained by the city over the years. Chris Zerhusen and Dennis Finke provided clarification based on review in the field. BB will need to update the maps for final submittal to SD1 if the transfer is to occur.

THE PARK HILLS CITY COUNCIL HELD A CAUCUS MEETING ON MONDAY, APRIL 25, 2011, AT 7:00 P.M. AT THE PARK HILLS CITY BUILDING, 1106 AMSTERDAM ROAD WITH MAYOR DON CATCHEN PRESIDING. COUNCILMEMBERS PRESENT: SKIP FANGMAN, ALBERT FEDDERS, DIANE GEIGER, MONTY O'HARA, PAMELA SPOOR AND KATHY ZEMBRODT ALSO PRESENT: CITY ATTORNEY, ROBERT WINTER AND CITY ENGINEER, JAY BAYER

Call to Order

Pledge of Allegiance

Roll Call

Mr. Peter Brumm and Mr. Matt Mauller with Neace Lukens were present at the meeting to meet the Mayor and Council. Neace Luken will be handling all of the city's insurance needs.

Chief Schworer introduced Ben Wiesner as Park Hills' new police officer. Officer Wiesner comes to Park Hills from Dayton, KY and has nine years of experience in law enforcement. Mayor Catchen swore in Officer Wiesner. Welcome Ben!

I. Petitioners

A. Mr. Andy Faust, 1413 Amsterdam Road, was present at the meeting to discuss installing a parking pad on his property. It would be similar to his neighbor's parking pad. It will be a 25'x 10' concrete pad. The tree on the property is distressed and will be taken down. Mr. Faust brought a photo from NKAPC showing where it will be installed. He stated he has his home up for sale and believes extra parking would be an asset for someone wanting to buy. Mr. Fangman advised Mr. Faust he would need to obtain a permit from the city. Mr. Faust will fill out the permit and it will be voted on at the next meeting.

B. Mr. Fedders brought copies of the two options he has narrowed down for the new playground equipment. He would like to hold a public meeting so that residents can view and vote on the equipment they prefer. The structures are both green and tan and contain no wood. Mr. Fedders stated the equipment will cost about \$17,000. Money was raised through donations and he would like to solicit the businesses to collect the extra \$2,000 still needed. Mayor Catchen stated he and Mr. Finke, along with some of the volunteer firemen, could dismantle the existing structures in the playground. It was decided the public hearing will take place on Monday, May 9th at 6:30 before the regular Business Meeting.

II. Committee Discussions

A. Infrastructure and Public Works Committee

A picture was brought from Mr. Bayer to show the Mayor and Council the retaining wall that was erected at 1413 Old State Road. The wall is about 25' long and 10' tall. The new wall seems to be causing some flooding at several residents on Amsterdam Road. Mr. Bayer stated he would send a letter to the NKAPC stating the NKAPC told the owner of

1413 Old State Road that it was ok to put the wall in but feels the plans did not provide proper drainage.

Mr. Fangman said he called Mr. Apgar with SD1 regarding the large pipes near Lawton Road. Mr. Apgar stated those pipes would be included in the transfer. Mr. Fangman also talked to Sean Blake regarding the drainage issue on Alhambra. Mr. Blake stated SD1 would tape the pipes and try to find a way to tie the pipes together.

Mr. Bayer stated he sent met with the owners of 1319 and 1321 Amsterdam who say they are having flooding issues due to the new wall on Old State. He went on to say he sent a letter to the owner who built the wall stating the deficiencies.

Mr. O'Hara believes restrictions should be put on these types of retaining walls.

Mr. Fedders asked if the NKAPC inspected the wall; Mr. Bayer stated they did, also anything with a 20% slope or higher must be inspected by an engineer.

Mr. Bayer said the wall owner stated he was not increasing the drainage onto other properties but Mr. Bayer would like to have proof of this.

Ms. Spoor commented walls like these could also be aesthetically unfair for neighbors to look at.

Mr. Bayer relayed to Council that they are able to make changes to an Ordinance to not allow homeowners to erect these types of walls. Mr. Fangman stated the zoning Ordinance does not have a definition of a wall and a retaining wall. Meanwhile, the fire department is allowing Mr. Daugherty, owner of 1319 Amsterdam Road, to borrow the pumper for his flooded basement. Mr. Bayer stated he will continue to monitor the situation.

B. Financial Oversight: Budget, Audit and Finance Committee

Ms. Zembrodt stated the committee has not held any meetings since the last Caucus. She stated the city stands to save over \$14,000 by bundling all the phone lines with Insight. With Cincinnati Bell, the city now spends about \$1,000 per month versus Insight at around \$340 per month.

Ms. Spoor stated Nease Lukens are shopping insurances but assured the rest of Council that no changes would be made before notifying everyone.

Ms. Geiger asked the status of the budget proposal stating she has not been privy to any budget information. She stated in the past, department heads were contacted asking their input regarding the budget. Mayor Catchen replied the budget should be kept confidential and not be brought up during public meetings. Mayor Catchen said he has received the public works budget. Ms. Zembrodt plans to meet with the other department heads and have something together by the next meeting.

Mr. Fedders asked who was going to oversee the work being done at 1530 Dixie Highway. The Mayor stated the road portion of the project would be overseen by Mr. Fangman, Mr. Finke and the city engineer, Mr. Bayer.

C. Transparency and Communications Committee

Ms. Geiger stated improvements have been made to the website; users can now use a link to TBNK to view meetings. She went on to say she would like for the other committees to send her their minutes to post on the website with the Mayor's permission.

Mr. Fedders was concerned that there is not enough transparency regarding some city matters. He stated he heard "through the grapevine" that Officer Harris was leaving the police department and now just found out that the city has hired a new officer. Mr. Fangman replied the city will conduct exit interviews and believes these should be done before the employee leaves the city.

Mayor Catchen believes some things go on in the city that is not always immediately known to the rest of Council. He went on to say if an issue arises that pertains to a certain committee, that committee will be notified; if something of great importance comes up, Council will be made aware of it. A report on Officer Harris' exit interview will be given at the next meeting.

Ms. Spoor believes information given out regarding the police department should be left to the chief's discretion.

The Mayor stated he did not want to replace Sgt. Eddy with a full time officer, but with another full timer leaving, he thought it best to hire someone full time.

Chief Schworer told Council that certain matters of the police department are confidential, but will certainly email Council of what is going on in the department.

D. Economic Development

No meeting has been held as of yet. Mr. O'Hara stated he will have more information once the 1530 Dixie Highway project gets underway. He said McHales (Garden's of Park Hills) is investing about \$500,000 for renovations. This will bring in more infrastructure and more employees which will be good for the city.

E Parks, Beautification and Recreation Committee

Ms. Spoor stated there is volunteer work going on in the city's green spaces and she looks to spend about \$500 on annuals. Due to the rain, the irrigation meeting was canceled.

Ms. Spoor asked if the yellow stripes on Lawton could be painted. Mr. Fangman replied an Ordinance would be needed. Mr. O'Hara suggested reducing the no parking area. Mr. Fangman agreed this could be an option.

F. Historic Preservation Committee

No report

G. Personnel Committee

No report

H. Mayor's Group Report

Mayor Catchen and Mr. Fangman attended the last Mayor's Group Meeting. Mayor Catchen said most of the discussion centered on the design of the new bridge to replace the Brent Spence.

I. Mayor's Update - None

III. Old Business

Mr. O'Hara, along with the city clerk, will work this week on getting the trash contract ready to bid.

IV. New Business

Ms. Spoor contacted Ms. Rhonda Whitaker with Duke Energy asking if a representative could attend an upcoming meeting to discuss the large number of power outages in the city.

V. Delegations Discussions

A. Fix the Dixie – Diane Geiger – No report

B. Municipal Government League – Monty O'Hara

The Board will hold a meeting on April 27th to further discuss pooling insurance with other cities.

C. Northern KY Area Planning Council – Mayor Don Catchen

Ms. Missy Worstell, the city's representative for the KCPC, was present at the meeting. She told Council that she was on the NKAPC years ago and was appointed by the city on January 1st to the KCPC. On Thursday, January 27th she attended a meeting regarding Latonia's small area study. On the 29th, she attended a four hour continuing education meeting. She met with the executive and deputy directors on January 31st. She attended her first KCPC meeting on February 3rd. She earned four more credit hours by attending the Lou Noll Symposium. On February 24th and March 3rd she attended the NKAPC meetings.

D. Telecommunications Board of Northern KY – Bill Rolfes – No report

E. Northern KY Area Development District – Kathy Zembrodt – No report

F. Code Enforcement Board

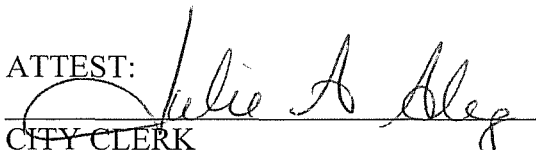
Next meeting is scheduled for May 17th at 7:00 pm. Ms. Barbara Slukich, the CEB's chairperson, was present at the meeting and introduced to members of Council. The legalities of the Code Enforcement Board were explained by City Attorney Robert Winter.

8:31 Motion to enter executive session to discuss pending litigation was made by Mr. Fangman; second by Ms. Zembrodt and motion carried.

9:10 Motion to exit executive session was made by Ms. Zembrodt; second by Mr. Fangman and motion carried.

9:10 Motion to adjourn from Business Meeting was made by Mr. O'Hara; second by Mr. Fangman and motion carried.

ATTEST:


CITY CLERK


MAYOR, DON CATCHEN

THE PARK HILLS CITY COUNCIL HELD A REGULAR MEETING ON MONDAY, MAY 9, 2011, AT 7:00 P.M. AT 1550 DIXIE HIGHWAY WITH MAYOR DON CATCHEN PRESIDING. COUNCIL MEMBERS PRESENT: KATHY ZEMBRODT, DIANE GEIGER, PAMELA SPOOR, ALBERT FEDDERS, MONTY O'HARA AND SKIP FANGMAN
ALSO PRESENT: CITY ATTORNEY, ROBERT WINTER AND CITY ENGINEER, JAY BAYER

CALL TO ORDER

PLEDGE OF ALLEGIANCE

ROLL CALL

Motion to approve the April 11 and April 25, 2011 minutes, with changes, was made by Mr. Fangman; second by Ms. Spoor and motion carried.

Mayor Catchen read aloud the bids received for the city's trash/recycling collection renewal. They were as follows:

Bavarian: 3 yr. contract - \$15.25 per unit per month.

Two year option term to be mutually agreed upon by both parties.

- Collection day to be mutually agreed upon
- Bavarian will provide a 65 gallon recycling waste wheeler upon request to all participants of the recycling program
- Bavarian will provide a 95 gallon waste wheeler for \$2.00 per month per resident

Republic: 3 yr. contract - \$12.55 per unit per month

Once a week trash collection and every other week recycle collection. Republic would provide residents with two 96 gallon carts. One for trash and one for recycling.

First option – July, 2014 through June, 2015; same as above except price would be \$13.17 per unit per month.

Second option – July, 2015 through June, 2016; same conditions. Price would go to \$13.82 per unit per month.

Third option – July, 2016 through July, 2017; same conditions. Price would go to \$14.51 per unit per month.

(Carts are provided at no charge or rental fee)

Rumpke: Base bid

Rumpke will continue to provide one time per week solid waste collection (including large items and yardwaste) and one time per week curbside recycling collection on Wednesday of each week as follows:

3 yr. contract - \$11.74 per unit per month

First option - July, 2014 through June, 2015; same conditions as above. Price would go to \$12.33 per unit per month.

Second option - July, 2015 through June, 2016; same conditions. Price would go to \$12.95 per unit per month.

Bid Option #1

Solid waste collection including a 96 gallon waste wheeler and curbside recycling collection.

Same conditions as base bid only waste wheelers will be provided for garbage at a cost of \$1 per month per cart to be billed to the homeowner. Recycling carts will be provided at no cost. Rumpke will send out notices to homeowners so they may choose if they want the garbage and/or recycling carts be sent to their homes.

3 yr. contract - \$12.98 per unit per month.

First option – July, 2014 through June, 2015; same conditions. Price would go to \$13.63 per month per unit.

Second option – July, 2015 through June, 2016; same conditions. Price would go to \$14.31 per unit per month.

Best Way Disposal: 3 yr. contract - \$15.23 per unit per month. A 96 gallon waste cart for garbage and recycling will be provided for \$3.00 per cart per month to be billed to the homeowner.

There were no bids for the years after June 30, 2014.

Motion to accept Rumpke's Option 2 bid was made by Mr. O'Hara; second by Mr. Fangman. Roll Call: all ayes.

I. Petitioners

Mr. Christopher Sudbrink was present at the meeting to let Council know his internship with the city is now over and to relay some of the duties performed during his internship. He thanked Mayor and Council for the opportunity to serve the city as an intern. His final project for the semester was a water science project working with the city engineer and the SD1. The students on the project labeled most of the storm drains on the west side of the city with labels asking people to not put things in the drains as it goes directly into the water system. He hopes next semester, the students will be able to finish the rest of the city's storm sewers labeling. He went on to thank Mr. Finke, Mr. Bayer and the city for their help and support during his internship. He stated he will continue to serve on the city's Code Enforcement Board.

II. Second Reading; Ordinance No. 4, 2011 prohibiting parking on cul-de-sacs and section of Lawton Road was read in summary by Attorney Robert Winter. Mr. O'Hara stated Chief Schworer had retrieved information from the KLC website stating that some cities (Alexandria in particular) give authority to the police chief regarding parking, striping and crosswalk lines. Mr. O'Hara read the language from KLC which read: Where any duty is imposed or where any authority is given under provision of this traffic code, the police chief is deemed to be the administrative director referred to and he is thereby authorized to test traffic control under actual conditions of traffic; designate and maintain appropriate devices or lines upon the surface of the roadway, crosswalks and

intersections that, in his opinion, is particularly dangerous to pedestrians. Crossings of the roadway such places where deemed necessary and where directed by City Council, establish safety zones of any kind.

Ms. Spoor stated the Quinlan's, and other Lawton Road residents, would like to be able to let the police department know if they will be entertaining or require additional parking on a certain day. Mr. O'Hara stated that would also be addressed. He would like to see the no parking move from the catch basin to some point north. Mr. O'Hara made a motion to amend the no parking on Lawton to approximately 40' north, plus or minus of the catch basin.

Attorney Robert Winter stated he had a problem with such an amendment due to the fact that the Ordinance imposes fines and penalties and the public has a right to know exactly where they are allowed to park. Mr. O'Hara then made a motion to table the Ordinance until a Special Caucus meeting to determine the exact distance and have changes made for second reading. Mr. O'Hara stated the wording under police powers and duties it states it would give authority to the police chief, or other authorized city official, to, at his discretion, impose traffic regulations as deemed necessary for temporary periods not to exceed two weeks. If more than two weeks, the city clerk will be notified in writing. Ms. Spoor questioned if this already exists or if it will have to be incorporated into the Ordinance. Mr. Winter stated he will look into.

Ms. Spoor again brought up the Quinlan's suggestion of painting a line down the center of the Lawton bend to encourage drivers to stay on their side of the road. Mayor Catchen asked Mr. Finke to use a paint wheeler to paint the center line.

Mr. Fangman asked to amend the Rosemont Avenue portion of the Ordinance by removing the words cul-de-sac from Section 1A and from Section 2 pertaining to Rosemont Avenue.

Mr. Fedders stated that the 1400 block of Amsterdam Road has an Ordinance regarding certain hours of parking allowed but still sees cars parked there. Mr. Finke stated he will install 3 new and brighter signs on the street between Sleepy Hollow and Altavia.

Motion to make the Rosemont Avenue amendments was made by Mr. Fangman; second by Mr. Fedders and motion carried.

Mr. Winter will look into whether the Amsterdam Road parking times should be included in this Ordinance.

Motion to table Ordinance No. 4, 2011 was made by Mr. O'Hara; second by Ms. Zembrodt and motion carried.

III. First Reading; Ordinance No. 6, 2011 prohibiting dogs in Trolley Park was read in summary by Attorney Robert Winter. Ms. Spoor asked if there was already an existing Ordinance regarding dogs in the park. It was stated this new Ordinance would limit it to only the playground area.

Mr. Fedders says he does not have a problem with banning dogs from the playground area but adds he would also be in favor of a smoking ban within the same area. Mr. Winter explained a smoking ban would have to be a separate Ordinance as there can only

be one subject addressed. Mr. Winter will get with Mr. Fedders to discuss putting together an Ordinance regarding a smoking ban.

IV. Executive Order No. 5, 2011 regarding Police Department Fees was read by Attorney Robert Winter. Mr. Winter stated this Executive Order refers only to changes in fines.

VI. Department Reports

A. Police Department – Motion for approval of the April report made by Mr. Fangman; second by Ms. Spoor and motion carried.

Chief Schworer stated there is an existing Ordinance regarding towing fees. A new Ordinance will amend the fee from \$25 to \$75.

Chief Schworer stated she has had several requests from residents to post the department's report on the website. The Mayor said that would be fine to do.

The Chief reminded Council there will be a meeting this Wednesday at 6:00 pm at the city building with the police department and apartment owners. Ms. Spoor stated she would not be available to attend the meeting and asked if someone would be taking minutes so that she could see who attended the meeting. The Chief said there would be and that all are welcome to attend. The roads located at the apartments will not be discussed at this meeting. Chief Schworer hopes to work on keeping the lines of communication open as this will only be their second meeting.

Chief Schworer asked for the Council's blessing on two grants she wants to apply for. The first is a COPS grant which would provide salary and benefits for the first three years on a new officer. After the three years is up, the department would be required to retain the officer for a fourth year at the city's expense. There are provisions; however, should the city have reason to terminate the employee. The other is a weapons grant which would provide the department with weapons at no cost to the city. Council would like to see the Chief pursue both grants.

Mayor Catchen stated there is a new part time officer in the wings and the personnel committee, along with the Mayor, need to set up an interview time.

Mr. Fedders commented favorable about the city's website. Chief Schworer thanked Mr. Donnie Dornheggen for all his time and effort in keeping up the site.

Mayor Catchen asked that Mr. Bill Rolfes, TBNK, be allowed to give his report so that he would not have to sit through the entire meeting.

Mr. Rolfes stated there was no meeting held in March. At the April meeting there was discussion about Insight seeking a buyer for cable purchases. The board would be able to accept or deny.

A blue van belonging to TBNK was declared surplus and put out for bid. One bid was received but the bidder decided not to purchase. Request for bids will be submitted again.

Business Meeting

May 9, 2011

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The TBNK passed a Resolution in support of ACT. This would allow for the collection of PEG fees to be spent on any expenses PEG incurs.

The other Resolution was to thank Mr. Roger Rolfes, Bill's father, for his years of service to the City of Edgewood. Mr. Roger Rolfes retired from Edgewood as city manager.

Mr. Rolfes stated bid requests went out for their annual audit. Three bids were received and Von Lehman was awarded the bid.

The next meeting of the TBNK will be held on May 18th at 6:00 pm.

Ms. Zembrodt mentioned to Mr. Rolfes that the city had been getting charged for cable services which were supposed to be free. She said the problem was taken care of and the city would be reimbursed. Mr. Rolfes said he was unaware of these charges and would like to look into to see how long the city has been being charged.

B. Fire Department – Motion for approval of April report made by Ms. Spoor; second by Mr. Fangman and motion carried. Chief Huth stated Mr. Ray Knochelman has been submitted for the Kerry Toyota Firefighter of the month award for August. Mr. Knochelman has been with the department since it began in 1942 making him a charter member. Good Luck Ray!

Chief Huth stated he is working on bid specs for the generator. He hopes to have these completed in the next couple of days and will send out to Council. Chief Huth has also applied to the FCC for a matching funds grant to upgrade the communications in the fire department. The new fire truck is already equipped with the upgrading.

C. Public Works – Mayor Catchen stated beginning July 1, 2011, Mr. Finke will increase his hours in the public works department and that another part time worker will not be hired. The city will pay into Mr. Finke's retirement plan as he works full time for Independence Fire Department.

D. City Engineer

Report attached.

Mr. Fedders asked the status of the drainage problem on Old State Road due to the new retaining wall. Mr. Bayer said there is an attorney in place trying to solve the problem.

Ms. Spoor asked that Council move forward to not allow these types of retaining walls in the future. Council agreed and the city attorney will meet with Mr. Bayer to come up with the legislation.

Mr. O'Hara asked the status of the SD1 transfer agreement. The Mayor stated he has spoken with Mr. Bayer and they will meet with the SD1 to straighten out any discrepancies. SD1 did not want the city's map included as an exhibit in the agreement. The city does want the maps included and asked that the city pay Mr. Bayer the \$1,000 to finish and attach it to the agreement. Mr. Bayer feels this is the right way to go.

E. Finance Department

1. Discussion took place regarding several issues on the financial report.

2. Special Fund Payments

Motion to pay invoices in the amount of \$175.70 from the Municipal Road Aid Fund and \$3,172.00 out of the Fire Truck/Economic Development Fund was made by Ms. Spoor; second by Ms. Zembrodt. Roll Call: All ayes.

VI. Committee Discussions

A. Infrastructure and Public Works Committee– Skip Fangman

Mr. Fangman stated he talked with the Northern KY Housing Department and was told they are only able to inspect apartment properties if there is harboring of rodents but are unable to inspect individual apartments.

Mr. Fangman stated landscapers at the Parkcrest Condos covered the drain with debris causing it to stop up. They were notified and the problem was corrected.

Mr. Fangman informed Mayor and Council of the landslide on Dixie Highway; the slide has progressed to the Ft. Mitchell Garage's building.

Mr. Faust, 1413 Amsterdam Road, asked for permission to install a parking pad on his property. He initially called the NKAPC but was told since the work would be done on the city's right of way, it would have to be approved by Council. Mr. Finke would inspect the project. Motion to allow for a parking pad at 1413 Amsterdam Road was made by Mr. Fangman; second by Ms. Spoor and motion carried.

B. Financial Oversight: Budget, Audit and Finance Committee – Kathy Zembrodt

Ms. Zembrodt stated the committee still needs to meet with the Administrative and Police Departments to go over budget numbers. The proposed budget will be ready for first reading on June 13th. She went on to say the committee is still working on getting final numbers for the city's insurances.

C. Transparency and Communications Committee – Diane Geiger

Ms. Geiger stated, thanks to Mr. Dornheggen, the city's website continues to give a tremendous amount of information. Ms. Spoor believes the website is much more user friendly.

D. Economic Development Committee – Monty O'Hara

Ms. Spoor suggested a letter be sent to McHale's Catering (The Garden's of Park Hills) thanking them for keeping their business in Park Hills. The Garden's are planning a fairly large expansion which will also include bringing all the chefs to the Park Hills location. Mayor Catchen stated he wants to work with business owners to make them want to come to Park Hills rather than go somewhere else. The Mayor went on to say, after July 1st, he would like to look into rezoning Dixie Highway so that it will all be the same.

Business Meeting

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E. Parks, Beautification and Recreation Committee – Pamela Spoor

Ms. Spoor stated she worked with Mr. Finke in to fill in the gap by the play area and level the dirt; this will help deter children from running into the street.

Ms. Spoor met with the irrigation people regarding repairs. Motion to expend \$529.00 to repair the irrigation system was made by Mr. Fangman; second by Ms. Zembrodt. Roll call: all ayes.

The Audubon “triangle” will be repaired using funds from the garden club. Plants and planter were damaged by a car.

Chief Schworer asked to have volunteers improve visibility at the Short Arlington/Amsterdam Road intersection. She would like to see ground cover on the outer mounds and make them low to the ground so they do not obstruct the view of oncoming traffic.

Ms. Spoor stated there was an episode of vandalism in Trolley Park last weekend and it was dealt with by the police. Windows that were broken were promptly replaced.

F. Historic Preservation Committee – Pamela Spoor

Ms. Spoor hopes to meet in June.

G. Personnel Committee – Skip Fangman

No report

H. Mayor’s Group Report

Next meeting scheduled for Saturday, May 21st at 9:00 am at the Ludlow Senior Center. Mayor Catchen and Mr. Fangman plan to attend.

I. Mayor’s Update - None

VII. Old Business – None

VIII. New Business

Motion to allow the Civic Association to hold its annual Memorial Parade through city streets Monday, May 30, 2011 was made by Mr. Fangman; second by Ms. Spoor and motion carried.

Ms. Geiger asked for volunteers to carry the service flags in the parade; they would then be erected in the circle at the flag raising ceremony. Five volunteers are needed.

Mayor Catchen stated there may also be a float from the Village Green if anyone wishes to ride.

IX. Delegations Discussions

A. Fix the Dixie – Diane Geiger – No report

B. Municipal Government League – Monty O’Hara – No report

Next meeting will be held on May 19th at the Kenton County Fiscal Court

Business Meeting

May 9, 2011

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- C. Northern KY Area Planning Commission – Mayor Don Catchen – No report
- D. Telecommunications Board of Northern KY – Bill Rolfes - Earlier in meeting
- E. Northern KY Area Development District – Kathy Zembrodt – No report
- F. Code Enforcement Board

Next Meeting scheduled for Tuesday, May 17th at 7:00 pm

9:26 Motion to enter executive session to discuss pending litigation was made by Ms. Spoor; second by Ms. Zembrodt and motion carried

9:42 Motion to exit executive session was made by Mr. Fangman; second by Ms. Zembrodt and motion carried

9:42 Motion to adjourn from Business Meeting made by Mr. O'Hara


MAYOR, DON CATCHEN

ATTEST:


CITY CLERK

THE PARK HILLS CITY COUNCIL HELD A CAUCUS MEETING ON MONDAY, MAY 23, 2011, AT 7:00 P.M. AT THE PARK HILLS CITY BUILDING, 1106 AMSTERDAM ROAD WITH MAYOR DON CATCHEN PRESIDING.

COUNCILMEMBERS PRESENT: SKIP FANGMAN, ALBERT FEDDERS, DIANE GEIGER, MONTY O'HARA, PAMELA SPOOR AND KATHY ZEMBRODT
ALSO PRESENT: CITY ATTORNEY, ROBERT WINTER AND CITY ENGINEER, JAY BAYER

Call to Order

Pledge of Allegiance

Roll Call

Cody Stanley was introduced by Chief Amy Schworer as the city's new part time officer. Mr. Stanley was sworn in by Mayor Catchen. Welcome Cody!

I. Petitioners

Mr. Brian Kelly, resident of Lawton Road, was present at the meeting stating he is unhappy about having no parking on the Lawton Road bend. He brought a sheet with about 20 signatures of Lawton residents who also oppose the no parking. Mr. Kelly believes if the no parking passes on Lawton, it will then be brought up for other streets in the city.

Mr. O'Hara stated it first became an issue with the line of sight. He says it is hard to slow down if another car is coming if you are going 20 mph. He went on to say, he believes 60 feet of no parking would work. He would also like to see an Ordinance that gives the Police Department the ability to remove no parking signs during certain times/events. Mr. O'Hara continued there are hardly cars parked there to begin with and would like to try the sixty feet first and see how that goes. Chief Schworer had passed out a sample Ordinance (from the City of Alexandria) which gives the Mayor or police department the authority to regulate parking.

II. Committee Discussions

A. Infrastructure and Public Works Committee

Council received three bids for the 1530 Dixie Highway/St. Joseph realignment project. The Mayor stated that Bayer Becker recommends the city go with Lonkard Construction who gave a bid of \$111,464.50. A vote will be taken at the next meeting to award the bid. Mr. Fangman stated he spoke with Sean at SD1 regarding the Alhambra Court drainage issue. Mr. Fangman said they will let him know as soon as they find something out as well as discussing a 50/50 split in costs.

The Infrastructure Committee met last Thursday; minutes will be posted after they are approved.

Mr. Faust, 1413 Amsterdam Road, has removed the tree from his property so that he can install his parking pad. Mr. Finke will oversee the project.

The committee is still looking at the possibility of an overlay on Cleveland and Jackson. The curbing will be a priority.

Exter Drive is still on hold.

Mr. Fangman stated he is to meet tomorrow with the NKAPC zoning administrator and inspector regarding the retaining wall on Old State Road. Ms. Spoor said she is glad they

will be meeting and hopes it will help resolve the problem people on Amsterdam have been having since the wall was installed.

Mr. Fedders believes the owner who put in the wall should not be allowed to redirect water/drainage.

Ms. Spoor again stated she would like an Ordinance in place prohibiting this type of wall in the future. She would like Mr. Winter to have something for discussion at the next meeting.

B. Financial Oversight: Budget, Audit and Finance Committee

Ms. Zembrodtt stated the committee went over numbers and recommends going ahead with the Exter Road project and the Cleveland and Jackson mill and overlay. Also address Hamilton Road between the end of Arlington to the Trolley Building.

Mayor Catchen stated he would like to do as much mill and overlay as possible while prices are down.

Mr. Bayer would like input from residents regarding curbs, etc. Mr. Fedders asked that if there is another meeting of the Infrastructure Committee, or with residents, he would appreciate more than a week's notice.

Mr. Fangman reminded Council the city would have to go out to bid on the Exter and Cleveland/Jackson projects; no prevailing wage is needed.

Mayor Catchen explained to Council that the two interns working with the Infrastructure Committee paid for everything they did out of their own pockets. Mr. Fangman received an email from a professor at UC stating the interns were due money and the city is past due in paying them.

Mr. O'Hara stated he knows a recent college graduate from Morehead State who could not find work. She worked, free of charge, for six months just to gain experience.

Ms. Geiger asked if there was ever an initial agreement between the city and the school and, if so, did it contain anything regarding compensation. She goes on to say, she would like a policy put in place for the future that states interns should not get paid.

Mr. Fedders reminded Council he asked for a memorandum at the beginning of the internships. He went on to say, his business has never paid an intern more than \$10 per hour. He believes their price, \$2,000 per intern for 3 to 4 months work seems high and that he objected up front to the interns as due diligence was not given. Mr. Fedders reminded Council the city had a third intern who may now want compensation. Ms.

Spoor replied she strongly doubts that will be the case.

Ms. Spoor asked if perhaps the city would be inclined to pay the interns for the work they did in helping to complete the Cleveland/Jackson survey initiated by Bayer Becker. Mr. Winter stated there needs to be a written contract when it comes to interns' compensation when dealing with government monies.

The consensus of Council, depending on the number that comes in seems fair, is to pay the interns' out of pocket expenses for materials; Mayor Catchen will have the school email a list of materials and went on to say the city will not use interns in the future.

C. Transparency and Communications Committee – No report

D. Economic Development – No report

E. Parks, Beautification and Recreation Committee – No report

Mr. Fedders stated the playground equipment has been ordered. The Mayor asked that he be notified when it arrives so that the fire department and Mr. Finke can help to dismantle the existing structures.

F. Historic Preservation Committee – No report

G. Personnel Committee – No report

Mr. Fangman stated he will divide up the current Personnel policy among the members to go over.

H. Mayor's Group Report

Mayor Catchen and Mr. Fangman attended the Mayor's Group meeting last Saturday.

I. Mayor's Update - None

III. Old Business

IV. New Business

Ms. Zembrodt and Ms. Spoor read through the tentative proposed 2011-2012 budget by line. They put into consideration the department head's budget requests they provided. Chief Schworer informed Council and Mayor that the budget being read tonight was not the budget she presented to the budget committee.

Mr. O'Hara was very much in favor of taking the 4% allowed increase on the property taxes.

Budget was discussed at length along with the city's future health insurance. Ms. Spoor stated there would be a modest savings in insurance, but does not have the final numbers.

Mr. Peter Brumm, Neace Lukens, was present at the meeting. He stated his company is looking at many possibilities regarding the city's insurance needs.

V. Delegations Discussions

A. Fix the Dixie – Diane Geiger

The Business Association discussed the Dixie Corridor study regarding the city's business district. Six public meetings were held with the consensus of residents. She said there seems to be a misinterpretation regarding the Dixie Highway study. She would like to have Jenna Haverkos with the NKAPC come to the next Business Association's meeting to dispel these misconceptions. Discussion took place regarding possible lane changes on the Highway.

B. Municipal Government League – Monty O'Hara

Mr. O'Hara stated the NKAPC is under attack and there are those that want to see it put out of existence. Mr. O'Hara went on to say he would like someone to explain the services the NKAPC provides for the city and the savings the city receives. Ms. Spoor

Caucus Meeting
May 23, 2011
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answered that both sides of the story need to be addressed. She states the portion the city pays, approximately \$2,000, is only part of it. She goes on to say that the NKAPC also collects about \$40,000 from the residents; she thinks it would be highly unlikely for any judge to shut down the NKAPC.

Mr. Fangman stated he would be at the NKAPC tomorrow and find out what amount the residents of Park Hills are paying.

Mr. O'Hara believes the biggest complaints from the residents are the permit fees themselves.

C. Northern KY Area Planning Council – Mayor Don Catchen – No report

D. Telecommunications Board of Northern KY – Bill Rolfes – No report

E. Northern KY Area Development District – Kathy Zembrodt – No report

F. Code Enforcement Board

Next meeting is scheduled for Thursday, June 16th at 7:00 pm

9:00 Motion to adjourn from Business Meeting was made by Mr. Fangman; second by Ms. Zembrodt and motion carried.

ATTEST:


CITY CLERK


MAYOR, DON CATCHEN



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**ENGINEER REPORT
FOR
THE CITY OF PARK HILLS**

Date: May 5, 2011

Prepared By: Jay F. Bayer, P.E., P.L.S., LEED AP

I. City Infrastructure Projects

A. Projects under construction

Morgan Court Improvements - 08k005.001/02ph03

Paul Michels & Sons is the contractor. Several punch-list items remain to be completed by the contractor, which are scheduled for the spring.

Rosemont Avenue & Hilltop Drive Improvements - 07k005.010

Paul Michels & Sons is the contractor. Several punch-list items remain to be completed by the contractor, the City is retaining 5% of the contract amount until all work is completed and accepted by the City.

B. Projects in design phase

Exter Drive Improvements - 07k005.009

Bayer Becker has been asked to put the project on hold.

Bayer Becker has received comments from SD1 in regards to the District's participation in the cost of storm sewer improvements. In order to finalize the City will need a resolution on the storm sewer asset transfer. Bayer Becker is awaiting authorization to prepare several easements needed for storm sewer construction.

Cleveland and Jackson Road 10K005-004

The questionnaire was sent to the 62 residents for their input in early November on existing conditions and thoughts for improvements. The data has been compiled. The results are planned to be discussed with the infrastructure committee. A meeting will be set up with SD1 to discuss their issues in the vicinity.

KIA Dixie Highway Grant -10K005-012 St. Joes Roadway Realignment at Dixie

The City has been working with the adjacent property owners to finalize the roadway alignment. Plans have been submitted to KYTC for reconfiguration of the intersection and traffic signalization and to SD1 for installation of new sanitary sewers. An ad will occur this week to request bids to be opened on May 20th at 10:00 at the city building for review and approval at the caucus meeting on May 23rd.

Alhambra Court

The City has been contacted by the property owner at the southern end of Alhambra Court to improve the drainage infrastructure on the street. Bayer Becker has discussed the issue with SD1. SD1 is videoing the existing sewer lines in the vicinity of the proposed project to see if additional improvements are required.

C. Misc Engineering Items

Storm Water Transfer Agreement- 06K005-013

City Council to finalize the Storm Water Asset Transfer issue. Additional information will need to be provided by the city to clarify the items that have been maintained by the city over the years. Chris Zerhusen and Dennis Finke provided clarification based on review in the field. BB will need to update the maps for final submittal to SD1 if the transfer is to occur.

THE PARK HILLS CITY COUNCIL HELD A BUSINESS MEETING ON MONDAY, JUNE 13, 2011, AT 7:00 P.M. AT 1600 DIXIE HIGHWAY (COVINGTON CATHOLIC HIGH SCHOOL) WITH MAYOR DON CATCHEN PRESIDING. COUNCIL MEMBERS PRESENT: KATHY ZEMBRODT, DIANE GEIGER, PAMELA SPOOR, ALBERT FEDDERS, MONTY O'HARA AND SKIP FANGMAN ALSO PRESENT: CITY ATTORNEY, ROBERT WINTER AND CITY ENGINEER, JAY BAYER

CALL TO ORDER

PLEDGE OF ALLEGIANCE

ROLL CALL

Chief Amy Schworer introduced Cyrus Harris and his family. Officer Harris left the City of Park Hills last April to go to another agency. He agreed to come back to the city as a part time officer. He was then sworn in by Mayor Catchen.

Motion to approve the May 9 and May 23, 2011 minutes until the June 27, 2011 meeting was made by Mr. Fedders; second by Ms. Spoor and motion carried.

I. Petitioners - None

II. Resolution No. 6, 2011 appointing Benjamin Wiesner as a full-time patrolman was read by Mayor Catchen. Motion to approve Resolution was made by Mr. Fangman; second by Ms. Zembrodt and motion carried.

III. Resolution No. 7, 2011 appointing Cody Stanley as a part-time patrolman was read by Mayor Catchen. Motion to approve Resolution was made by Mr. Fangman; second by Ms. Spoor and motion carried.

IV. Resolution No. 8, 2011 allowing Mayor to enter into a COPS Grant for the Police Department was read by Mayor Catchen. Motion to approve Resolution was made by Mr. Fangman; second by Ms. Spoor and motion carried.

V. Resolution No. 9, 2011 regarding Police Department fingerprinting and accident report fees was read by Mayor Catchen. Motion to approve Resolution was made by Mr. Fangman; second by Ms. Geiger and motion carried.

VI. Second Reading; Ordinance No. 4, 2011 prohibiting parking on cul-de-sacs and a section of Lawton Road was read in summary by Attorney Robert Winter. Motion to adopt Ordinance was made by Ms. Zembrodt; second by Ms. Spoor and motion carried. Chief Schworer asked how the residents will be notified. Mr. Winter stated the Ordinance reads that the no parking areas will have signage and the areas' curbs will be painted.

VII. Second Reading; Ordinance No. 6, 2011 prohibiting dogs in Trolley Park was read in summary by Attorney Robert Winter. Motion to adopt Ordinance was made by Mr. Fangman; second by Ms. Spoor.

Discussion:

Mr. Fedders stated he sent out emails to eight people he knew who took their children to the park to make them aware of this Ordinance. He stated they were all against the ban and believes it to be a result of an overbearing government. Mr. Fedders stated he would rather see smoking banned in the park and that he has never had any problems with dogs in the park.

Ms. Geiger stated the city already has a leash law and a vicious animal Ordinance and does not feel this ban is necessary. She went on to say she would like to see the city work with citizens by providing a bag dispenser and disposal for animal waste in the park area. She also does not like the wording in Section A of the Ordinance that says "the stench they cause".

Mr. O'Hara stated he was under the impression that dogs are already banned from the park. Ms. Spoor stated that is correct; this would make it restricted to the playground area. Mr. O'Hara said his children were very afraid of dogs and he is in favor of them not being allowed in the playground area.

Mayor Catchen stated he does not like to see dogs urinating on the playground equipment or seeing their leashes wrap around other people in the park.

Motion is on the table; all in favor: Mr. Fangman, Ms. Zembrodt, Ms. Spoor and Mr. O'Hara. Those opposed: Mr. Fedders and Ms. Geiger. Ordinance No. 6, 2011 passed.

VIII. First Reading; Ordinance No. 7, 2011 imposing towing, storage and handling charges was read in summary by Attorney Robert Winter.

IX. First Reading; Ordinance No. 8, 2011 amending the 2010-2011 budget was read by Mayor Catchen.

X. First Reading; Ordinance No. 9, 2011; Proposed 2011-2012 budget was read by Mayor Catchen.

The Mayor stated he did not want any discussion regarding the budget until the next meeting when the second reading would take place. He went on to dispel rumors that the fire, police and public works departments were going "to pot". He assured people that these departments are sound. The Mayor stated all employees would receive a raise on July 1st. He said some of the unnecessary spending has been cut but that the city has saved money by switching to a bank with no service charges, bundling the phone and internet and replacing an old copier in the clerk's office and old computers in both the administrative and public works departments. He thanked Ms. Spoor and Ms. Zembrodt for all their hard work on these projects and on the budget itself.

Mr. O'Hara stated he did not think he, Mr. Fedders or Ms. Geiger were included in the budget process.

Ms. Zembrodt stated she was new at this and, going forward, would like to hold more public meetings.

Ms. Geiger feels all of Council should have been presented with the budget thirty days in advance.

Mr. Fedders was asked to be on the budget committee but declined due to the fact that there would be cuts that could affect the city's employees. He also wanted to focus on his position as a member of the Infrastructure Committee.

Discussion followed regarding public notices for meeting. Mr. Winter stated that the Open Meeting Acts says notice must be given to the Enquirer if more than a quorum of Council, or committee, meet.

Mr. O'Hara stated he felt some members were purposely excluded so that the public would not have to be notified. He went on to say he felt this was true not only regarding the budget, but Resolutions and Ordinances that certain members of Council were unaware of until they were brought before them for voting.

Mayor Catchen asked to move on with the meeting.

XI. First Reading; Ordinance No. 10, 2011 regarding waste/recycling fees was read in summary by Attorney Robert Winter.

XII. Department Reports

A. Police Department – Motion for approval of the May report made by Mr. Fangman; second by Mr. O'Hara and motion carried.

Chief Schworer asked everyone to keep Mr. Brett Benton in their prayers. He was a former officer for the Kenton County Police Department. He was killed while working as a contractor overseas. He went to Afghanistan to help train its local law enforcement agencies. Flags will be flown at half-staff on Wednesday.

The Chief thanked the Kenton County Police for their help with this years' Memorial Day Parade.

Chief Schworer relayed to Council the COPS grant was successfully completed and submitted and is available to view.

She went on to thank her officers for their work in making well-being checks of residents during the Cincinnati Bell phone, internet and cell phone outage; there were no adverse incidents to report.

Mr. Dornheggen has been making additions to the police portion of the website.

She reported that juveniles have been taking items out of vehicles. She advised residents to keep valuables in their cars out of view and keep vehicles locked.

The Chief stated her department would begin receiving forfeiture money and asked that that money be put back into the department for upgrades and the accreditation process.

Ms. Spoor stated she has been approached by several residents that the city only has part time officers. Ms. Spoor asked the Chief to clarify. The Chief stated the city currently has five full-time and three part-time officers, which provides 24/7 coverage.

Mr. Fedders noticed on the report that the officers were going to eight hour days. Chief Schworer stated they were going back to eight hour days at the request of the Mayor.

B. Fire Department – Motion for approval of May report made by Ms. Geiger; second by Ms. Zembrodt and motion carried. Chief Huth stated he was happy to have his department participate in the Memorial Day parade and glad they were able to have the old fire truck fixed in time. The Chief stated he had the bid specs ready for the emergency generator and would like to move forward. After putting it out to bid, he would like to give those interested two weeks to turn in their bid and would like to award the bid in the next month or so. There is a deadline of October or November to begin the work.

C. Public Works – Mr. Finke was not present at the meeting. Mr. Fangman relayed to Council that Mr. Finke and Mr. Goodridge filled 18 potholes and still have more to do. Mayor Catchen stated Mr. Finke has purchased a compactor to pack and fill potholes.

D. City Engineer
Mr. Bayer stated he has started the design for the new catch basin and storm pipe at the southern end of Alhambra Court.
Mr. Bayer passed out the bid results for the 1530 Dixie Highway project. Motion to award the bid to Lonkard Construction was made by Mr. O'Hara; second by Ms. Zembrodt. Roll call: all ayes
Motion to allow the Mayor to sign any, and all, contracts related to the project was made by Mr. O'Hara; second by Mr. Fangman. Roll call: all ayes
Ms. Spoor asked if an Ordinance was still being drafted regarding retaining walls. Mr. Bayer stated he has not met with the City Attorney yet.
Mr. Fangman stated he was holding an Infrastructure Meeting at Bayer Becker tomorrow at 11:30 am. Mr. Winter advised that since the meeting wasn't published, it could not be held. Mr. Fangman stated he would meet with Mr. Bayer himself and send out a report.

E. Finance Department
1. Motion to accept the financial reports for the month of May was made by Mr. Fangman; second by Ms. Zembrodt and motion carried.

2. Special Fund Payments
Motion to pay invoices in the amount of \$2,575.00 from the Municipal Road Aid Fund; \$32.50 out of the Sanitation Fund and \$8,698.95 out of the Fire Truck/Economic Development Fund was made by Mr. Fangman; second by Ms. Zembrodt. Roll Call: All ayes.

VIII. Committee Discussions

A. Infrastructure and Public Works Committee– Skip Fangman

Mr. Fangman stated on June 3rd, he, along with Mr. Finke, rode around the city checking out the streets. They looked at Cleveland and Jackson to determine if both roads are in need of repair. This will be discussed by the Committee.

Mr. Fangman stated the woman on Alhambra with the drainage problem asked that a 2 X 6 foot drain be put in in front of her house.

Mr. Fangman will meet with Mr. Bayer tomorrow to discuss the storm sewer at 1530 Dixie Highway.

He went on to say that the plan for Hamilton Road is to replace the 24" drain and repave the street from Arlington to the Trolley Shelter. Mr. Fedders asked if the project would be put out to bid. Mr. Fangman stated anything under \$20,000 does not require a bid. Mr. Fedders stated he would like to see anything over \$5,000 go out to bid. Mr. Fangman replied that going out to bid would require additional work, and cost, for the engineer. Mr. Fedders asked if the project description could be sent to two or three contractors and get their price. Mayor Catchen stated Michel's Construction could do the drainage line and mill and overlay themselves.

The Mayor stated he, and Mr. Fangman, interviewed Mr. Bayer in order to renew his contract with the city.

The Cleveland and Jackson project will be bid once the work at 1530 Dixie is underway. There are still questions for the residents regarding the type of curbs they would like; concrete or blacktop.

Mr. Fedders repeated that he would like to get a second price for items. Mr. O'Hara stated he believes concrete protects better; as was done on Morgan Court. He also feels it is less invasive and does not want to "cheat" residents by using black top.

B. Financial Oversight: Budget, Audit and Finance Committee – Kathy Zembrodt
Ms. Zembrodt stated the breakdown of the budget everyone received in their packets would be amended and sent back out. She would like for everyone to go over them and bring suggestions or concerns to the June 20th budget meeting.

Ms. Spoor handed out audit numbers of the city's expenses from 2005 to 2010.

C. Transparency and Communications Committee – Diane Geiger
Ms. Geiger hopes that the Mayor and Council have turned a corner tonight in regards to transparency and working together.

Ms. Geiger went on to say that she would like for committees to hold meetings at a time of day when everyone is available to accommodate those who work during the day.

Ms. Zembrodt stated she likes the Transparency Committee in that it gives out a lot of information.

D. Economic Development Committee – Monty O'Hara
No Report

E. Parks, Beautification and Recreation Committee – Pamela Spoor

Ms. Spoor requested Council to allocate \$250.00 for Mr. David Crotty to prepare a compost demonstration near the Children's Garden by Trolley Park. The money would be used to buy the barrels used in composting. She would like Mr. Crotty to attend the next meeting to discuss. Ms. Geiger asked if this could be postponed due to the fact that there will be a lot to cover at the next meeting. Mayor Catchen asked that it be put on the next agenda.

F. Historic Preservation Committee – Pamela Spoor
No Report

G. Personnel Committee – Skip Fangman
No report

H. Mayor's Group Report
Next meeting scheduled for Saturday, June 18th at 9:00 am at the Crescent Springs City Building. Ms. Zembrodt stated she would plan to attend.

I. Mayor's Update
Mayor Catchen stated anyone who had/has Cincinnati Bell for their phone, internet or cell phone and lost service during the outage call 513-566-1511; businesses call 513-566-5050 to get a refund. Service through Cincinnati Bell was interrupted when a hole was dug under Dixie Highway.
The Mayor received a Thank You letter from the Stubbs family for allowing them to use the green space near Trolley Park to plant the Children's Garden. It was signed by the Stubbs and the children who work in the garden. They also thanked Mr. Finke for mowing the grass in the area.

XIV. Old Business
Mr. Fangman made a motion to pay the interns from U.C. who did work for the city \$1,000 each from the Road Fund; second by Ms. Spoor. Roll call: Mr. Fangman, aye; Ms. Zembrodt, abstained; Ms. Spoor, aye; Mr. Fedders, nay; Ms. Geiger, nay; Mr. O'Hara, nay. Motion did not carry.
Mr. Fedders explained that he was against paying the interns without seeing a memorandum. He stated he would contact U.C. to see if he could get a copy. He went on to say that he made it clear at the beginning of the internship that it would be voluntary and, although he appreciates their time, he does not believe it was worth 2,000.
Ms. Geiger stated she sent out an Intern Policy to everyone and would like to see it put in a Resolution form.
Ms. Spoor stated the interns completed the survey that Bayer Becker had begun on Cleveland and Jackson and believes they should receive compensation for their portion of the work. She went on to say, the interns collected data from those who did not originally

reply to the survey and thinks some of the cost for the interns should come out of the \$9,000 that Bayer Becker billed the city for the Cleveland/Jackson project.

Mr. Fedders said when the subject of interns was brought up initially he asked for a memorandum and that there was no discussion of paying them.

Ms. Geiger does not feel the city should pay someone who knew this was a non-paying position.

Mr. Fangman stated he was led astray and would like the record to show that he did motion for the interns to receive some payment.

XV. New Business

Mr. Fedders stated the playground equipment has been ordered and should arrive after July 4th. He mentioned that a family who recently moved out of Park Hills gave a donation of \$2,200 for the equipment.

The Mayor once again asked for the help of the volunteer fire department members to dismantle and remove the old equipment. Mr. Fedders will email Chief Huth when the new equipment arrives.

XVI. Delegations Discussions

A. Fix the Dixie – Diane Geiger

Ms. Geiger stated Jenna Haverkos with the NKAPC will be at the next Fix the Dixie meeting to discuss the future of the NKAPC.

B. Municipal Government League – Monty O'Hara – No report

C. Northern KY Area Planning Commission – Mayor Don Catchen – No report

D. Telecommunications Board of Northern KY – Bill Rolfes - No report

E. Northern KY Area Development District – Kathy Zembrodt – No report

F. Code Enforcement Board

There was no meeting held last month. Next Meeting scheduled for Tuesday, July 19th at 7:00 pm

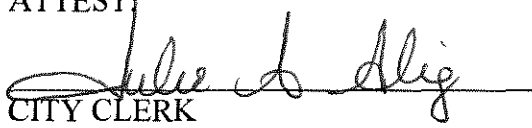
Mrs. Amend, Exter resident, was present at the meeting to ask about the status of the Exter Drive project. Mayor Catchen stated Mr. Bayer still had some work to do and that he wants to see Cleveland and Jackson done first. He added that with the price of black top down, he would like to do both, but not sure if Exter would be done before winter. Ms. Zembrodt asked about the Exter Drive easements. Mr. Bayer said since the project was put on hold, he did not get the easements but stated he could go ahead and get them. Mr. O'Hara asked if both Exter and Cleveland/Jackson could be done at the same time. The Mayor replied he wants to see the price first.

9:54 Motion to adjourn from Business Meeting made by Ms. Spoor; second by Mr. Fangman and motion carried.

Business Meeting
June 13, 2011
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MAYOR, DON CATCHEN

ATTEST


CITY CLERK

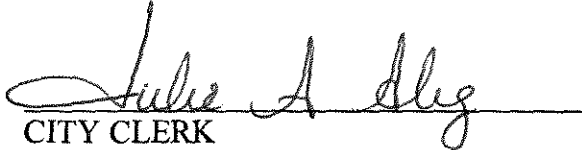
THE PARK HILLS CITY COUNCIL HELD A BUDGET MEETING ON MONDAY, JUNE 20, 2011 IN THE PARK HILLS FIRE DEPARTMENT LOUNGE WITH MAYOR DON CATCHEN PRESIDING. THOSE PRESENT WERE SKIP FANGMAN, ALBERT FEDDERS, DIANE GEIGER, PAM SPOOR AND KATHY ZEMBRODT. MONTY O'HARA JOINED THE MEETING LATER.

Discussion took place regarding the upcoming 2011-2012 budget. Several changes were made and will be reflected in the budget Ordinance's second reading.



MAYOR, DON CATCHEN

ATTEST:


CITY CLERK

THE PARK HILLS CITY COUNCIL HELD A SPECAIL AND CAUCUS MEETING ON THURSDAY, JUNE 30, 2011, AT 7:00 P.M. AT THE PARK HILLS CITY BUILDING, 1106 AMSTERDAM ROAD WITH MAYOR DON CATCHEN PRESIDING. COUNCILMEMBERS PRESENT: SKIP FANGMAN, ALBERT FEDDERS, DIANE GEIGER, MONTY O'HARA, PAMELA SPOOR AND KATHY ZEMBRODT
ALSO PRESENT: CITY ATTORNEY, ROBERT WINTER

SPECIAL MEETING:

Call to Order

Pledge of Allegiance

Roll Call

I. Motion to approve the May 9 and May 23, 2011 minutes, with word change to May 9th minutes, was made by Mr. Fangman; second by Ms. Spoor and motion carried.

II. Second Reading; Ordinance No. 7, 2011; Imposing Towing, Storage and Handling Charges was read in summary by Attorney Robert Winter. Motion to adopt Ordinance was made by Mr. Fangman; second by Ms. Zembrodt and motion carried.

III. Second Reading; Ordinance No. 8, 2011; Amending the 2010-2011 Budget. Mayor Catchen began to read just the changes to the amended budget, but Mr. Fedders asked that it be read line by line as he came up with a different total than what was presented. Ms. Zembrodt read the amended budget line by line. Mayor Catchen then read the changes made from the first reading. Motion to adopt the Ordinance was made by Mr. Fangman; second by Ms. Zembrodt and motion carried.

IV. Second Reading; Ordinance No. 9, 2011; Proposed 2011-2012 Budget was read by Mayor Catchen. Motion to adopt Ordinance was made by Mr. Fangman; second by Ms. Spoor.

Discussion:

Mr. O'Hara made a motion to amend the Real Estate Tax revenue from \$395,866 to reflect the 4% allowed increase and to decrease the Road Tax revenue from \$285,000 to \$269,166 to reflect a 4% decrease.

He explained this would help cushion the general fund while taking away from the road tax. The road tax rate could be changed by Ordinance every year or could be put at a permanent lower rate by a vote of the residents.

Mr. O'Hara stated he feels the city is doing a disservice to itself by not taking the allowed real estate increase three years in a row. He went on to say the City of Ft. Mitchell has taken the increase ten years in a row and has been able to build up a decent reserve fund. Ms. Geiger seconded the motion.

Ms. Spoor stated she was opposed to raising taxes. Mr. O'Hara replied that taxes for residents would not be increased; just add the 4% to the real and deduct 4% from the road fund.

Ms. Spoor stated there would be no guarantee that the road tax would stay down and would like to see it on the November ballot to lower the road tax permanently.

Mr. Fedders commented that a 4% increase would put money into the general fund and keep the funds non-restricted. He feels it is important to keep employees and provide residents with the services they are used to.

Discussion followed regarding the road tax, money budgeted for beautification and employee's health insurance.

Roll call on motion made by Mr. O'Hara; second by Ms. Geiger. Mr. Fangman, nay; Ms. Zembrodt, nay; Ms. Spoor, nay; Mr. Fedders, aye; Ms. Geiger, aye; Mr. O'Hara, aye. The Mayor broke the tie with a nay and motion did not carry.

Ms. Geiger made a motion to reduce the money for park/beautification from \$9,000 to \$6,000; second by Mr. O'Hara. Roll call: Mr. Fangman, nay; Ms. Zembrodt, aye; Ms. Spoor, nay; Mr. Fedders, aye; Mr. Geiger, aye; Mr. O'Hara, aye. Motion carried.

Mr. Brumms with Neace Lukens was at the meeting to discuss the employees' new health insurance.

Mr. Fedders made a motion to take the \$1,000 out of the parade expense. Mayor Catchen explained the money was also used for the rental of tables and chairs as well as other expenses the city may incur for the parade. The motion was not seconded.

Mr. Fedders questioned the legality of using Creighton Fund money in the budget which includes expenditures for radio grant, tools, generator matching grant, training, conventions/memberships, fire prevention education, shot requirements, new member physicals, medical director and miscellaneous. Mayor Catchen stated these are expenses for the volunteer fire department and the money is able to be used for such expenses.

Roll call on motion made by Mr. Fangman; second by Ms. Spoor to adopt Ordinance No. 9, 2011; Mr. Fangman, aye; Ms. Zembrodt, aye; Ms. Spoor, aye; Mr. Fedders, nay; Ms. Geiger, nay; Mr. O'Hara, nay. The Mayor broke the tie with an aye and the motion carried.

V. Second Reading; Ordinance No. 10, 2011 regarding waste/recycling fees was read in summary by Attorney Robert Winter. Motion to adopt Ordinance was made by Mr. Fangman; second by Ms. Zembrodt and motion carried.

VI. Resolution No. 10, 2011 appointing Cyrus Harris to part-time patrolman was read by Mayor Catchen. Motion to accept Resolution was made by Mr. Fangman; second by Mr. Albers and motion carried.

Ms. Spoor left the meeting due to another appointment

Motion to pay Road Tax Fund invoices in the amount of \$280.63 was made by Mr. Fangman; second by Mr. Fedders. Roll call: all ayes

8:42 Motion to adjourn from Special Meeting made by Mr. Fangman; second by Ms. Zembrodt.

8:42 Motion to enter executive session to discuss pending litigation was made by Mr. Fedders; second by Ms. Zembrodt and motion carried.

Special and Caucus Meeting
June 30, 2011
Page 3


8:55 Motion to exit executive session with no action to be taken was made by Mr. O'Hara; second by Mr. Fedders and motion carried.

8:58 Motion to adjourn from Caucus Meeting was made by Mr. Fangman; second by Ms. Zembrodt and motion carried.



MAYOR, DON CATCHEN

ATTEST:



CITY CLERK

THE PARK HILLS CITY COUNCIL HELD A BUSINESS MEETING ON MONDAY, JULY 11, 2011, AT 7:00 P.M. AT 1600 DIXIE HIGHWAY (COVINGTON CATHOLIC HIGH SCHOOL) WITH MAYOR DON CATCHEN PRESIDING. COUNCIL MEMBERS PRESENT: KATHY ZEMBRODT, DIANE GEIGER, PAMELA SPOOR, ALBERT FEDDERS, MONTY O'HARA AND SKIP FANGMAN ALSO PRESENT: CITY ATTORNEY, ROBERT WINTER AND CITY ENGINEER, JAY BAYER

CALL TO ORDER

PLEDGE OF ALLEGIANCE

ROLL CALL

Motion to approve the June 13 and June 27, 2011 minutes, with changes, was made by Mr. Fangman; second by Ms. Geiger. Roll Call: all ayes

I. Petitioners

Mr. Chris Green, with Guild Properties, was present at the meeting regarding the parking on lower Amsterdam. Mr. Green owns, and rents out, the property at 1010 Amsterdam. He stated that since the time he bought the property in 2007, residents were able to park on the left side (going uphill) in the gravel area. He was then told by the previous police chief that residents could park on the right side of the road on the concrete pad. He then said residents began getting tickets a few months ago while parked there. He stated there are no signs in the area and would like to know where people can park.

Chief Schworer relayed to Mayor and Council that she spoke on the phone with Mr. Green prior to the meeting. She would like clarification as to what was decided with the prior chief. She says the signs are deceiving and that she would be happy to let them park in either location and remove the no parking sign on the left side.

Mr. Finke stated it did not matter to him which side they park on and that he would not be hindered by his truck or the plow in the winter. He would like to meet at the area this week with Chief Schworer to figure out the best solution.

Chief Schworer told Mr. Green she would call him once a decision has been made. Mr. Fedders reminded everyone that if parking was allowed on the left, residents would have to cross the street to reach their homes; this may put them at greater risk of getting hit.

Mayor Catchen asked Attorney Robert Winter to read the following attachment, Requirements Specific to City Governments, to Council:

Appendix **E**
After the Meeting

Requirements Specific to City Governments

KRS 61.835 requires the minutes of action taken at every meeting of any such public agency to set "forth an accurate record of votes and actions at such meetings" and that the minutes "shall be promptly recorded and such records shall be open to public inspection at reasonable times no later than immediately following the next meeting of the body."

Per 03-OMD-066: "In an early open meetings opinion the Attorney General construed this provision, unchanged since its enactment in 1974, to require that the minutes of a public meeting show only "the formal actions taken and the votes cast by the members," and not to require the minutes of the meeting "to summarize the discussion or record what any of the members said."

OAG 81-387, p. 2. We relied on the express language of the statute as well as "the foremost authority on parliamentary procedure, *Roberts' Rules of Order, Newly Revised*, . . . [stating] that minutes should contain mainly a record of what was done at the meeting, not what was said by the members." *Id.* at 1. On these bases, we concluded that "anything more than [a record of votes and actions] is a matter of parliamentary procedure and the discretion of the public body." *Id.* In a subsequent open meetings opinion, we clarified this position with regard to the necessity of recording the name of the person who makes or seconds a motion."

And 83A.060 "(8) Every action of the city legislative body shall be made a part of the permanent records of the city and on passage of an ordinance the vote of each member of the city legislative body shall be entered on the official record of the meeting."

Mayor Catchen stated, effective July 11, 2011, the minutes would only include what is contained in KRS 61.835; Per 03-OMD-066; OAG 81-387, p. 2 and 83A.060 "(8).

Mr. Fedders stated this goes against the transparency on which he ran. He would like the minutes to reflect what was said by whom and why. He believes Council would be taking a step backward in transparency by requiring less information in the meeting minutes. Mayor Catchen stated there is no need for the city clerk to type every word said by everyone.

Mr. Fedders made a motion to consider contacting a court reporting service to find out the cost of transcribing the minutes; second by Mr. O'Hara.

Mr. Winter stated he could get in contact with someone for this service. He went on to say, however, the minutes of the city clerk, upon approval of Council, are the legal documents for the city and would trump any video, audio or other method of recording the meetings.

Mr. Fedders wants people to know what he said and have it on record in the minutes. Ms. Spoor agrees the minutes are important, but perhaps it is not necessary to write down everything that is said.

Ms. Geiger agrees with Mr. Fedders in wanting to have their voices speak in the minutes and finds it helpful to have it on paper.

The Mayor does not believe it is necessary to point out every misspelling or if there is something in the minutes that wasn't exactly as it was said.

Mr. Fedders would like the minutes to contain detail, especially those meetings that aren't videotaped and only have a few residents in attendance.

Ms. Spoor stated she would rather spend money on a court reporter than the \$12,000 the city spends on TBNK. Mr. O'Hara stated we get more than recording for our membership money.

Ms. Spoor would like to see a less narrative form of minutes and a more action based form of minutes. Everyone agrees there should be some sort of discussion in the minutes.

Mr. Fedders asked the Mayor if we had detailed minutes back during the vote on 1530 Dixie, would there have been a lawsuit. Mayor Catchen stated there would have. The city clerk added that most discussion regarding property acquisition takes place in executive session which is not recorded or stated in minutes.

Roll call on motion: Mr. Fangman, nay; Ms. Zembrodt, nay; Ms. Spoor, nay; Mr. Fedders, aye; Ms. Geiger, aye; Mr. O'Hara, aye. Mayor Catchen broke the tie with a nay and the motion did not carry.

Ms. Zembrodt motioned to have a middle of the road to include the action, who voted and why, and a brief discussion. She feels it is not necessary to have an excessive amount of pages for the minutes.

Mayor Catchen asked Council to comment on the next set of minutes to see if they are agreeable to everyone.

II. First Reading; Ordinance No. 11, 2011 regarding the changing of the health care plan was read by Attorney Robert Winter. Mr. O'Hara stated he would like to see the

employer health savings contribution match be added to the Ordinance. Mr. Winter stated that between now and second reading, he would circulate another draft of the Ordinance assuming there would be an amendment regarding the contribution by employee and employer.

III. Resolution No. 11, 2011 regarding the Department of Homeland Security Weapon's Grant was read by Attorney Robert Winter. Motion to accept Resolution was made by Mr. Fangman; second by Ms. Zembrodt. Roll Call: all ayes.

IV. Department Reports

A. Police Department – Motion for approval of the June report made by Mr. Fedders; second by Ms. Geiger and motion carried. Chief Schworer let Council know that she issued Officer Noel a positive action report for apprehending the juveniles who have been breaking into cars.

The Chief stated the upcoming Chief's meeting will be hosted by the City of Park Hills Police Department. The meeting will be held on Tuesday, August 16th at 9:00 am at the Gardens of Park Hills.

She also added that the apartment owners' meeting will be held at the city building on Wednesday, July 13th at 6:00 pm. She has also extended an invitation to the Sheriff's Department for help in dealing with people on probation or convicted felons.

Mr. Fedders asked about literature for the city to write an Ordinance that would allow for tenants to be evicted sooner. Chief Schworer stated that she did have some information regarding evictions that she would like to ask members of the Sheriff's Department about them at the meeting.

B. Fire Department – Motion for approval of June report made by Ms. Geiger; second by Mr. O'Hara and motion carried. Chief Huth was not present at the meeting due to his other job.

Mr. Finke was present for him and relayed that SECO was the lowest bidder for the emergency generator and stated they have done a lot of work in the city in the past. Mr. Finke believes they are the best, and lowest, bidder.

Mr. Finke also relayed the sad news that Ms. Evelyn Fogerty passed away. Ms. Fogerty was a former city clerk of Park Hills. Mr. Finke stated the fire department has received several donations in her memory and the department will send thank you notes.

Motion to accept SECO's bid of \$52,212 was made by Mr. Fangman; second by Ms. Zembrodt. Roll Call: all ayes

Ms. Spoor requested the city make a donation to the fire department in Ms. Fogerty's memory as she was city clerk for many years. Second by Mr. Fedders.

The Mayor stated a brick would be purchased in Trolley Park for her for \$35 and a donation to the fire department of \$100 would be made by the city.

Roll Call: all ayes

C. Public Works

Mr. Fedders asked Mr. Finke if he painted the yellow striping on Lawton Road. Mr. Finke stated he purchased a striper but that it was the wrong kind. That, and due to the bad weather, he did not paint the line yet. He did purchase a new one and it was used on Harriet and Coram. He will paint the line on Lawton.

Mr. Finke stated he has been getting calls from residents regarding pot holes. He stated he needs to buy at least a ton of hot patch at a time. He stated in the winter, he can fix pot holes immediately using cold patch.

D. City Engineer

Mr. Bayer stated he will meet with the Morgan Court contractor on Tuesday, July 12th to finalize the punchlist.

There is no activity on Rosemont and Hilltop improvements.

Bayer Becker is awaiting authorization to prepare several easements needed for storm sewer construction on Exter Drive. Mr. Becker would like the Infrastructure Committee to meet before November to discuss the type of curbs that will be put in.

The St. Joseph realignment project should begin in the next week. It will be at least a two month project.

Bayer Becker has prepared a preliminary design for a new catch basin and storm pipe at the southern end of Alhambra Ct. SD1 has committed to cost sharing on 50% of the storm sewer costs.

Mr. Fedders asked Mr. Bayer if he could send him a punchlist on the Rosemont project. Mr. Bayer stated he would.

Mr. Fedders asked how the St. Joseph project would affect Covington Catholic High School. Mr. Bayer stated they anticipate keeping problems minimal and will have both exits to the school open.

Mr. Bayer stated the sanitary sewer lines will be moved first and then the utility poles will be moved. There will be a nice cross (+) intersection put in place. Then the new curb and gutter will go in. He hopes the new owners of the 1530 Dixie property will begin construction of a new business soon.

Mayor Catchen stated that Mr. Bayer contacted the State Highway Department and obtained a permit to put a sewer line on the state highway and a new sidewalk from St. Joseph Lane to the parking lot of Snappy's, Loschiavos and Reality Tuesday. Motion to pay \$305.40 to Bilz Insurance for the encroachment bond permit was made by Ms. Zembrodt; second by Mr. Fangman. Roll Call: all ayes.

E. Finance Department

1. Due to the end of the fiscal year, financial reports for June and July will be made available at the August 8th meeting.

Motion to pay Mr. Tim Fangman \$150.00 for placing a pressure reducing valve on the pipes was made by Ms. Spoor; second by Ms. Zembrodt.

Roll Call: Mr. Fangman, abstain; Ms. Zembrodt, aye; Ms. Spoor, aye; Mr. Fedders, aye; Ms. Geiger, aye; Mr. O'Hara, aye. Motion carried.

V. Committee Discussions

A. Infrastructure and Public Works Committee– Skip Fangman

Mr. Fangman stated he is waiting on a price from Michel's to replace pipe on Arlington from Old State to Alhambra Ct.

Mayor Catchen stated he would like to have bids ready for Jackson/Cleveland. An Infrastructure Meeting will be held to discuss the curbs and the mill and overlay. The Mayor was not sure if both streets would be done at the same time. If not, Cleveland will be done first. A mirror will be placed on the curve on Jackson road so that drivers can see other vehicles coming around the bend.

Another Infrastructure Meeting will be held to discuss the re-milling and curb additions on Terrace Dr.

Mr. Fedders asked if monthly Infrastructure Meetings could be held. Mr. Fangman stated they would have to mainly be held during the day when the city engineer is available. Mr. Fedders stated that shouldn't be a problem. Mr. Fangman went on to say, all meetings will be noticed.

Ms. Spoor stated she would like to see the city's attorney, engineer and Mr. Fangman begin working on the retaining wall Ordinance. Mr. Fangman stated he spoke with Dennis Uchtman, with NKAPC, and will begin wording the Ordinance. Mr. Winter stated he will get an Ordinance together.

Discussion followed regarding retaining walls.

B. Financial Oversight: Budget, Audit and Finance Committee – Kathy Zembrodt

Ms. Zembrodt stated there was no meeting. She would like to begin monthly meetings in August.

Mr. Fedders asked if he could help with implementing budget footnotes. The city clerk stated she would address these issues in the auditor's MDA report that she writes.

C. Transparency and Communications Committee – Diane Geiger

Ms. Geiger stated the committee will meet soon. She would also like to issue a city survey. One of the items on the survey would be to find out how many residents watch the meetings on television.

D. Economic Development Committee – Monty O'Hara

No Report

E. Parks, Beautification and Recreation Committee – Pamela Spoor

Mr. Fedders stated the new playground equipment should be arriving in 2 ½ more weeks. He should have an exact date by tomorrow and will email everyone.

Mr. Fangman stated there is a drainage problem in Trolley Park near short Arlington. He suggests placing a concrete pad under the picnic table to redirect the water to the drain.

Ms. Spoor asked Mr. Fedders what the life expectancy for the playground equipment is.

Mr. Fedders replied there is a 7 year warranty but the equipment should last between 15-20 years.

F. Historic Preservation Committee – Pamela Spoor
No Report

G. Personnel Committee – Skip Fangman
Mr. Fangman asked those on the committee to look over the personnel policy and plan a meeting.

H. Mayor's Group Report
Next meeting scheduled for Saturday, July 16th at 9:00 am at the South Hills Civic Club; 10 Bluegrass Avenue, Ft. Wright. Mayor Catchen, along with Mr. Fangman and Mr. Winter, plans to attend.

I. Mayor's Update - None

VI. Old Business – None

VII. New Business
Mr. Fedders asked if it would be possible for residents to receive emails from the city when news arises. He used the Cincinnati Bell outage as an example. Perhaps the city clerk could create an email to include residents who wish to be on the list.
Ms. Spoor stated she would still like a representative from Duke to attend an upcoming meeting regarding the high number of outages that occur in Park Hills.
The city clerk will contact Ms. Whitaker at Duke to schedule a date.

VIII. Delegations Discussions

A. Fix the Dixie – Diane Geiger
Ms. Geiger stated Jenna Haverkos with the NKAPC will be at the next Fix the Dixie meeting to discuss the corridor study.

B. Municipal Government League – Monty O'Hara – No report

C. Northern KY Area Planning Commission – Mayor Don Catchen
Ms. Spoor stated the NKAPC held their budget meeting. The budget passed. She stated there were many discrepancies and the budget was read line by line. Overall, Ms. Spoor stated, it was a lengthy meeting.

D. Telecommunications Board of Northern KY – Bill Rolfes - No report

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E. Northern KY Area Development District – Kathy Zembrodt – No report
(meeting canceled)

F. Code Enforcement Board

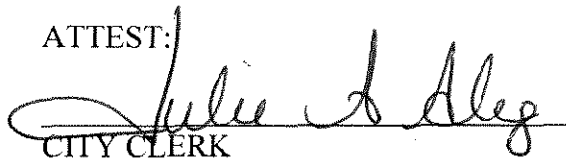
No meeting in June. Next Meeting scheduled for Tuesday, July 19th at
7:00 pm

8:39 Motion to enter into executive session to discuss pending litigation was made by
Mr. Fangman; second by Ms. Zembrodt and motion carried.

8:59 Motion to exit executive session, with no action taken, was made by Mr. Fangman;
second by Ms. Spoor and motion carried.

8:59 Motion to adjourn from Business Meeting was made by Mr. Fangman


MAYOR, DON CATCHEN

ATTEST:

CITY CLERK

THE PARK HILLS CITY COUNCIL HELD A SPECAIL AND CAUCUS MEETING ON MONDAY, JULY 25, 2011, AT 7:00 P.M. AT THE PARK HILLS CITY BUILDING, 1106 AMSTERDAM ROAD WITH MAYOR DON CATCHEN PRESIDING. COUNCILMEMBERS PRESENT: SKIP FANGMAN, ALBERT FEDDERS, DIANE GEIGER, PAMELA SPOOR AND KATHY ZEMBRODT
ABSENT: MONTY O'HARA
ALSO PRESENT: CITY ATTORNEY, ROBERT WINTER

SPECIAL MEETING:

Call to Order

Pledge of Allegiance

Roll Call

I. Second Reading; Ordinance No. 11, 2011; Changing Plan for Health Care Insurance was read by Attorney Robert Winter. Motion to adopt the Ordinance was made by Mr. Fangman; second by Ms. Zembrodt.

Motion to have Attorney Robert Winter read the Ordinance with the amendments of changing the HSA start up from July to August and including the city's matching maximum for employee's contributions to be \$100 per month was made by Ms. Spoor; second by Mr. Fangman.

Mr. Fedders stated he would like to look into the factor of longevity, perhaps next year, when figuring the HSA contribution.

Ms. Geiger would like to hear from some of the employees prior to putting this new Ordinance in place.

Roll Call on motion made earlier to adopt Ordinance No. 11, 2011: Ms. Spoor, aye; Mr. Fangman, aye; Ms. Zembrodt, aye; Ms. Geiger, nay; Mr. Fedders, nay. Motion carried
Mr. Fedders stated he voted no because he would like to see employees eased into the plan.

Motion to adopt Ordinance, with amendments, was made by Mr. Fangman; second by Ms. Zembrodt. Roll Call: Ms. Spoor, aye; Mr. Fangman, aye; Ms. Zembrodt, aye; Ms. Geiger, nay; Mr. Fedders, nay. Motion carried.

Mayor Catchen then presented the Special Fund payments to Council.

Motion to pay invoices of \$13,134.66 from the Fire truck/Economic development fund to Duke Energy for moving poles for the St. Joseph Lane Improvement was made by Mr. Fangman; second by Ms. Spoor. Roll Call: all ayes

II. Resolution No. 12, 2011; Agreement between City of Park Hills and Ft. Mitchell regarding Officer Alan Dietz was read in summary by Attorney Robert Winter. Motion to accept Resolution was made by Mr. Fangman; second by Mr. Fedders and motion carried unanimously. Mr. Fedders asked who verified the amount due to Park Hills from Ft. Mitchell. Ms. Spoor believes it was the city's accounting firm who does the audit.

III. Executive Order No. 6, 2011 abolishing the Budget Committee was read, and signed, by Mayor Catchen.

Special and Caucus Meeting
July 25, 2011
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IV. Executive Order No. 7, 2011 abolishing the Transparency and Communications Committee was read, and signed, by Mayor Catchen

V. Executive Order No. 8, 2011 removing Diane Geiger as delegate to the Fix the Dixie was read, and signed, by Mayor Catchen. Ms. Gieger was handed the reason for this removal in a sealed envelope from Mayor Catchen.

Motion to adjourn from Special Meeting was made by Mr. Fangman; second by Ms. Spoor and motion carried.

Motion to enter back into Special Meeting to read Resolution No. 13, 2011 was made by Ms. Spoor; second by Ms. Fangman and motion carried.

VI. Resolution No. 13, 2011 appointing Cyrus Harris to Full Time Patrolman was read by Mayor Catchen. Motion to accept Ordinance was made by Mr. Fangman; second by Ms. Spoor and motion carried unanimously.

Motion to adjourn from Special Meeting was made by Mr. Fangman; second by Ms. Spoor and motion carried.

CAUCUS MEETING:

Call to Order

Mr. Steve Elkins was sworn in by Mayor Catchen as an alternate member to the Code Enforcement Board.

I. Petitioners – None

II. Committee Discussions

A. Infrastructure and Public Works

Mr. Fangman stated the sewer was replaced by Michel's on Hamilton today. Discussion regarding Alhambra project and the North Arlington overlay.

There will be an Infrastructure Meeting on Friday, July 29th at 9:00 a.m. at Jay Bayer's office to discuss Cleveland/Jackson, Exter, Dixie Hwy., and Terrace.

Mr. Fedders asked if the meeting minutes, and notices, could be sent to all council members.

B. Financial Oversight – Abolished per Executive Order No. 6, 2011

C. Transparency and Communications Committee – Abolished per Executive Order No. 7, 2011

D. Economic Development – Monty O'Hara not present

E. Parks, Beautification and Recreation Committee

Pam stated the Village Green met on July 18th. A decision was made to purchase a brick in Mr. Robert Dickman's name in Trolley Park.

Mr. Stamm reported that a portion of his garden area on North Arlington and Dixie was torn up by the water district as they brought a pipe through the area.

Missy Catchen has found an organic herbicide which is safe for pets and children to be used on the plants. A sign will be put up for three days after the spray is used to let residents know. The next Village Green meeting will be held on Monday, August 15th. The new playground equipment and new park sign should arrive on August 12th. Fire Department to tear down on August 9th.

F. Historic Preservation Committee – No report

G. Personnel Committee

Mr. Fangman stated he would like to hold a personnel meeting soon to discuss the personnel policy.

H. Mayor's Group Report

Mayor Catchen, along with Mr. Fangman and Mr. O'Hara, attended the meeting. There was a discussion regarding the NKAPC.

I. Mayor's Update – None

III. Old Business

Ms. Spoor attended the apartment owners' meeting. She said it went well. After the meeting there was discussion regarding the construction of the new Brent Spence Bridge and how the city could lose up to four homes on Scenic and one of the Dickman Apartments. There will be more discussion regarding this.

IV. New Business

Discussion regarding retaining walls and legislation Mr. Fedders found regarding an Ordinance pertaining to retaining walls.

Mr. Fedders asked the Mayor as to why the budget committee was abolished. The Mayor replied he will be preparing the budget. He stated he wanted to try to have a budget committee that it turned out to be a fiasco and that is why he did away with it. He stated next year he will present a budget to Council 30 days prior to reading at which time modifications can be made.

Ms. Geiger reminded the Mayor that she had planned on doing a city wide survey; with the abolishing of the committee, who will be responsible? The Mayor stated anyone on Council may participate.

V. Delegations

A. Fix the Dixie – Abolished per Executive Order No. 8, 2011

B. Municipal Government League – Mr. O'Hara absent

C. Northern KY Area Planning Commission – No Report

D. Telecommunications Board of N. KY – No Report

E. Northern KY Area Development District – No Report

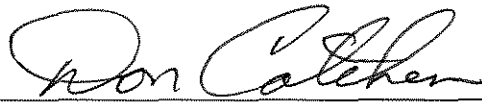
F. Code Enforcement Board

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Next meeting Tuesday, August 16th

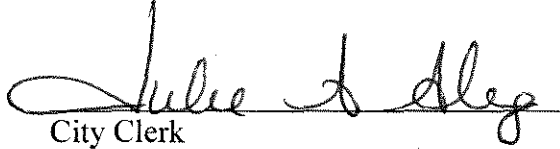
Mr. Fedders asked to go into executive session to discuss personnel matters. Mayor Catchen declined to go into executive session regarding the exit interviews this afternoon regarding their resignations. He would like Mr. Fangman and Mr. Fedders to write a report which can then be discussed in an executive session.

8:40 Motion to adjourn from Special Meeting was made by Mr. Fangman; second by Ms. Zembrodt and motion carried.



Mayor, Don Catchen

ATTEST:



City Clerk

THE PARK HILLS CITY COUNCIL HELD A BUSINESS MEETING ON MONDAY, AUGUST 8, 2011, AT 7:00 P.M. AT 1600 DIXIE HIGHWAY (COVINGTON CATHOLIC HIGH SCHOOL) WITH MAYOR DON CATCHEN PRESIDING. COUNCIL MEMBERS PRESENT: KATHY ZEMBRODT, DIANE GEIGER, PAMELA SPOOR, ALBERT FEDDERS, MONTY O'HARA AND SKIP FANGMAN ALSO PRESENT: CITY ATTORNEY, ROBERT WINTER AND CITY ENGINEER, JAY BAYER

CALL TO ORDER

PLEDGE OF ALLEGIANCE

ROLL CALL

Motion to approve the July 11 and July 25, 2011 minutes, with changes, was made by Mr. Fangman; second by Ms. Zembrodt and motion carried.

I. Resolution No. 14, 2011 reappointing Barbara Slukich to the Code Enforcement Board was read by Attorney Robert Winter. Motion to accept Resolution was made by Mr. Fangman; second by Ms. Spoor and motion carried.

II. Municipal Order No. 10, 2011 appointing Mr. John Kappas to the Board of Adjustment was read by Attorney Robert Winter. Motion to accept Resolution was made by Mr. Fangman; second by Ms. Zembrodt and motion carried. Mayor Catchen swore in Mr. Kappas.

Mr. Robert Winter introduced himself to the audience as the City's Attorney. He stated, with regards the termination of Ms. Amy Schworer as police chief, the police Bill of Rights provides due process. He went on to say, the appointment, or termination of a police officer or police chief is allowed by the Mayor with, or without, a reason. He stated Ms. Schworer would be granted a hearing before the Mayor and Council and asked that no comments be made regarding the termination of Ms. Schworer prior to the hearing. A hearing date will be scheduled this evening and Ms. Schworer will receive 3 days advance notice of the hearing. After the hearing, issues under the police Bill of Rights will be brought out.

Ms. Geiger asked what the Mayor's role would be at the hearing. Mr. Winter replied the Mayor will preside over the meeting and Council will be the judge.

Motion to set the hearing date for Wednesday, August 17, 2011 at 7:00 p.m. in the Covington Catholic Cafeteria was made by Mr. O'Hara; second by Mr. Fangman and motion carried. The hearing will be open to the public.

III. Petitioners

The following residents were present at the meeting: Mr. Mike Napier, Mr. Greg Johnson, Ms. Sandy Finke, Ms. Louise Wells, Ms. Snowden, Ms. Ryan, Mr. Stuart Morrison and Mr. Steve Elkins.

Each petitioner had 3 minutes to speak.

Mr. Napier commented on his frustration with Council and Mayor for their "negative culture" and wonders why 6 full time police officers have left the city since the first of the year. He was shocked at the firing of the police chief and that she, in his opinion, was doing a good job. He went on to say he likes the website and asks that the Mayor give his visions for the city.

Mayor Catchen commented the city was safe with 24/7 police coverage. He stated he has five officers, currently working at other departments, who would like a chance to work in Park Hills. He stated he has the city at heart and will run the city the best he can.

Mr. O'Hara stated he would like to see committees have at least 5 Council members so that when 2 people meet, there would be no need for a notice.

Ms. Zembrodt replied that at the last meeting, the budget committee was disbanded due to so much controversy. She stated they held 4 meetings which were noticed. She went on to say that nothing deviant was done when helping to prepare the budget.

Mr. O'Hara stated it was not deviant, just hidden, and that the police didn't know what the new insurance entailed until after it was already changed.

Mr. Fedders agreed and stated he had questions regarding the insurance after it was already in effect.

Ms. Spoor asked to comment on Ms. Zembrodt's remarks with regards to the composition of the budget. She stated Mr. Fedders was asked to be on the committee but declined. She also assured everyone that nothing was done to hide or deceive. She stated she and Ms. Zembrodt went over the budget and tried to find ways to save money.

Mr. Fedders stated since he would like to be on the Infrastructure Committee, he declined to be on the Budget Committee. He went on to say, he never missed a budget meeting he was invited to.

Mr. Johnson, the second petitioner, stated that the Mayor and Council came in on transparency; then why disband the Transparency and Communications Committee? He stated 7 people were voted in and that 3 of them are not being heard. He stated he is also concerned about officers leaving. He believes if everyone is unable to get along, then all should submit their resignations.

Mayor Catchen introduced Officers Stanley and Weisner and spoke about their credentials. He stated Officer Stanley will be in charge until a new chief is found. Officer Stanley assured members of the audience that there is 24/7 coverage and another officer will be added when Officer Harris is finished with training. Ms. Geiger asked if the current officers were working 12 hour shifts. Officer Stanley said they are for now, but will go back to an 8 hour shift when the other officer returns.

Mayor Catchen stated he hoped to have the problem of the police department resolved by the next meeting with the hiring of part timers and a new chief.

Ms. Finke stated her questions were already answered so Ms. Wells was called to speak. Ms. Wells stated she is a 32 year resident of the city and questions the favoritism by the Mayor of certain Council members who ran with him. She stated employee benefits were cut but the budget for the park went up. She worries things will not get done with a part time public works person. She requested Mayor Catchen resign his position.

The next to petition was Ms. Stella Snowden. Ms. Snowden stated she has been a Park Hills resident since 1998; her husband since 1992. She went on to say she has attended several meetings and has concerns regarding transparency as to how the appointments of committees were made and the proposal by the Mayor that the minutes not contain discussion. She is concerned about not having a delegate to the Fix the Dixie since Dixie Highway runs through the town; the abolishment of the Transparency and Communications Committee; and the firing of the police chief. She believes the residents deserve the Mayor's definition of transparency.

Ms. Ryan started out by saying "the truth welcomes questions". She stated there is a history of 3 vs. 3 with the Mayor breaking the tie. She states she is going through a situation with her job and knows how stressful it can be when one is unsure about their job.

Mr. Stuart Morrison stated that most of his questions had also been answered. He just wanted to say he would expect the Mayor to use Council when making decisions.

Mr. Greg Johnson read a letter written by Mr. Peter Craig who was unable to make the meeting. It asked how the saved money would be spent. He would also like to see the plan and move forward and has asked the Mayor to articulate his vision over the next four years.

Mayor Catchen again assured everyone the police department is sound. He stated his agenda is for the betterment of Park Hills. He stated that there are 4-5 road projects coming soon. He would like to rezone Dixie Highway so that it is the same throughout. He stated his vision is to keep improving the city. He says the city is saving money by consolidating the insurances; the raising of the payroll tax by ½% (which he voted for in last years' budget); took \$3,000 out of the park's budget; the combining of the phone and internet service and that money was saved and employees pay was not cut. He went on to say he would like to see the city channel its energy into the betterment of the city.

Ms. Geiger stated when the \$3,000 was cut from the park, the Mayor directed the city clerk to put it into a special fund for a sprinkler system.

Mr. Spoor countered the money in the park budget is not for Trolley Park alone. It is also used at the city's entrances, the triangle on Audubon Road, North and South Arlington entrances and the intersection of Dixie Highway and St. James Avenue.

Mr. Steve Elkins was the last to petition. He is a resident of Arlington Road and was also on City Council last term. He stated he appreciates all that Council does but does not like the uncomfortable feeling at the meetings. He feels there is no team effort. He says he is not against any one person on Council, or the Mayor. He asked the audience if they were happy about the way things are going in the city; the majority answered no.

Mr. Fedders made a motion to enter executive session to come up with a vision and to discuss personnel issues.

Mayor Catchen asked if it could wait until the end of the meeting. Mr. Fedders withdrew his motion until the end of the meeting.

Mayor Catchen asked Mr. Bill Rolfes, TBNK, to give his report next. Mr. Rolfes stated the TBNK meeting in July was canceled. The audit was completed in June and he expects a report within the next couple of weeks. The board met with Insight to discuss the franchise. Effective July 1, 2011, Boone County left the board on their own due to financial reasons. He went on to say that was a major disappointment to the TBNK. Mr. Rolfes stated the budget for this year has passed and that it was raised for legal issues and equipment. Ms. Spoor asked if residents unable to watch the recorded meetings could pick up a copy of the DVD; Mr. Rolfes said he would check and let the city clerk know. Mr. Fedders asked if the TBNK would also tape the city's Caucus Meetings. Mr. Rolfes stated they are short on staff, but would look into it.

IV. Department Reports

A. Police Department – No report

B. Fire Department – Motion for approval of July report made by Mr. Fangman; second by Ms. Zembrodt and motion carried.

C. Public Works

Mr. Finke stated he moved both of the No Parking sign on the right hand side of Amsterdam Road. Mr. Finke asked if an Ordinance will be needed; Mr. Winter stated he would talk with Mr. Finke regarding this. Mr. Finke met with Lonkard and talked to the people at 1522 to have them move their cars during construction. The punch-list for Morgan Court is complete and work will begin on Hamilton tomorrow, weather permitting. Mr. Finke will attend an upcoming meeting regarding sign regulations. Mr. O'Hara asked if the city could create an Ordinance which would require direct billing to the city for anything done, or bought, for the park. Mr. Finke stated he has been helping in the park and purchases the mulch.

Mr. Finke stated the hole at the intersection of Terrace and Amsterdam has been filled with concrete and finished to match the street. The hole was due to two water main breaks.

D. City Engineer

Motion for approval of July report was made by Mr. Fangman; second by Ms. Spoor and motion carried.

Morgan Court: Completion of the punch-list work is anticipated the week of August 8th.

Rosemont/Hilltop: Several punch-list items remain to be completed by the contractor.

Exter Drive: The Infrastructure Committee met on July 29th to discuss this project. The committee would like to proceed with bidding the project.

Cleveland Ave.: The Infrastructure Committee met on July 29th to discuss this project. Based on the poor conditions of parts of the project area, the committee would like to

Business Meeting

August 8, 2011

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proceed with repairs of the worst areas this fall and to begin discussions with the utility companies and citizens for a longer term fix.

KIA Dixie Highway Grant-St. Joseph realignment: Lonkard Construction has begun moving equipment on site and is scheduled to begin work on August 8th. The new street name will be Alumni Drive. SD1 will contribute and the Highway Department will also work with the city.

Alhambra Court: A capital improvement request has been submitted to, and approved, by the SD1. They have committed to sharing 50% of the storm sewer costs.

Terrace Drive: The Infrastructure Committee would like to replace the curbs, drive aprons and mill and overlay the asphalt. Mr. Bayer stated he would walk the job site and would like to come back with bids.

Storm Water Transfer Agreement: Mr. Bayer stated he will need some action on the transfer to receive funding for projects.

E. Finance Department

1. Motion to accept the financial reports for the months of June and July was made by Mr. O'Hara; second by Ms. Geiger and motion carried.

2. Motion to pay Municipal Road Aid invoices in the amount of \$1,860.00 and the Fire Truck/Economic Development Fund invoices in the amount of \$2,459.89 was made by Mr. O'Hara; second by Ms. Spoor. Roll call: all ayes.

V. Committee Discussions

A. Infrastructure and Public Works Committee– Skip Fangman

Mr. Fangman stated Mr. Bayer and Mr. Finke covered most of the Infrastructure updates. He stated SD1 said a bigger trench would be needed on Alhambra Court. Residents in the area were in agreement.

Lonkard will be at 1522 Dixie Hwy. tomorrow to work on Mr. Wolfe's property.

B. Economic Development Committee – Monty O'Hara

Mr. O'Hara was unable to attend the last Business Association Meeting. He would like to meet with them next time to discuss Dixie Hwy. zoning, etc. Mr. O'Hara stated he was unhappy about the clean up sign done by the Business Association. Mayor Catchen asked if Mr. O'Hara would chair a committee between the Business Association and Council and report under the Economic Development Committee. Mr. O'Hara stated he would. Ms. Spoor asked if he could also look into the old NKU site located at the end of Mt. Allen Ln.

C. Parks, Beautification and Recreation Committee – Pamela Spoor

Mr. Fedders stated the new park equipment will arrive on August 12th. The fire department will tear down the old equipment tomorrow. Signs will be put up informing

residents that the park will be temporarily closed. Mr. Fedders hopes work will start on Friday; an email will be sent out asking for volunteers on Saturday and Sunday.

D. Historic Preservation Committee – Pamela Spoor
A meeting will be held on Thursday, August 25th at 7:00 p.m. at the city building.

E. Personnel Committee – Skip Fangman
No report

H. Mayor's Group Report
Discussion at the Mayor's meeting included the potential abolishment of the NKAPC. Next meeting is scheduled for Saturday, August 20th at 9:00 am.

I. Mayor's Update - None

VI. Old Business

Ms. Geiger feels great improvement to the city's website has been done and asked that the Mayor consider reinstating the Transparency and Communications Committee. The Mayor said he will take it into consideration.
Ms. Geiger also asked the Mayor reappoint her to the Fix the Dixie and feels it is necessary to, among other things, improve safety.
Mayor Catchen stated he would like to see all of Council involved and not just one person. Ms. Geiger asked if this is the case; why not abolish all the committees?

VII. New Business

Mr. O'Hara asked Council for permission to block off Lawton Road on Saturday, September 3rd for a block party. Motion to approve street blocking was made by Mr. O'Hara; second by Mr. Fangman and motion carried.
A former police officer of Park Hills, Officer Roy Sims, was killed in a motorcycle accident while working a funeral procession. Council was asked if they would consider making a donation or memorial in his honor.
Motion to spend \$35 on a brick to be placed in Trolley Park in Sims' honor was made by Ms. Zembrodt; second by Ms. Spoor. Roll call: all ayes
Motion to spend \$50 on flowers was made by Mr. O'Hara; second by Ms. Spoor and motion carried. Roll call: all ayes

VIII. Delegations Discussions

- A. Municipal Government League – Monty O'Hara – No report
- B. Northern KY Area Planning Commission – Mayor Don Catchen – No report
- C. Telecommunications Board of Northern KY – Bill Rolfes

Report given earlier in meeting

- D. Northern KY Area Development District – Kathy Zembrodt – No report

Business Meeting
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E. Code Enforcement Board

No meeting in July. Next meeting is scheduled for Tuesday, August 16th at 7:00 pm at the city building.

9:31 Motion to enter into executive session to discuss pending litigation was made by Mr. Fedders; second by Ms. Geiger and motion carried.

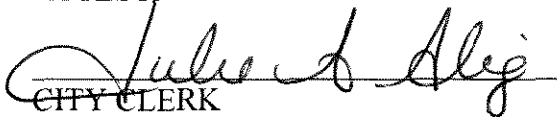
11:44 Motion to exit executive session, with no action taken, was made by Ms. Geiger; second by Mr. Fangman and motion carried.

11:45 Motion to adjourn from Business Meeting was made by Mr. Fangman; second by Ms. Spoor and motion carried.



MAYOR, DON CATCHEN

ATTEST:


CITY CLERK

THE PARK HILLS CITY COUNCIL HELD A SPECAIL AND CAUCUS MEETING ON MONDAY, AUGUST 22, 2011, AT 7:00 P.M. AT THE PARK HILLS CITY BUILDING, 1106 AMSTERDAM ROAD WITH MAYOR DON CATCHEN PRESIDING. COUNCILMEMBERS PRESENT: SKIP FANGMAN, ALBERT FEDDERS, DIANE GEIGER, PAMELA SPOOR AND KATHY ZEMBRODT
ABSENT: MONTY O'HARA
ALSO PRESENT: CITY ATTORNEY, ROBERT WINTER

PUBLIC HEARING:

Mayor Catchen read the property tax rate for the 2011 fiscal year. There were no comments made.

Mayor Catchen read the Municipal Road Aid Revenue notice. There were no comments. Discussion followed regarding the possible lowering of the road tax and increasing the property tax. Mr. O'Hara stated he feels the city should take the allotted 4% property tax increase and decrease the road tax.

Mr. Fedders passed out a spreadsheet which compared the tax rates of other cities.

SPECIAL MEETING:

Call to Order

Pledge of Allegiance

Roll Call

Mayor Catchen opened the meeting by reading his vision for the city to the audience. He also asked that the city clerk post it on the website.

Ms. Spoor suggested changing the seating arrangement among Council members may help; Ms. Spoor switched her seat with Mr. Fedders.

Mr. Joe Michaels addressed Council to ask for their approval to route the 5K race, in memory of Maria Schaffstein, through the city. The race will be held on Sunday, September 18th from 4-5 p.m. Last year, he stated, some of the police officers helped with traffic.

The consensus of Council was to approve the race.

I. Emergency Reading; Ordinance No. 12, 2011 setting the city's 2011 tax rate was read by attorney Robert Winter. Motion to adopt Ordinance was made by Mr. Fangman; second by Ms. Zembrodt. Roll call: all ayes

Before the reading of Resolution No. 15, 2011 promoting Cody Stanley to full time Sergeant, Mr. Fedders had some concerns. He stated, according to the police procedures adopted in February, the position should be noticed. He went on to say he was worried about the police department's accreditation if policies are not followed. The city clerk stated the policies and procedures written by former police chief, Amy Schworer, were never adopted. Mr. Fedders stated, for the record, the city needs to have police department policies and procedures in place to make sure things are done correctly. He added; he believes the job should be advertised. The position was posted in the police department.

Mayor Catchen stated the city needs to have someone in charge and feels, with 20 years' experience, Officer Stanley is the right person.

Ms. Geiger asked if there were any policies in place. Mayor Catchen replied there were not.

Officer Stanley introduced himself to the members of the audience. Officer Stanley served on the Covington police department from June 22, 1989 until his retirement on July 31, 2009. He did Traffic Alcohol Patrol for eight months; worked with the Crime Bureau on child abuse and arson investigations for about 5 years; attended a two week course of the Southern Police Institute and Homicide Investigation held at the University of Louisville; took a two week course at the International Fire Academy in Emmetsburg, MD for arson investigation; was a field training officer who trained many people; won a lifesaving award and was once voted officer of the month.

II. Resolution No. 15, 2011 promoting Cody Stanley to full time Sergeant was read by Mayor Catchen. Motion to accept Resolution was made by Mr. Fangman; second by Ms. Spoor and motion carried

III. Resolution No. 16, 2011 promoting Cyrus Harris to Specialist was read by Mayor Catchen. Motion to accept Resolution was made by Mr. Fangman; second by Mr. O'Hara and motion carried.

7:41 Motion to adjourn from Special Meeting was made by Mr. Fangman; second by Ms. Spoor and motion carried.

CAUCUS MEETING:

Call to Order

I. Petitioners

Mr. Stuart Morrison was present at the meeting and asked about some memos that have been circulating around the city regarding the termination of the police chief and the one which asks the Mayor to share his vision for the city with residents.

Mayor Catchen gave Mr. Morrison his vision letter to pass out to members of the audience.

Attorney Robert Winter stated there is a significant possibility of litigation regarding the termination of the police chief and it will not be discussed at this time.

II. Committee Discussions

A. Infrastructure and Public Works

Mr. Fangman stated the work on 1530 Dixie Highway started on August 9th. He stated he went to meet with Mr. Aylor at 1438 Amsterdam regarding his drainage problem. The drain is not catching the water; it is suggested raising that to 4 inches above level and see if that works.

Mr. Fangman relayed to Council that Ms. Kelly Flynn called and stated she appreciated what some members on Council did to help her out with her tuition. Ms. Flynn did some work for the city and was under the impression she would be reimbursed; when she was not, some of Council reimbursed her themselves. Mr. Fangman went on to say that Ms. Flynn was not an intern, but rather a co-op.

Mr. Fangman stated he received word from the owner of 1319-21 Amsterdam that water was still running down the retaining wall; the problem was discussed with Mr. Bayer. Mr. Fedders asked the final tally on Hamilton Road; Mr. Fangman replied around \$8,900. He also asked the cost of the Alhambra Court work. Mr. Fangman stated up to around \$14,900 plus \$2,000 to Bayer Becker. The city will receive a 50% reimbursement from SD1.

Mr. Fedders asked Mr. Finke about the hole at the intersection of Terrace and Amsterdam. Mr. Finke stated he put fill in it and troweled it; it seems to be holding. Mr. Fedders asked the cost of the Arlington project; Mr. Fangman replied it was less than \$9,000.

Mr. Fedders asked if there were minutes from the August 16th meeting regarding Cleveland and Jackson. Mr. Fangman stated no, that they mainly walked the street and took pictures.

Mr. O'Hara stated he would like residents to know about the options available to them. He would like everyone on those streets to know that if everything is not done to standard, the street may not last. He does not want to see lower standards because of cost. Mr. Fedders stated there is talk of doing the streets separately or in sections and as a resident of Jackson Road, he would like to know when meetings will be held. He would like to see the streets fixed right the first time and would also like to have a 2 week notice for meetings.

B. Economic Development – No report

C. Parks, Beautification and Recreation Committee

Ms. Spoor stated the installing of stones on the berms, to prevent erosion, has been completed.

Mr. Fedders stated the playground equipment has arrived and is being installed with volunteers. He added that no city money was spent on the playground; it was all from donations.

Ms. Spoor said after the playground is installed, the grassy area will be reconstructed. A large stone will be placed in the wall around the play area for a family which made a large donation to the park.

D. Historic Preservation Committee – No report

Meeting will be held on August 25th.

E. Personnel Committee – No report

F. Mayor's Group Report

Discussion included having the NKAPC reduce their fees by 40%.

A meeting will be held tomorrow at 4:00 pm at the Erlanger Fiscal Court regarding dispatch.

G. Mayor's Update – None

III. Old Business - None

IV. New Business

Mr. Fedders brought in a write up regarding a retaining wall Ordinance he has been working on; he asked for Council's input.

Mayor Catchen relayed to Council he will present a candidate for police chief to Council and they can vote whether or not to hire him/her. He went on to say, he had two part timers in mind who are retired from Covington.

Mr. Fedders asked if the city would be asking for letters of recommendation from the cities they've worked for. The Mayor replied it would not since there are questions on the application and references are asked for.

Mr. Fedders stated he just wants to make sure procedures are followed.

V. Delegations

A. Municipal Government League – No report

C. Northern KY Area Planning Commission – No report

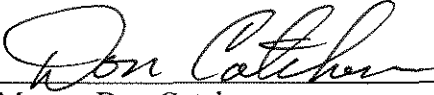
D. Telecommunications Board of N. KY – No report

E. Northern KY Area Development District – No report

F. Code Enforcement Board – No report

The next meeting is scheduled for Thursday, September 22nd at 7:00 pm. There is one citation for the board to discuss.

8:35 Motion to adjourn from Special Meeting was made by Mr. Fangman; second by Ms. Spoor and motion carried.



Mayor, Don Catchen

ATTEST:



City Clerk

THE PARK HILLS CITY COUNCIL HELD A SPECIAL MEETING ON TUESDAY, SEPTEMBER 13, 2011, AT 7:00 P.M. AT THE PARK HILLS CITY BUILDING, 1106 AMSTERDAM ROAD WITH MAYOR DON CATCHEN PRESIDING. COUNCIL MEMBERS PRESENT: KATHY ZEMBRODT, PAMELA SPOOR, ALBERT FEDDERS, MONTY O'HARA AND SKIP FANGMAN
ABSENT: DIANE GEIGER AND CITY ATTORNEY ROBERT WINTER

CALL TO ORDER

PLEDGE OF ALLEGIANCE

ROLL CALL

I. Legislation to be considered.

A. Resolution No. 17, 2011 appointing Dewayne Cox as a part time patrolman was read by Mayor Don Catchen. Motion to accept Resolution was made by Mr. Fangman; second by Ms. Zembrodt and motion carried unanimously. Officer Cox was sworn in by Mayor Catchen

Officer Cox introduced himself as a retired Covington police officer with over 20 years of service. He grew up, and resides, in Covington. He was deployed in 2006 and 2007 as an overseas contractor.

B. Resolution No. 18, 2011 appointing Richard Webster as a part time patrolman was read by Mayor Don Catchen. Motion to accept Resolution was made by Mr. Fangman; second by Ms. Spoor and motion carried unanimously.

Officer Webster introduced himself. He spent five years in the military and retired from the Covington police department last year.

C. First Reading; Ordinance No. 13, 2011 amending the Park Hills Code of Ordinances regarding police training reimbursement period was read in summary by Mayor Don Catchen.

D. Municipal Order No. 11, 2011 appointing Mayor Catchen as the delegate to the Fix the Dixie was read by Mayor Catchen. Motion to accept Municipal Order was made by Mr. Fangman; second by Ms. Zembrodt. Roll Call: Mr. Fangman, aye; Ms. Zembrodt, aye; Mr. Fedders, nay, Ms. Spoor, aye; Mr. O'Hara, nay. Motion carried.

Discussion followed regarding the appointment of the Mayor to the Fix the Dixie. Mr. Fedders stated there was an executive order appointing Ms. Geiger to the position. He went on to say, Ms. Geiger has attended all of the Small Area Study meetings, even before being elected to Council.

Mr. O'Hara agreed and stated she was one of the team people with the city's Small Area Study. Mr. O'Hara wonders why the Mayor decided to leave the Fix the Dixie only to

return and appoint himself as delegate. Mayor Catchen explained that he, and several other Mayors in the area, had things they want to work on together. Mr. Fedders believes Ms. Geiger should be reappointed to the Fix the Dixie as she gave of her time to attend the meetings. Mayor Catchen again stated he and the other Mayors need to discuss certain things regarding Dixie Highway.

Mr. O'Hara was upset with the fact Ms. Geiger was appointed and then pulled for no reason. He was also upset at the abolishment of the Transparency and Communications Committee that Ms. Geiger chaired. Mayor Catchen stated that committee will be coming back.

II. Special Fund Payments:

Mr. Fedders stated he would like to receive affidavits from companies before doing work in the city. Mr. Finke stated Bayer Becker handled this and there was never a problem in the past.

Motion to pay Municipal Road Aid invoices in the amount of \$1,720.11; Fire Truck/Economic Development Fund invoices in the amount of \$3,204.19 (leaving off the payment to Lonkard Construction for \$57,280.00 for 1530 Dixie/St. Joseph Lane project); Sanitation Fund invoice in the amount of \$520.00 and Road Tax invoices in the amount of \$15,850.33 was made by Mr. Fangman; second by Ms. Spoor. Roll Call: Mr. Fangman, aye; Ms. Zembrodt, aye; Mr. Fedders, nay; Ms. Spoor, aye; Mr. O'Hara, aye. Motion carried.

Mr. Fedders feels, in reference to the Hamilton Road repair invoice by Michel's, that the city should put any road job out for bid even if they do come in under \$20,000. He believes the threshold for bids should be as low as \$5,000. Mr. Fangman explained the Hamilton Road repair was done as two separate projects; one was for sewer repair and one for the road itself. Mr. Fedders replied; he saw both projects listed on the same bid sheet. Mr. O'Hara feels it would not be much more of an effort to get several bidders on projects and Mr. Fedders added he would be happy to help with the process.

III. Ms. Millie Fangman was present at the meeting to ask Council's permission to place a storage shed in Trolley Park. The shed would store supplies, provide shelter at outdoor events, provide a shelter for a keyboard and to post advertisements. Ms. Fangman passed around the design and dimensions for Council to look over. Council members were pleased with the design. Ms. Fangman stated the shed would be 100% funded through donations with no city monies to be spent.

Motion to allow the shed, with it being alright to make the dimensions deeper and using no city funds, was made by Mr. Fedders; second by Ms. Zembrodt and motion carried unanimously.

IV. Motion to award city building paint bid to Ellison was made by Mr. O'Hara; second by Ms. Spoor and motion carried unanimously. Mr. Finke stated he will finalize a punch list before payment is made.

V. The Mayor read the submitted bids for the Cleveland/Jackson repairs as follows:
Len Riegler Blacktop - \$99,562.75
Paul Michels and Sons, Inc. - \$101,284.00
JPS Construction - \$126,093.25
Barrett Paving Company, Inc. - \$126,298.15
Bluegrass Paving, Inc. - \$130,580.55
Eaton Asphalt - \$132,565.25

Mr. Finke stated he is not familiar with Bluegrass as they have never done work in the city. He did, however, state his dissatisfaction with Len Riegler Blacktop. Mr. Finke went on to say he would be in favor of awarding the bid to Paul Michels and Sons. He states they have done good work in the past for the city.

Mr. Fedders stated he is still not sure what exactly will be done with the streets. Ms. Spoor replied the city, along with Jay Bayer, held two meetings last year with the residents of Cleveland and Jackson. She believes the meeting outcomes were incorporated into the bid specs sent out by Bayer Becker.

Mr. Fedders stated he would like the city to hold another open meeting with those residents.

Ms. Spoor asked if Council could award the bid and then make changes later. Mr. Fangman stated the bid could be readjusted based on the unit prices given by the contractors. Mr. Fedders would like to see the road done properly the first time. Discussion took place regarding the drainage issues on lower Jackson as well as a mill and overlay versus an entire road repair.

Motion to award Cleveland/Jackson bid to Michels was made by Mr. Fangman; second by Ms. Spoor.

Ms. Spoor believes, based on the two meetings, the desire for the residents are to have some of the work done now on the very bad areas so that they are at least passable. Mr. O'Hara stated he would like to meet again with residents of these streets before any work is started. Ms. Spoor stated she is very opposed to widening upper Jackson.

Roll Call: Mr. Fangman, aye; Ms. Zembrodt, aye; Mr. Fedders, aye; Ms. Spoor, aye; Mr. O'Hara, aye. Motion carried.

Mr. Fedders stated his aye was on the condition another open meeting will be held with the residents of Cleveland Avenue and Jackson Road.

Before the meeting adjourned, Mayor Catchen relayed to Council that Time Warner bought out Insight. TBNK is asking cities not to approve the merger. TBNK has no contract with Time Warner.

Mayor Catchen also relayed to Council a message from SD1. Effective January 1, 2012, a new policy will be put in place for restaurants to properly dispose of grease and cooking oils. The facilities that fry food will be required to install a type of holding tank for the

Special Meeting
September 13, 2011
Page 4

oil/grease. The city clerk will send the information from SD1 to any businesses in Park Hills which will be affected.

Mr. Jay Bayer will be available to residents and Council after the meeting to answer additional questions regarding the Cleveland/Jackson road project.

8:43 Motion to adjourn from Special Meeting was made by Mr. O'Hara; second by Mr. Fangman and motion carried unanimously.



Mayor, Don Catchen

ATTEST:



City Clerk

THE PARK HILLS CITY COUNCIL HELD A BUSINESS MEETING ON MONDAY, OCTOBER 10, 2011, AT 7:00 P.M. AT 1550 DIXIE HIGHWAY WITH MAYOR DON CATCHEN PRESIDING. COUNCIL MEMBERS PRESENT: KATHY ZEMBRODT, DIANE GEIGER, PAMELA SPOOR, ALBERT FEDDERS, MONTY O'HARA AND SKIP FANGMAN

ALSO PRESENT: CITY ATTORNEY, ROBERT WINTER AND CITY ENGINEER, JAY BAYER

CALL TO ORDER

PLEDGE OF ALLEGIANCE

ROLL CALL

Motion to approve the August 8, 2011 minutes, with changes, was made by Mr. Fangman; second by Ms. Spoor and motion carried unanimously. Motion to approve the August 22, 2011 minutes, with changes, was made by Mr. Fangman; second by Ms. Zembrodt and motion carried unanimously. Motion to approve the September 13, 2011 minutes, with changes, was made by Mr. O'Hara; second by Ms. Spoor and motion carried unanimously.

I. Petitioners:

A. Ms. Sara Voelker, with Edward Jones, was present at the meeting to introduce herself. She is a fairly new business owner in the city and wanted to let everyone know that she is located at 1500 Dixie Highway and is happy to serve the citizens, staff and elected officials of the city.

B. Mr. Greg Johnson was present at the meeting to share his comments regarding transparency. Mr. Johnson has been a resident of Park Hills for over thirty-two years. He asked Mayor Catchen the status of the police department and if there is litigation regarding the terminated police chief. Mayor Catchen replied he has not received any notice of litigation from Ms. Amy Schworer. He went on to say that the police department was staffed with 2 full-time and one part-time officer. One of the officers has yet to complete his 40 hours of training, after which, he will become another full-time officer. This evening's agenda will appoint another full-time officer and promote Sgt. Stanley to Police Chief, if passed. If appointed chief, Sgt. Stanley will have a six month probation period.

Mr. Johnson went on to say all those elected ran on a platform of transparency. He asks that if Council and Mayor cannot begin to work together for the betterment of the city, then all should resign from their elected positions.

Discussion took place regarding how the Mayor and Council can work together on transparency and making sure everyone is on the same page.

C. Mr. Markus Resing, 518 Scenic Drive. Mr. Resing wanted to make the Mayor and Council aware that he has purchased the property at 518 Scenic Drive. The property is at the intersection where "old" Scenic meets "new" Scenic. There is a small piece of grassy area near the property which has become overgrown. Mr. Resing is not sure to whom the property belongs but asked if the city would be willing to sell, or let him take

over, the property so that he could maintain it. He states it is a very small area and he has no plans to build on it. Mr. Fedders stated he would like to drive by the property and get a photo view showing the right of way and property line. Mr. O'Hara stated he does not believe the city would be interested in maintaining the area.

Mayor Catchen asked that a photo be brought before Council next month to vote on the issue. In the meantime, Mr. Finke and Mr. Bayer will also look at the property.

D. Ms. Helen Heil, Jackson Road.

Ms. Heil was unable to attend the meeting; Mr. Mike Napier read a letter to Mayor and Council from Ms. Heil regarding the lawsuit brought against the city by Mr. Catchen when he was on Council. Mayor Catchen referred to the city attorney, Robert Winter. Mr. Winter explained the legalities of the claim and stated once the city closes on the property in a few days, the lawsuit will be dropped.

II. Second Reading; Ordinance No. 13, 2011 amending the Park Hills' Code of Ordinances regarding police training reimbursement was read in summary by Attorney Robert Winter. Roll Call: Mr. Fangman; aye, Ms. Zembrodt; aye, Mr. Fedders; aye, Ms. Spoor; aye, Ms. Geiger; aye, Mr. O'Hara; aye.

III. First Reading; Ordinance No. 14, 2011; Vehicle Impoundment, was read in summary by attorney Robert Winter.

VI. First Reading; Ordinance No. 15, 2011; Stop sign at the intersection of St. Joseph Lane and Elberta Circle was read in summary by attorney Robert Winter.

V. Resolution No. 19, 2011; Easement for the installation and maintenance of one pole for traffic light on 1530 Dixie Highway was read in summary by attorney Robert Winter. Motion to accept Resolution was made by Mr. Fangman; second by Ms. Zembrodt and motion carried unanimously.

VI. Resolution No. 20, 2011; Approve contract with Roman Catholic Diocese of Covington was read in summary by attorney Robert Winter. Motion to accept Resolution was made by Mr. Fangman; second by Ms. Spoor and motion carried unanimously.

VII. Resolution No. 21, 2011 appointing Ricky Grigson as a full-time police officer was read by Mayor Catchen. Motion to accept Resolution was made by Mr. Fangman; second by Ms. Zembrodt and motion carried unanimously.

VIII. Resolution No. 22, 2011 appointing Sgt. Cody Stanley to Police Chief, was read by Mayor Catchen. Motion to accept Resolution, with Chief to be on a six month probation period, was made by Mr. Fangman; second by Ms. Spoor and motion carried unanimously.

Chief Stanley was sworn in by Mayor Catchen and given his Chief's badge.

IX. Executive Order No. 9, 2011 re-establishing the Transparency and Communications Committee was read by Mayor Catchen.

X. Department Reports

A. Police Department – No report

B. Fire Department – Motion for approval of September report made by Mr. Fangman; second by Ms. Spoor and motion carried unanimously.

C. Public Works

Ms. Zembrodt asked Mr. Finke when the “No Parking” signs would be placed in the cul-de-sac on Irish Rose. Mr. Finke will meet with Ms. Zembrodt regarding the signs. Mr. Finke stated he will give a presentation at the next meeting regarding the sign class he attended.

D. City Engineer

Motion for approval of September report was made by Mr. Fangman; second by Ms. Zembrodt and motion carried unanimously.

Rosemont/Hilltop: Several punch-list items remain to be completed by the contractor. KIA Dixie Hwy. Grant/St. Joseph Lane:

The KY Transportation Cabinet has installed the new traffic signals. The tentative completion is mid-October. Work on the curb done today and tomorrow.

Exter Drive: Easements were provided to the city for approval by property owners. Bayer Becker will finalize the plans for bidding.

Cleveland/Jackson: A street meeting was held on September 26th with the residents of Cleveland and Jackson. Based on the poor conditions of parts of the project area, the Infrastructure Committee and City Council has approved this project to repair the worst areas first.

Alhambra Court: SD1 approved a 50% cost sharing on this project. The project should be complete this week or next.

Terrace Drive: The city awarded the curb replacement and mill and overlay project to Paul Michels and Sons. They are anticipated to start in mid-October and finish by the end of November.

Storm Water Transfer Agreement: On July 13th, representatives from the city and SD1 met to discuss the Storm Water Asset Transfer. Based on the discussion, SD1 has agreed to include the maps that have been prepared by the city within the agreement to be signed by both parties. City Council will need to approve the Storm Water Asset Transfer. Bayer Becker will update the maps for final submittal to SD1 if the transfer is to occur.

Ms. Spoor asked if Mr. Bayer would look at Ms. Isler’s property on Morgan. Apparently, a small portion of the mortar on her wall is falling apart due to the road work. Mr. Bayer and Mr. Finke will look into.

E. Finance Department

1. Motion to accept the financial reports for the months of August and September was made by Ms. Spoor; second by Mr. Fedders and motion passed unanimously.

2. Motion to pay Municipal Road Aid invoices in the amount of \$8,710.58, Fire Truck/Economic Development Fund invoices in the amount of \$178,663.27, Sanitation Fund invoice in the amount of \$130.00 and Road tax invoices in the amount of \$26,357.26 was made by Mr. Fangman; second by Ms. Spoor. Roll call: all ayes.

XI. Committee Discussions

A. Infrastructure and Public Works Committee– Skip Fangman – No report

B. Economic Development Committee – Monty O'Hara
Mr. O'Hara stated the Business Association discussed potential zone changes for commercial zones to have conforming uses. This may not be in the city's best interest for NDA or CCH; may want to look into an institutional type zone for the schools.

C. Transparency and Communications Committee – Diane Geiger – No report

D. Parks, Beautification and Recreation Committee – Pamela Spoor
The pad for the new shed in Trolley Park should be finished by weeks' end.

E. Historic Preservation Committee – Pamela Spoor – No report

F. Personnel Committee – Skip Fangman
Mr. Fangman would like the committee to meet to update the city's personnel policy. Mr. Fedders stated he would like to have the police procedures, presented in February, voted on to put into place.
Ms. Spoor suggested Chief Stanley look over the procedures to determine what should be changed, added or deleted. Chief Stanley stated he would like to look over the procedures before they are implemented.

G. Mayor's Group Report
Next Mayor's Group meeting is scheduled for Saturday, October 15th at Madonna Manor Recreation Hall; 2344 Amsterdam Road, Villa Hills. Please let the city clerk know if you would like to attend.

H. Mayor's Update
Mayor Catchen told Council he attended a meeting at the Gateway College. The school is looking to sell both the Covington and Park Hills campuses. Gateway has no interest in developers at this time, but would like to sell both buildings together, if possible. Mayor

Catchen wants Council to be aware of the situation and will hopefully have more information in the future.

XII. Old Business

A. Ms. Rhonda Whitaker, along with two other Duke Energy Representatives, was available on September 12th at the Griffin Center to answer questions from citizens regarding the frequent power outages that occur in the city. It was determined Duke would evaluate the city's infrastructure on a street by street basis. Duke will change out transformers and put in squirrel guards to help with the problem. Some areas may experience up to eight hours of power loss while repairs are being made. Duke will also clear easements of branches/trees. Poles will be checked and marked.

B. Discussion took place regarding pros and cons of signing the SD1 storm water transfer agreement. Agreement will be on future meeting to vote.

XIII. New Business

A. Tiles in the clerk's office tested positive for asbestos. Since the 9"x9" tiles have not been disturbed, there is no cause for alarm. The consensus of Council is to remove the asbestos and lay new carpet picked out by the city clerk.

B. Mr. Fedders passed out a copy of his flow charts to the Mayor and Council. The flow charts (attached) show how Mr. Fedders would like to see Ordinances introduced and voted on; how vendors would be paid; and scheduling meetings. He asked that Mayor and Council look over the charts and provide him with feedback.

XIV. Delegations Discussions

A. Fix the Dixie – Mayor Don Catchen – No report

B. Municipal Government League – Monty O'Hara – No report
Annual dinner scheduled for November 12th.

C. Northern KY Area Planning Commission – Mayor Don Catchen – No report

D. Telecommunications Board of Northern KY – Bill Rolfes

Report given earlier in meeting

E. Northern KY Area Development District – Kathy Zembrodt – No report

F. Code Enforcement Board

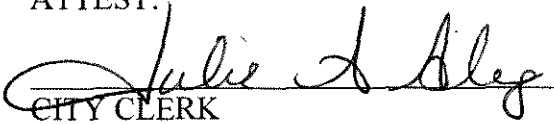
No meeting in July. Next meeting is scheduled for Thursday, October 18th at 7:00 pm at the city building.

10:03 Motion to adjourn from Business Meeting was made by Ms. Zembrodt; second by Ms. Geiger and motion carried unanimously.

Business Meeting
October 10, 2011
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MAYOR, DON CATCHEN

ATTEST:


CITY CLERK

THE PARK HILLS CITY COUNCIL HELD A SPECIAL AND CAUCUS MEETING ON MONDAY, OCTOBER 24, 2011, AT 7:00 P.M. AT THE PARK HILLS CITY BUILDING, 1106 AMSTERDAM ROAD WITH MAYOR DON CATCHEN PRESIDING. COUNCILMEMBERS PRESENT: SKIP FANGMAN, ALBERT FEDDERS, DIANE GEIGER, PAMELA SPOOR, KATHY ZEMBRODT AND MONTY O'HARA
ALSO PRESENT: CITY ATTORNEY, ROBERT WINTER

SPECIAL MEETING:

Call to Order

Pledge of Allegiance

Roll Call

I. Second Reading; Ordinance No. 14, 2011 regarding vehicle impoundment was read in summary by Attorney Robert Winter. Motion to adopt Ordinance was made by Mr. Fangman; second by Mr. O'Hara and motion carried unanimously.

II. Second Reading; Ordinance No. 15, 2011; stop sign at intersection of St. Joseph Lane and Elberta Circle was read in summary by Attorney Robert Winter. Motion to adopt Ordinance was made by Mr. Fangman; second by Ms. Zembrodt and motion carried unanimously.

III. Resolution No. 23, 2011 appointing Dewayne Cox from part-time officer to full-time Sergeant was read by Mayor Catchen. Motion to accept Resolution was made by Mr. Fangman; second by Ms. Spoor and motion carried. Roll Call: Mr. Fangman; aye, Ms. Zembrodt; aye, Mr. Fedders; nay, Ms. Spoor; aye, Ms. Geiger; nay, Mr. O'Hara; aye. Mr. Fedders and Ms. Geiger voted against because they believe due diligence was not done in the promotion of Officer Cox.

Dewayne is a retired patrol Sergeant from Covington. He was deployed overseas to help train Afghanistan police. He is a graduate of Holmes High School and has lived in the Covington area his whole life.

IV. Motion to set the Halloween trick-or-treat hours for 6:00 pm – 8:00 pm, Monday, October 31, 2011 was made by Ms. Geiger; second by Mr. O'Hara and motion carried unanimously.

V. Motion to allow the Pumpkin Parade to Trolley Park on Sunday, October 30, 2011 at 4:00 pm was made by Mr. Fangman; second by Ms. Spoor and motion carried unanimously.

7:19 Motion to adjourn from Special Meeting was made by Mr. Fangman; second by Mr. O'Hara and motion carried unanimously.

CAUCUS MEETING:

Call to Order

Special and Caucus Meeting

October 24, 2011

Page 2

I. Petitioners

Missy Worstell, along with Jenna Haverkos of the NKAPC, was present at the meeting to introduce "Direction 2030". They passed out flyers with the public meeting dates: First meeting is scheduled for Wednesday, October 26th from 5:30 – 7:30 pm at Dixie Heights High School.

Second meeting is scheduled for Thursday, November 17th from 6:30 – 8:30 pm at the Kenton County Agricultural Extension Service.

Third meeting is scheduled for Tuesday, November 29th from 5:30 – 7:30 pm at the Calvary Baptist Church.

Fourth meeting is scheduled for Tuesday, December 6th from 6:30 – 8:30 pm at Piner Elementary School.

Ms. Worstell asked Mayor and Council to encourage neighbors and friends to attend. All the meetings will cover the same topic.

Agendas and meeting summaries will be posted on the NKAPC website

II. Committee Discussions

A. Infrastructure and Public Works

Mr. Fangman stated the work on Alhambra Ct. is almost finished around the drain. Michels will begin work tomorrow on Cleveland and Jackson.

Lonkard is almost finished with their work at 1530 Dixie; Mr. Finke will give a final inspection.

Ms. Geiger noticed that Cleveland was milled up to upper Jackson near the Spoor home and no further.

Mr. Finke replied that he, Mr. Bayer, Mr. Fangman and Mr. Keller walked the job site and felt that the pavement on the upper section of Cleveland near Emerson was in good shape and didn't need replacing.

Mr. Fedders suggested, going forward, to complete the street work to at least 6" from the edge of driveways.

B. Economic Development – No report

C. Transparency and Communications Committee

A meeting is scheduled for tomorrow at 5:30 pm at the city building. All are welcome to attend.

D. Parks, Beautification and Recreation Committee

Chief Huth and Mr. Finke are laying the foundation for the new shed to be built in Trolley Park.

E. Historic Preservation Committee – No report

F. Personnel Committee – No report

G. Mayor's Group Report

Mr. Fangman attended the last Mayor's Group Meeting. The main discussion was the sub division regulations. The vote on the regulations was delayed and will be voted on at next meeting. The NKAPC meets in the morning before the Mayor's Group.

H. Mayor's Update

Mayor Catchen stated he would like to eliminate the monthly Caucus meetings. He believes the Caucus is not necessary as it covers the same committees and delegations as the monthly Business meeting. He would like to use the fourth Monday of each month for committees/boards to hold their meetings instead. Committees may schedule their meetings anytime, but since the fourth Monday is already established by Ordinance as a meeting time, publication would not be necessary. Attorney Robert Winter will amend the Ordinance to change the meeting time from 7:00 pm to 6:00 pm. Mr. Winter will be available after 7:00 pm for meetings if needed.

III. Old Business

Mr. Fedders stated he sent a copy of his flow charts to Council through email but has not had any response. Mr. Fedders will send another email for Council to give their comments. He would like the city attorney to work on an Ordinance incorporating these ideas.

IV. New Business

Mr. Finke commented on the new lights put in the chambers from the generator grant money. The lights are brighter and use less energy.

Mayor Catchen stated the closing on 1530 Dixie Highway will take place on Thursday at 1:30 pm.

V. Delegations

A. Fix the Dixie – Mayor Don Catchen – No report

B. Municipal Government League – No report

Discussion turned back to Economic Development. Letters were sent to the residents regarding Covington Catholic's plans. Mayor Catchen stated the school would like to meet with residents and go over the drawings and plans. Ms. Spoor commented the former Schmidt property, now owned by CCH, will be tiered and will include a practice soccer field. A small building will be built as a bathroom and storage space. The old barn will be kept for additional storage space. Ms. Spoor also stated that speakers will be turned away from Old State Road so that the games will be less disturbing to those residents.

C. Northern KY Area Planning Commission – No report

D. Telecommunications Board of N. KY – No report

E. Northern KY Area Development District – No report

F. Code Enforcement Board – No report

The next meeting is scheduled for Tuesday, November 15th at 7:00 pm.


8:05 Motion to enter into executive session to discuss pending litigation was made by Ms. Spoor; second by Mr. Zembrod and motion carried unanimously.

8:22 Motion to exit executive session, with no action to be taken, was made by Mr. Fangman; second by Mr. O'Hara and motion carried unanimously.

Attorney Robert Winter gave Council an update on the DenLou property.

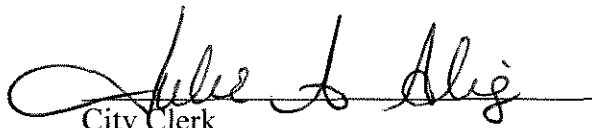
Special and Caucus Meeting
October 24, 2011
Page 4

8:35 Motion to adjourn from Caucus Meeting was made by Mr. Fangman; second by Ms. Spoor and motion carried unanimously.



Mayor, Don Catchen

ATTEST:


City Clerk

THE PARK HILLS CITY COUNCIL HELD A BUSINESS MEETING ON MONDAY, NOVEMBER 14, 2011, AT 7:00 P.M. AT 1550 DIXIE HIGHWAY WITH MAYOR DON CATCHEN PRESIDING. COUNCIL MEMBERS PRESENT: KATHY ZEMBRODT, DIANE GEIGER, PAMELA SPOOR, ALBERT FEDDERS, MONTY O'HARA AND SKIP FANGMAN
ALSO PRESENT: CITY ATTORNEY, ROBERT WINTER AND CITY ENGINEER, JAY BAYER

CALL TO ORDER

PLEDGE OF ALLEGIANCE

ROLL CALL

Motion to approve the October 10 and October 24, 2011 minutes, with changes, was made by Ms. Geiger; second by Ms. Zembrodt and motion carried unanimously.

Mayor Catchen read aloud the Proclamation acknowledging the Notre Dame Academy Soccer Team's state championship. December 5, 2011 will be declared Notre Dame Academy Soccer Team day in Park Hills. Congratulations to all the players and coaches!

I. Petitioners:

A. Mr. Spoor was not present at the meeting. Ms. Spoor spoke regarding transparency

B. Ms. Stella Snowden was present at the meeting to discuss the SD1 transfer, Mr. Fedders' flow charts and the bringing back of the Transparency Committee; which she sees as a positive step forward.

C. Ms. Latisha Lewis was present at the meeting to discuss her daughter Allyssa's collection of coloring books for the Children's Home. Those who wish to donate can leave new coloring books and/or crayons in a box at the city building up until December 16th.

Motion for the approval of the Engineer's report was made by Mr. O'Hara; second by Ms. Zembrodt and motion carried unanimously. Motion to pay Lonkard \$32,534.72 for St. Joseph Lane Improvements was made by Ms. Spoor; second by Mr. Fangman. Roll call: all ayes
Michels has completed the contract portion of the mill and overlay and curb repair for Cleveland/Jackson.
Michels has completed the drainage improvement project on Alhambra Court.
Work on Terrace Drive is planned to begin the week of November 14th.
Discussion followed regarding the SD1 transfer.

II. First Reading; Ordinance No. 16, 2011 discontinuing monthly Caucus Meetings was read by Attorney Robert Winter.

III. Resolution No. 25, 2011 approving the attorney's new contract was read by Attorney Robert Winter. Motion to accept the Resolution was made by Ms. Zembrodt; second by Mr. O'Hara and motion passed unanimously.

VI. Resolution No. 26, 2011 authorizing the City Attorney to deliver Agreed Order Dismissal with Reynolds E. Breyley and others was read by Attorney Robert Winter. Motion to accept Resolution was made by Mr. Fangman; second by Ms. Zembrodt. Roll call: all ayes.

V. Resolution No. 27, 2011 conveying .074 acres of 1530 Dixie Highway to Ms. Margaret Harrison was read by Attorney Robert Winter. Motion to accept Resolution was made by Mr. O'Hara; second by Ms. Spoor and motion carried unanimously.

VI. Resolution No. 28, 2011 ratifying the sale of 1530 Dixie Highway was read by attorney Robert Winter. Motion to accept Resolution was made by Ms. Spoor; second by Ms. Zembrodt. Roll call: all ayes

VII. Executive Order No. 10, 2011 delegating the Park Hills Police Chief the power, duty and responsibility to promulgate procedures governing the administration of the police department was read by Mayor Catchen.

Mayor Catchen spoke about moving the clerks' office downstairs and the police department upstairs. The new police department will require a steel door and new, thick glass at its entrance. Ms. Cann, assistant clerk, spoke about how the change would benefit the citizens so that they wouldn't have to use the stairs. Chief Stanley also answered questions regarding the change.

VIII. Department Reports

A. Police Department – Motion for approval of the October report was made by Ms. Spoor; second by Ms. Geiger and motion carried unanimously.

B. Fire Department – Motion for approval of October report made by Mr. O'Hara; second by Ms. Zembrodt and motion carried unanimously.

C. Public Works – Motion for approval of October report was made by Mr. Fangman; second by Ms. Zembrodt and motion carried unanimously.

D. City Engineer – discussed earlier

E. Finance Department

1. Motion to accept the financial reports for the month of October was made by Mr. Fangman; second by Ms. Zembrodt and motion passed unanimously.

2. Motion to pay Municipal Road Aid invoices in the amount of \$7,868.84, Fire Truck/Economic Development Fund invoices in the amount of \$2,699.28 and Road Fund invoices in the amount of \$10,775.00 was made by Mr. Fangman; second by Ms. Zembrodt. Roll call: all ayes.

IX. Committee Discussions

A. Infrastructure and Public Works Committee– Skip Fangman
The Infrastructure Committee met at Bayer Becker's office on Wednesday, November 23rd at 9:00 a.m. Discussion included Terrace Drive.

B. Economic Development Committee – Monty O'Hara – No report

C. Transparency and Communications Committee – Diane Geiger
Discussion included conducting a city wide survey. A committee meeting will be scheduled.

D. Parks, Beautification and Recreation Committee – Pamela Spoor
Ms. Spoor discussed the need to look at new ways to obtain grants. She also stated the Trolley Park Shelter will be ready for the Holidays.

E. Historic Preservation Committee – Pamela Spoor – No report

F. Personnel Committee – Skip Fangman – No report

G. Mayor's Group Report
Next Mayor's Group meeting is scheduled for Saturday, November 19th at 9:00 a.m. at Park Place in Pride Park. Mr. Fangman and Ms. Spoor plan to attend.

H. Mayor's Update
Mayor Catchen would like each department head to furnish him with a one paragraph report.

X. Old Business
Ms. Spoor relayed that Duke Energy is working throughout the city to correct the power outage issue.
Mr. Fedders stated he was frustrated with getting the Ordinances together regarding the flow charts he had prepared.
Mr. Phil Ryan brought up Ordinance No. 16, 2011 discontinuing the Caucus Meetings. There was a discussion with Council and members of the audience regarding the Ordinance.

Business Meeting
November 14, 2011
Page 4

XI. New Business
Covered earlier

XII. Delegations Discussions

- A. Fix the Dixie – Mayor Don Catchen – No report
- B. Municipal Government League – Monty O'Hara – No report
- C. Northern KY Area Planning Commission – Mayor Don Catchen – No report
- D. Telecommunications Board of Northern KY – Bill Rolfes
- E. Northern KY Area Development District – Kathy Zembrodt – No report
- F. Code Enforcement Board

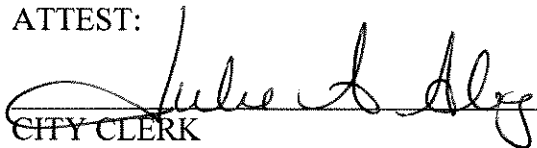
The November meeting was canceled. The next meeting is scheduled for Tuesday, December 20th at 7:00 p.m.

10:03 Motion to adjourn from Business Meeting was made by Mr. O'Hara; second by Ms. Zembrodt and motion carried unanimously.



MAYOR, DON CATCHEN

ATTEST:



CITY CLERK

THE PARK HILLS CITY COUNCIL HELD A SPECIAL MEETING ON MONDAY, NOVEMBER 21, 2011, AT 7:00 P.M. AT THE PARK HILLS CITY BUILDING FIRE DEPARTMENT, 1106 AMSTERDAM ROAD WITH MAYOR DON CATCHEN PRESIDING. COUNCILMEMBERS PRESENT: SKIP FANGMAN, ALBERT FEDDERS, PAMELA SPOOR, KATHY ZEMBRODT AND MONTY O'HARA
ABSENT: DIANE GEIGER
ALSO PRESENT: CITY ATTORNEY, ROBERT WINTER

Call to Order

Pledge of Allegiance

Roll Call

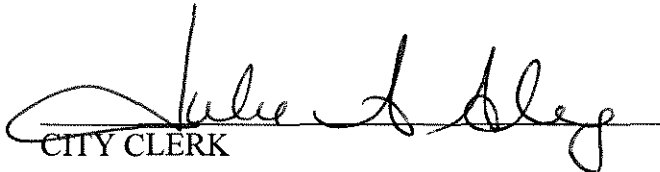
I. Second Reading; Ordinance No. 16, 2011 Discontinuing monthly Caucus Meetings and changing the time for regular monthly committee meetings was read in summary by Attorney Robert Winter. Motion to adopt Ordinance was made by Mr. Fangman; second by Ms. Zembrodt and motion carried unanimously.
Mayor Catchen stated Council will receive the monthly meeting agendas one week prior to the meeting.

II. Motion for discussion and approval of bids for street projects in Park Hills to be tabled until the next Business Meeting was made by Mr. Fedders; second by Mr. O'Hara. Roll Call: Mr. Fangman, nay; Mr. Zembrodt, aye; Mr. Fedders, aye; Ms. Spoor, nay; Mr. O'Hara, aye. Motion carried

6:57 Motion to adjourn from the Special Meeting was made by Mayor Catchen


MAYOR, DON CATCHEN

ATTEST:


CITY CLERK

THE PARK HILLS CITY COUNCIL HELD A BUSINESS MEETING ON MONDAY, DECEMBER 12, 2011, AT 7:00 P.M. AT 1550 DIXIE HIGHWAY WITH MAYOR DON CATCHEN PRESIDING. COUNCIL MEMBERS PRESENT: KATHY ZEMBRODT, DIANE GEIGER, PAMELA SPOOR, ALBERT FEDDERS AND MONTY O'HARA
ABSENT: SKIP FANGMAN
ALSO PRESENT: CITY ATTORNEY, ROBERT WINTER AND CITY ENGINEER, JAY BAYER

CALL TO ORDER

PLEDGE OF ALLEGIANCE

ROLL CALL

Motion to approve the November 14, 2011 minutes was made by Ms. Geiger; second by Ms. Zembrodt and motion carried unanimously. Motion to approve the November 21, 2011 minutes was made by Mr. O'Hara; second by Mr. Fedders and motion carried unanimously.

I. Petitioners

A. A representative from the County Judge Executive's Office was present at the meeting to discuss the cable franchise transfer. Council was given handouts which include the inter-local agreement for animal control in Kenton County and also the history of animal control service. He went on to remind Council that, since the original agreement from 2003, the fees have remained unchanged. He stated the new agreement would be more efficient and cost effective. The City of Covington was interested in joining. If all the cities were to sign the agreement, an extra officer would be added at Covington's expense. The City of Park Hills' expense would remain based on population with increases only to reflect keeping up with inflation. Discussion followed regarding the new agreement. Motion to sign agreement was made by Ms. Spoor; second by Ms. Zembrodt and motion passed unanimously.

Mayor Catchen relayed to Council that Charleen Fangman would be retiring as police clerk on Thursday, December 15th. A candidate has been selected to fill the part-time position. Chris Huebener is retired from the airport police department after 22 years and is interested in working three days a week as police clerk. Mayor Catchen stated that Chief Stanley is happy with her and would like to see her hired. He went on to say she would be very helpful with the police department's accreditation process. Motion to hire Ms. Huebener was made by Ms. Spoor; second by Ms. Zembrodt and motion carried unanimously.

Due to the fact Chief Stanley has a very early morning tomorrow, Mayor Catchen asked that Council skip down the agenda to Resolutions 31, 32 and 33, 2011.

II. Resolution No. 31, 2011 appointing Jack Prater to part-time patrolman was read by Mayor Catchen. Motion to accept Resolution was made by Ms. Zembrodt; second by Mr. O'Hara and motion carried unanimously.

Officer Prater has 15 years police experience. He has worked for both Ludlow and Taylor Mill. He is POP certified and will be on an initial six month probation period. Officer Prater was sworn in by Mayor Catchen.

III. Resolution No. 32, 2011 appointing Jeff Hagedorn to part-time patrolman was read by Mayor Catchen. Motion to accept Resolution was made by Ms. Spoor; second by Ms. Zembrodt and motion carried unanimously.

Officer Hagedorn worked for the Covington police department from 1993-1999 when he decided to join the Covington fire department. He is also POP certified. He worked as a bike officer, range officer and weapons maintenance. He will be eligible for retirement from the Covington fire department next year. Officer Hagedorn was sworn in by Mayor Catchen.

VI. Resolution No. 33, 2011 changing Cyrus Harris from full-time Specialist to part-time patrolman was read by Mayor Catchen. Motion to accept Resolution was made by Mr. O'Hara; second by Ms. Zembrodt and motion carried unanimously.

Agenda moved to the police department report.

Chief Stanley stated there have been several break-ins on St. Joseph Lane. Detective Webster has been working on them, along with several other cities, and was able to solve some of the burglaries, including the one on St. Joseph.

Detective Webster also worked a stabbing case on St. Joseph. This turned out to be a domestic issue and no charges were filed.

Another burglary happened back in August on Amsterdam Road. The person living at the residence stated two people stole his gun. It turned out, the gun was actually stolen from this person's grandfather and the suspect was extradited to Ohio to await trial.

A watchful neighbor on Emerson Road was responsible for informing the police of a burglary taking place. The suspect was arrested.

Mr. Tim Broering from TBNK arrived at the meeting to discuss the cable franchise transfer. Discussion took place regarding the transfer. Mr. Broering stated he recommends the agreement be signed.

Motion to sign the franchise transfer was made by Ms. Geiger; second by Mr. O'Hara and motion carried unanimously.

V. Municipal Order No. 12, 2011 reappointing Mr. Greg Claypole as Traffic Hearing Officer was read by Mayor Catchen. Motion to accept Order was made by Ms. Spoor; second by Mr. Fedders and motion carried unanimously.

VI. First Reading; Ordinance No. 17, 2011 changing the police clerk from a full-time to part-time position was read by Attorney Robert Winter.

VII. First Reading; Ordinance No. 18, 2011 was read by Attorney Robert Winter.

VIII. Municipal Order No. 13, 2011 reappointing a representative and alternate representative to the NKAPC was read by Attorney Robert Winter. Motion to accept Order was made by Ms. Zembrodt; second by Ms. Geiger and motion carried unanimously.

Mr. Lee Metzger, lawyer with SD1, along with Mr. Dusing were present at the meeting to discuss the SD1 transfer agreement. Mr. Dusing worked on some language changes; the major change was made on page 6 regarding the city's map. Section V reads:

Where a conflict exists between the map and any other means of Identification of the SD1 Storm Water Drainage System, the Definition herein shall control; provided however, that if the City documents it has provided repair or maintenance on a sewer line not identified on the map (Exhibit A hereto), then that line shall be included within the SD1 Storm Water Drainage System.

Notwithstanding the foregoing, the SD1 Storm Water Drainage System Shall not include any area maintained, owned or controlled by the Commonwealth of Kentucky Transportation Cabinet or a privately owned storm water conveyance system or any storm water system located outside of the SD1 Storm Water Service Area boundary as defined by the KDOW.

Lengthy discussion followed regarding the agreement. Ms. Spoor had several concerns about the agreement which were discussed with the SD1 representatives.

Motion to sign the agreement was made by Ms. Geiger; second by Mr. O'Hara. Roll Call: Ms. Zembrodt, aye; Mr. Fedders, aye; Ms. Spoor, nay; Ms. Geiger, aye; Mr. O'Hara, aye. Motion carried.

Ms. Spoor still had several concerns regarding the agreement and did not feel comfortable voting to sign.

IX. Department Reports

A. Police Department – Earlier in meeting

B. Fire Department – Motion for approval of November report made by Ms. Geiger; second by Ms. Zembrodt and motion carried unanimously. Chief Huth stated the generator has been installed and will be inspected by Duke Energy.

C. Public Works

Mr. Finke stated Terrace Drive was paved today. The stop sign at the intersection of Elberta Circle and St. Joseph Lane was installed. Christmas trees will be mulched on January 9th; trees may be dropped off in the grassy area across from Trolley Park.

Mr. Finke stated SD1 will re-do the sewer at 1012 Jackson Road. Mr. Finke will get with Mr. Fedders regarding work that needs to be done on the playground equipment.

D. City Engineer – Motion for approval of November report was made by Ms. Spoor; second by Mr. O'Hara and motion carried.

KIA Dixie Hwy. Grant: A request for final payment, which includes the retainage, has been made and a letter authorizing payment has been provided for Council's approval.

Exter: A meeting will be held in January with residents. Mr. Bayer hopes to have bids in February.

Cleveland/Jackson: A punch list walk through will be scheduled.

Alhambra: This work has been completed

Terrace: Paved today

E. Finance Department

1. Motion to accept the financial reports for the month of November was made by Ms. Spoor; second by Ms. Zembrodt and motion passed unanimously. Ms. Geiger had several questions regarding some of the budget numbers. Mr. Fedders handed out a copy of the budget for Council to look over. He highlighted several lines in the budget which are, or look as though they may go, over budget. He would like to discuss amending the budget at the first meeting of the new year.

2. Motion to pay Municipal Road Aid invoices in the amount of \$6,526.83 and Road Fund invoices in the amount of \$445.50 and a was made by Ms. Geiger; second by Ms. Spoor. Roll call: all ayes.

Motion to pay Fire Truck/Economic Development Fund invoices in the amount of \$10,740.10 Sanitation invoice in the amount of \$402.50 was made by Ms. Geiger; second by Ms. Spoor and motion carried. Roll call: all ayes.

X. Committee Discussions

A. Infrastructure and Public Works Committee– Skip Fangman

The committee would like to hold a meeting with the residents of Exter prior to Council's February 13th meeting. The meeting will be to discuss the upcoming Exter street project. Mr. Bayer stated he would look into the "Safe Route to School" grant which may offset the cost of putting in a sidewalk on South Arlington.

B. Economic Development Committee – Monty O'Hara – No report

C. Transparency and Communications Committee – Diane Geiger – No report
Committee will meet in January.

D. Parks, Beautification and Recreation Committee – Pamela Spoor

Ms. Spoor stated the Trolley Park Shelter has been completed and she went on to thank all those who helped; including the Civic Association and Garden Club. She also reiterated how beautiful luminary night was in the city.

E. Historic Preservation Committee – Pamela Spoor – No report

F. Personnel Committee – Skip Fangman – No report

G. Mayor's Group Report

Mayor Catchen and Mr. Fangman attended the meeting last Saturday. The discussion focused mainly on the dog authority agreement.

H. Mayor's Update – No report

XI. Old Business

Motion to table discussion and approval of bids for upcoming street projects in the city was made by Ms. Spoor; second by Ms. Zembrodt and motion carried unanimously.

XI. New Business - None

XII. Delegations Discussions

- A. Fix the Dixie – Mayor Don Catchen – No report
- B. Municipal Government League – Monty O'Hara – No report
- C. Northern KY Area Planning Commission – Mayor Don Catchen – No report
- D. Telecommunications Board of Northern KY – Bill Rolfes – No report
- E. Northern KY Area Development District – Kathy Zembrodt – No report
- F. Code Enforcement Board

The next meeting is scheduled for Tuesday, December 20th at 7:00 p.m.

Motion to meet again in January was made by Ms. Geiger; second by Ms. Spoor and motion carried unanimously.

9:31 Motion to adjourn from Business Meeting was made by Mr. O'Hara; second by Ms. Zembrodt and motion carried unanimously.


MAYOR, DON CATCHEN

ATTEST:

CITY CLERK