

THE PARK HILLS CITY COUNCIL HELD A BUSINESS MEETING ON MONDAY, JANUARY 9, 2012, 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 December 12, 2011 minutes, with changes, was made by Mr. Fangman; second by Mr. Fedders and motion carried unanimously.

I. Petitioners

A. Ms. Susan Parks was present at the meeting to discuss the possibility of turning the property at 1560 Dixie Highway into a day care/preschool center. She is requesting a change in zoning to include a daycare/school. She passed out literature regarding her ideas for the school. The property was recently a jewelry store which is closing. Ms. Parks is now negotiating with the owners of the jewelry store. The school would be 2,200 square feet and have the capacity for 60 full day students. The ages would range from 6 weeks to 5 years of age. Ms. Parks stated she has 18 years of experience in child development and has lived in Northern KY for 8 years. She feels it would be a good location for such a service for the people of Park Hills and surrounding area. Ms. Spoor asked if the school would include an outdoor play area. Ms. Parks stated it would include a play area and the fence surrounding it would meet all requirements. Ms. Geiger asked how many people would be employed at the school. Ms. Parks replied there would be around 12 plus herself.

City Attorney, Robert Winter, suggested doing a text amendment to the zoning Ordinance. Ms. Parks stated she needs to submit her request for a daycare to Frankfort and then have the inspections by the fire and health departments and the Department of Housing. It would then take from six to eight weeks to have the license issued. Ms. Spoor asked how long it would take for the city to do a text amendment. Mr. Winter stated the Mayor can apply for the text amendment and have a hearing before the NKAPC; the NKAPC would then give the city their recommendations.

Mr. Fedders asked if there would be ample parking for employees and patrons. Ms. Parks stated the shifts of the employees are staggered and the parents have drop off and pick up times so there should be no problem. The consensus of Council was to move forward with the text amendment. Mayor Catchen will begin the paperwork.

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II. Second Reading; Ordinance No. 17, 2011 changing the police clerk from full time to part time was read in summary by Attorney Robert Winter. Motion to adopt Ordinance was made by Mr. Fangman; second by Ms. Spoor and motion carried unanimously.

III. Second Reading; Ordinance No. 18, 2011 reserving the Trolley Shelter was read in summary by Attorney Robert Winter with proposed amendments. Motion to adopt Ordinance with amendments was made by Mr. O'Hara; second by Ms. Zembrodt. Mr. Fangman is the sponsor of this Ordinance. Mr. Fedders asked if this Ordinance was really needed and if it is passed, it needs to be enforced. Ms. Geiger questioned if any of the other buildings in the park were covered under such an Ordinance. Mr. Fangman replied they are not. He would just like people who want to use the new shelter to pick up a free permit from the city clerk. Ms. Geiger asked if there was ever a problem in the past regarding the use of the other shelters that have been in the park. Ms. Spoor suggested the Ordinance be amended to include all the buildings in the park. Ms. Geiger also added; the shelter(s) should be open for the use of all religions. She went on to ask that the shelters be tobacco free. Motion to accept the amended Ordinance with the amendment to include all buildings in Trolley Park and for the building to be tobacco free was made by Ms. Zembrodt; second by Ms. Spoor. Roll Call: Mr. Fangman; aye, Ms. Zembrodt; aye, Mr. Fedders; nay, Ms. Spoor; aye, Ms. Geiger; nay, Mr. O'Hara; aye. Ms. Geiger and Mr. Fedders believe the Ordinance is not necessary.

IV. Resolution No. 1, 2012 appointing Ms. Christine Huebener as part time police clerk was read by Mayor Catchen. Motion to accept Resolution was made by Mr. Fangman; second by Ms. Spoor and motion carried unanimously. Ms. Huebener is retired after 22 years with the airport Police Department. She has also worked at dispatch during that time and has extensive police knowledge. Welcome Chris!

V. Department Reports

A. Police Department

Chief Stanley stated there were two burglaries investigated in Park Hills. A female was arrested for breaking into someone's premises and starting a fight. The other burglary was responded to by Sergeant Cox. The perpetrator returned the stolen property to the owner with an apology.

Sounds of gunshots were reported in the apartment area. There has been no proof that these were legitimate. There was a domestic stabbing in which the victim was sent to the hospital with minor injuries. No charges were pressed.

Arson was reported at 505 St. Joseph Lane in the laundry room. Detective Webster has two suspects in the case.

A letter from Dr. Sigmund Sugarman was read aloud by Mayor Catchen thanking Detective Webster and Officer Grigson on their outstanding work after a burglary at his home while he was away. Dr. Sugarman also thanked the help of the police departments

from the surrounding communities in helping with the arrest of the suspects and the recovery of some of the stolen items.

He added; Detective Webster has been quite attentive to detail and has performed above and beyond the call of duty.

Detective Webster added that Fire Chief Regis Huth helped with the arson investigation.

B. Fire Department – Chief Huth passed out his report to Council and apologized for its tardiness. The report included year end statistics.

C. Public Works

Mr. Finke was not present at the meeting.

Mr. O'Hara commented that the plate put back on to cover a water main on Lawton is too small and makes noise when cars pass over it. Mr. Fangman stated he, and Dennis, will look at it tomorrow. Mr. Fedders stated there is water meter uncovered and open on Jackson. Mr. Fangman stated he will also check on this problem.

D. City Engineer

Mr. Fedders made a motion to spend \$20 to send the residents of Cleveland and Jackson a letter letting them know the street project has been put on hold.

Mayor Catchen replied that no motions are to be made at this time.

Ms. Spoor stated she received a call from Mr. Brunner on Park Drive regarding Miller's Pond. There seems to be an ongoing storm water issue with water coming from the golf course's parking lot into the pond. He asked if a letter could be written to Covington asking them to address the problem. Mr. Brunner will first get a letter from his engineer and will send a copy of that letter to the city first.

Michel's has completed the contract portion of the mill and overlay and curb repair projects for Cleveland/Jackson and Terrace Drive. A punch list walk through has been scheduled. Mr. Fedders stated there is a dip in the street in front of 910 Terrace and asked if this could be looked into. Mr. Fangman stated he would.

A project meeting with the residents of Exter Drive is scheduled for January 10th at 6:00 p.m. at the city building. Plans will be finalized after the meeting's input. Bids are proposed to be opened for review at the February Council meeting.

Discussion regarding the timeline and scope of work to be done on Cleveland and Jackson took place.

E. Finance Department

1. Financial Reports:

Ms. Spoor stated she would like to look at re-financing the city's loans. The consensus of Council was to pursue. The city clerk will contact several local banks to get loan rates.

Mr. Fedders passed out a budget comparison to Council and asked that it be attached to the meeting minutes. Motion to allow handout to be attached to meeting minutes was

made by Mr. O'Hara; second by Ms. Zembrodt and motion carried unanimously. Mr. Fedders stated he would also like to amend the current budget. Mr. Fangman suggested scheduling a Special Caucus meeting to discuss.

Mr. Fedders motioned to move the Bayer Becker invoice of \$1,005.00 for the SD1 transfer from the Fire Truck Economic Development fund into the Road Tax fund; second by Ms. Geiger and motion carried unanimously.

2. Motion to pay Municipal Road Aid invoices in the amount of \$1916.90, Road Fund invoices in the amount of \$15,983.00, Fire Truck Economic Development invoice in the amount of \$375.00 and Vehicle Fee invoices of \$496.53 was made by Ms. Spoor; second by Ms. Geiger. Roll call: all ayes.

VI. Committee Discussions

A. Infrastructure and Public Works Committee– Skip Fangman

Mr. Fangman asked to reserve Monday, January 23rd for an Infrastructure and Personnel Committee meeting. He would like to hold the Infrastructure Meeting at 7:00 pm with the Personnel Meeting to follow at 8:00 pm.

Mr. Fedders gave out a handout regarding upcoming road work. He would like to visit streets and prioritize projects; perhaps with the help of a street task force. Mr. Bayer stated he would email Mr. Fedders the list of the upcoming projects.

B. Economic Development Committee – Monty O'Hara – No report

Mr. Fedders once again brought up his concern regarding the parking at a potential day care to be located at 1560 Dixie Highway. Mr. Fangman stated that the zoning change would first go through the NKAPC and the city would take recommendations from them, which he feels would include the parking situation.

Mr. O'Hara stated he would like to meet with Ms. Jenna Haverkos with the NKAPC and look over the city's Small Area Study results.

C. Transparency and Communications Committee – Diane Geiger – No report
Committee will set a date to meet in February.

D. Parks, Beautification and Recreation Committee – Pamela Spoor – No report

E. Historic Preservation Committee – Pamela Spoor – No report
Ms. Spoor would like the committee to meet in February

F. Personnel Committee – Skip Fangman – No report
Meeting to take place on Monday, January 23rd at 8:00 pm

G. Mayor's Group Report

Mayor Catchen, Mr. Fangman and City Attorney Robert Winter plan to attend the upcoming Mayor's Group Meeting scheduled for Saturday, January 21st at 9:00 am at the

Edgewood Senior Center. The last meeting, in Crestview Hills, focused on the State Senator discussing re-districting.

H. Mayor's Update – No report

VII. Old Business

Motion to approve Michel's bid of \$13,982.00 to pave, mill and install curbs was made by Mr. Fangman; second by Ms. Spoor. Roll Call: Mr. Fangman, aye; Ms. Zembrodt, aye; Mr. Fedders, nay; Ms. Spoor, aye; Ms. Geiger, aye; Mr. O'Hara, nay. Motion carried. Mr. Fedders was under the impression that upper Cleveland was fine and does not think the city needs to spend the money. He would like to see the water problems on Jackson fixed first.

Concerning Amsterdam Road, Mr. Fedders stated he would like to publicly bid the job. Mr. Fedders handed out a spreadsheet showing the city could save 8% of the asphalt cost by going with Riegler's. The cost for Michels to lay the asphalt on Amsterdam would be \$50,300; Riegler's came in at \$46,609. Mr. O'Hara agreed and motioned to put the Amsterdam project to bid in the spring; second by Mr. Fedders. Roll Call: Mr. Fangman, nay; Ms. Zembrodt, aye; Mr. Fedders, aye; Ms. Spoor, aye; Ms. Geiger, aye; Mr. O'Hara, aye. Motion carried.

Discussion turned to the speed calming bid from Michels to install a speed hump on Audubon. The cost would be \$1,800.00. Mr. Fedders feels if the city installs a speed hump in one place, others will also request them. Mayor Catchen stated this is just an experimental solution for now. Motion to approve Michels bid of \$1,800.00 to install a speed hump on Audubon was made by Mr. Fangman; second by Ms. Spoor. Roll Call: Mr. Fangman, aye; Ms. Zembrodt, aye; Mr. Fedders, nay; Ms. Spoor, aye; Ms. Geiger, nay; Mr. O'Hara, aye. Motion carried.

Mr. Fedders would like to have policies in place first regarding the installation of such speed calming measures. Ms. Geiger would like to look at other options first.

XI. New Business - None

XII. Delegations Discussions

A. Fix the Dixie – Mayor Don Catchen – No report

B. Municipal Government League – Monty O'Hara

The next meeting will be on Thursday, January 19th with dinner at 6:00 pm at the Griffin Center at NKU

C. Northern KY Area Planning Commission – Mayor Don Catchen – No report
Mayor Catchen relayed to Council that the April Mayor's Meeting will be hosted by the City of Park Hills at the Gardens of Park Hills. He encouraged everyone to attend.

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

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

F. Code Enforcement Board

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The next meeting is scheduled for Tuesday, January 17th at 7:00 p.m.
The Board met on December 20th. The owner of the property at 614 Rosemont Ave.
complied with the Board's recommendations and no fines were assessed.

10:05 Motion to adjourn from Business Meeting was made by Mr. Fangman.



MAYOR, DON CATCHEN

ATTEST: 

CITY CLERK

CITY OF PARK HILLS, KY
GENERAL FUND SUMMARY

	2011-2012 BUDGET	12/31/2011 ACTUAL	2011-2012 Projected	
General Fund Revenue	\$1,340,521	\$865,018		% Received 65%
Total Revenue	\$1,340,521	\$865,018	\$0	65%
General Fund Expenditures				% Spent
Administration	\$150,249	\$89,160		59%
Public Works	\$72,464	\$26,936		37%
Police Department	\$575,500	\$245,375		43%
Fire/Rescue	\$115,664	\$51,043		44%
Utilities	\$43,000	\$13,393		31%
City and Maintenance Buildings	\$24,000	\$21,258		89%
Capital Improvements	\$31,250	\$28,311		91%
Contracts	\$273,446	\$133,070		49%
Total Expenditures	\$1,285,573	\$608,545	\$0	47%
Revenue (over)/under expenditures	\$54,948	\$256,473	\$0	

CITY OF PARK HILLS DEPARTMENTS	2011 - 12 BUDGET	12/31/2011 ACTUAL	2011-2012 Projected	Budget vs Actual	12/31/2010
GENERAL FUND REV SOURCE					
REAL ESTATE TAXES	\$395,866	\$386,543		(\$9,323)	\$386,782
DLQNT PROP TAXES	\$6,000	\$2,581		(\$3,419)	\$3,050
PERSONAL PROPERTY TAX	\$45,000	\$21,402		(\$23,598)	\$21,309
FRANCHISE TAXES - 1	\$16,000	\$0		(\$16,000)	\$42
FRANCHISE--CABLE TV - 1	\$28,000	\$11,364		(\$16,636)	\$9,092
TANGIBLE PROPERTY	\$11,000	\$11,160		\$160	\$10,310
PAYROLL TAXES - 2	\$180,000	\$96,019		(\$83,981)	\$62,631
MUNICIPAL INS. TAX	\$320,000	\$98,133		(\$221,867)	\$101,811
GROSS RECEIPTS TAX - 2	\$50,000	\$13,153		(\$36,847)	\$12,918
OCCUPATIONAL LIC	\$25,000	\$5,435		(\$19,565)	\$4,009
BEER & LIQUOR LIC	\$3,475	\$0		(\$3,475)	
TRASH COLLECTION FEES	\$164,683	\$158,875		(\$5,808)	\$157,941
YARD SALE PERMITS	\$100	\$40		(\$60)	\$40
ANIMAL LICENSES	\$1,000	\$265		(\$735)	\$315
POLICE INCENTIVE PAY - 3	\$15,500	\$5,693		(\$9,807)	\$11,015
POLICE FINES	\$4,000	\$1,678		(\$2,323)	\$848
PROCEEDS HIGH SCHOOL	\$0	\$635		\$635	\$551
LAW ENFORCEMENT FEE	\$12,000	\$2,926		(\$9,074)	\$3,134
LGEA COAL SEVERANCE TAX - 3	\$80	\$56		(\$24)	\$55
BLDG. PERMIT & INSPECTIONS	\$0	\$175		\$175	
POLICE EVIDENCE FORFEITURE	\$1,800	\$1,994		\$194	
POLICE AUCTION	\$1,500	\$0		(\$1,500)	\$13,000
POLICE GRANTS	\$1,786	\$0		(\$1,786)	\$6,160
MISC POLICE REV	\$6,450	\$100		(\$6,350)	
INS. REIMBURSEMENT	\$0	\$5,328		\$5,328	
LITTER ABATEMENT FUND	\$1,481.00	\$0		(\$1,481)	
MUNICIPAL STATE AID ADMIN.	\$2,000	\$2,000		\$0	
ROAD FUND ADMINISTRATION	\$8,000	\$8,000		\$0	
FIRE TRUCK/ECON DEV ADMIN	\$3,000	\$3,000		\$0	
VEHICLE FEE ADMINISTRATION	\$4,000	\$4,000		\$0	
ZONING BOOKS, COPIES, PH	\$0	\$91		\$91	\$14
INTEREST ON ACCOUNTS	\$800	\$129		(\$671)	\$284
MISCELLANEOUS	\$6,000	\$3,701		(\$2,299)	\$800
TAX OVERPAYMENTS	\$0	\$1,961		\$1,961	\$4,252
CREIGHTON FUND REVENUE	\$24,000	\$5,230		(\$18,770)	\$6,412
CODE ENFORCEMENT FINES/FEES	\$2,000.00	\$6,000		\$4,000	\$2,488
POLICE TRAINING REIMB	\$0	\$6,000		\$6,000	
LEGAL FEES	0	\$1,348		\$1,348	
TOTAL	\$1,340,521	\$865,018	\$0	(\$475,503)	\$819,265
General Fund					
Fund Balance Carried Forward	\$54,272	\$10,011			
	<u>\$1,394,793</u>	<u>\$875,030</u>	<u>\$0</u>		
12/31/2010	\$1,393,654	\$819,265			

CITY OF PARK HILLS ADMINISTRATION	2011-12 BUDGET	12/31/11 ACTUAL	2011-2012 PROJECTED	budget vs. actual
ADMINISTRATION				
SALARY - ASST. CLERK	\$30,952	\$15,197		\$15,755
SALARY - CITY CLERK	\$44,000	\$20,473		\$23,527
LONGEVITY PAY	\$2,000	\$2,000		\$0
EXPENSE ACCOUNT/CITY CLERK	\$350	\$164		\$186
EXPENSE ACCOUNT/ADMINISTRATION	\$1,800	\$1,268		\$533
COLLECTION EXP FOR O/L	\$0	\$1,875		(\$1,875)
MEMBERSHIP/CONTRIBUTIONS	\$2,500	\$2,441		\$59
SPEC SALARY - MAYOR	\$1,800	\$900		\$900
SPEC SALARY - COUNCIL	\$3,600	\$1,800		\$1,800
BENEFITS - MEDICAL	\$11,195	\$5,219		\$5,976
BENEFITS - WORKERS COMP 0.34%	\$550	\$299		\$251
DISABILITY INSURANCE	\$1,800	\$1,019		\$781
BENEFITS - LIFE INS	\$450	\$135		\$315
BENEFITS - S/S 6.2%	\$4,771	\$2,355		\$2,416
BENEFITS - MEDICARE 1.45%	\$1,116	\$551		\$565
BENEFITS - PENSION 18.96%	\$14,590	\$6,136		\$8,454
DENTAL INSURANCE	\$700	\$367		\$333
ST. ELIZ. EMPL. ASSISTANCE PLAN	\$225	\$225		\$0
INSURANCE - GENERAL	\$3,000	\$1,613		\$1,387
INSURANCE BOND	\$750	\$738		\$12
CELL PHONE	\$300	\$315		(\$15)
CLERK SUPPLIES	\$2,000	\$485		\$1,515
POSTAGE/CERT.MAIL	\$1,800	\$414		\$1,386
TAX BILLS - PVA PRINTOUT	\$10,800	\$10,851		(\$51)
REFUNDS/TAX BILLS	\$1,000	\$2,260		(\$1,260)
EQUIPMENT MAINTENANCE	\$1,200	\$1,023		\$177
ADVERTISING	\$5,000	\$5,719		(\$719)
CITY NEWSLETTER	\$0	\$295		(\$295)
MISCELLANEOUS EXPENSE	\$1,000	\$3,025		(\$2,025)
CIVIC ASSOC. PARADE/PICNIC	\$1,000	\$0		\$1,000
 TOTAL	 \$150,249	 \$89,160	 \$0	 \$61,089
12/31/10	\$153,723	\$85,087		

CITY OF PARK HILLS PUBLIC WORKS	2011-12 BUDGET	12/31/11 ACTUAL	2011-2012 PROJECTED	budget vs. actual
PART TIME HELP	\$15,600	\$3,338		\$12,263
PUBLIC WORKS DIRECTOR	\$26,400	\$11,330		\$15,070
CLOTHING ALLOWANCE	\$350	\$55		\$295
WORKER'S COMP	\$1,190	\$2,689		(\$1,499)
BENEFIT - DISABILITY INSURANCE	\$300	\$0		\$300
BENEFIT - LIFE INSURANCE	\$420	\$0		\$420
BENEFIT -SOCIAL SECURITY	\$1,637	\$867		\$770
BENEFIT - MEDICARE	\$382	\$203		\$179
BENEFIT -PENSION	\$5,005	\$1,921		\$3,084
ST ELIZABETH (EAP)	\$25	\$25		\$0
INSURANCE - TRUCKS/EQUIPMENT	\$4,000	\$2,419		\$1,581
P.W. SUPPLIES	\$1,600	\$428		\$1,172
MEMBERSHIP DUES	\$0	\$100		(\$100)
EQUIPMENT PURCHASE	\$2,000	\$365		\$1,636
EQUIPMENT MAINTENANCE	\$2,400	\$0		\$2,400
EQUIPMENT RENTAL	\$1,500	\$0		\$1,500
VEHICLE MAINTENANCE	\$4,500	\$1,464		\$3,036
VEHICLE GAS AND OIL	\$4,405	\$1,192		\$3,213
CELL PHONE	\$750	\$410		\$340
VIDEO & FILM	\$0	\$4		(\$4)
STOMR WATER/SEWER MAINT.	\$0	\$127		(\$127)
TOTAL	\$72,464	\$26,936		\$45,528
12/31/2010	\$96,907	\$45,417		

**CITY OF PARK HILLS
CONTRACTS****2011-12
BUDGET****12/31/11
ACTUAL****2011-2012
Projected****budget vs.
Actual****CONTRACTS**

LEGAL - WORK	\$10,000	\$15,820		(\$5,820)
LEGAL RETAINER	\$5,000	\$2,500		\$2,500
CITY ENGINEER - RETAINER	\$3,000	\$750		\$2,250
ENGINEERING WORK	\$500	\$250		\$250
ZONING/PROP MAINT FEES	\$0	\$653		(\$653)
TRASH REMOVAL	\$164,638	\$68,599		\$96,039
KENTON CO. DOG WARDEN	\$4,000	\$1,967		\$2,033
AUDIT FEE	\$5,000	\$5,000		\$0
NKAPC/CONSULTING	\$2,000	\$211		\$1,789
HTG/AIR MAINT. CONTRACT	\$1,500	\$1,572		(\$72)
EMP HEALTH WAIVER BENEFIT	\$1,200	\$1,050		\$150
PAYROLL SERVICE	\$2,000	\$892		\$1,109
FT. WRIGHT BLS CONTRACT	\$32,000	\$7,701		\$24,299
N. KY ALS	\$30,000	\$21,240		\$8,760
TBNK MEMBERSHIP	\$12,608	\$4,865		\$7,743
TOTAL	\$273,446	\$133,070	\$0	\$140,376
12/31/2010	\$276,692	\$124,619		

CITY OF PARK HILLS POLICE DEPARTMENT	2011-12 BUDGET	12/31/11 ACTUAL	2011-2012 PROJECTED	budget vs. actual
POLICE CLERK SALARY (new employ	\$8,968	\$7,292		\$1,676
POLICE OFFICERS BASE PAY	\$225,410	\$89,691		\$135,719
PART-TIME OFFICERS BASE	\$47,701	\$10,512		\$37,189
POLICE COMP PAY	\$0	\$5,459		(\$5,459)
POLICE INCENTIVE PAY	\$15,500	\$5,079		\$10,421
POLICE OVERTIME PAY	\$10,000	\$13,048		(\$3,048)
POLICE HOLIDAY PAY	\$5,000	\$896		\$4,104
HOLIDAY PAY OVERTIME	\$6,000	\$1,978		\$4,022
LONGEVITY PAY	\$1,200	\$0		\$1,200
OVERTIME DETAILS	\$3,000	\$1,255		\$1,745
TRAINING	\$3,000	\$1,814		\$1,186
MEMBERSHIPS	\$500	\$913		(\$413)
FIREARM TRAINING 4x a YE	\$2,000	\$0		\$2,000
SWAT TEAM START UP	\$1,500	\$1,500		\$0
UNIFORM ALLOWANCE	\$5,000	\$4,368		\$632
BENEFIT - MEDICAL INSURANCE	\$45,000	\$10,633		\$34,367
BENEFIT - WORKERS COMP	\$18,989	\$11,893		\$7,096
BENEFIT - DISABILITY INS.	\$2,000	\$1,143		\$857
BENEFIT - LIFE INSURANCE	\$1,400	\$348		\$1,052
BENEFIT - SOCIAL SECURITY	\$18,641	\$7,805		\$10,836
BENEFIT - MEDICARE	\$4,360	\$1,825		\$2,535
BENEFIT - PENSION	\$80,606	\$35,127		\$45,479
BENEFIT - DENTAL INS.	\$2,000	\$936		\$1,064
BENEFIT-ST. ELIZ. EMPL. PLA	\$175	\$75		\$100
INSURANCE - CARS/ EQUIP.	\$20,950	\$12,904		\$8,046
SUPPLIES	3,500.00	625.87		\$2,874
EQUIPMENT PURCHASE	2,800.00	636.45		\$2,164
EQUIPMENT MAINTENANCE	0.00	988.69		(\$989)
VEHICLE MAINT/REPAIR	12,000.00	3,092.00		\$8,908
VEHICLE-GAS & OIL	24,000.00	12,202.28		\$11,798
CELLULAR PHONES	1,000.00	852.93		\$147
RADIO MAINTENANCE	800.00	155.00		\$645
SPEED COMPUTER MAINTEN	0.00	51.97		(\$52)
COMMUNITY INTERACTION	1,000.00	50.00		\$950
COMPUTER SYSTEM	1,500.00	0.00		\$1,500
FORFEITURE EXP.	0.00	226.25		(\$226)
TOTAL	\$575,500	\$245,375	\$0	\$330,125

12/31/2010	\$578,906	\$265,328
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CITY OF PARK HILLS FIRE/EMS	2011-12 BUDGET	12/31/11 ACTUAL	2011-2012 PROJECTED	budget vs. actual
SALARIES - PART TIME (12.00)	\$50,960	\$21,626		\$29,335
FIRE CHIEF STIPEND	\$5,200	\$2,400		\$2,800
TRAINING	\$0	\$24		(\$24)
CONVENTIONS & MEMBERSHIPS	\$0	\$0		\$0
FIRE PREVENTION/EDUCATION	\$0	\$211		(\$211)
SHOT REQUIREMENTS	\$0			\$0
NEW MEMBER PHYSICALS	\$0			\$0
MEDICAL DIRECTOR	\$0			\$0
BENEFITS-WORKERS COMP 5.69%	\$4,430	\$3,489		\$941
BENEFIT-SOCIAL SECURITY 6.2%	\$3,482	\$1,406		\$2,076
BENEFIT-MEDICARE 1.45%	\$814	\$329		\$485
BENEFIT-PENSION – (33.87%) 31.99%	\$18,673	\$5,276		\$13,397
BENEFIT-ACCIDENT/SICKNESS	\$7,930	\$3,783		\$4,147
BENEFIT-ST. ELIZ. EMPL.ASST.	\$575	\$175		\$400
INSURANCE – VEHICLES/EQUIP.	\$13,000	\$6,598		\$6,402
SUPPLIES	\$750	\$483		\$267
FIRST RESPONDER SUPPLIES	\$500	\$231		\$269
<i>Life Squad</i>				
EQUIPMENT MAINTENANCE	\$1,750	\$458		\$1,292
EQUIPMENT PURCHASE	\$0	\$40		(\$40)
VEHICLE MAINTENANCE	\$2,500	\$1,935		\$565
GAS AND OIL	\$2,500	\$1,455		\$1,045
RADIO MAINT. AND CELL PHONE	\$1,800	\$1,124		\$676
PAGERS	\$800	\$0		\$800
TOTAL	\$115,664	\$51,043	\$0	\$64,621
12/31/2010	\$124,814	\$56,597		

**CITY OF PARK HILLS
UTILITIES**

	2011-12 BUDGET	12/31/11 ACTUAL	2011-12 PROJECTED	budget vs. actual
TELEPHONE-INTERNET	\$7,500	\$3,667		\$3,832.62
GAS & ELECTRIC	\$14,500	\$3,132		\$11,368.46
WATER & SEWER	\$6,000	\$1,506		\$4,493.74
STREET LIGHTS	\$14,000	\$4,820		\$9,180.14
TRAFFIC LIGHTS	\$1,000	\$268		\$732.50
TOTAL	\$43,000	\$13,393	\$0	\$29,607.46
12/31/2010	\$44,500	\$16,920		

CITY/MAINTENANCE BUILDINGS

INSURANCE-GENERAL	\$5,000	\$3,226		\$1,774.08
SUPPLIES	\$3,000	\$252		\$2,747.62
REPAIRS/MAINTENANCE/PAINTING	\$16,000	\$17,780		(\$1,779.58)
TOTAL	\$24,000	\$21,258	\$0	\$2,742.12
12/31/2010	\$14,612	\$8,098		

**CITY OF PARK HILLS
CAPITAL IMPROVEMENTS**

**2011-12
BUDGET**

**12/31/11
ACTUAL**

**2011-2012
PROJECTED**

**budget vs
actual**

CAPITAL IMPROVEMENTS/EMERGENCY

TROLLEY PARK

(Planting)

(Maintenance)

(Drinking Fountain)

\$6,000

\$2,605

\$3,395

TRAFFIC SIGN PLACEMENT

\$0

\$0

(STREET) SIGN REPLACEMENT

\$1,500

\$1,226

\$274

TREE BOARD

\$2,000

\$3,350

(\$1,350)

STREET SIGN POSTS

\$0

\$0

FIFTH THIRD LOAN

\$11,250

\$10,257

\$993

CAPITAL PURCHASE/CRUISER

\$0

\$0

COMPUTER SOFTWARE PVA

\$0

\$95

(\$95)

COMPUTER/TECHNICAL SUPP

\$0

\$306

(\$306)

MOBILE DATA TERMINALS

\$10,500

\$10,472

\$28

MISC

\$0

TOTAL

\$31,250

\$28,311

\$0

\$2,939

12/31/2010

\$62,500

\$48,654

* Fifth Third Loan \$ 22,500 + Cruiser \$ 13,000

BUDGETING, AUDITING AND REPORTING**I. CITY BUDGETS****A. Annual Budget Requirement**

1. Each city is required to operate and expend funds under an annual budget that must be adopted by ordinance. City officials and employees are prohibited from expending any city funds except in accordance with the adopted budget. [KRS 91A.030(1) and (13)].

"Budget" is defined as a proposed plan for raising and spending money for specified programs, functions, activities or objectives during a fiscal year. [KRS 91A.010(1)].

2. Each city's budget must cover one (1) full fiscal year. [KRS 91A.030(4)].

Cities are required by Section 169 of the Kentucky Constitution to operate on a July 1 to June 30 fiscal year.

3. If a city fails to adopt a budget by the beginning of the new fiscal year, the previous year's budget remains in force as if readopted. [KRS 91A.030(3)]. In this event, the previous year's budget will govern the expenditure of funds until a new budget ordinance is adopted.

B. Budget Preparation

1. Preparation of a budget proposal is the responsibility of the executive authority in cities with mayor-council, mayor-alderman and commission forms of government. In mayor-council and mayor-alderman cities, the executive authority is the mayor. In commission cities, the executive authority is the city commission. It is the responsibility of the city manager in cities with a manager form of government. [KRS 91A.030(5)].
2. The proposed budget, together with a budget message, must be submitted to the legislative body at least thirty (30) days prior to July 1 - the beginning of the fiscal year. According to KRS 91A.030(7), the budget message is required to:
 - a. Explain the revenue raising and expenditure goals fixed by the budget for the upcoming fiscal year.
 - b. Explain important features of activities anticipated in the budget.
 - c. Explain significant changes in program goals and appropriations levels from the previous year.
 - d. Explain any major changes in financial policy.

BUDGETING, AUDITING AND REPORTING

3. The exact form and detail of each city's budget proposal is to be determined by the city legislative body by ordinance.

C. Adoption of the Budget

1. The legislative body must adopt a budget ordinance appropriating moneys for the fiscal year. It need not adopt the budget in the form submitted by the executive authority, but is free to make changes in the budget. [KRS 91A.030(8)(a)].
2. A budget ordinance is adopted in the same manner as any other ordinance. It becomes effective when published, unless an emergency has been declared. If an emergency is declared, the budget would become effective immediately upon adoption.

KRS 424.240 requires that, immediately following the adoption of an annual budget ordinance by any city other than one of the first class, the city clerk must cause a summary of the budget or the text of the budget to be advertised by newspaper publication.

3. No budget may provide for expenditures in excess of revenues in any one (1) fiscal year. [Kentucky Constitution Section 157b; KRS 91A.030(8)(b)].

NOTE: It is a common practice in many cities to expend funds in excess of amounts appropriated to a particular budgetary fund, or to transfer moneys from one fund to another fund, and then amend the budget at year-end to reflect that this was done. Technically, this practice is illegal, since KRS 91A.030(1) states that "no city shall expend any moneys from any governmental or proprietary fund, except in accordance with a budget ordinance." A city's budget ordinance should be amended prior to expending funds in excess of the moneys appropriated to a fund. (See Part G below for the effects of noncompliance with this requirement.)

4. The legislative body is obligated to appropriate in the budget ordinance the full amount necessary to service any outstanding debt of the city for the full fiscal year. [KRS 91A.030(9)].

D. Budget Amendments

The budget ordinance may be amended at any time during the fiscal year, subject to the restriction that expenditures may not exceed revenues for the fiscal year and subject to all other statutory requirements. An ordinance amending the budget must be enacted in the same manner as any other ordinance. [Kentucky Constitution Section 157b; KRS 91A.030(10)].

E. Budget Administration

1. Once adopted, the administration of the budget is the responsibility of the executive authority in cities with a mayor-council, mayor-alderman and commission forms of government. It is the responsibility of the city manager in cities with a manager form of government.

The executive authority and city manager are required by KRS 91A.030(11) to submit quarterly operating statements to the legislative body, which must include budgetary comparisons of each governmental fund set forth in the budget.

2. The executive authority is authorized to expend funds in accordance with the adopted budget. The question frequently arises whether the mayor in a mayor-council city may expend funds without further authorization from the legislative body. As long as the funds are expended in accordance with the budget ordinance, no additional authorization is needed, i.e., it is not necessary for the city council to approve each expenditure, as long as the expenditure does not exceed the amount appropriated for that purpose in the budget. However, it would be necessary for the city council to approve (by amending the budget ordinance) the transfer of funds from one budgetary fund to another, or expenditures from any fund that exceeds the amount appropriated to that fund.

F. Budgetary Accounting

To the extent practicable, the system utilized in implementing and administering the budget must be consistent with the requirements of KRS 91A.020, which requires each city to keep accounting records and render financial reports that:

1. Determine compliance with statutory provisions.
2. Determine fairly and with full disclosure the financial operation of constituent funds and account groups of the city in conformity with "generally accepted principles of government accounting," which means in accordance with those standards and procedures issued by the Governmental Accounting Standards Board (GASB).

The statute also requires city accounting systems to be operated on a fund basis.

G. Effects of Noncompliance

1. All contracts, agreements, and obligations entered into that exceed existing budget appropriations are void. [KRS 91A.030(13)]. Any citizen of the city may sue to recoup moneys expended in violation of the budget ordinance.

2. Pursuant to KRS 92.340, any indebtedness contracted in violation of KRS 91A.030(13) is void and unenforceable and any money paid under an illegal contract of indebtedness may be recovered by the city, through prosecution by the city attorney. Further, KRS 92.340 provides that any officer, agent or employee who could have prevented the expenditure and any council member who voted for the expenditure shall have personal liability to the city for the amount of the expenditure. The amount is also recoverable in an action on their bonds, if they are bonded.

II. FINANCIAL STATEMENTS

A. Annual Financial Statements

Pursuant to KRS 424.220, cities of the third through sixth classes must comply with requirements for preparing and submitting financial statements. Every public officer whose duty it is to "collect, receive, have the custody, control, or disbursement of public funds" must prepare an itemized sworn financial statement at the close of each fiscal year. The statement must contain the funds "collected, received, held, or disbursed" during the fiscal year just closed, unless the city opts to do monthly or quarterly statements in lieu of the annual statement, as discussed in paragraph C below.

NOTE: Sixth class cities have a special set of requirements regarding financial statements and audits, discussed in paragraph B of this section and paragraph A of Section III, Municipal Audits.

The statement must show the total amount of funds collected and received during the fiscal year from each individual source, and the total amount of funds disbursed during the fiscal year to each individual payee. For disbursements, the city is required to show only aggregate amounts to vendors that receive disbursements exceeding one thousand dollars during the fiscal year. In addition, only the total of amounts paid to each individual as salary or commission and public utility bills shall be shown.

The financial statement must include a certificate from the cashier or other proper bank officers of the bank where the funds are or have been deposited during the past year, showing the balance, if any, of funds to the credit of the city.

B. Publication Requirements

1. Generally

For cities conducting audits, the publication requirement for financial statements is satisfied if the city publishes an audit report in accordance with KRS 91A.040(6) and also publishes a legal display advertisement of not less than six (6) column inches in a newspaper qualified under KRS 424.120. The advertisement must state that the financial statement has been prepared and copies have been provided to each local newspaper of general circulation, each news service, and each local radio and television station which has filed a written request with the city to be provided a statement. The advertisement must be published within ninety (90) days after the close of the fiscal year.

2. Sixth Class Cities

Sixth class cities at times do not have to prepare an audit and publish an audit report. (See Section III, Paragraph A). In these instances, the financial statement must be published in full in a newspaper qualified under KRS 424.120 within sixty (60) days of the close of the fiscal year. Immediately after publication, the city must file a written or printed copy of the advertisement with proof of publication in the office of the county clerk and with the Auditor of Public Accounts.

C. Alternative Monthly or Quarterly Financial Statements

In lieu of an annual financial statement, a city may choose to prepare and publish monthly or quarterly statements in accordance with KRS 424.230. All of the provisions of KRS 424.220 outlined above still apply, except that:

1. The statement shall cover only the preceding month or quarter, depending on which the city has chosen to do; and
2. The publication must be made within thirty (30) days after the end of the month or quarter.

THE PARK HILLS CITY COUNCIL HELD A BUSINESS MEETING ON MONDAY, FEBRUARY 13, 2012, AT 7:00 P.M. AT 1550 DIXIE HIGHWAY WITH MAYOR DON CATCHEN PRESIDING. COUNCIL MEMBERS PRESENT: KATHY ZEMBRODT, DIANE GEIGER, PAMELA SPOOR AND ALBERT FEDDERS. ABSENT: 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 9, 2012 minutes, with changes, was made by Ms. Spoor; second by Mr. Fangman and motion carried unanimously.

I. Petitioners

A. Mr. Bill Snyder, Covington Catholic High School, was present at the meeting to talk about the school's students' service hours. Each student at CCH is required to complete at least 15 hours of service per year. They do service for non-profit organizations, mentally and physically handicapped people, students in need of tutoring and mentoring and much more. Many students receive awards for their outstanding service to the community. Last year, the students gave 16,584 hours of service with an average of 28 hours per student.

A good portion of service hours are given to the Special Olympics, Rising Star Studios, NKA for Retarded Citizens, Grief counseling at St. Elizabeth with children who have lost parents, ALS Organization, Habitat for Humanity, Redwood and the Brighten Center. Mr. Snyder stated there are 500 students willing and eager to do service and if anyone is in need, he can be contacted by calling the school.

B. Mr. Mike Conway, Park Hills Tree Board Chairperson, along with fellow tree board member, Pat Flannery, were present at the meeting to discuss the replacement of trees on Terrace Drive as well as tree planting for future projects. Mr. Conway passed out a handout listing the 2012 Tree Board priorities. Mr. Conway also handed out to Council an estimate from the Good Earth for the planting of the 14 trees on Terrace. The \$6,244.00 would cover the cost of the trees, staking, mulch, soil amendment and irrigation bags. The trees to be planted would include Frontier Elms, Emerald Sunshine Elms, City Sprite Zelkova and Frans Fontaine Hornbeam. The cost would include a six month warranty. Since the trees were originally removed due to the Terrace street project, the cost for their replacement would come out of the Road Fund. Mr. Conway stated, if the Good Earth proposal was approved, they would meet with residents of Terrace to discuss the planting of the trees. Mr. Fangman reminded Council there is an Ordinance stating trees cannot be put in the grassy area of the right of ways; this may have to be changed/amended. Mr. Conway stated the trees planted would be about 2 inches in

diameter and residents would see significant growth by next spring. Duke Energy would be responsible for trimming the trees should they reach the power lines. Ms. Zembrodt would like to see a one year warranty in place. Mr. Conway stated he would talk to Good Earth regarding an extended warranty. Mr. Conway went on to say he would like to look at one street per year to plant trees. The cost for this would come from grants and donations. Resident, Rob McAtee, asked how many estimates were received for the Terrace trees. Mr. Conway stated there was a total of three and all were within the same realm of cost. Mr. Conway has worked with Good Earth in the past and believes they will do the best job.

Mr. Fedders would like to see guidelines in place for the care of the trees and also perhaps a contribution from the residents to ensure they will care for the trees once they are planted. Mr. Conway will follow up with Council at the next meeting.

C. Mr. John Chamberlain, auditor with Van Gorder, Walker and Co., was present at the meeting to go over the city's annual audit. Mr. Chamberlain encouraged Council to contact him with any questions or concerns regarding the audit. Mr. Fedders asked if the city could transfer the money left in the Sanitation Fund into the General Fund. Mr. Chamberlain stated he saw no problem with the transfer. Mr. Fedders also asked Mr. Chamberlain to look over his flow charts regarding the segregation of duties. Mr. Chamberlain said he would look them over and advise.

II. First Reading; Ordinance No. 1, 2012 regarding changes and rules for professional contractors was read in summary by Attorney Robert Winter. Discussion regarding the Ordinance followed. Mr. Fedders believes the city passes too many Ordinances that are not enforced and does not believe this one will be. Ms. Spoor stated she sponsored the Ordinance so that professional contractors for the city would fall under the same code of ethics as everyone else. Ms. Geiger asked what compelled the Ordinance as the city attorney answers to the KBA and the engineer would have his own set of regulations. Ms. Spoor replied she would like everyone to be on the same "playing field". Ms. Spoor suggested scheduling a Personnel Committee Meeting with the attorney to discuss further before second reading. A Personnel Committee Meeting has been scheduled for Monday, February 27th at 7:00 p.m. with an Infrastructure Committee Meeting to follow at 8:00 p.m.

III. First Reading; Ordinance No. 2, 2012 amending the text of the Neighborhood Commercial Zone was read in summary by Attorney Robert Winter.

IV. First Reading; Ordinance No. 3, 2012 amending Ordinance No. 7, 2011 regarding towing and storage fees was read in summary by Attorney Robert Winter. Chief Stanley explained to Council that he does not feel the police department should be in the business of generating revenue. He believes the fees for getting your car released the cost of the ticket and impounding fees are enough. He does not want the department to look as if it

is towing cars to make money; he does not feel this is right. Mr. Fedders asked Council for due diligence so that Ordinances like this do not have to be changed and are done correct the first time.

V. First Reading; Ordinance No. 4, 2012 regarding encroachments in the right of ways was read in summary by Attorney Robert Winter. Once advertising benches are removed, TANK could then erect bus shelters near Notre Dame Academy, Covington Catholic High School and at the corner of Dixie Highway and St. Joseph Lane.

VI. First Reading; Ordinance No. 5, 2012 regarding the Road Tax and Acquisition Fee was read in summary by Attorney Robert Winter.

VII. Resolution No. 2, 2021 repealing Resolution No. 9, 2011 regarding fees for the police department was read by Attorney Robert Winter. Motion to accept Resolution was made by Mr. Fangman; second by Ms. Zembrodt. Roll Call: all ayes.

VIII. Resolution No. 3, 2012 regarding the re-financing of the fire truck and city building loans was read by Attorney Robert Winter. Motion to accept Resolution was made by Mr. Fangman; second by Ms. Zembrodt. Roll Call: all ayes.

9:11 Motion to enter executive session regarding prospective litigation was made by Mr. Fedders; second by Mr. Fangman and motion carried unanimously.

9:47 Motion to exit executive session with no action taken and to resume the regular meeting was made by Ms. Spoor; second by Mr. Fangman and motion carried unanimously.

IX. Department Reports

A. Police Department

Chief Stanley stated there was a reported assault at the alternative school (old Gateway) involving a student and a teacher.

There was also a report of a robbery against a juvenile getting off the school bus. Detective Webster is working on both cases.

Charges were also filed regarding a burglary at 701 St. Joseph Lane.

B. Fire Department

Aside from the monthly report, there were no new items to cover under the fire department. Mayor Catchen thanked Chief Huth on the good job he did with the remodeling of the police department after its move upstairs.

C. Public Works

Mr. Finke reported there was a sanitary break on Sleepy Hollow and a broken storm line near 1400 Amsterdam Road; both have been taken care of.

D. City Engineer

Mr. Bayer recommended a payment of \$90,964.89 to Michels Construction for their work done on Terrace, Jackson and Cleveland. This will leave a \$10,107.21 retainage fee. This will be voted on under special fund payments.

E. Finance Department

1. Financial Reports: Motion to accept January financial reports was made by Ms. Zembrodt; second by Mr. Fangman and motion carried unanimously.

2. Motion to pay Municipal Road Aid invoices in the amount of \$2,761.85 and the Road Fund invoice to Michels in the amount of \$90,964.89 was made by Ms. Spoor; second by Ms. Zembrodt. Roll call: all ayes.

X. Committee Discussions

A. Infrastructure and Public Works Committee– Skip Fangman

Mr. Fangman passed out a copy of an estimated implementation schedule regarding upcoming road work (attached).

B. Economic Development Committee – Monty O’Hara – No report

C. Transparency and Communications Committee – Diane Geiger – No report
Committee will meet on Monday, February 27th. Ms. Geiger encouraged everyone to attend.

Mr. Fedders questioned why the city newsletter was not going through the Transparency Committee. Ms. Geiger asked who was putting the newsletter together and why nothing was shared with the committee; she also believes the newsletter should go through a Council committee first. Mr. Fangman stated an email was sent to Council and city employees asking for articles. Mayor Catchen stated he was sending out the newsletter with the help of Mr. and Mrs. Fangman and Ms. Spoor.

D. Parks, Beautification and Recreation Committee – Pamela Spoor – No report

E. Historic Preservation Committee – Pamela Spoor – No report

F. Personnel Committee – Skip Fangman – No report

G. Mayor’s Group Report

Mayor Catchen reminded Council the April Mayor’s Group Meeting will be hosted by Park Hills at the Gardens.

**City of Park Hills
Street Program
Estimated Implementation Schedule**

SUBJECT TO CHANGE BASED ON ANNUAL REVIEW

Street Segment	Program Year	Design	Easements	Construction	Comments
Hamilton Road retaining wall	2004	C	n/a	C	
Lawton Road-Hillcrest to Audubon	2006	C	E	C	
Mt. Allen	2007	C	n/a	C	
St. Joseph Lane-top of hill to end	2007	C	E	C	
Audubon Road (100' section at low point)	2008	C	E	C	Revised plans based on SD1 input
Morgan Court-Emerson to end	2009	C	E	C	
Rosemont-S. Arlington to Cecelia	2009/10	C	n/a	C	SD1 and City Components
Rosemont-Cecilia-Hilltop	2009/10	C	n/a	C	
Terrace-Old State to Amsterdam	2011	C	E	C	
Exter	2012	C	E	B	Revised plans based on SD1 input
Amsterdam Montague to Trolley Park	2012			C	
Arlington Road-Old State to Amsterdam	2013	P		C	Feasibility study complete, realignment option selected for design
Old State-Terrace to Arlington	2014				Sidewalks
Aberdeen-Arlington to Old State	2014				
Park Drive	2015				
Cleveland-Park to Lower Jackson	2015				
Jackson Road-lower half	2016				
Audubon Road-low point to end	2017				
Montague-Amsterdam to Devou Park	2019				Timing and design to be coordinated with Devou Park Master Plan
Amsterdam-Hillcrest to Sleepy Hollow	2019				
Altavia	2020				
Hamilton Road	2020				
South Arlington-Dixie Hwy. to Cecelia	2021	P			Sidewalks
Breckenridge	2022				
Alhambra-Harriet-Coram	2022				
Upper Jackson	2023				
Cleveland-Lower Jackson to Emerson	2023				
Emerson	2024				
Lawton-Amsterdam to Hillcrest	2025				
Locust	2025				
Arlington Road-Dixie Hwy. to Old State	2025				Sidewalks/Replace existing roll curbs
St. Joseph Lane	2026				Replace existing roll curbs
Audubon Road-Park to low point	2026				Replace existing roll curbs
		S=Survey	P=Prepared	B=Bid	
		A=Authorized	E=Executed	C=Complete	
		P=Preliminary			
		C=Complete			
Revised: February 2012					

H. Mayor's Update – No report

XI. Old Business

XII. New Business

The city clerk brought up the possible purchase of a software product which would enable her to scan pdf forms to her computer and convert them to a Word document. The software would be from ProSource and would cost around \$600. Mr. Fedders stated he would look into a product called Paper Port which he believes would be much less expensive.

XIII. 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, February 21st at 7:00 p.m.

10:09 Motion to adjourn from Business Meeting was made by Mr. Fangman; second by Ms. Spoor and motion carried unanimously.


MAYOR, DON CATCHEN

ATTEST:


CITY CLERK

THE CITY OF PARK HILLS HELD A SPECIAL MEETING ON MONDAY, FEBRUARY 27, 2012 AT THE CITY BUILDING LOCATED AT 1106 AMSTERDAM ROAD, PARK HILLS, KENTUCKY. MAYOR DON CATCHEN PRESIDING. THOSE IN ATTENDANCE WERE COUNCIL MEMEBERS SKIP FANGMAN, DIANE GEIGER, ALBERT FEDDERS, PAMELA SPOOR, MONTY O'HARA AND KATHY ZEMBRODT.

ALSO IN ATTENDANCE WERE THE CITY ATTORNEY, ROBERT A. WINTER, JR AND CITY ENGINEER, JAY BAYER.

Call to Order

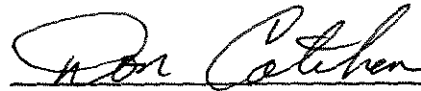
Pledge of Allegiance

Roll Call

I. Resolution No. 5, 2012 was read by Attorney Robert Winter. Motion to accept Resolution was made by Mr. Fangman; second by Ms. Spoor. Roll Call: all ayes.

A motion was made by Mr. Fangman to accept Paul Michel and Sons bid as the best and lowest bid; second by Ms. Zembrodt. Roll Call: all ayes.

7:15 Motion to adjourn from Special 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, MARCH 12, 2012, AT 7:00 P.M. AT 1550 DIXIE HIGHWAY WITH MAYOR DON CATCHEN PRESIDING. COUNCIL MEMBERS PRESENT: KATHY ZEMBRODT, MONTY O'HARA, PAMELA SPOOR, SKIP FANGMAN AND ALBERT FEDDERS. ABSENT: DIANE GEIGER
ALSO PRESENT: CITY ATTORNEY, ROBERT WINTER AND CITY ENGINEER, JAY BAYER

CALL TO ORDER

PLEDGE OF ALLEGIANCE

ROLL CALL

Motion to approve the February 13, 2012 minutes, with changes, was made by Ms. Spoor; second by Mr. Fangman and motion carried unanimously. Motion to approve the February 27, 2012 minutes was made by Mr. Fedders; second by Ms. Spoor. Roll Call: all ayes.

I. Several girl scouts and their leaders were present at the meeting to pass out cookies and milk to celebrate the 100th anniversary of Girl Scouts. The girls made their way to the center of the meeting as Mayor Catchen read a Proclamation congratulating the Girl Scouts and proclaiming March 12, 2012 as Girl Scout Day in the City of Park Hills.

II. A Proclamation was read by Mayor Catchen to raise awareness of brain injuries and the cause, effect and prevention of such injury. Brain Injury Awareness Day will take place on March 14, 2012.

III. Petitioners

A. Mr. David Locke, along with Karen Finan and Rob Hollmann, was present at the meeting to discuss possibly re-locating his business on Dixie Highway in Park Hills. Mr. Locke is the president and co-founder of Applied Machine and Motion Control, Inc. He is requesting approval of Council for the intended uses of the former Dickman Realty building by his company as its offices and headquarters, and possible future expansion. Applied Machine and Motion Control, Inc. is an engineering and wholesale sales company which provides technical and product solutions for manufacturing automation and process automation to customers.

Council asked if Mr. Locke could provide them with the specific language of the zone description. Mr. Locke stated he would put together a list of descriptions. Ms. Spoor asked what Mr. Locke's timeline was; Mr. Locke responded he would like to obtain his occupational license, close on the property, do some small renovations and hopefully be moved in by June or July. Council had no problem with the proposal and changing the text of the zoning.

Business Meeting

March 12, 2012

Page 2

B. Mr. Mike Conway, Park Hills Tree Board Chairperson was present at the meeting to discuss the Terrace trees and future road and/or tree projects. He stated if tree loss is due to road work, the tree replacements will be paid out of the road fund. He went on to say he would like to do a "street a year" project with input from the residents. He would like to plan it on which streets would have the biggest impact on the community and be funded by grants and donations. He stated the Arbor Foundation has a stipulation that city's must have \$2.00 per capita in a tree budget in order to be able to apply for grants. Mr. Conway breaks that down to about \$6,000. He would love to see that done immediately but, if the city is unable, it could be put aside in next years' budget. He would like the residents of Terrace to be offered a tree and have the homeowner maintain the tree. If there is not at least a 50% interest, another street will be chosen. Mr. Fedders stated he would like to see a protocol in place going forward that shows how far the tree trunk is from the street as they may be affected by projects. He went on to say, he would like to have residents contribute some money towards the tree to be sure they keep the tree maintained.

Mr. Conway will come back to Council with a written protocol.

IV. Meeting skipped down to Mayor Catchen reading Executive Order No. 1, 2012 appointing Jack Loos to the Board of Adjustments.

V. Resolution No. 6, 2012 appointing Steven Gifford as a part time patrolman was read by Mayor Catchen. Motion to accept the Resolution was made by Mr. Fangman; second by Ms. Spoor and motion carried unanimously. Officer Gifford was sworn in by Mayor Catchen. Officer Gifford had 20 years with the Covington police department.

Mayor Catchen read to Council, and members of the audience, the city's accomplishments over the past fourteen months.

Financial:

No tax increases, debt refinancing, building an operating reserve, having budget on target and looking to decrease the road tax permanently by a vote of residents.

Police Department:

Street patrols increased, higher visibility, greater accountability, upgraded equipment, stepped up training, police volunteered to trade spaces with the clerks, seeking better and faster communication with all the residents and a great job by Chief Stanley, Sgt. Cox, Det. Webster, Officer Harris, Officer Grigson, Officer Prater, Officer Hagedorn and police administrative assistant Chris Huebener. Also, the city welcomes new Officer Steven Gifford.

Clerk's Office:

Clerk's office has easier access for residents since moving to the first floor. The clerk will be working with a professional archivist from Frankfort to purge old documents no longer needed, free of charge. The city clerk will maintain and update the website. The clerk's office has upgraded equipment such as a scanner and phone system. The clerk's office remains open Monday through Friday from 8:00 a.m. to 6:00 p.m.

Public Works:

The public works department was a big part of making the switch between offices in an economical way. The entire city building had asbestos removed and new carpeting installed. The city building has been painted, including the public works garage and most of the interior. The phone system has also been repaired.

Fire Department:

A new generator has been installed with much thanks to Chief Huth.

Public Land:

1530 Dixie Highway has been sold and the city received a grant of \$124,000 to relocate the sewer lines and realign the roadway on the property has been fully reimbursed to the city.

Infrastructure:

Rosemont Avenue has been completed. Portions of Jackson, Cleveland and Hamilton have been milled and overlaid. Terrace has been curbed, guttered, milled and overlaid and will, hopefully, have trees planted in the spring. North Arlington from Old State to Hamilton has been milled and overlaid. Drainage repairs have been made on Alhambra Ct. The Exter Drive bids are in and work will begin in the spring; same with Cleveland Avenue. The city has joined with SD1. The next street on the agenda for resurfacing will be Amsterdam Road beginning at Short Arlington down toward Montague.

In closing; the city is looking to have better communication with residents through its website, Transparency Committee and newsletters. The bottom line is that the city is in an improved financial condition and will keep working to make it even better - Mayor Don Catchen

Meeting resumed at the top of the agenda with the reading of Ordinance No. 1, 2012.

VI. Second Reading; Ordinance No. 1, 2012 changing the rules for professional contractors was read in summary by Attorney Robert Winter. Motion to adopt Ordinance was made by Ms. Spoor; second by Ms. Zembrodt. Mr. O'Hara requested wording in the Ordinance be changed to add the words "at the direction of a majority of Council"; second by Ms. Spoor and motion carried unanimously. Discussion took place until Mr. Fangman motioned to close the debate; second by Ms. Spoor. Roll Call on adoption of Ordinance: Mr. Fangman; aye, Ms. Zembrodt; aye, Mr. Fedders; nay, Ms. Spoor; aye, Mr. O'Hara; aye.

VII. First Reading; Ordinance No. 2, 2012 amending the text of the NC zone was read in summary by Attorney Robert Winter.

Mayor Catchen asked Mr. Rolfes, the city's TBNK representative, to give his report so that he will not have to wait through the entire meeting.

Mr. Rolfes apologized for his recent absence from Council stating he has been working long hours. Ownership of Insight went to Time Warner with no changes to be made to people's programming. He stated the Board will look into a franchise renewal within the next 3 months. He said Covington is transferring to a superbased system to speed up their system. The Board is working with Cincinnati Bell to resolve some audio problems they have been having. He finished by saying the staff is looking to upgrade their equipment.

VIII. Second Reading; Ordinance No. 3, 2012 amending Ordinance No. 7, 2011 with regards to towing and storage fees was read in summary by Attorney Robert Winter. Motion to adopt Ordinance was made by Mr. Fangman; second by Ms. Spoor and motion carried unanimously.

IX. Second Reading; Ordinance No. 4, 2012 regarding encroachments in the right of ways 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.

X. Second Reading; Ordinance No. 5, 2012 regarding the fire truck/economic development fee and acquisition fee was read in summary by Attorney Robert Winter. Motion to adopt Ordinance was made by Mr. Fangman; second by Ms. Spoor. Mr. Fedders asked for discussion. He stated there is a projected road schedule over the next 14 years. Council is now stating they do not have enough money to do complete street reconstruction, but now want to reduce the income they could receive. Ms. Zembrodt asked how many streets have already been completed; Mr. Bayer replied around 35%. After further discussion, Mr. Fangman motioned to close the debate; second by Ms. Spoor. Roll Call on motion to adopt Ordinance: Mr. Fangman; aye, Ms. Zembrodt; aye, Mr. Fedders; nay (would like to see quantitative numbers showing the .155% vs. the .235%), Ms. Spoor; aye, Mr. O'Hara; aye. Mr. Bayer stated the list he prepared regarding the upcoming street projects, was not based on quantitative numbers.

XI. First Reading; Ordinance No. 6, 2012; Lease Agreement with Bank of KY for refinancing was read in summary by Attorney Robert Winter. The loan will have a 5% cap on the interest rate and there will be no financing fees.

XII. Resolution No. 4, 2012 transferring the Sanitation Funds to the General fund 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.

XIII. Executive Order No. 2, 2012 regarding the handling and disbursement of appropriated funds was read by Mayor Catchen.

Motion to take \$4,500 from some of the transferred money to fund replacement trees on Terrace (with at least 50% of residents willing) was made by Mr. O'Hara; second by Ms. Spoor and motion carried unanimously.

Mr. Fedders once again stated he would like to see a protocol in place regarding the placement of trees.

IX. Department Reports
A. Police Department

Chief Stanley stated there is not too much going on. His department is now moved upstairs. He states Det. Webster is working on 60 cases; some open and some closed. There has been a recent problem with car break-ins. The Chief encouraged residents to lock their cars and not leave valuables inside.

Mayor Catchen went on to explain the need for Bromley to have police coverage. Ludlow, which formerly patrolled Bromley, is not renewing their contract next year. Bromley would have to pay much more for coverage for the upcoming year than they had paid in the past. The City of Bromley approached Mayor Catchen and asked if Park Hills would consider taking over the patrolling of Bromley. After discussing it with Chief Stanley, Det. Webster and Bromley's Mayor, Mayor Catchen felt confident Park Hills' officers could handle the extra work. The contract would begin on July 1, 2012 until June 30, 2014. There would be a third year option in which Bromley would increase its pay an additional \$5,000. Chief Stanley assured residents of Park Hills that they would not lose any service nor would the quality of service go down. Mr. Kleymeyer, present at the meeting, asked if the city had Bromley's call rates. These would have to be obtained. The consensus of Council was to go ahead. Chief Stanley stated if his department did take over Bromley's patrols, they would need at least four new cruisers. He stated the cost of repairs and the bad gas mileage on the old cars is costing the city too much. He stated his department is currently around \$60,000 under budget. He discussed the lease program and how the cars could be paid off within 5 years at around \$7,000 per car, per year; after which, the cars would be owned by the city. Motion for Mayor to purchase two new cruisers tomorrow was made by Ms. Spoor; second by Mr. Fangman. Roll Call: all ayes. Mayor Catchen stated if Park Hills does contract with Bromley, he would like to purchase two more cruisers.

B. Fire Department – No report

Mayor Catchen thanked Chief Huth again for all his help with the office remodeling during the move.

C. Public Works – No report

Mr. Finke was not present at the meeting.

D. City Engineer

Mr. Bayer stated a punch list walk through will be scheduled on Cleveland and Jackson for completion in the spring.

Paul Michels have completed the contract portion of the mill and overlay and curb project on Terrace Drive. Mr. Fedders stated he would like to see the "dip" on Terrace fixed. Contracts have been forwarded to Paul Michels and Sons for execution regarding the Exter Drive project. A pre-construction meeting will be held the week of March 19th with construction to begin in early April.

E. Finance Department

1. Financial Reports: Motion to accept the February financial reports was made by Mr. Fangman; second by Ms. Spoor and motion carried unanimously.

2. Motion to pay Municipal Road Aid invoices in the amount of \$3,931.10 was made by Mr. O'Hara; second by Ms. Zembrodt. Roll call: all ayes.

Motion to skip the Committee Discussions due to time was made by Mr. Fangman; second by Mr. O'Hara and motion carried unanimously.

X. Committee Discussions

A. Infrastructure and Public Works Committee– Skip Fangman

B. Economic Development Committee – Monty O'Hara

C. Transparency and Communications Committee – Diane Geiger

D. Parks, Beautification and Recreation Committee – Pamela Spoor

E. Historic Preservation Committee – Pamela Spoor

F. Personnel Committee – Skip Fangman

G. Mayor's Group Report

The next meeting is scheduled for Saturday, March 17th at 9:00 a.m. at the NKAPC meeting room.

H. Mayor's Update – No report

XI. Old Business

XII. New Business

Motion to allow the Easter Egg hunt to take place in Trolley Park on Saturday, March 31st at 10:00 a.m. with a rain date of April 7th was made by Ms. Spoor; second by Mr. Fangman and motion carried unanimously.

Ms. Spoor stated NDA and CCH have been working on language regarding and institutional zone. Mr. Winter stated an Ordinance would be required. Mr. O'Hara stated he would also like to have the NKAPC meet also.

Mr. Fedders stated he sent Mr. Winter two Ordinances which he would like to discuss at the next Transparency and Communications Meeting scheduled for March 23rd at 6:00 p.m. An Infrastructure Meeting will follow at 7:00 p.m. and the Personnel Committee Meeting to take place at 8:00 p.m.

Mr. O'Hara reminded Council the next Municipal Government League's Meeting is scheduled for the 15th. Ms. Zembrodt plans to attend to listen to Sherrill Morgan talk about plans for group insurance.

XIII. 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, March 20th at 7:00 p.m.

10:45 Motion to adjourn from Business Meeting was made by Mr. Fangman; second by Ms. Zembrodt and motion carried unanimously.


MAYOR, DON CATCHEN

ATTEST:


CITY CLERK

THE CITY OF PARK HILLS HELD A SPECIAL MEETING ON TUESDAY, MARCH 20, 2012 AT THE CITY BUILDING LOCATED AT 1106 AMSTERDAM ROAD, PARK HILLS, KENTUCKY WITH MAYOR DON CATCHEN PRESIDING. THOSE IN ATTENDANCE WERE COUNCIL MEMBERS SKIP FANGMAN, DIANE GEIGER, ALBERT FEDDERS, PAMELA SPOOR, MONTY O'HARA AND KATHY ZEMBRODT.

Call to Order

Pledge of Allegiance

Roll Call

I. Second Reading; Ordinance No. 2, 2012 amending the text of the NC zone was read by Mayor Catchen. Motion to adopt Ordinance was made by Mr. Fedders; second by Ms. Zembrodt. Roll Call: all ayes.


II. Second Reading; Ordinance No. 6, 2012 regarding the lease agreement with The Bank of KY for re-financing of loans was read by Mayor Catchen. Motion to adopt Ordinance was made by Ms. Zembrodt; second by Ms. Spoor. Roll Call: all ayes.

6:06 p.m. Motion to adjourn from Special 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, APRIL 9, 2012, AT 7:00 P.M. AT 1550 DIXIE HIGHWAY WITH MAYOR DON CATCHEN PRESIDING. COUNCIL MEMBERS PRESENT: DIANE GEIGER, MONTY O'HARA, PAMELA SPOOR, SKIP FANGMAN AND ALBERT FEDDERS. ABSENT: KATHY ZEMBRODT
ALSO PRESENT: CITY ATTORNEY, ROBERT WINTER

CALL TO ORDER

PLEDGE OF ALLEGIANCE

ROLL CALL

Motion to approve the March 12, 2012 minutes, with changes, was made by Mr. Fangman; second by Ms. Spoor and motion carried unanimously. Motion to approve the March 20, 2012 minutes, with changes, was made by Mr. Fedders; second by Ms. Spoor and motion carried unanimously.

Mayor Catchen informed Council once the Bromley contract is signed regarding police services (to begin on 7/1/12), he would like the city to purchase two additional cruisers. He stated he would like to take out a loan for \$60,000 from Bank of KY at a rate not to exceed 3%.

Since Officer Jack Prater had to leave the meeting early, the Mayor moved down the agenda to read Resolution No. 8, 2012 which would change Officer Prater from part time to full time. Motion to accept Resolution was made by Mr. O'Hara; second by Mr. Fangman and motion carried unanimously.

I. Petitioners – None

II. First Reading; Ordinance No. 7, 2012 regarding an Institutional Zone change was read in summary by Attorney Robert Winter.

Mr. Bob Rowe, CCH principal, along with Don Stegman, Carlo Wessells and Ms. Sue Finke were present at the meeting to answer questions regarding the proposed lights on Covington Catholic's playing field. Mr. Mike Meadows and Sister Lynette were there to represent Notre Dame Academy.

Mayor Catchen explained to Mr. O'Hara the reason the Ordinance gave a maximum building height of 100 feet was to cover the steeple at St. Joseph Heights. Ms. Geiger asked if there was going to be a public meeting regarding this Ordinance. Mr. Winter replied the meeting is supposed to take place on June 7, 2012 and the public will be invited to attend.

Mr. Fedders was concerned with the wording implying there will only be ten athletic events using the lights. Mr. Fedders asked Mr. Rowe to come back to Council with the entire number of events using the lights, not just the football games.

Ms. Geiger was concerned that the addition of lights would cause more people to attend events which may affect parking and traffic. Mr. Rowe replied there would probably be

around the same number of attendees and that the practice field out front would be converted to parking spaces as it is too close to the road and not safe for students. Mr. Rowe went on to say, the other practice fields would remain as such and will not be converted to parking spaces. After an extensive survey was done by Ms. Finke, there was only one resident which gave negative feedback. Sister Lynette stated Notre Dame was not considering lights for their playing fields.

III. Resolution No. 7, 2012 terminating the Agreement with Rural/Metro was tabled.

IV. Resolution No. 8, 2012 was read earlier in the meeting.

V. Resolution No. 9, 2012 promoting Sergeant Dewayne Cox to the rank of Captain was tabled.

VI. Resolution No. 10, 2012 promoting Detective Richard Webster to the rank of Sergeant was tabled.

VII. Municipal Order No. 1, 2012 appointing David Gray as a member of the Code Enforcement Board was read by Attorney Robert Winter. Motion to accept Order was made by Mr. Fangman; second by Ms. Spoor and motion carried unanimously.

There was a lengthy discussion regarding the proposed contract with the City of Bromley for police services. Chief Stanley stated Park Hills' officers would patrol Bromley 8 to 10 times per day for about thirty minutes each trip.

Mr. Fedders asked how this would affect the city's liability insurance and if there are upfront fees such as legal, cars, etc.

Mayor Catchen stated that has been worked out and will show in the new budget. There was further discussion on how the officers would be paid at an overtime rate should the need arise.

The Mayor stated the contract could be re-negotiated at any time. Ms. Spoor asked if the Interlocal Agreement was approved by the Attorney General. Mr. Winter stated he would look into this, but does not believe there is a cost involved. The city clerk will call the city's liability insurance handler to find out the effect the contract would have on the city's insurance rates.

Mayor Catchen asked Council to vote on the contract so that he could give Bromley an answer

Mr. Fedders stated he was not ready to vote on the contract until the city hears back from the insurance company and finds out about any upfront costs. Ms. Geiger agreed and would also like to see all the numbers beforehand to be sure the city will not be put in any risk.

A separate meeting will be held at a later date to discuss the following items:

1) Insurance costs

- 2) Cost of officers to cover Bromley
- 3) Attorney General/Legal fees
- 4) How the hourly rate for overtime for special events will be calculated.
- 5) Bromley's call logs

The general consensus of Council to vote for the contract if it deems beneficial to the city was in favor 4 to 1.

Mayor Catchen called a Special Meeting for Monday, April 23, 2012 at 7:00 p.m. to discuss the Bromley contract in more detail.

Mayor Catchen read a letter he received from Mr. Michael Napier thanking Officer Rick Grigson for giving the cub scouts a tour of the city's police department. The letter went on to say, Officer Grigson talked with the boys about what it takes to be a good police officer. Mr. Napier stated Officer Grigson is a good role model and is glad he chose Park Hills' police department to work. When asked, four out of nine boys said they would like to be a Park Hills police officer!

8:15 Motion to enter executive session to discuss litigation was made by Ms. Spoor; second by Ms. Geiger and motion carried unanimously.

8:52 Motion to exit executive session with no action taken was made by Mr. O'Hara; second by Mr. Fangman and motion carried unanimously. The Mayor was given permission to negotiate with other entities regarding the city's ALS services.

Department Reports

A. Police Department

Chief Stanley stated the Transportation Cabinet was not in favor of installing a turn only green arrow at the entrance of Notre Dame Academy coming south on Dixie Highway. He stated he would now like to go public in the hopes of raising awareness of the safety situation at that particular intersection.

Officer Grigson made a felony arrest for a domestic dispute on St. Joseph Lane. A woman involved in the dispute had a warrant for two counts of heroin trafficking and second degree wanton endangerment.

A juvenile involved in a robbery on St. Joseph Lane has been sent to a juvenile detention center.

Two arrests have been made in conjunction with the broken in cars in the city. Some of the stolen property has been recovered.

Mr. Fedders stated he believes the city's citation fees are too low and asked how they compared to other cities. Officer Stanley stated he does not feel it is necessary to gouge citizens with hefty fines, but provides more of a warning to not repeat the offense.

Ms. Geiger asked what was to become of the old cruisers. Mayor Catchen stated one of the cruisers will be given to the fire department. The car is already equipped with a siren and is just in need of a paint job.

Chief Stanley stated there are many poor cities that would be more than happy to receive a donation of a car. The Chief will look into the matter.
The Chief went on to say he hopes to have the Policy and Procedures for the police department finished by the next Council meeting. The department is also working on the evidence room.

Originally, the two new cruisers purchased for the police department were going to be done on a lease program. Mayor Catchen stated the cars have already been purchased and asked that the purchase be voted on. Motion to approve the purchase of the cruisers versus the lease option was made by Mr. Fedders; second by Mr. Fangman. Roll Call: all ayes.

B. Fire Department – No report
Chief Huth was not present at the meeting.

C. Public Works – No report

D. City Engineer
Motion to accept the engineer's report was made by Mr. Fangman; second by Ms. Geiger and motion carried unanimously.
Mr. Bayer was not present at the meeting.

Mr. Fedders thanked Mr. Scott Rigney for his work on getting a \$5,000 grant for fire department equipment.

E. Finance Department
1. Financial Reports: Motion to accept the March financial report was made by Ms. Spoor; second by Mr. Fangman; second by Ms. Spoor and motion carried unanimously.
Ms. Spoor stated she would like to schedule a budget meeting. A budget meeting will be held during the Special Meeting already scheduled for April 23rd to discuss the Bromley contract.
2. Motion to pay Municipal Road Aid invoices in the amount of \$1,559.68 was made by Ms. Geiger; second by Mr. O'Hara. Roll call: all ayes.

X. Committee Discussions

A. Infrastructure and Public Works Committee– Skip Fangman
Mr. Fangman discussed the water runoff from the Devou golf course parking lot into Miller's Pond. SD1 will work on fixing the problem.
Covington is installing new sewers on Montague Road and will repave once their work is complete.

The hole in the ground behind the Cardosi's home on Lawton has been repaired by SD1. Mr. Fangman stated that SD1 would pay for work on pipes from the edge of the owner's property to the street provided the owner signs an agreement provided by SD1. Mr. Fangman also said SD1 has agreed to fix the broken sewer at 1412 Amsterdam Road. Mr. Fangman, Mr. Finke and Mr. Michels have been keeping an eye on 1428 Amsterdam with regards to the water drainage during heavy rains. Mr. Fedders inquired about the property at the old NKU campus at the end of Mt. Allen Rd. Mr. Finke stated the area has been seeded and strawed but is not sure what Covington is planning to do with the land. Mr. Fedders asked if the "dip" on Terrace was ever fixed. Mr. Fangman replied he has not met with the contractor regarding the problem since he has been out of town. Mr. Fedders made a motion to take care of Mr. Aylor's water issue. Mr. Finke suggested meeting with the KDOT and SD1 before proceeding.

B. Economic Development Committee – Monty O'Hara – No report

C. Transparency and Communications Committee – Diane Geiger
Ms. Geiger stated she would like to have better visual aids at the Council meetings and paper copies of all items to be discussed. She believes this would keep the audience more aware of what is being discussed. Ms. Geiger went on to ask Council for \$477 to cover the cost of sending out a survey this May and to put money aside in next years' budget for visual aid means. Ms. Spoor asked if the survey could be reviewed by Council and then they could come back with any questions. Motion to approve up to \$477 for survey costs was made by Mr. Fedders. Mayor Catchen said he would like all the surveys to be mailed back to the city building to keep them from being duplicated or interfered with. Second by Mr. O'Hara. Roll call: all ayes.

D. Parks, Beautification and Recreation Committee – Pamela Spoor – No report

E. Historic Preservation Committee – Pamela Spoor – No report

F. Personnel Committee – Skip Fangman
Covered earlier in meeting.

G. Mayor's Group Report
The next meeting is scheduled for Saturday, April 21st at 9:00 a.m. at the NKAPC meeting room.

H. Mayor's Update

Mayor Catchen stated once the contract with Bromley was signed, he intended on purchasing two new cruisers for the police department. He stated the new cruisers should last at least six years.

XI. Old Business

Mr. Fedders stated he would like to meet with the city, and assistant city, clerks to review their procedures. He would also like, at some time, to discuss the \$5,000 cap requirement for obtaining bids and clarify what exactly falls under professional services.

XII. New Business

Motion to allow the city wide yard sale to take place on May 19th; the Memorial Day Parade for May 28th; the Pumpkin Parade on October 28th and the Christmas/Luminary night for December 9th was made by Mr. Fangman; second by Mr. O'Hara and motion carried unanimously.

Motion to accept Christopher Sudbrink's resignation from the Code Enforcement Board was made by Mr. Fangman; second by Mr. O'Hara and motion carried unanimously.

XIII. Delegations Discussions

A. Fix the Dixie – Mayor Don Catchen – No report

B. Municipal Government League – Monty O'Hara

Mr. O'Hara stated the League met on March 19th. Main discussion centered on cities pooling their insurance to save money. So far they have around 130 members interested and hope to end up with about eight hundred plus.

C. Northern KY Area Planning Commission – Mayor Don Catchen – No report
Mayor Catchen stated the Commission voted on their new officials and are working on plans for the NKAPC by figuring their revenues and expenses.

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 is no meeting scheduled for April.

At the last meeting, there were four separated cases involving apartment buildings. The violations were abated quickly with only 1203 Elberta Circle fined \$100.

10:13 Motion to adjourn from Business Meeting was made by Mr. Fangman; second by Mr. O'Hara and motion carried unanimously.


MAYOR, DON CATCHEN

ATTEST:


CITY CLERK

THE CITY OF PARK HILLS HELD A SPECIAL MEETING ON MONDAY, APRIL 23, 2012 AT 7:00 P.M. AT THE CITY BUILDING LOCATED AT 1106 AMSTERDAM ROAD, PARK HILLS, KENTUCKY. MAYOR DON CATCHEN PRESIDING. THOSE IN ATTENDANCE WERE COUNCIL MEMEBERS SKIP FANGMAN, DIANE GEIGER, ALBERT FEDDERS, PAMELA SPOOR, MONTY O'HARA AND KATHY ZEMBRODT.

ALSO PRESENT WAS ATTORNEY ROBERT WINTER.

Call to Order

Pledge of Allegiance

Roll Call

I. Mr. Brian Dehner was present at the meeting to outline the facts and circumstances regarding the City of Bromley's desire to contract with the City of Park Hills for law enforcement services.

The following issues were discussed:

1. Term of agreement
2. Renewal/extension
3. Timing of quarterly payments
4. Dispute resolution
5. Call logs
6. Increased liability insurance
7. Budget and the buying of two new cruisers
8. Worker's compensation costs
9. Ms. Geiger stated the city administrator of Ludlow said they were unable to make a profit by taking over Bromley's law enforcement services. Mr. Dehner responded to Ms. Geiger's comments and the Mayor discussed Bromley's negotiations with Ludlow. It was stated that Ludlow was willing to continue covering Bromley for the same amount of money that was offered to Park Hills.

Motion to approve Resolution No. 11, 2012 was made by Mr. Fangman; second by Ms. Spoor.

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

II. Each department's budget was read by line. The consensus of Council was to raise Mr. Finke's hourly rate by \$1.00. Council seemed to agree on the numbers given during the meeting for the upcoming 2012-2013 budget.

9:30 Motion to adjourn from Special Meeting.



Mayor, Don Catchen

ATTEST:



City Clerk

THE PARK HILLS CITY COUNCIL HELD A BUSINESS MEETING ON MONDAY, MAY 14, 2012, AT 7:00 P.M. AT 1550 DIXIE HIGHWAY WITH MAYOR DON CATCHEN PRESIDING. COUNCIL MEMBERS PRESENT: DIANE GEIGER, MONTY O'HARA, PAMELA SPOOR, SKIP FANGMAN, KATHY ZEMBRODT AND ALBERT FEDDERS.

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

CALL TO ORDER

PLEDGE OF ALLEGIANCE

ROLL CALL

Motion to approve the April 9, 2012 minutes was made by Mr. Fangman; second by Ms. Spoor and motion carried unanimously. Motion to approve the April 23, 2012 minutes was made by Ms. Spoor; second by Ms. Zembrodt and motion carried unanimously.

I. Petitioners – None

II. First Reading; Ordinance No. 8, 2012 amending the 2011-2012 budget was read by Mayor Catchen.

III. First Reading; Ordinance No. 9 2012; Proposed 2012-2013 budget was read by Attorney Robert Winter.

Mr. O'Hara told Council he is still awaiting bids on the leaf pick-up.

Ms. Geiger asked if \$2,000 could be budgeted for visual aid materials for the Council Meetings. She would like a new lap top and screen with projector. She is talking with Covington Catholic's principal regarding some of the needed supplies.

Mayor Catchen stated Mr. Dehner will work for \$30 per hour writing grants for the city. The Mayor said when Old State Road is to be re-done, the city may be able to get a grant due to the fact that the sidewalks on Old State are used by children going to and from school; same for Dixie Highway sidewalks. Council agreed to put \$2,000 into the budget for grant writing.

Mayor Catchen thanked the department heads for keeping their budgets in line.

IV. Resolution No. 12, 2012 allowing the Mayor to enter into a loan a loan agreement with The Bank of KY for the purchase of two new cruisers was read by Mayor Catchen. Motion to accept Resolution was made by Mr. Fangman; second by Ms. Spoor. Roll Call: all ayes

V. Department Reports

A. Police Department

Chief Stanley relayed to Council that, in April, the department had 266 business checks and 458 property watches.

Detective Webster had been working on two robbery cases. In the case regarding Dr. Sugarman, the suspect was convicted and has been recommended for a six year sentence. The other, theft from person, has a recommended sentence of two years. Charges are pending in several other cases.

Chief Stanley asked Mr. Winter what is the status of the Den Lou. Mr. Winter replied the Den Lou is on the abandoned urban property list and is taxed at a higher rate. The Chief asked what his department should do if they see someone working there. Mr. Winter replied the police should make sure anyone working has the proper permits to do so. Mr. Winter explained the Den Lou has incurred \$19,000 in fines and the city moved to foreclose. The owners appealed and the matter was briefed and under the submission of the court. The case is now waiting on the judge.

Ms. Spoor stated she has looked over an Ordinance the City of Ft. Mitchell has adopted which gives the police and the city more ammunition to take care of these types of problems; such as the Den Lou.

Mayor Catchen asked Chiefs Stanley and Huth to do an inspection of the Den Lou. Mr. Fangman asked if the Den Lou is required to have smoke detectors. Chief Huth stated the Den Lou was built before the codes were put into place and is grandfathered as such. Should they do restoration, it will be required.

Mr. O'Hara was concerned of the speed of cars on St. James Avenue after school is dismissed. Chief Stanley stated he would have extra patrol in that area during that time of day. The Chief went on to say, he is still waiting for information regarding a turn arrow at the entrance of Notre Dame on southbound Dixie Highway. He hopes to have a new turn light there by fall.

Chief Stanley stated his department is receiving more complaints regarding coyotes. He would like to take stronger action against them as he feels they may become a serious danger.

B. Fire Department

Chief Huth recognized Mr. Josh Davis who joined the department nine months ago. Since then, Josh has spent 4 ½ months taking classes. He graduated with 140 hours. He will need 150 hours to be a certified state fireman. Congratulations Josh!

C. Public Works – No report

D. City Engineer

Mr. Fedders asked if anything has been done to the Aylor property. Mr. Fangman replied a little bit of milling was done but more is needed.

Ms. Geiger asked for a schedule of future road projects along with the estimated prices. Mayor Catchen stated he will get the numbers for the Amsterdam and Old State Road projects.

Mr. Fedders stated he would like a protocol in place to deal with residents' complaints regarding water and drainage problems. Mr. Fangman suggested starting with Mr. Finke and have him assess the situation.

Regarding Terrace Drive; a punch list walk through will be scheduled for completion in the spring.

A pre-construction meeting was held onsite on Exter Drive with Paul Michels and Sons on April 18th. Work is scheduled to begin the week of May 14th.

A meeting was held with the city on May 7th to discuss the scope of the Old State – North Arlington to Terrace improvements. Bayer Becker will prepare and forward a proposal to the city for the work.

A meeting was held with the city on May 7th to discuss the Amsterdam Road resurfacing project. Bayer Becker will prepare and forward a proposal to the city for the work.

E. Finance Department

1. Financial Reports: Motion to accept the April financial reports was made by Mr. Fangman; second by Ms. Zembrod and motion carried unanimously.

2. Motion to pay Municipal Road Aid invoices in the amount of \$1,379.00 was made by Mr. Fangman; second by Ms. Geiger. Roll call: all ayes.

VI. Committee Discussions

A. Infrastructure and Public Works Committee– Skip Fangman

Mr. Fangman stated he would like to start the street striping before the parade. Motion to expense \$1,600 for striping and \$1,100 for street sweeping was made by Ms. Spoor; second by Mr. O'Hara. Roll call: all ayes.

B. Economic Development Committee – Monty O'Hara – No report

C. Transparency and Communications Committee – Diane Geiger

Ms. Geiger stated the committee is continuing to work on the city wide survey. It will be looked over again at the next meeting.

D. Parks, Beautification and Recreation Committee – Pamela Spoor – No report

E. Historic Preservation Committee – Pamela Spoor – No report

F. Personnel Committee – Skip Fangman

Covered earlier in meeting.

G. Mayor's Group Report

The next meeting is scheduled for Saturday, May 19th at 9:00 a.m. at the Covington City Building. Mayor Catchen, Mr. Fangman and Mr. Winter plan to attend.

Ms. Zembrodt asked if fees could be collected for Code Enforcement Board citations when it involves a hearing. Mr. Winter replied this was brought up and Judge Sheehan threw it out. He went on to say the board can impose fines less than \$100. Mr. Winter will discuss this with the board.

H. Mayor's Update – None

VII. Old Business - None

VIII. New Business

Ms. Spoor stated she is concerned about the Ash Trees in, and around, Trolley Park. She would like to have them treated by the same company that treats the trees in Devou Park; for the same price. She said the cost would be \$1.20 per circular foot and asked if Council would like to know the cost for treating four trees. Mr. Fedders stated he would like for the Tree Board Chairperson, Mike Conley, to address Council first.

A. Fix the Dixie – Mayor Don Catchen – No report

B. Municipal Government League – Monty O'Hara

The League will meet this Thursday.

C. Northern KY Area Planning Commission – Mayor Don Catchen

Mayor Catchen stated the Commission voted on their new officials and are working on cost factors

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

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

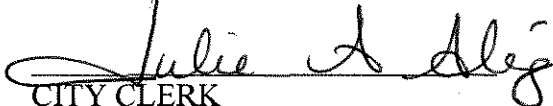
F. Code Enforcement Board

Next meeting is scheduled for Tuesday, May 15th at 7:00 p.m.

9:32 Motion to adjourn from Business Meeting was made by Mr. Fangman; second by Ms. Geiger and motion carried unanimously.


MAYOR, DON CATCHEN

ATTEST:


CITY CLERK

THE PARK HILLS CITY COUNCIL HELD A BUSINESS MEETING ON MONDAY, JUNE 11, 2012, AT 7:00 P.M. AT 1550 DIXIE HIGHWAY WITH MAYOR DON CATCHEN PRESIDING. COUNCIL MEMBERS PRESENT: DIANE GEIGER, MONTY O'HARA, PAMELA SPOOR, SKIP FANGMAN AND KATHY ZEMBRODT ABSENT: ALBERT FEDDERS.

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

CALL TO ORDER

PLEDGE OF ALLEGIANCE

ROLL CALL

Motion to approve the May 14, 2012, 2012 minutes was made by Ms. Geiger; second by Mr. Fangman and motion carried unanimously.

I. Petitioners

Mr. Dennis Finke addressed the Mayor, Council and audience members on being this years' Memorial Day Parade Grand Marshall. Mr. Finke thanked everyone and stated what an honor and privilege it was to be chosen as Grand Marshall. He went on to say that he has met many very nice people in Park Hills. Dennis' son, Ryan, gave a speech about his father after the parade.

Meeting skipped to the first reading of Ordinance No. 10, 2012.

II. First Reading; Ordinance No. 10, 2012 describing the Police Chief's position description was read by Attorney Robert Winter. Motion to accept first reading was made by Ms. Spoor; second by Mr. Fangman and motion carried unanimously.

III. First Reading; Ordinance No. 11 2012 amending the rank structure of the police department was read by Attorney Robert Winter. Motion to accept first reading was made by Mr. Fangman; second by Ms. Spoor and motion carried unanimously.

Resolutions No. 10, 15 and 16, 2012 were tabled until second reading, passing and publication of Ordinance No. 11, 2012

IV. Resolution No. 14, 2012 appointing Ms. Sara E. Barry as a part time police officer was read by Mayor Catchen. Motion to accept Resolution was made by Mr. O'Hara; second by Mr. Fangman and motion carried unanimously. Ms. Barry was formerly with the Boone County Sheriff's Office for 3 years. She grew up, and still resides, in Edgewood, KY. She is currently enrolled at Eastern Kentucky University to pursue criminal justice training in hopes of becoming full time with Park Hills after she completes school.

V. Resolution No. 13, 2012 settling litigation on 1031 Montague Road was read next by Attorney Robert Winter. Motion to change wording in Resolution from Amsterdam to Montague was made by Ms. Spoor; second by Mr. O'Hara and motion carried unanimously. Motion to accept Resolution was made by Mr. Fangman; second by Ms. Zembrodt and motion carried unanimously.

VI. Second Reading of Ordinance No. 7, 2012 was read by Attorney Robert Winter. Mayor Catchen stated the NKAPC recommended that Number 4 (c) under Section D of the Ordinance be struck through. He went on to say rather than state a minimum of ten (10) games under the lights per year, Council can decide on a number not to be exceeded. Mayo Catchen stated the school may exceed 10 games in the event of playoffs, etc. Motion to strike through Section D; 4(c) was made by Ms. Spoor; second by Mr. O'Hara and motion carried unanimously.

Ms. Sheila Dean was present at the meeting to voice her concerns regarding a zone change which would allow lights on the field. Ms. Dean has been a resident of Old State Road for 6 years. She states after the practice soccer fields were put in there was going to be some kind of fence or barrier where the school's property abuts her property. Instead, she states, there are dump trucks and dirt mounds against her property.

She is more concerned with the fact that if this Ordinance passes, the Diocese of Covington will be able to make any changes they wish as long as it falls under this zoning change. She believes the city will have little input as to what can be put on the school's property, especially the portion that states the setbacks and the minimum heights of buildings.

Ms. Geiger asked why the Ordinance needed to include a maximum height of 100 feet if the existing structures are already exempt.

Motion to change side yard width from fifteen (15) feet to fifty (50) feet and rear sideyard from twenty-five (25) feet to fifty (50) feet and reduce height maximum from one hundred (100) feet to seventy (70) feet was made by Mr. O'Hara; second by Ms. Spoor and motion carried unanimously. Mr. Winter explained any amendments made would require going back to the NKAPC for review. Mr. O'Hara then made a motion to withdraw his amendments; second by Ms. Spoor and motion carried unanimously.

Mr. Fangman reminded Council that the city could amend the Ordinance at any time.

Ms. Marlene Schuh was also present at the meeting with concerns regarding the Ordinance. She was worried that activities at the school could take place on any given night, except Sundays. She asked Council to please consider limiting the number of times the lights will be turned on. Ms. Spoor stated a new Ordinance would be enacted to limit the number of games to a reasonable amount.

Motion to adopt Ordinance No. 7, 2012 was made by Ms. Spoor; second by Ms. Zembrodt and motion carried unanimously.

(NKAPC recommendations attached)

KENTON COUNTY & MUNICIPAL PLANNING & ZONING COMMISSION

STATEMENT OF RECOMMENDATION

NUMBER: 2071R

WHEREAS

The City of Park Hills, per Robert Winters, City Attorney, HAS SUBMITTED AN APPLICATION REQUESTING THE KENTON COUNTY PLANNING COMMISSION TO REVIEW AND MAKE A RECOMMENDATION ON: A proposed map amendment to the Park Hills Zoning Ordinance changing the described area from R-1FF (Residential) to INST (Institutional).

WHEREAS

A PUBLIC HEARING WAS HELD ON THIS APPLICATION ON THURSDAY, JUNE 7, 2012, AT 6:15 P.M., IN THE NORTHERN KENTUCKY AREA PLANNING COMMISSION'S FIRST FLOOR MEETING ROOM, 2332 ROYAL DRIVE, FORT MITCHELL, KY.; AND A RECORD OF THAT HEARING IS ON FILE AT THE OFFICES OF THE KENTON COUNTY PLANNING COMMISSION, 2332 ROYAL DRIVE, FORT MITCHELL, KENTUCKY.

NOW, THEREFORE,

THE KENTON COUNTY PLANNING COMMISSION SUBMITS THE FOLLOWING RECOMMENDATIONS, ALONG WITH SUPPORTING INFORMATION AND COMPREHENSIVE PLAN DOCUMENTATION:

KCPC RECOMMENDATION – PARK HILLS ZONING ORDINANCE:

Approval of the proposed map amendment to the Park Hills Zoning Ordinance changing the described area from R-1FF (Residential) to INST (Institutional).

COMPREHENSIVE PLAN DOCUMENTATION:

- Date of Adoption by the Kenton County Planning Commission: November 3, 2011.

SUPPORTING INFORMATION/BASES FOR KCPC RECOMMENDATION:

1. The existing R-1FF (residential) zoning classification for the site in question is inappropriate and the proposed INST (institutional) zoning classification is appropriate. Changing the zoning on the site in question from R-1FF to INST will allow the uses located on the site in question to be able to construct the necessary improvements needed to accommodate future growth without having to undergo the lengthy process required to obtain a conditional use permit, as required under the current zoning regulations.

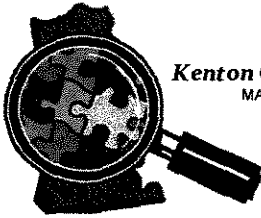
Furthermore, the regulations contained within the INST Zone will ensure that all new development constructed on the site in question will be done in a manner which ensures proper integration with character and integrity of the surrounding areas.

2. The proposed map amendment is also consistent with the Comprehensive Plan as well as the Park Hills Dixie Study which states that the "expansion of adjacent

Community Facilities [those uses currently located on the site in question] is also envisioned as a possible use on property which the study designates as mixed use.

3. Based on the testimony provided by the applicant, the public present, members of the planning commission and the recommendation made by staff at the hearing held on June 7, 2012.

PAUL J. DARPEL, CHAIR
KENTON COUNTY PLANNING COMMISSION



Kenton County Planning Commission
MANY COMMUNITIES / ONE FUTURE

Map Amendment
NKAPC Staff Report

June 7, 2012

Planning Commission, Public Hearing
Mike Ionna, Associate Planner

- | | |
|--------------------------------|---|
| A. Petition
Numbers/Titles: | Z-12-04-01/2070R |
| B. Applicant: | City of Park Hills per Robert Winters, City Attorney |
| C. Location: | City of Park Hills |
| D. Requests: | Proposed text amendment to the Park Hills Zoning Ordinance adding the INST (Institutional) Zone along with cross references. |
| F. History: | <p>This is the first time the Planning Commission has heard this specific item.</p> <p>As it pertains to this specific request, the following history is relevant:</p> <p>In September, 2009 the City of Park Hills submitted an application on a proposed amendment to the Kenton County Comprehensive Plan adopting the Park Hills Dixie Study into the document as an addendum as well as amending the recommended land use map to reflect the findings of this study. NKAPC staff recommended approval of the proposed amendment to the Kenton County Comprehensive Plan which has subsequently been adopted by the Kenton County Planning Commission.</p> <p>As it pertains to this application, chapter seven (7) of the Park Hills Dixie Study, titled "Implementation", states in order "to effectively implement recommendations of this plan, the City's current zoning regulations will need to be reviewed, revised, and possibly rewritten to guide future development."</p> |
| E. City Characteristics: | The City of Park Hills is a first growth ring suburb featuring built-up development forms and little amounts of underutilized or vacant land. The city primarily consists of low to moderate density |

residential land uses with a cluster of larger institutional land uses and commercial development located along Dixie Highway. Amsterdam Road serves as the primary collector street running through the center of the city. All areas of the city have access to a full scale of urban services and amenities.

G. Petition Review:

There is currently no zoning classification in the City of Park Hills Zoning Ordinance whose intent and purpose is to address institutional land uses.

The types of institutional land uses currently located within the City of Park Hills includes a smaller neighborhood church (Faith Christian Center), a community college (Gateway), two private schools (Covington Catholic High School and Notre Dame Academy including the Sisters of Notre Dame which is located on the same land parcel as the school), a police and fire station, a VFW Hall, a passive park space spanning a portion of Amsterdam Road, a major collector street in the city.

The neighborhood church, community college, VFW Hall, and the passive park space are located on built-out parcels of land with little to no potential for future site improvements due to the built-up development currently existing on the site or topography constraints. Combined, these uses occupy a total land area of approximately 11.4 acres, or 13.51% of the total land area currently occupied by institutional land uses.

The two private schools, Covington Catholic High School and Notre Dame Academy including the Sisters of Notre Dame, occupy a total land area of 72.25 acres, or 86.49% of the total land area currently occupied by institutional land uses. Both schools feature a built up campus environment consisting of multiple buildings and facilities which accommodate a mixture of land uses. Each school is sited on larger land areas with topography and conditions suitable to accommodating future growth and development.

Currently both schools are located within a residential zoning district and are allowed as a conditional land use. As such, both schools are required to seek a

conditional use permit to construct any improvement on their respective site which requires a public hearing process.

The proposed text amendment would create and add a new zoning district, the INST Zone, to the Park Hills Zoning Ordinance. The INST Zone permit a variety of institutional land uses "by-right," which means that only a zoning permit would be required in order to ensure that any new improvements to a site would meet the regulations of the zoning code, but not a conditional use process, which requires a public hearing.

The proposed text for the INST Zone contains area (setbacks) and height requirements, landscape requirements, and fencing requirements which are equal to or more restrictive than that of a commercial or office land use permitted within a commercial zone located in the city.

The proposed text also contains development controls which prohibit the emission of noise which is noxious enough to destroy the enjoyment of dwellings or other uses of property in the city by interfering with the ordinary comforts of human existence.

The proposed sign regulations for the INST Zone would allow various types of signage including detached, wall, and ground signs used for identification, way-finding, and public information.

The proposed text amendment would allow the lighting of one athletic field, subject to restrictions (see attached, pages 4-5), on a site located within an INST Zone.

H. Staff Comments:

1. The proposed text amendment is reasonable. The proposed INST Zone will accommodate growth of existing institutional uses in the City of Park Hills through the elimination of the lengthy conditional use process required for all improvements while providing area and height regulations, landscape and buffer regulations, fencing requirements, and signage regulations which will ensure that new development

properly integrates with the character of the surrounding areas.

2. Lighting of an athletic field is consistent with the definition of a conditional use which “means a use which is essential to or would promote the public health, safety, or welfare in one (1) or more zones, but which would impair the integrity and character of the zone in which it is located, or in adjoining zones, unless restrictions on location, size, extent, and character of performance are imposed in addition to those imposed in the zoning regulation.” Requiring a public hearing to evaluate a specific use which may negatively impact surrounding areas will ensure proper integration of such use with the existing character of adjacent areas.

The proposed standards for the lighting of an athletic field, with the exception of Section 10.11.,D.,4.,a. are better addressed in a municipal ordinance as the enforcement standards contained within the proposed regulations fall out of the jurisdiction of a zoning regulation.

I. Staff
Recommendation:

To approve the text amendment adding the INST Zone, along with cross references, to the Park Hills Zoning Ordinance subject to the following conditions:

1. That lighting of athletic fields be listed as a conditional use.
2. That the proposed standards for the lighting of an athletic, with the exception of Section 10.11.,D.,4.,a., be removed from the proposed text.

Mayor Catchen relayed to Council that effective July 1, 2012; the City of Ft. Wright will add paramedics on all ambulance runs. Ft. Wright has asked Park Hills to sign a contract with them that would become effective on October 1, 2012 for all ALS and BLS runs. The cost would be around \$62,477 per year. The city is currently under contract with Rural Metro until October 1, 2012. Motion to sign contract with Ft. Wright was made by Mr. O'Hara; second by Mr. Fangman. Roll Call: all ayes.

VII. Department Reports

A. Police Department

Chief Stanley relayed to Council that they have been receiving a significant amount of calls. Detective Webster is working on three burglary cases and call volumes have increased a lot compared to this time last year.

Chief Stanley updated Council on the officer's compensation times:

Cox: 49.5 hours

Grigson: 1.5 hours

Stanley: 4 hours

B. Fire Department

Chief Huth absent from meeting due to work.

Motion to approve the fire department report for the month of May was made by Ms. Geiger; second by Ms. Zembrodt and motion carried unanimously.

C. Public Works

The SD1 will do some sanitary replacement on Montague Road. The road will be closed temporarily from Locust Street to 1031 Montague.

D. City Engineer

Motion to accept new proposal contract with Bayer Becker was made by Mr. Fangman; second by Ms. Spoor. Roll call: all ayes

A punch list walk through with Rob Keller, Skip Fangman and Dennis Finke took place on the Cleveland/Jackson mill and overlay project as well as the Terrace Drive project.

Work on the Exter Drive project, which was on hold, will begin again tomorrow.

Street reconstruction with storm water improvements, curb and gutter on Old State Road/North Arlington to Terrace is set to begin in the spring of 2013.

Mr. Bayer stated he will have bids for the Amsterdam Road resurfacing project at the next Business Meeting.

E. Finance Department

1. Financial Reports: Motion to accept the May financial reports was made by Ms. Spoor; second by Ms. Zembrodt and motion carried unanimously.

2. Motion to pay Municipal Road Aid invoices in the amount of \$4,574.48 was made by Mr. Fangman; second by Mr. O'Hara. Roll call: all ayes.

VIII. Committee Discussions

A. Infrastructure and Public Works Committee– Skip Fangman

Mr. Fangman stated he talked with Michel's regarding 1428 Amsterdam Road. He also discussed the Martin residence on Cleveland with Michel's and they will look into the problem.

B. Economic Development Committee – Monty O'Hara – No report

C. Transparency and Communications Committee – Diane Geiger

Ms. Geiger stated the committee has been working for months on the city survey. She states the survey is not meant for political reasons, it's simply to find out resident's input on how they would like to see city money spent and their overall satisfaction of city services. Ms. Geiger went on to thank Ms. Zembrodt, Mr. O'Hara and everyone else who attended the meetings and helped put the survey together. Ms. Geiger stated the survey incorporated all the suggestions they received. She went on to say that a group of 40 residents were going to distribute the surveys to residents. Mayor Catchen stated he would rather have the surveys mailed to residents and then mailed back, or dropped off, to the city building. Mr. O'Hara asked if it would be possible for the city's auditors to tabulate the survey results. The city clerk will contact the auditors. Motion to expense money for the auditors, if they agree to do the survey, and mailing expenses was made by Ms. Geiger; second by Ms. Zembrodt and motion carried unanimously.

D. Parks, Beautification and Recreation Committee – Pamela Spoor

Ms. Spoor talked with Mr. Conway about trying to get Park Hills to obtain tree city status. This would help the city become eligible for certain grants. Mr. Conway plans to be at the next meeting.

Ms. Spoor stated the Ash trees in the park are in danger. She would like to have an arborist look at them and if there is more than 40% damage, the trees will come down. She would like to treat the other trees that are in good shape before they too become damaged.

E. Historic Preservation Committee – Pamela Spoor – No report

F. Personnel Committee – Skip Fangman

Mr. Fangman obtained personnel policies from Ft. Wright, Lakeside Park and Crestview Hills. He would like to look over them and see if Park Hills could use them in updating its personnel policies.

G. Mayor's Group Report

The next meeting is scheduled for Wednesday, June 27th at 5:30 p.m. at the NKAPC and is sponsored by the City of Erlanger. Please let the city clerk know if you plan on attending.

H. Mayor's Update – None

IX. Old Business - None

X. New Business

XI. Delegations Discussions

A. Fix the Dixie – Mayor Don Catchen – No report

B. Municipal Government League – Monty O'Hara

The League's annual picnic is on Thursday the 28th. Please let Megan Sandfoss know if you would like to attend.

C. Northern KY Area Planning Commission – Mayor Don Catchen

Mayor Catchen stated Ms. Spoor received an email stating the NKAPC will be increase their One Stop Shop by 10%, however, the tax rate will be lowered.

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 Tuesday, June 19th at 7:00 p.m.

9:15 Motion to enter executive session regarding pending litigation was made by Ms. Spoor; second by Ms. Geiger and motion carried unanimously.

9:44 Motion to exit executive session and return to the Regular Meeting was made by Ms. Geiger; second by Mr. Fangman and motion carried unanimously.

Motion to retain Attorney Jeff Mando with Adams, Stepner, Wolterman & Dusing for pending litigation at a rate of \$150.00 per hour plus other costs was made by Ms. Spoor; second by Ms. Zembrodt and motion carried unanimously.

Motion to obtain a consultant to investigate potential litigation was made by Ms. Geiger; second by Ms. Spoor and motion carried unanimously.

9:46 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 BUSINESS MEETING ON MONDAY, JULY 9, 2012, AT 7:00 P.M. AT 1550 DIXIE HIGHWAY WITH MAYOR DON CATCHEN PRESIDING. COUNCIL MEMBERS PRESENT: DIANE GEIGER, MONTY O'HARA, SKIP FANGMAN AND KATHY ZEMBRODT AND ALBERT FEDDERS

ABSENT: PAMELA SPOOR

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

CALL TO ORDER

PLEDGE OF ALLEGIANCE

ROLL CALL

Before the meeting began, Mayor Catchen asked those in attendance to take a moment of silence to remember Pamela Spoor's mother who passed away last Friday.

Mr. Albert Fedders announced that as of last Friday, he no longer resides in the City of Park Hills. He gave his oral withdrawal from his Council position. Mr. Fedders apologized for leaving his term early and hopes he did well for the city and its residents. For now he will be renting out his home. Everyone applauded for his job well done and wished him well in his future.

Mayor Catchen reminded everyone that there was still a quorum of Council and that the meeting would continue as scheduled.

Motion to approve the June 11, 2012 minutes was made by Mr. Fangman; second by Mr. O'Hara and motion carried unanimously.

I. Petitioners

Ms. Stephanie Hall, 1025 Montague Road, was present at the meeting to share her concern regarding the property next to her at 1035 Montague Road. She said the police were called on July 2nd due to children at the property shooting off fireworks and using foul language. She states the property has been broken into at least 3 times; last Saturday, she said the police came and the copper had been ripped out of the home.

She says the property is owned by Dearborne Savings and that there are monitors on the property, but they are not turned on. She says her home, as well as the Sugarman home, were both broken into. Attorney Robert Winter told Ms. Hall the property was in foreclosure; not much else could be done.

Ms. Hall was also concerned the fire trucks would not be able to get to her home.

Mayor Catchen told Ms. Hall that if she ever has any concerns about the property, to call the police department.

II. Second Reading; Ordinance No. 8, 2012 amending the 2011-2012 budget was read in summary by city clerk, Julie Alig. Motion to adopt Ordinance was made by Mr. O'Hara; second by Ms. Zembrodt and motion carried unanimously.

III. Second Reading; Ordinance No.10, 2012 amending the position description of the police chief was read in summary by Attorney Robert Winter. Motion to adopt Ordinance was made by Mr. O'Hara; second by Ms. Geiger and motion carried unanimously.

IV. Second Reading; Ordinance No. 11, 2012 was read by Attorney Robert Winter. Motion to adopt Ordinance was made by Mr. Fangman; second by Mr. O'Hara and motion carried unanimously.

V. Resolution No. 10, 2012 promoting Detective Richard Webster to Sergeant was read by Mayor Catchen. Motion to accept Resolution was made by Ms. Geiger; second by Mr. O'Hara and motion carried unanimously. Sergeant Webster was sworn in by Mayor Catchen.

VI. Resolution No. 15, 2012 promoting Dewayne Cox to Lieutenant was read by Mayor Catchen. Motion to accept Resolution was made by Mr. Fangman; second by Ms. Zembrodt and motion carried unanimously. Lieutenant Cox was sworn in by Mayor Catchen.

VII. Resolution No. 16, 2012 promoting Ricky Grigson to Sergeant was read by Mayor Catchen. Motion to accept Resolution was made by Mr. Fangman; second by Ms. Zembrodt and motion carried unanimously. Sergeant Grigson was sworn in by Mayor Catchen.

VIII. Mayor Catchen skipped down the agenda to Resolution No. 18, 2012 appointing Jena Price as a part time police officer. Resolution was read by Mayor Catchen. Motion to accept Resolution was made by Ms. Geiger; second by Ms. Zembrodt and motion carried unanimously. Officer Price was sworn in by Mayor Catchen.

IX. Resolution No. 17, 2012 re-appointing Greg Wuestefeld to the Code Enforcement Board was read by Mayor Catchen. Motion to accept Resolution was made by Mr. O'Hara; second by Ms. Zembrodt and motion carried unanimously.

X. Department Reports

A. Police Department

Motion to accept the police department's monthly report was made by Mr. O'Hara; second by Ms. Zembrodt and motion carried unanimously.

Chief Stanley stated, as of July 1st, they have taken over patrol for the City of Bromley. The department now has 4 full time and 6 part time officers. The department, this month, has done 373 business checks and 327 vacation checks.

Detective Webster concluded his investigation of a theft on Park Drive. There is a suspect, but no charges were filed per the complainant.

There is also a good lead on a suspect that cashed stolen checks. The checks were taken from a business on Dixie Highway.

There were 3 death investigations as well as thefts of air conditioner units.

Chief Stanley asked that residents report suspicious behavior to the police department or dispatch.

During a call in Bromley, a suspect with a warrant out of Warren County was hiding in the woods. Officer Barry was able to talk the suspect out and the woman was taken to the hospital.

Chief Stanley stated several streets will be blocked for the upcoming Labor Day fireworks. He stated he would like residents of Cecelia, Exter, Mt. Allen and Irish Rose to let the police know ahead of time how many cars they expect and who their guests will be. This way, only invited guests will be permitted to park their cars on these streets.

B. Fire Department

Motion to accept fire department's monthly report was made by Mr. O'Hara; second by Mr. Fangman and motion carried unanimously.

Chief Huth was on vacation the day of the meeting.

C. Public Works

Mr. Finke had nothing to report

D. City Engineer

Mr. Bayer passed out the bid surveys for the Amsterdam Road resurfacing project to Council. Mr. Bayer estimated the project would cost around \$100,000. Len Riegler's bid came in at \$79,640.50 which Mr. Bayer recommended Council to accept. Motion to accept Len Riegler Blacktop's bid of \$79,640.50 for the Amsterdam resurfacing project was made by Mr. Fangman; second by Ms. Zembrodt. Roll Call: Mr. Fangman, aye; Ms. Zembrodt, aye; Ms. Geiger, aye; Mr. O'Hara, aye.

The work is scheduled to begin in early August.

A punch list walk through was performed on Monday, June 11th on the Cleveland and Jackson mill and overlay project. Mr. Bayer and Mr. Finke will be working with Michels to complete.

Ms. Zembrodt asked if the "dip" on Terrace had ever been addressed. Mr. Bayer stated it is on the punch list.

The Exter Drive improvements are starting on the storm sewer improvements on the Irish Rose side.

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 meeting.

2. Motion to pay Road Fund invoice from Chaz Bilz Insurance in the amount of \$329.55 was made by Ms. Zembrodt; second by Mr. Fangman. Roll call: all ayes.

XI. Committee Discussions

A. Infrastructure and Public Works Committee– Skip Fangman

Mr. Fangman stated he is working with Michels on the problems at 1428 Amsterdam Road. Water is flowing from the apartment building located in Ft. Wright and is draining into the front yard and basement of 1428 Amsterdam. The plan is to install a 120 foot by 6 inch pipe and concrete swale to the apartment building. Fifty percent of the cost will be submitted to SD1; the cost to the city will be a little over \$2,000. Motion to expense money for project was made by Mr. O'Hara; second by Ms. Zembrodt. Roll call: all ayes. A paper has been submitted to SD1 regarding the sewer work from Exter Drive to South Arlington. SD1 will pay 50% and will pay 100% from Exter Drive to Irish Rose Lane.

B. Economic Development Committee – Monty O'Hara

Mr. O'Hara stated he met with the Business Association regarding the rezoning of Dixie Highway and it was decided to not do anything further at this time.

C. Transparency and Communications Committee – Diane Geiger

Ms. Geiger stated the surveys have been mailed out to the residents.

D. Parks, Beautification and Recreation Committee – Pamela Spoor – No report

E. Historic Preservation Committee – Pamela Spoor – No report

F. Personnel Committee – Skip Fangman

Mr. Fangman stated the committee is working on the personnel policies and will reschedule the meeting.

G. Mayor's Group Report

The next meeting is scheduled for Saturday, July 21st at 9:00 a.m. at the Kenton County Golf Course on Richardson Road.

The discussion will center on dispatch services.

H. Mayor's Update

Mayor Catchen stated the city received a thank you card for the flowers from the family of Michael Apgar.

XII. Old Business

An invoice was received from Adams, Stepner, Woltermann and Dusing PLLC for work done on the Schworer case. Motion to pay the invoice in the amount of \$286.60 was made by Mr. Fangman; second by Mr. O'Hara. Roll Call: all ayes

XII. New Business

Ms. Geiger made a motion to enter into executive session to discuss pending potential litigation. Ms. Zembrodt asked if the executive session could wait until the end of the meeting. Ms. Geiger withdrew her motion.

XIII. Delegations Discussions

A. Fix the Dixie – Mayor Don Catchen

Mayor Catchen stated they are finishing the road at the intersection of Dixie Highway and St. Joseph Lane and should be ready to put in businesses soon.

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

Next meeting is scheduled for Tuesday, July 17th at 7:00 p.m.

8:13 Motion to enter executive session regarding potential pending litigation was made by Ms. Geiger; second by Mr. Fangman and motion carried unanimously.

8:35 Motion to exit executive session and return to the Regular Meeting was made by Mr. Fangman; second by Ms. Geiger and motion carried unanimously.


Motion to accept Crawford as the city's agent for the city's KLC liability insurance and KEMI insurance for the Worker's Compensation was made by Mr. O'Hara; second by Mr. Fangman and motion carried unanimously.

Mayor Catchen brought up an article in the Community Recorder showing a picture of the flowers at the corner of Trolley Park which were planted to resemble the American flag. The Mayor would like to recognize everyone who volunteers in the park including; Diane Geiger, Helen Heil, Missy Catchen, Pamela Spoor and Millie Fangman.

The Mayor went on to say he would like to have a sponsor for a new sprinkler system in the park. It would be an underground system installed over a three year period. Ms. Geiger suggested asking for donations. Missy Catchen stated the cost would be a little over \$10,000.

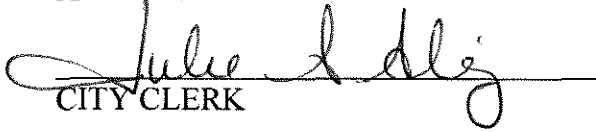
8:42 Motion to adjourn from Business Meeting was made by Mr. O'Hara; second by Ms. Zembrodt and motion carried unanimously.

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MAYOR, DON CATCHEN

ATTEST:


CITY CLERK

THE CITY OF PARK HILLS HELD A SPECIAL MEETING ON WEDNESDAY, AUGUST 1, 2012 AT 7:00 P.M. AT THE CITY BUILDING LOCATED AT 1106 AMSTERDAM ROAD, PARK HILLS, KENTUCKY. MAYOR DON CATCHEN PRESIDING. THOSE IN ATTENDANCE WERE COUNCIL MEMEBERS SKIP FANGMAN, DIANE GEIGER, PAMELA SPOOR, MONTY O'HARA AND KATHY ZEMBRODT. ALSO PRESENT WAS ATTORNEY ROBERT WINTER.

Call to Order

Pledge of Allegiance

Roll Call

I. First Reading; Ordinance No. 12, 2012; Setting the 2012 Tax Rate was read in summary by Attorney Robert Winter

II. The replacement of vacant council seat formerly held by Albert Fedders. Mayor Catchen began by assuring everyone in attendance he has no vote in Mr. Fedders' replacement, nor has he given anyone on Council his preference as to a replacement. The Mayor gave each of the five candidates up to three minutes to introduce themselves and talk about why they would like to serve on Council. The order of speaking was decided by who turned in their resumes first.

Mr. Greg Claypole:

Mr. Claypole stated he has been a Park Hills resident for about 25 years. He has owned his own business for thirty years. He has served on Council in the past and has been active in coordinating the city-wide yard sale and also active in the Civic Association.

Since his children are grown, he feels he will have more time to give back to the city and would appreciate the opportunity to serve.

Ms. Geiger asked Mr. Claypole if he planned to run for election in the fall.

Mr. Claypole replied he did.

Ms. Louise Niemer:

Dr. Niemer began by stating she has been a Park Hills resident since 1979 and lives on Breckinridge. She stated she has been following the Council meetings for ten years via TBNK and has recently begun attending the meetings. Her main concerns for the city are citizens' protection, citizen service and maintaining a good, solid infrastructure.

She went on to say she is a member of the Civic Association and is also active in the Garden Club.

Mr. Steve Elkins:

Mr. Elkins relayed to Council he, along with his wife and children, has been a resident of Park Hills for 11 years and currently lives on Arlington Road. His mother also lived in the city for many years.

Mr. Elkins has served on Council prior to the current term and finished in seventh, just below the person elected to the sixth Council seat in the last election.

He has served on the Civic Association Board and has been active in helping to coordinate the city's annual Memorial Day Parade.

Mr. Elkins stated he is not a politician but just wants what is best for the city. He feels he is a good businessman and has a solid relationship with the current Mayor and Council members. He holds a Bachelor's Degree in marketing.

Mr. John Lewis:

Mr. Lewis has been a resident of Park Hills for over 14 years and a lifelong resident of Kenton County. Mr. Lewis also ran in the past Council election and was short by about 50 votes. He states he has regularly attended the Council meetings since 2008 and feels it would be an honor to serve the 3,000 citizens of Park Hills.

Mr. Lewis has a degree from Dixie Heights High School and vocational school. He has a Bachelor's Degree from NKU. He owns his own business which he feels would leave him time to serve.

Mr. Brent Collins:

Mr. Collins has been a Park Hills resident since 2006 and has lived in Northern KY his whole life. He states he is very involved with politics and has worked on a number of campaigns. He also worked for Senator McConnell after his graduation.

He would like to contribute to the city and give back. Mr. Collins is a small business owner in Blue Ash and believes he is a team player who works well with all types of people. He went on to say that he believes all the candidates are excellent choices.

Ms. Spoor began by thanking the candidates saying it was gratifying to see so many qualified people apply for the vacancy.

Mayor Catchen also encouraged those here as candidates tonight, file and run in November's election.

Mr. Fangman motioned to appoint Mr. Greg Claypole to the vacancy; second by Ms. Spoor.

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

Ms. Geiger stated she did not understand how the procedure worked and was concerned that the first person nominated would have an edge over the other candidates.

Mr. Winter stated the process is in accordance with Robert's Rules; a first and second then a vote. He stated Council is able to have a discussion after the first and second.

Discussion:

Mr. O'Hara agreed with Ms. Geiger that the first person nominated had a better chance of winning.

Mr. Spoor replied that all the candidates would be an excellent choice but she chose Mr. Claypole because he was the first to turn in a resume. She went on to say she would like to see Council reach an agreement amicably.

Mr. O'Hara favors Mr. Elkins. He stated both he and Diane suggested him after Mr. Fedders' resigned and believes he would be the likely candidate in any vacancy that may have come up. Mr. O'Hara stated he worked well with Steve in the past and that he is level headed and makes good decisions.

Ms. Zembrodt stated she had a hard time deciding between Mr. Claypole and Mr. Elkins. She went with Mr. Claypole since he has been away from Council for a while. She wanted to see him become more involved.

Ms. Geiger reminded Council that Mr. Elkins was the next in line according to the resident's votes at the last election and believes he was chosen by the residents to serve.

Ms. Geiger asked why Council had such short notice in voting in a replacement. Mr. Winter explained that Mr. Fedders did not actually resign, but was no longer able to serve as a Council member once he no longer resided in Park Hills. The Council has 30 days to replace a vacancy before the governor steps in.

Roll call after Mr. Fangman's motion and Ms. Spoor's second to appoint Mr. Greg Claypole as the person to serve the remainder of Mr. Fedders' term:

Mr. Fangman, aye; Ms. Zembrodt, aye; Ms. Spoor, aye; Ms. Geiger, nay; Mr. O'Hara, nay.

Mayor Catchen announced that Mr. Greg Claypole has been elected to serve the remainder of the term and proceed to swear in Mr. Claypole.

7:35 Motion to adjourn from Special Meeting was made by Mr. Fangman; second by Ms. Geiger and motion carried unanimously.



Mayor, Don Catchen

ATTEST:



City Clerk

THE PARK HILLS CITY COUNCIL HELD A BUSINESS MEETING ON MONDAY, AUGUST 13, 2012, AT 7:00 P.M. AT 1550 DIXIE HIGHWAY WITH MAYOR DON CATCHEN PRESIDING. COUNCIL MEMBERS PRESENT: DIANE GEIGER, MONTY O'HARA, SKIP FANGMAN, KATHY ZEMBRODT AND GREG CLAYPOLE
ABSENT: PAMELA SPOOR
ALSO PRESENT: CITY ATTORNEY, ROBERT WINTER AND CITY ENGINEER, JAY BAYER

CALL TO ORDER

PLEDGE OF ALLEGIANCE

ROLL CALL

Before the meeting began, Mayor Catchen asked those in attendance to take a moment of silence to remember Pamela Spoor's father who passed away this morning.

Motion to approve the July 9, 2012 minutes was made by Mr. Fangman; second by Ms. Geiger and motion carried unanimously. Motion to approve the August 1, 2012 minutes was made by Ms. Geiger; second by Mr. Fangman and motion carried unanimously.

I. Petitioners – None

II. Second Reading; Ordinance No. 7, 2012 creating an Institutional Zone Change was read in summary by Attorney Robert Winter. Motion to adopt Ordinance was made by Mr. O'Hara; second by Ms. Zembrodt. Before roll call, Ms. Geiger asked if the changes had been made to the height restriction and the rear and side yard setbacks. Motion to amend the Ordinance by changing the height restriction from 100 to 60 feet, the rear yard setback from 25 to 50 feet and side yard setbacks from 15 to 50 feet was made by Mr. O'Hara; second by Ms. Zembrodt. Motion to accept the Ordinance with amendments was made by Mr. O'Hara; second by Ms. Zembrodt. Roll call: all ayes.

III. Second Reading; Ordinance No. 12, 2012 setting the 2012 tax rate was read in summary by Attorney Robert Winter. Motion to adopt Ordinance was made by Mr. Claypole; second by Mr. Fangman. Roll call: all ayes

IV. First Reading; Ordinance No. 13, 2012 repealing chapter of Code of Ordinances entitled, Sale of Firearms, was read in summary by Attorney Robert Winter.

V. Resolution No. 19, 2012 adopting the NKADD Regional Hazard Mitigation Plan was read in summary by Attorney Robert Winter.
Mayor Catchen told Council he had spoken to the director of Homeland Security. He explained to Mayor Catchen, if Park Hills does not adopt the plan, Park Hills will not be eligible for federal funding in the event of a disaster.

Motion to accept Resolution was made by Mr. Claypole; second by Ms. Zembrodt and motion carried unanimously.

VI. Municipal Order No. 2, 2012 appointing Steve Elkins as Traffic Hearing Officer was read by Mayor Catchen. Motion to accept Order was made by Mr. O'Hara; second by Ms. Zembrodt and motion carried unanimously. Mr. Elkins was sworn in by Mayor Catchen.

VII. Municipal Order No. 3, 2012 appointing Sue Bennings as member of the Tree Board was read by Mayor Catchen. Motion to accept Resolution was made by Mr. Fangman; second by Ms. Zembrodt and motion carried unanimously. Ms. Bennings was not present at the meeting.

VIII. Department Reports

A. Police Department

Chief Stanley stated that nothing major happened in the month of July. The department did 835 business checks and 524 vacation checks.

There were two crimes regarding finances. The first was a domestic incident with the spouse living in another state; the other, an employee stealing 70,000.

There is a suspect in the burglary of Complete Appliances on Dixie Highway and charges will be filed.

In Bromley, there was a theft of an iPod. Detective Webster recovered it and charges will be filed.

Ms. Geiger asked if there were any more coyote reports/incidents. The Chief stated he received a complaint of a coyote running in the street but was unable to locate. He claims there is a large pack near Notre Dame Academy. Residents from both Cedar Ridge and Irish Rose Lane claim to hear attacks at night.

The police department will be contacting residents of Cecelia Avenue regarding their street closure for the Labor Day fireworks.

Motion to accept Chief Stanley's report was made by Mr. Fangman; second by Ms. Zembrodt and motion carried unanimously.

B. Fire Department

Motion to accept fire department's monthly report was made by Ms. Geiger; second by Ms. Zembrodt and motion carried unanimously.

Chief Huth was not present at the meeting.

C. Public Works

Mr. Finke stated the paving was completed today on Amsterdam Road and that there is still a little bit of curb work to be done.

Exter Drive is 90% complete. It still needs less than fifty feet of pipe and an overlay.

Motion to accept Mr. Finke's report was made by Mr. Claypole; second by Ms. Zembrodt and motion carried unanimously.

D. City Engineer

Motion to accept engineer's report was made by Ms. Geiger; second by Mr. Claypole and motion carried unanimously.

Old State Road – North Arlington to Terrace Improvements: Mr. Bayer stated topographic surveying work is ongoing and is anticipated to be completed in August. The goal for construction is spring of 2013.

E. Finance Department

Ms. Geiger had several questions regarding the financial statements. Questions pertained mainly to the depletion of the reserve fund, the attorney fees, new line items added to the budget, Creighton expenses and the addition of the dog warden to the budget.

Chief Stanley explained the dog warden was going to be eliminated from the budget this year, but it was decided to keep it after the budget was passed.

The city clerk explained that the city usually has to borrow funds from the reserve fund during the month of June to pay all the end of year invoices. Funds are usually reimbursed to the reserve after tax revenue comes in.

1. Motion to accept the August financial statements was made by Ms. Geiger; second by Mr. Fangman. Roll call: all ayes

2. Motion to pay the Municipal Road Aid invoices in the amount of \$5072.23 was made by Mr. Fangman; second by Mr. Claypole. Roll call: all ayes.

Motion to pay the Road Fund invoices in the amount of \$716.27 was made by Mr. Fangman; second by Mr. Claypole. Roll call: all ayes.

XI. Committee Discussions

A. Infrastructure and Public Works Committee– Skip Fangman

Mr. Fangman stated he will get in touch with Gary Huff of Ft. Wright to discuss the water drainage problem at 1428 Old State Road. The water is coming from the apartment building located in Ft. Wright. Since Ft. Wright has not signed on with SD1, SD1 will not help pay any of the expenses. Mr. Fangman would like to show that the actual drain box is located in Park Hills so that SD1 can help with the problem.

Mr. Fangman stated the release forms for the new TANK bus shelters were signed by Dr. Mark Collett of the Park Hills Animal Hospital and by NDA to give permission to have the shelters erected in front of their properties. Michels will install the concrete pads for both shelter locations for \$2,380.00. Once the pads are poured, TANK can install the shelters after one week.

Motion to expense \$2,380.00 to Michels for the installation of two bus shelter concrete pads was made by Mr. O'Hara; second by Mr. Claypole. Roll call: all ayes.

B. Economic Development Committee – Monty O'Hara

Mr. O'Hara stated the Bishop gave his "blessing" on the road completion at 1530 Dixie Highway and that the project should be moving along.

C. Transparency and Communications Committee – Diane Geiger

Ms. Geiger stated that almost 300 surveys were sent in. Once the results are tallied, the auditors will give a final report.

D. Parks, Beautification and Recreation Committee – Pamela Spoor – No report

E. Historic Preservation Committee – Pamela Spoor – No report

F. Personnel Committee – Skip Fangman

Mr. Fangman stated he and Mr. O'Hara met on July 23rd to discuss the personnel policies. The committee is looking to create a totally new personnel policy. Mr. Fangman would like to meet again on Monday, August 27th at 7:30.

G. Mayor's Group Report

The next meeting is scheduled for Saturday, August 18th at 9:00 a.m. at the Ludlow Senior Center. Mayor Catchen and Mr. Fangman plan to attend.

H. Mayor's Update – None

X. Old Business

Mr. Finke will bring someone in to look at the dead trees in and around Trolley Park. Mayor Catchen stated he will get a price on having all the trees come down.

XI. New Business

A. Motion to allow the Tree Sale Day to take place in Trolley Park on Saturday, September 8th was made by Mr. O'Hara; second by Ms. Zembrodt and motion carried unanimously.

B. Motion to allow the Civic Association to hold its annual picnic in Trolley Park on Saturday, September 22nd was made by Mr. Fangman; second by Ms. Zembrodt and motion carried unanimously.

C. Motion to allow Movie Night in Trolley Park on Saturday, August 18th (If it rains, movie will be shown in the Faith Christian Center) was made by Ms. Zembrodt; second by Mr. Fangman and motion carried.

D. Establishing department reserve funds will be discussed at the next meeting.

XII. Delegations Discussions

A. Fix the Dixie – Mayor Don Catchen

Mayor Catchen stated he hopes to see two new businesses soon at 1530 Dixie Highway. He also said work is continuing on the DenLou problem.

- 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

Next meeting is scheduled for Tuesday, August 21st at 7:00 p.m.

The Board met on July 17th to discuss two properties. The owner(s) of 1068 Emerson were fined \$100 for one of three violations. The other two violations will be before the board at the next meeting on August 21st.

A fine of \$100 was imposed on the owner(s) of 1121 Exter Drive for violations of tall grass, weeds, etc.

8:17 Motion to adjourn from Business Meeting was made by Mr. Fangman; second by Ms. Geiger and motion carried unanimously.



MAYOR, DON CATCHEN

ATTEST:


CITY CLERK

THE PARK HILLS CITY COUNCIL HELD A SPECIAL MEETING ON MONDAY, THURSDAY, SEPTEMBER 6, 2012, AT 6:00 P.M. AT THE PARK HILLS CITY BUILDING, 1106 AMSTERDAM ROAD WITH MAYOR DON CATCHEN PRESIDING. COUNCIL MEMBERS PRESENT: KATHY ZEMBRODT, PAMELA SPOOR, GREG CLAYPOLE, SKIP FANGMAN, DIANE GEIGER AND MONTY O'HARA
ALSO PRESENT: CITY ATTORNEY ROBERT WINTER

CALL TO ORDER

PLEDGE OF ALLEGIANCE

ROLL CALL

I. Discussion regarding the removal of several trees in, and around, Trolley Park took place. Mayor Catchen stated there are three trees infected with the Emerald Ash Borer and Jim Partin has agreed to cut down three of the trees for \$400 each. Mr. Finke will rent a stump grinder to remove the stumps. Mayor Catchen stated he has two trees on his property that need to come out as well as two of his neighbors on Hamilton who each have one tree to be removed. The company offered to take down both of the Mayor's trees as well as the other two on Hamilton for a cost of \$400 per tree. Mayor Catchen stated the city would not be involved with the cost of those four trees. They will be paid by the home owners. That way they can all be removed at the same time. Mayor Catchen stated his brother-in-law is willing to take the wood. Mr. O'Hara stated that transporting the wood could spread the disease. The Mayor agreed to let Jim Partin dispose of the city's wood.

Another company came in at a cost of \$4,000.00 to cut the trees and remove the stumps. Ms. Spoor is concerned that the diseased trees will fall and hurt someone in the park. She went on to say there are four trees in the island area that are not infected, but would like to have them treated so that they will remain healthy. An arborist, who works with Covington, stated he would treat the four trees for the same price he charges Covington. Ms. Geiger asked if anyone could get a deal on tree removal for the price of \$400. Mayor Catchen stated Mr. Partin would probably charge the same but it would depend on the size of the tree.

Discussion took place regarding replacing the trees and the types of trees to be planted. Motion to expense \$1,200 to Jim Partin for the removal of the three trees in Trolley Park was made by Mr. Claypole; second by Ms. Spoor. Roll call: all ayes

6:17 Motion to enter executive session to discuss litigation and personnel matters was made by Ms. Zembrodt; second by Mr. Fangman and motion carried unanimously.

After returning to the Special Meeting, Ms. Spoor made a motion that the attorneys with Sanders Law Firm and the city attorney are authorized to pursue all remedies against all potentially responsible parties arising from the absence of insurance coverage for the claims asserted by Amy Schworer against the City of Park Hills, Kentucky; second by Mr. Fangman and motion carried unanimously.

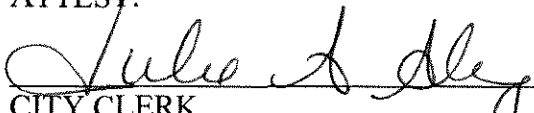
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7:22 Motion to adjourn from Special Meeting was made by Mr. O'Hara; second by Mr. Claypole and motion carried unanimously.



MAYOR, DON CATCHEN

ATTEST:



CITY CLERK

THE PARK HILLS CITY COUNCIL HELD A BUSINESS MEETING ON MONDAY, SEPTEMBER 10, 2012, AT 7:00 P.M. AT 1550 DIXIE HIGHWAY WITH MAYOR DON CATCHEN PRESIDING. COUNCIL MEMBERS PRESENT: MONTY O'HARA, SKIP FANGMAN, KATHY ZEMBRODT AND PAMELA SPOOR
ABSENT: DIANE GEIGER AND GREG CLAYPOLE
ALSO PRESENT: CITY ATTORNEY, ROBERT WINTER AND CITY ENGINEER, JAY BAYER

CALL TO ORDER

PLEDGE OF ALLEGIANCE

ROLL CALL

Motion to approve the August 13, 2012 minutes was made by Mr. Fangman; second by Ms. Zembrodt and motion carried unanimously.

I. Petitioners

Mr. Chris McDaniel was present at the meeting to introduce himself. Mr. McDaniel is the Republican nominee for State Senate from the 23rd district. He graduated from Covington Latin and served four years in the army achieving the rank of Captain. He received an honorable discharge in 2001 and then came home and joined the family business. He received his master's in business from Northern Kentucky University. He bought the business and still runs it today. He and his wife Billie have two daughters and reside in Taylor Mill. He looks forward to working with our city in the future as a State Senator.

II. Second Reading; Ordinance No.13, 2012 repealing a chapter of the Code of Ordinances entitled: Sale of Firearms, 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.

III. First Reading; Ordinance No.14, 2012 amending sections of Ordinance No. 7, 2012 was read in summary by Attorney Robert Winter.

IV. Municipal Order No. 4, 2012 appointing Ms. Debbie Newton as an Alternate to the Code Enforcement Board was read by Attorney Robert Winter. Motion to accept Order was made by Mr. Fangman; second by Ms. Spoor and motion carried unanimously. Ms. Newton was sworn in by Mayor Catchen.

V. Department Reports

A. Police Department

Chief Stanley stated that during the month of August, the department conducted 770 business checks, 208 vacation watches and had 78 traffic stops.

Sergeant Webster filed burglary charges for a theft on Old State Road. Charges were also filed for burglary of over \$6,000 from Complete Appliance on Dixie Highway.

A burglary from June of 2012, involving theft of a firearm, was reopened. A blood sample was collected at the scene by former Park Hills officer Dietz. With that sample, a match was found through DNA and charges can now be filed.

Chief Stanley stated the department has written about \$10,000 in tickets. So far, about \$2,000 has been collected.

Ms. Geiger commented on the great job the department did during the weekend's fireworks.

B. Fire Department

Chief Huth relayed to Council that after 8 ½ years of service to the city, he will be resigning as soon as the department elects a new chief. He believes it is time to get some "new blood" in the department and feels it is time for him to move on. He went on to thank Council and the citizens of Park Hills and said he has very much enjoyed his time as fire chief. Although he is stepping down as Chief, Huth says he will remain a member of the fire department. He hopes by next month, the department will have a nominee to fill the position. That person will be brought before Council for consideration.

Chief Stanley wanted to let everyone know that a turn arrow has been added to the traffic light at NDA on Dixie Highway southbound. He had originally asked that the arrow only be activated for ½ hour in the morning; but for now, the arrow is on 24 hours. This may change in the future.

Mr. Finke added he would like to work with the police department to correct all the lights on Dixie Highway before winter. Some lights take a long time to turn and this could create a problem during snow plowing. Chief Stanley stated he will contact the Transportation Department.

C. Public Works

Mr. Finke stated that SD1 is doing some pipe repair work at 1215 Audubon Road. He added that he hopes to see Exter Drive and South Arlington completed by the end of the week.

Mayor Catchen brought up the current sprinkler system in Trolley Park and asked Ms. Spoor to explain the need for a new one. Ms. Spoor stated the current drip system has been in place for about ten years and has not worked for years. She stated that volunteers have been hand watering the plants for years and believes it is time to invest in a new permanent underground system. Mr. Sharp, with Expert Irrigation, was present at the meeting to hand out product and proposal material. He stated the old system is coming apart and he would like to replace it with a standard irrigation system consisting of spray nozzles which will pop up under pressure. He believes this system will make it easier to spot problems and adjust the nozzles to make sure all the plants are receiving water. The system come with a two year parts and labor warranty.

Ms. Spoor explained she would like to see the main portion of the park done first and then do the boulevard area next year under the new budget. She also stated the system has a rain gauge so that water is not wasted.

Mr. Sharp went on to say he would like to put a catch basin next to the fountain to be used to fill the fountain. He will then test it to make sure it is filling the fountain so that it will not have to be filled by hand.

Mr. Sharp stated some of these systems have been working for almost fifteen years. The pipes do not deteriorate and the valves will last from five to ten years.

Motion to approve payment for stage one of the proposal was made by Ms. Spoor; second by Ms. Zembrodt. Roll call: Mr. Fangman; aye, Ms. Zembrodt; aye, Ms. Spoor; aye, Mr. O'Hara; aye.

D. City Engineer

Mr. Bayer stated the work on the Exter Drive project is approximately 90% complete. The contractor is waiting on milling equipment they hope to have within the next two weeks. Michels has submitted a pay request for partial payment.

The Amsterdam Road project is complete and Len Riegler has submitted a pay request for 100% of the cost.

The base map for the Old State Road – N. Arlington to Terrace improvements is being prepared from the field surveying work and is anticipated to be completed in September.

E. Finance Department

1. Motion to accept the August financial statements was made by Ms. Spoor; second by Mr. Fangman. Roll call: Mr. Fangman; aye, Ms. Zembrodt; aye, Ms. Spoor; aye, Mr. O'Hara; aye

2. Motion to pay the Municipal Road Aid invoices in the amount of \$5,057.50 was made by Mr. Fangman; second by Mr. O'Hara. Roll call: Mr. Fangman; aye; Ms. Zembrodt; aye, Ms. Spoor; aye, Mr. O'Hara; aye.

Motion to pay Michels invoice from the Road Fund for Exter Drive in the amount of \$198,775.58 was made by Mr. Fangman; second by Mr. O'Hara. Roll call: Mr. Fangman; aye, Ms. Zembrodt; aye, Ms. Spoor; aye, Mr. O'Hara; aye.

Motion to pay Len Riegler invoice from the Road Fund for the Amsterdam Road project in the amount of \$83,225.50 was made by Ms. Spoor; second by Mr. Fangman. Roll call: Mr. Fangman; aye, Ms. Zembrodt; aye, Ms. Spoor; aye, Mr. O'Hara; aye.

VI. Committee Discussions

A. Infrastructure and Public Works Committee– Skip Fangman

Mr. Fangman stated he met with Ms. Zembrodt and Mr. Bayer and came up with a five year projection to be as follows:

- 2013 – Old State Road: est. cost \$410,000
- 2014 – South Arlington (sidewalk from Dixie to Cecelia) est. cost \$306,000

- 2015 – Altavia Avenue: est. cost \$411,000
- 2016 – Lower Jackson: est. cost \$350,000
- 2017 – Audubon Road (from the dip to Devou Park) est. cost \$290,000.

B. Economic Development Committee – Monty O’Hara – No report

C. Transparency and Communications Committee – Diane Geiger
Ms. Geiger was absent from the meeting. Mr. O’Hara reported the surveys are in and the committee will meet on September 24th to discuss. The committee would like to post the results on the city website. Mr. O’Hara stated Council will receive a report.

D. Parks, Beautification and Recreation Committee – Pamela Spoor – No report

E. Historic Preservation Committee – Pamela Spoor – No report

F. Personnel Committee – Skip Fangman
Mr. Fangman stated he met with Ms. Spoor to discuss the personnel policies.

G. Mayor’s Group Report
Mayor Catchen and Mr. Fangman attended the Mayor’s Group meeting. Most of the discussion centered on the 911 fees and dispatch.
The next meeting is scheduled for Saturday, September 15th at 9:00 a.m. at the Elsmere Seniors’ Center on Dell Street.

H. Mayor’s Update
Mayor Catchen read a letter from Ms. Peggy Bosse on Exter Drive. Ms. Bosse thanked the city for the new road and said she was very happy with the contractors and how smoothly the project went. She went on to thank Mr. Finke for all his hard work throughout the project.

VII. Old Business – None

VIII. New Business

A. Ms. Spoor stated she would like to have an Ordinance establishing reserve funds for all the departments. She believes this would help the department heads manage their money better. The goal would be for departments to accrue funds for future capital improvements.

Ms. Spoor stated she spoke with the auditor and accounts would be created by Ordinance stating how the money can be used.

Ms. Spoor asked for a consensus of Council to move forward and come up with ideas for the wording of the Ordinance. She would also like to hear ideas from the department heads.

B. Ms. Spoor relayed to Council that she received proposals to install new phone systems in the police department and the clerks' office. She went on to say the current system is very antiquated and a new system will solve the problems the police and clerks are having with their phones.

The cost for the police department would be \$3,200; the clerks' would be an additional \$800.

Chief Stanley explained to Council the problems he has been having with his phones and the need for a new system.

Motion to purchase new phone system as proposed, up to \$4,500, to be expensed from the city building budget was made by Ms. Spoor; second by Ms. Zembrodt. Roll call: Mr. Fangman; aye, Ms. Zembrodt; aye, Ms. Spoor; aye, Mr. O'Hara; aye.

IX. Delegations Discussions

A. Fix the Dixie – Mayor Don Catchen – No report

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

Mr. O'Hara stated there is a meeting scheduled for September 20th which he will be unable to attend. Ms. Spoor said she would try to make it.

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

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

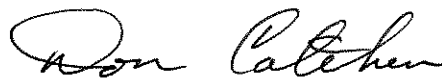
E. Northern KY Area Development District – Kathy Zembrodt – No report

F. Code Enforcement Board

Next meeting is scheduled for Tuesday, September 18th at 7:00 p.m.

A Final Order was sent to the owner(s) of 1068 Emerson Road imposing a \$200 fine for violations.

8:39 Motion to adjourn from Business Meeting was made by Mr. Fangman; 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, OCTOBER 1, 2012, AT 6:00 P.M. AT THE PARK HILLS CITY BUILDING, 1106 AMSTERDAM ROAD WITH MAYOR DON CATCHEN PRESIDING. COUNCIL MEMBERS PRESENT: KATHY ZEMBRODT, PAMELA SPOOR, GREG CLAYPOLE AND SKIP FANGMAN
ABSENT: DIANE GEIGER AND MONTY O'HARA

CALL TO ORDER

PLEDGE OF ALLEGIANCE

ROLL CALL

I. Municipal Order No. 5, 2012 appointing Carl Gerrein as Representative to the Kenton County Planning Commission (KCPC) was read by Attorney Robert Winter. Motion to accept Order was made by Mr. Fangman; second by Mr. Claypole and motion carried unanimously. Mr. Gerrein was sworn in by Mayor Catchen. Mr. Gerrein grew up in South Newport and attended St. Vincent School and then went on to Newport Catholic High School. He went on to study accounting at Thomas More College and earned an MBA from Xavier. He was a coast guard for six years. He has lived in Park Hills with his wife, Maureen, for forty-one years. He is retired as vice president of the Ohio River Company and has also served as treasurer to the Park Hills Civic Association.

II. An invoice from Executive Charter Limo Service was discussed. Chief Huth explained he wanted to give the fire department a morale booster and decided to have the department members, and their families, attend a Red's game. Thirty-two people attended and rode the shuttle bus to and from the game. Chief Huth explained he thought it would be nice to include transportation to eliminate the need for everyone to find a place to park and to make it easier for the older members who wouldn't have as far to walk. Motion to pay the invoice was made by Mr. Fangman; second by Ms. Zembrodt. Roll call: Mr. Fangman; aye, Ms. Zembrodt; aye, Mr. Claypole; aye, Ms. Spoor; aye.

6:15 Motion to adjourn from Special 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, OCTOBER 8, 2012, AT 7:00 P.M. AT 1550 DIXIE HIGHWAY WITH MAYOR DON CATCHEN PRESIDING. COUNCIL MEMBERS PRESENT: MONTY O'HARA, SKIP FANGMAN, KATHY ZEMBRODT, PAMELA SPOOR, DIANE GEIGER AND GREG CLAYPOLE
ALSO PRESENT: CITY ATTORNEY, ROBERT WINTER AND CITY ENGINEER, JAY BAYER

CALL TO ORDER

PLEDGE OF ALLEGIANCE

ROLL CALL

Motion to approve the September 6, 2012 minutes, with changes, was made by Ms. Spoor; second by Ms. Zembrodt. Roll call: all ayes. Motion to approve the September 10, 2012 minutes, with changes, was made by Mr. Fangman; second by Ms. Spoor. Roll call: all ayes. Motion to approve the October 1, 2012 minutes was made by Ms. Zembrodt; second by Mr. Fangman. Roll call: all ayes.

I. Petitioners

Mr. Erik Steva was present at the meeting to discuss the upcoming road tax issue that will be on the election ballot this year. He is concerned that the road projects will take longer to complete if the tax is decreased. Ms. Geiger suggested Mr. Bayer do a formal study showing the projection of road projects using both scenarios. Mr. Bayer stated he would do the study with the permission of Council. Motion to allocate money for the road project report was made by Mr. O'Hara; second by Ms. Geiger. Roll call: all ayes.

Once the report is complete, it can be sent to the paper and posted on the city's website.

Ms. Geiger asked about having the survey posted online. Mayor Catchen asked Council to give him what they wanted posted for him to look over.

III. Department Reports

A. Police Department

Chief Stanley stated that due to a problem with Erlanger dispatch, he was unable to pull up last month's statistics. The Chief stated Sergeant Webster went to the grand jury with a case he is working on looking to make it a criminal case. He also stated that the police clerk, Chris Huebener, is working on updating the police department's website.

Chief Stanley reminded everyone that the race in memory of Maria Schaffstein will take place in portions of Park Hills this weekend. The children's Pumpkin Parade will take place later in the month.

Ms. Spoor asked about checking into the light at the bottom of South Arlington which stays red for a long period of time. The Chief stated he will look into the problem.

Motion to approve the Police Department report was made by Ms. Spoor; second by Mr. Claypole and motion carried unanimously.

B. Fire Department

Motion to accept the Fire Department's report was made by Ms. Spoor; second by Ms. Zembrodt and motion carried unanimously. Chief Huth was not present at the meeting.

C. Public Works

Mr. Finke was not present at the meeting

D. City Engineer

Mr. Bayer stated the work on the Exter Drive project is primarily complete. A punch list will be prepared in order to close out the project.

The field topographic survey on the Old State – North Arlington road project is primarily complete. Mr. Bayer stated he hopes for the work to begin in the spring of 2013.

Ms. Spoor asked if the Montague water work was approved. Mr. Bayer stated he would look into it.

Motion to approve the Engineer's report was made by Ms. Spoor; second by Ms. Zembrodt and motion carried unanimously.

E. Finance Department

1. Motion to accept the September financial statements was made by Mr. Fangman; second by Ms. Spoor and motion carried unanimously.

2. Motion to pay the Municipal Road Aid invoices in the amount of \$7,462.50 was made by Mr. Claypole; second by Mr. O'Hara. Roll call: all ayes

Motion to pay the Road Fund invoices in the amount of \$3,550.00 was made by Mr. Fangman; second by Ms. Zembrodt. Roll call: all ayes

Motion to pay P&R Auto out of the Creighton fund in the amount of \$2,000 for the painting of the fire department's vehicle was made by Ms. Geiger; second by Ms. Zembrodt. Roll call: all ayes

IV. Committee Discussions

A. Infrastructure and Public Works Committee– Skip Fangman

Ms. Spoor asked the percentage of work completed on the Old State to Terrace project. Mr. Fangman replied that, right now, only the topographical work is done; he hopes to get bids the first of the year and have the work begin in the spring.

Discussion took place on whether or not to include sidewalks. Mr. Claypole stated he would like to hear from the residents on how they would feel about having sidewalks included.

B. Economic Development Committee – Monty O'Hara – No report

C. Transparency and Communications Committee – Diane Geiger

Ms. Geiger stated they had a great meeting and thanked Ms. Zembrodt and Mr. O'Hara for their work on the survey. Ms. Geiger stated she would like the survey to be published in its entirety on the city's website. Mayor Catchen stated he would first like to read the survey. Motion to publish the survey in its entirety on the city's website was made by Ms. Geiger; second by Ms. Zembrodt. Roll call: Mr. Fangman; nay, Ms. Zembrodt; aye, Mr. Claypole; aye, Ms. Spoor; aye, Ms. Geiger; aye, Mr. O'Hara; aye.

D. Parks, Beautification and Recreation Committee – Pamela Spoor

Ms. Spoor stated that trees will be addressed this month. Four trees were donated to the city to replace the trees lost in Trolley Park and on Hamilton. No city funds were used to purchase these trees.

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 plan to attend the upcoming Mayor's meeting.

H. Mayor's Update

Mayor Catchen relayed to Council that Mr. Fangman read where the city has been awarded a \$300,000 grant for work on Dixie Highway. The grant was originally applied for by the city's former Mayor, Michael Hellmann. The accompanying paper work will need to be sent in as soon as possible. The work will include a sidewalk from St. James Avenue to North Arlington Road. The grant can also be used for drainage repairs, engineering fees and landscaping. Mayor Catchen asked Council to give their ideas for the grant to Mr. Fangman.

V. Old Business

Ms. Spoor reminded Council to send her their ideas for creating an Ordinance that would set up reserve funds for the city's departments.

VI. New Business

A. Discussion centered on the \$85 fee charged on residents' Kenton County tax bill for collection of the 911 fee. Mayor Catchen told Council that Park Hills, along with Ludlow, Bromley and Ft. Wright, will be switching their dispatch from Erlanger to Kenton County effective January 1st. Chief Stanley stated cities will be joining the County dispatch in stages and it may be March or April before Park Hills joins.

B. Mr. O'Hara stated he received a call from Mr. Dan Bosch who was a longtime resident of Park Hills. He lived in Park Hills for 18 years and then moved to Edgewood; he was renting out a two-family home he owned on Audubon Road. When Mr. Bosch went to sell the property, he discovered a lien had been put on the home due to a tree the city had removed believing the tree belonged to Mr. Bosch. Mr. Bosch explained to Mr. O'Hara that, at the time the tree in question was being looked into, he told the city that the tree did not belong to him but to his neighbor next door. Ms. Spoor remembers the incident which took place about 4-5 years ago. She stated she was contacted by Mr. Finke and went to inspect the tree. Ms. Spoor concluded the tree was dead and branches were falling from it posing a danger. The former Mayor upheld the decision that the tree belonged to Mr. Bosch. A survey was not done and the city had the tree removed at Mr. Bosch's expense. Mr. O'Hara is asking if Council would consider reimbursing Mr. Bosch the \$680 as he believes it should be the city's responsibility to prove who a tree belongs to before having it removed.

Motion to refund Mr. Bosch the \$680 was made by Mr. O'Hara; second by Ms. Geiger.

Attorney Robert Winter stated there are provisions within the Ordinance that allows a person to repeal a citation. He went on to say, in this case, that was never done. Mr. O'Hara is not sure if Mr. Bosch was aware of this procedure.

Roll call on above motion: Mr. Fangman; nay, Ms. Zembrodt; nay, Mr. Claypole; nay, Ms. Spoor; abstain, Ms. Geiger; aye; Mr. O'Hara; aye.

Mr. Winter recommends that if Mr. Bosch is not satisfied with Council's decision, he should make an appeal himself.

C. Mayor Catchen relayed to Council, effective midnight, September 30, 2012, the city will turn its ALS over to the City of Ft. Wright.

Discussion took place regarding the city's agreement with Rural Metro.

VII. 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

Next meeting is scheduled for Tuesday, October 16th at 7:00 p.m.

Two citations will be discussed at the upcoming meeting.

8:35 Motion to enter into executive session to discuss foreseeable/anticipated litigation was made by Mr. O'Hara; second by Ms. Zembrodt and motion carried unanimously.

9:06 Motion to exit executive session with no action to be taken was made by Mr. Fangman; second by Ms. Spoor and motion carried unanimously. The city attorney will prepare a report for the Mayor.

9:06 Motion to adjourn from Business Meeting was made by Mr. Fangman; second by Ms. Zembrodt and motion carried unanimously.

Business Meeting
October 8, 2012
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MAYOR, DON CATCHEN

ATTEST:



CITY CLERK

THE PARK HILLS CITY COUNCIL HELD A REGULAR BUSINESS MEETING ON MONDAY, NOVEMBER 12, 2012, AT 7:00 P.M. AT THE GRIFFIN CENTER, 1550 DIXIE HIGHWAY, WITH MAYOR DON CATCHEN PRESIDING.
COUNCILMEMBERS PRESENT: SKIP FANGMAN, KATHY ZEMBRODT, GREG CLAYPOLE, PAMELA SPOOR, DIANE GEGER 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 October 8, 2012 minutes was made by Mr. Fangman; second by Ms. Spoor and motion carried unanimously.

I. Petitioners

A. Alyssa Lewis was present at the meeting to discuss her Christmas Coloring Book Drive. Alyssa began the drive when she was five years old; she is now nine and in her fourth year of collecting coloring and activity books, crayons and markers for the Children's Hospital. She is asking for help this year to reach her goal of 1,900 items. Last year she collected 1,820 with every child receiving an item. She will place one of her donation boxes in the city building where residents can drop off their items.

II. First Reading; Ordinance No. 15, 2012 repealing Ordinance No. 4, 2008 and Chapter 36 of the Code of Ordinances concerning 911 fees was read in summary by Attorney Robert Winter.

III. First Reading; Ordinance No. 16, 2011 amending Ordinance No. 12, 2012 setting the 2012 tax rate was read in summary by Attorney Robert Winter.

IV. Resolution No. 20, 2012 declaring 1999 Ford F550 Dump Truck as surplus was read in summary by Attorney Robert Winter. Motion to accept Resolution was made by Ms. Spoor; second by Mr. Fangman and motion carried unanimously.

V. Municipal Order No. 6, 2012 appointing Tree Board Members; Pat Flannery, Kathleen Laurin and Will Korte was read in summary by Attorney Robert Winter. Motion to accept Order was made by Ms. Spoor; second by Ms. Zembrodt and motion carried unanimously.

VI. Municipal Order No. 7, 2012 re-appointing Dave Fangman to the Board of Adjustment was read in summary by Attorney Robert Winter. Motion to accept Order was made by Mr. Fangman; second by Mr. Claypole and motion carried unanimously.

VII. Municipal Order No. 8, 2012 re-appointing Bill Rolfes as TBNK Representative was read in summary by Attorney Robert Winter. Motion to accept Order was made by Mr. Claypole; second by Ms. Zembrodt and motion carried unanimously.

VIII. Municipal Order No. 9, 2012 re-appointing Don Catchen and Pamela Spoor as NKAPC Representatives was read in summary by Attorney Robert Winter. Motion to accept Order was made by Mr. O'Hara; second by Mr. Claypole and motion carried unanimously.

IX. Municipal Order No. 10, 2012 re-appointing Don Catchen as Delegate to Fix the Dixie was read in summary by Attorney Robert Winter. Motion to accept Order was made by Ms. Spoor; second by Mr. Fangman and motion carried unanimously.

X. Department Reports

A. Police Department

Chief Stanley was away at class and was not present at the meeting.

B. Fire Department

Chief Regis Huth and John Scott Rigney were both present at the meeting. Chief Huth informed Council he will be resigning as Fire Chief as of the first of the year. The members will select a new chief. Mayor Catchen stated John Scott Rigney will be the acting Chief in Regis' absence.

C. Public Works

Mr. Finke stated the front yard of 603 Irish Rose Lane is on the punch list.

D. City Engineer

Mr. Bayer stated a punch list has been prepared for the Exter Drive project; he will also forward an invoice to SD1 for their matching portion.

Mr. Bayer, Mr. Finke and Mr. Fangman met with the SD1 to discuss the condition of the existing combined storm and sanitary in the vicinity of the Old State Road project. The city also requested input from SD1 on the feasibility of the 50/50 matching program for the project. SD1 advised that their funds are tapped out and may not be available until July.

The City of Park Hills was awarded a grant for up to \$300,000 from the state of KY. The grant is from State Priority Project (SPP) and do not require a match from the city. The city is preparing an agreement with the KY Transportation Cabinet for the funding.

E. Finance Department

Motion to accept the financial reports from October was made by Mr. Fangman; second by Ms. Zembrodt and motion carried unanimously.

Motion to pay the Municipal Road Aid invoices in the amount of \$3,035.00 was made by Mr. Fangman; second by Ms. Geiger. Roll call: all ayes

Motion to pay the Road Tax Fund invoices in the amount of \$19,160.00 was made by Ms. Spoor; second by Ms. Zembrodt. Roll call: all ayes

XI. Committee Discussions

A. Infrastructure and Public Works

Mr. Fangman stated most of the Infrastructure report was covered under the Engineer's report. Mr. Fangman went on to thank all those who voted him back into Council at the last election and congratulated the others who were elected. He also wished everyone a happy Thanksgiving and Merry Christmas!

B. Economic Development – No report

Mr. O'Hara stated he would like to discuss the speed hump on Audubon with Mr. Fangman.

C. Transparency and Communications Committee – No report

D. Parks, Beautification and Recreation Committee – No report

E. Historic Preservation Committee – No report

F. Personnel Committee – No report

G. Mayor's Group Report

The next Mayor's Group Meeting is scheduled for Saturday, November 17th at 9:00 a.m. at Park Place in Taylor Mill's Pride Park. The Mayor and Mr. Fangman plan to attend.

H. Mayor's Update – None

XII. Old Business

Discussion regarding the \$300,000 grant and ideas on how to make improvements with the money.

XIII. New Business

A. Mr. Finke stated he would like to table the discussion regarding the new phone system until it can be looked in more depth. It was suggested that Mr. O'Hara could meet with the department heads to come up with ideas.

B. Council would like Mr. Richard Frommeyer with American Legal to attend an upcoming Council meeting to discuss codifying the city's Ordinances and getting them on the website in a searchable form.

V. Delegations

A. Fix the Dixie – Mayor Don Catchen – No report

B. Municipal Government League – No report

Mr. O'Hara stated he will be attending the annual dinner on Saturday.

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

Business Meeting
November 12, 2012
Page 4

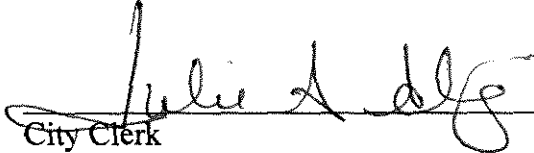
Two cases were before the board at the last meeting. Additional time was granted to both parties. The cases will be heard again at the November 20th meeting.

8:08 Motion to adjourn from Caucus Meeting was made by Mr. Fangman; second by Ms. Zembrodt and motion carried unanimously.



Mayor, Don Catchen

ATTEST:



City Clerk

THE PARK HILLS CITY COUNCIL HELD A SPECIAL MEETING ON TUESDAY, NOVEMBER 27, 2012 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, GREG CLAYPOLE, SKIP FANGMAN 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. 15, 2012 repealing Ordinance No. 4, 2008 and Chapter 36 of the Code of Ordinances concerning 911 fees was read in summary by Attorney Robert Winter. Motion to adopt Ordinance was made by Mr. Fangman; second by Ms. Spoor and motion carried unanimously.

II. Second Reading; Ordinance No. 16, 2012 amending Ordinance No. 12, 2012 setting the 2012 tax rate was read in summary by Attorney Robert Winter. Motion to allow Mayor to approve contract was made by Ms. Spoor; second by Ms. Zembrodt and motion carried unanimously.

III. Resolution No. 21, 2012 imposing of a 911 flat rate parcel service fee for funding a consolidated Dispatching Center was read in summary by Attorney Robert Winter. Motion to accept Resolution was made by Mr. Fangman; second by Mr. Claypole and motion carried unanimously.

IV. Municipal Order No. 11, 2012 re-appointing Mike Conway as Tree Board Chairperson was read by Mayor Catchen. Motion to accept Order was made by Mr. O'Hara; second by Mr. Fangman and motion carried unanimously.

V. Mayor Catchen stated he would like to have the swearing in of the Council Members on Thursday, December 27th at 6:00 p.m. at the city building. An email will be sent out to all members confirming the date. The Fangman's would like to host a party for the incoming Council Members, department heads and clerks after the swearing in. Motion to allow the city to pay for the food and drinks for the party was made by Mr. O'Hara; second by Ms. Zembrodt. Roll call: Mr. Fangman; nay, Ms. Zembrodt; aye, Mr. Claypole; aye, Ms. Spoor; aye, Mr. O'Hara; aye

Mayor Catchen read a thank you card from the Deupree family for the flowers sent by the city for Mr. William Deupree's funeral.

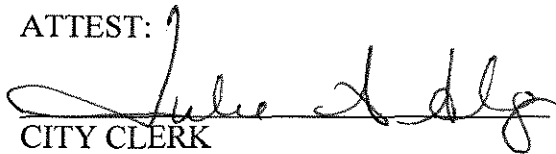
6:14 Motion to adjourn from Special Meeting was made by Ms. Zembrodt; second by Ms. Spoor and motion carried unanimously.

Special Meeting
November 27, 2012
Page 2



MAYOR, DON CATCHEN

ATTEST:



CITY CLERK

THE PARK HILLS CITY COUNCIL HELD A SPECIAL MEETING ON THURSDAY,
DECEMBER 27, 2012 AT 6:00 P.M. AT THE PARK HILLS CITY BUILDING, 1106
AMSTERDAM ROAD WITH MAYOR DON CATCHEN PRESIDING. COUNCIL
MEMBERS PRESENT: KATHY ZEMBRODT, PAMELA SPOOR, GREG
CLAYPOLE, SKIP FANGMAN AND MONTY O'HARA
ABSENT: DIANE GEIGER
ALSO PRESENT: CITY ATTORNEY ROBERT WINTER

CALL TO ORDER

PLEDGE OF ALLEGIANCE

ROLL CALL

I. Document to ratify addendum to approved contract with Michels was read in
summary by Attorney Robert Winter. Motion to accept was made by Mr. Claypole;
second by Ms. Spoor and motion carried unanimously.

II. Contract with Sanitation District No. 1 with regards to Exter Drive was read in
summary by Attorney Robert Winter. Motion to allow Mayor to approve contract was
made by Mr. Fangman; second by Ms. Zembrodt and motion carried unanimously.

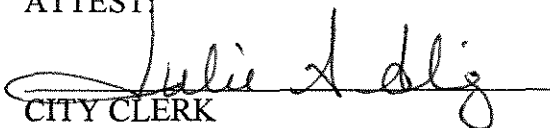
III. Motion to pay the Municipal Road Aid invoices in the amount of \$10,682.50
was made by Mr. O'Hara; second by Ms. Zembrodt. Roll call: all ayes
Motion to pay the Road Tax Fund invoices in the amount of \$10,630.00 was made by Mr.
O'Hara; second by Ms. Zembrodt. Roll call: all ayes

6:14 Motion to adjourn from Special Meeting was made by Mr. O'Hara; second by Mr.
Claypole and motion carried unanimously.

New Council members were sworn in by Mayor Catchen.


MAYOR, DON CATCHEN

ATTEST


CITY CLERK