

THE PARK HILLS CITY COUNCIL HELD A BUSINESS MEETING ON MONDAY, OCTOBER 9, 2017 AT 7:00 P.M. AT ST. JOSEPH HEIGHTS, 1601 DIXIE HIGHWAY WITH MAYOR MATT MATTHEW MATTONE PRESIDING
COUNCILMEMBERS PRESENT: KATHY ZEMBRODT, PAMELA SPOOR, JASON RESER, GREG CLAYPOLE, STEVE ELKINS AND KARL OBERJOHN
ALSO PRESENT: CITY ATTORNEY, TODD MCMURTRY AND CITY ENGINEER, JAY BAYER

Call to Order

Pledge of Allegiance

Roll Call

Motion to approve the September 11 and September 25, 2017 minutes, with amendments, was made by Ms. Zembrodt; second by Mr. Reser. Roll call: all ayes

I. Petitioners - None

II. Second Reading; Ordinance No. 16; stop signs on Audubon was read in summary by Attorney McMurtry. Motion to adopt Ordinance was made by Ms. Spoor; second by Mr. Claypole. Roll call: all ayes

III. Department Reports

A. Police Department – Chief Cody Stanley

Chief Stanley attended a level I and level II Crisis/Hostage Negotiations class instructed by the Public Agency Training Council out of Indianapolis, IN.

Lt. Webster has been working on the Sisters of Notre Dame burglary with assistance from other agencies.

Traffic studies were conducted on Old State Road, Exter Drive and Cecelia Avenue.

The surveys indicated there were no speeding problems on these streets.

Mr. Oberjohn thanked the Chief for the data on speeding. He asked where the traffic gun was located on Old State Road since construction was being done there on the sidewalk. Chief Stanley stated he would have to ask Lt. Webster.

Mayor Mattone stated he would like to have the Police and Fire Department reports uploaded to OpenGov soon.

Chief Stanley stated the security cameras are now working properly.

B. Fire Department – Chief John Scott Rigney

Chief Rigney stated he has begun adding last years' monthly totals for comparison in his report.

Chief Rigney's monthly report included the following:

- A total of 33 calls for service were received during the month of September. The incidents are broken down by type on the activity report Council received.
- Reminder to all that October is Fire Prevention month. This years' theme is, "Every second counts, plan 2 ways out!" This will be added to the F.D.'s

Facebook and social media. They will also be visiting the Julie Learning Center to talk with the children about fire safety.

- F.D. members pressure washed and sealed the front ramp of the F.D. building. The department will help Mr. VonHandorf with sealing the other side of the ramp in front of the clerk's office.
- Crews assisted Covington with a structure fire on Edgecliff Road.
- Joint training with Ludlow and Ft. Wright departments on high-rise firefighting.
- The 63rd annual Halloweenies will be served up on October 31st from 6:00 – 8:30 p.m.

C. Public Works Department – Dan VonHandorf

Mr. VonHandorf thanked Mayor and Council for another month.

- He stated the Old State sidewalk project is complete and a walk thru will be scheduled.
- The Audubon storm water project is moving along.
- During leaf season, leaves will be picked up for \$35; multiple pickups will be \$70. Please do not blow or rake leaves into the storm sewer.
- Working on drainage issue in the park.
- Working on the Audubon Road pathway.

Mr. VonHandorf stated there were 3 bids received for fall cleanup and maintenance in the park. He recommended Creative Image with a bid of \$1,360. Spring cleanup can be rebid at a later time.

Mr. VonHandorf stated he inspected about 20 street signs and found the one at Breckinridge and Montague to be questionable; he will continue to inspect the others.

Ms. Zembrodt asked Mr. VonHandorf to email the park cleanup estimates with Council.

Mr. Reser thanked Ms. Krista Morrison for her work in obtaining the bids for the fall cleanup. Ms. Spoor also thanked Ms. Morrison for her hard work and would like to have the spring cleanup bids out by the 1st of March. Ms. Spoor relayed to Council that she had a bid from 2008 with a cost of over \$10,000. She will share this with the rest of Council as a reference. Ms. Spoor stated she enjoyed her work maintaining the park since 2001. Discussion turned back to the street sign poles. Ms. Spoor asked how many poles were left for Mr. VonHandorf to inspect. He stated he was not sure but would continue inspections. Mayor Mattone asked Mr. VonHandorf to have a report regarding the condition of the poles and the best method of replacement for the Caucus meeting on October 23rd.

Ms. Spoor asked Mr. VonHandorf about his purchase of a fuel pump. Mr. VonHandorf replied the County used to bring fuel but they are not going to continue since the truck is 20 years old. Mr. VonHandorf bought a 100 gallon tank and the fuel pump so that he can pick up the fuel himself to save money. This, he said, will also help to keep fresher fuel in the generator.

D. City Engineer – Jay Bayer

Projects in Construction Phase

Aberdeen Reconstruction Project

A 5% retainer is being held until the SD1 Punchlist items are completed. Bayer Becker has completed the Storm Sewer As-Built Drawings and provided them to SD1.

1208 Audubon Road Storm Sewer Project

Eaton Asphalt has started construction on the project. Despite a late start, the contractor believes they will be able to hit all project dates (substantial completion, final completion, etc.)

Old State Road Sidewalk

Len Riegler Blacktop Company has completed the construction. Retainage is being held until restoration has been approved. Mr. Bayer recommends making the payment to Len Riegler in the amount of \$73,134.80.

Projects in Design Phase

North Arlington Road Improvement Project

Duke Energy is designing the relocation of their gas main with this project. Bayer Becker has resubmitted to NKWD addressing their comments on the water main plans. Plans for the water main will be sent to the Department of Water for review. Upon completion of the gas main and water main design, the project can be bid for construction.

Jackson Road Improvement Project

Bayer Becker has submitted for a 50/50 match for storm sewer infrastructure to SD1 which is scheduled to be acted on by the SD1 board in September. Exhibits have been provided to the city to obtain required storm sewer easements.

Mr. Bayer had no new updates regarding the Audubon Forest development

E. Finance Department

Ms. Spoor stated some budget items may need to be re-addressed for next years' budget. IE: the newsletters have caused an increase in both the Administration line and the contract line for the copier. Public works has used 50% out of the equipment purchase line already this year. She would like to see the pathway repairs come out of capital purchase instead of the Public Works line since no money was budgeted for that this year. Mayor Mattone stated there was still money in the Public Works budget to cover the cost. Mr. Reser asked that the Communications Committee look at the copier contract regarding the newsletters.

Motion to accept the September financial reports was made by Ms. Spoor; second by Ms. Zembrodt. Roll call: all ayes

Motion to pay the Road Fund invoices in the amount of \$4,247.25 and the Municipal Road Aid invoices in the amount of \$76,184.75 was made by Ms. Spoor; second by Mr. Oberjohn. Roll call: all ayes

IV. Delegation Discussions

A. Telecommunications Board of Northern KY – Richard Lange

Mr. Lange had an update on the Supreme Court decision regarding the telecom tax case. The two cable providers are still working on the mechanics on transferring those payments to the local franchise authority or TBNK. Charter is working on TBNK's

technical systems assessment report and has completed a portion of it; the portion at the TBNK headquarters with the field assessment portion still ongoing.

Mayor Mattone asked if Council was still interested in having the Council meetings streamed live. Mr. Reser believes it is a good idea and would eliminate the delay between meetings and when they are uploaded to TBNK for viewing. Mr. Lange does not believe this would be any cost to the city. The city clerk will check with the Sisters to make sure it is ok with them before proceeding.

B. Code Enforcement Board – David Gray

Mr. Gray stated there was no meeting last month but that Final Orders have been sent to a couple properties. 1530 Dixie Highway regarding the boat storage; liens have been filed in the amount of \$1,200. Fines of \$4,000 have been issued to the new owner of 1331 Amsterdam Road. Ms. Spoor asked the status of 1028 Amsterdam Road. Mr. McMurtry stated it is going through the foreclosure process. The attorneys are also working on the properties at 1064 and 1090 Emerson as well as 1430 Dixie Highway. Mr. Reser asked if Mr. McMurtry could include his report on these properties in the Council packets each month.

V. Committee Reports

A. Infrastructure Committee

Mr. Oberjohn stated the Infrastructure is working with the Financial Oversight Committee to make sure moving forward with the Jackson Road improvements are in the city's best interest. He added; a deep fix for lower Jackson comes at a high cost of \$800,000. He thanked Mr. Bayer for his work on completing the application to SD1 for the matching grant.

Mr. Oberjohn stated the committee is trying to have an objective assessment of the 12-13 streets that have not been done yet; about 2/3 of the city's streets have had improvements made. He wants to make sure the city makes best use of the remaining loan monies. He has been in contact with the NKADD and Jay Bayer's office to help with the remaining street assessments. There is a deadline of December 3rd to accept SD1's 50/50 match grant for Jackson. Ms. Spoor asked if another meeting would be held with residents should they decide to move forward with Jackson Road; Mr. Oberjohn stated there would.

Ms. Spoor asked about the sidewalk assessment. Mr. Oberjohn replied that the NKADD could possibly do a sidewalk, street and lighting assessment at the same time. Mayor Mattone relayed to Council that Mr. Bayer suggested his company do the assessment for a little less than NKADD's asking amount. Mayor Mattone asked if the Infrastructure Committee is comfortable with Bayer Becker doing the assessment since they already have a lot of the city's data. He will forward the estimate to the committee.

The Mayor stated he would like to possibly include the tree study (if the grant is awarded to the students to complete) to the assessment so that lost trees can be replaced. Mr. Bayer stated he could probably complete the assessment by the end of the year.

B. Financial Oversight Committee

Ms. Zembrodt stated infrastructure was discussed at length at the last meeting. They also discussed the 10 year capital improvement plan Mr. Baker is to complete for \$5,000 and also do monthly reconciliations for \$250 per month. Mr. Baker also gave a proposal to take over the payroll but the committee decided to leave the payroll as is with Tri-State Employer's Group.

The committee also discussed reserved and restricted funds.

Ms. Zembrodt stated they would like to revisit and meet with residents of upper Jackson to try to complete the entire street; upper and lower. They will then look at other streets along with the loan's amortization schedule.

The committee discussed using the Municipal Road Aid money for mill & overlays, sidewalks, lighting, etc. This money can accumulate or be used for other street projects. They also discussed how to collect and use the sticker fund fees.

Ms. Spoor reminded everyone that she would like the appropriate language added to the contract regarding termination/exit strategy with a 60 day written notice with regards to Mr. Baker's capital improvement plan. Ms. Zembrodt added she would also like the same language added to the monthly reconciliation contract. Mr. McMurtry stated he would add the wording.

Ms. Spoor, regarding the vehicle fee, suggested a second page on the tax bill assuming 2 vehicles per household, including the same for multi dwelling units. She would like to see this addressed in the next few months.

Ms. Spoor asked the department heads to produce an inventory report for Mr. Baker's capital improvement plan. Ms. Zembrodt would like Mr. Baker's fee to be paid out of the capital improvement budget.

Motion to retain Mr. David Baker for the capital improvement plan for \$5,000, with a termination clause, was made by Mr. Reser; second by Mr. Claypole. Roll call: all ayes

C. Historic Preservation Committee

Ms. Spoor stated the committee voted to extend a \$300 stipend to Mr. Paul Tenkotte for his historic lectures. Motion to expense \$300 from the Historic Preservation fund for the stipend was made by Ms. Spoor; second by Mr. Claypole. Roll call: all ayes

VI. Old Business

A. Gateway property update

Nothing new to report

Mr. Claypole stated he would like to be on the Gateway committee.

B. Berling update

The Mayor stated he spoke with the Army Corps of Engineers regarding the permit needed for the waterway. He added; the Historic District shouldn't be an issue. It will be a 2-6 month process and he doesn't foresee anything happening until spring. Any new information will be forwarded to Council.

C. Audubon and Breckinridge maintenance

Mayor Mattone met with Covington to try to obtain a memorandum of understanding regarding maintenance of the streets. He stated, to make improvements to roads in

Covington used by Park Hills' residents, an interlocal agreement is needed. The agreement will go to the DLG for approval and back to the cities to sign allowing Park Hills to maintain the streets. Mr. McMurtry stated he would send something to Frankfort to begin the process; adding the Devou Trust should not be an issue.

Ms. Spoor asked to mention the passing of long time Park Hills resident, Ms. Anita Connelly. Ms. Connelly was a librarian for the Public Library of Cincinnati and Greater Cincinnati as well as the Associate Coordinator of Justice and Peace and head of the sub-committee for Hunger for the Diocese.

Ms. Spoor stated she met with PDS to discuss traffic studies be required when planning new developments and having better restrictions on flag lots. Mr. McMurtry stated these things are already included but would be happy to go over ideas to give the city more say in developments. Ms. Spoor would like to pursue the discussion.

VII. New Business

A. The 2017 Lou Noll Symposium is scheduled for Saturday, October 21st at the Life Learning Center in Covington for Kenton County local government officials. Registration is from 8:10 – 8:30 with coffee and pastries. The presentation will be from 8:30 – noon.

B. Permits for Our Lady of Lourdes processions


Motion to approve procession permits for Our Lady of Lourdes for Friday, October 13th and Tuesday, October 31st was made by Ms. Zembrodt; second by Mr. Claypole. Roll call: all ayes

C. Electronic Data Management

Mr. Oberjohn stated, after speaking with a former Council member, he made it a point to look over old meeting minutes. He commented that Mr. McMurtry's office had scanned the city minutes and stored them in digital form. Mr. Bob Amott also helped to do some work on digital scanning. Mr. Oberjohn encouraged everyone to look at, and read, old minutes. He would like to work along with the Communications Committee to keep modern, digital documents archived and searchable.

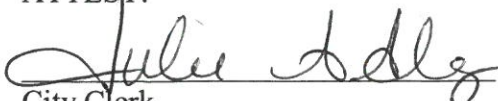
8:47 Motion to enter into executive session pursuant to KRS 61.810(1) to discuss pending litigation was made by Ms. Spoor; second by Mr. Claypole

9:20 Motion to adjourn from Business Meeting



Mayor, Matt Mattone

ATTEST:



City Clerk