

THE PARK HILLS CITY COUNCIL HELD A SPECIAL AND CAUCUS MEETING ON MONDAY, SEPTEMBER 25, 2017 AT 7:00 P.M. AT THE ST. JOSEPH HEIGHTS LOCATED AT 1601 DIXIE HIGHWAY WITH MAYOR MATT MATTONE PRESIDING. COUNCILMEMBERS PRESENT: KATHY ZEMBRODT, PAM SPOOR, JASON RESER, GREG CLAYPOLE AND KARL OBERJOHN
ABSENT: STEVE ELKINS
ALSO PRESENT WAS CITY ATTORNEY TODD MCMURTRY

Call to Order

Pledge of Allegiance

Roll Call

Special Meeting:

I. TAP Grant Match Commitment Letter

Mr. Bayer submitted the certified estimate for the St. Joseph sidewalk to NKADD. The project is estimated to cost \$246,758.50. If the 80/20 match grant is successful, the city's portion would come to about \$49,351.70. Motion to authorize the Mayor to send in the grant application was made by Ms. Spoor; second by Mr. Claypole. Roll call: all ayes

II. Motion to expense \$650.00 for Park Hills Day at the Behringer Crawford Museum for the Holiday Train exhibit was made by Ms. Zembrodt; second by Mr. Oberjohn. Ms. Spoor abstained from voting. Roll call: all ayes
The city clerk will try to coordinate Park Hills Day at the museum for the same day as Christmas in the Park/Luminary Night which is scheduled for Sunday, December 10th.

Motion to adjourn from the Special Meeting was made by Ms. Spoor; second by Ms. Zembrodt. Roll call: all ayes

Caucus Meeting:

I. Presenter

A. Mr. David Baker was present at the meeting to explain what his proposals entailed for the city. The Financial Oversight Committee asked Mr. Baker to furnish accounting services to assist the city for future plans. The proposal includes:

- Help create a capital improvement committee to help prioritize capital projects for the future
- With the committee, create a 10 year capital expenditure schedule so proper planning for future expenditures can be achieved
- Create a budgeting schedule for the next 10 years to achieve the capital project goals
- Work with the department heads to insure proper capital purchase needs are met
- Implement a plan that will then be monitored annually by the committee and the city to assure goals are achieved

Mr. Baker estimated about 40 hours of work to complete the plan and present it to the committee. The cost for completing the plan is \$5,000 based on an hourly rate of \$125 per hour not to exceed the \$5,000. He went on to say, the city needs to plan for a rise in the CERS contribution for employees' pensions. He would also like to limit the number of accounts the city has.

Mr. Baker stated the city's books looked great but can be made more efficient by following the rules of governmental funding. He gave Mayor and Council a handout outlining these rules.

Mr. Baker also presented Council with a proposal for payroll service. The cost would be \$150 per month with any additional work at a cost of \$85 per hour. Ms. Zembrodts asked what additional work may be required. Mr. Baker answered there probably wouldn't be any since the city pays its own CERS. Ms. Spoor asked for a mutual notice clause and termination mechanism to be added to the proposal(s).

Mr. Baker stated he would provide financial reports on a monthly basis and hopes to have the plan completed by the end of the year. He added, he would continue to use the city's current software Quick Books to do the monthly reconciliations. Mr. Oberjohn asked if he does any work with OpenGov. Mr. Baker replied he is continuing to learn more about it.

Mayor Mattone stated he will meet with the Financial Oversight Committee to discuss Mr. Baker's proposals.

II. Committee Reports

A. Infrastructure Committee – Karl Oberjohn

Mr. Oberjohn stated the Old State sidewalk project is in good shape with most of the concrete installed. He anticipates the project to be finished ahead of schedule.

The Audubon drainage project was scheduled to begin today with Eden Construction. They anticipate completion by the beginning of November.

Mr. Bayer stated the 50/50 match grant for lower Jackson was approved. Mr. Oberjohn thanked Mr. Bayer and his staff for all their work on the application.

Mr. Oberjohn asked the Financial Oversight Committee to look over the Jackson Road project numbers to see if the project is feasible. The city has until December 3rd to take advantage of the match. Ms. Spoor asked Mr. Oberjohn to provide the Finance

Committee with a summary of costs as well as the pros and cons of the project. Mr.

McMurtry added the city will need acquisition of an easement/right-of-way. He stated he could obtain the cost for that.

B. Communications Committee – Karl Oberjohn

Mr. Oberjohn thanked Julie and Char for their help in getting the newsletters ready and the Mayor for taking them to the post office. He stated the committee is aiming for a December newsletter and encouraged the department heads and committees to submit articles.

C. Historic Preservation Committee – Pam Spoor

Ms. Spoor stated the minutes from the previous meeting would be posted on the website. She wanted to let Council know the committee voted to use \$300 out of its reserve fund as a stipend to Mr. Paul Tenkotte for the lectures he is doing for Park Hills. This can be voted on at the next meeting.

III. Old Business

A. Berling update

Ms. Spoor stated the city was seeking assistance in asking for a 2-tier encroachment permit but was told it was unconstitutional to enforce. The goal would be to keep from turning a driveway into a road as was done for the Berling development. Ms. Spoor found it encouraging that significant limitations can be put on flag lots. She would also like to require traffic studies for developments.

A subdivision meeting was attended by PDS staff along with Ms. Spoor, Ms. Zembrodt and Mr. McMurtry. The DRAFT minutes of this meeting will be posted to the city's website. A thank you to Ms. Lori Remley for taking the meeting minutes.

Ms. Zembrodt added that, as stated on the last page of the minutes, Mr. Berling and Drees are waiting on approval from Frankfort and that the erosion control has been inspected and the inspectors found that Mr. Berling has gone above and beyond what is required. Mayor Mattone informed Council that Mr. Tony Baker said they are still waiting on the contractor.

Ms. Spoor informed everyone that Mr. Rob Himes at the PDS will be taking over for Mr. Chris Preston for city issues.

B. Gateway property update

Mayor Mattone stated Mr. Zeltwanger would like to have a meeting with the city regarding the Gateway property. As of now, there are no drawn out plans.

C. City Street Signs

Mayor Mattone informed everyone that children were playing on the corner of Cleveland and Emerson near a street sign pole. The sign was very rusty and began to bend. One of the Park Hills officers pushed the sign all the way over so it wouldn't fall and hurt someone. Ms. Spoor said she heard about this and looked at the other street signs in the city and found at least 6 that were in bad condition. She wonders if the city needs to replace all the city sign posts. Mr. VonHandorf explained that a lot of times, the poles rust from the inside out making it hard to detect. He added, new signs require a break away design. Mr. VonHandorf will look into the cost of replacing of the poles. Mr. Claypole asked if it would be possible to meet with Gateway to make sure there is dust control and that city streets are not used to haul away the debris once the building comes down.

Mayor Mattone asked the Infrastructure Committee to add street sign poles to their agenda.

D. CERS Contributions

Mayor Mattone stated the city has been contributing to the CERS pension plan for city employees but the state has not done well handling the money. The city currently pays about \$115,000 per year to cover the pension. According to numbers put out by the KLC, the city portion could go up to \$183,000 by next year or as much as \$209,000 to fix the problem right away. The city will need to find a way to meet this upcoming expense. Mr. McMurtry stated the City of Ft. Wright has taken the compensating tax rate plus 4% to help offset the cost. Mayor Mattone is pushing for the separation of funds.

E. Mission Statement

Since Council tabled the Welcoming and Inclusive Resolution, the Mayor asked how they feel about a Mission Statement. He believes the issue is important to the city. Mr. Oberjohn asked what the source of inspiration was in creating the Resolution. Mr. Reser replied he, along with the help of some residents, wrote the Resolution. They also looked at similar Resolutions from other cities. He added; it is not affirmative action but to set a tone for the city. He also believes a Mission Statement would work and hopes Council can find a common ground.

Mayor Mattone discussed with Reverend Smith what a Human Rights Committee could bring to the city.

Mr. Claypole suggested putting something in the newsletter welcoming all people.

Ms. Spoor believes mutual respect is the key to a successful neighborhood.

Mr. Oberjohn hears some say there isn't a problem; others think there is. He would like to hear perspectives from both sides.

Ms. Zembrodt doesn't think people should be put into groups, rather be seen as individuals and to respect and love one another.

Reverend Smith said after Covington's vote, people opened up and people began treating others better.

Mayor Mattone asked anyone interested in discussing this further to contact him. He would like to see a statement made to welcome everyone.

IV. New Business

The 2017 Lou Noll Symposium will be held on Saturday, October 21st from 8:30 – 12:00 noon.

Mayor Mattone asked Council to think about if they would like to have the city's meetings broadcast live.

Mr. VonHandorf approached Council asking them to consider the sidewalk study/inventory and assessment through the NKADD. Ms. Zembrodt said the Infrastructure Committee is looking at better utilizing the money to have a plan and get

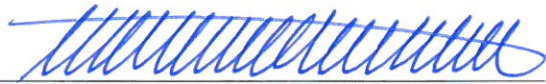
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the sidewalks fixed. Mayor Mattone asked Ms. Zembrodt to see if she can find it for the same price, or less, than the NKADD is asking.

Mr. Reser likes the idea of the NKADD's sidewalk study.

Mr. McMurtry legally recommends a study and to have a plan for repairs in place.

8:59 Motion to adjourn from Caucus Meeting was made by Mr. Reser; second by Ms. Zembrodt



Mayor, Matt Mattone

ATTEST:

City Clerk

