

THE PARK HILLS CITY COUNCIL HELD A CAUCUS MEETING ON MONDAY, MARCH 27, 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, STEVE ELKINS, JASON RESER, GREG CLAYPOLE AND KARL OBERJOHN
ALSO PRESENT WAS CITY ATTORNEY TODD MCMURTRY

Call to Order

Pledge of Allegiance

Roll Call

Motion to amend the agenda to move Presenters in front of Petitioners was made by Ms. Spoor; second by Mr. Elkins. Roll call: all ayes

I. Presenters:

A. Ms. Meghan Sandfoss, NKADD, along with Mr. Gary Huff and Ms. Elisha Chamberlain were present to address Council and members of the audience on the merits of hiring a City Administrator. Ms. Sandfoss stated her agency works hand in hand with many City Administrators throughout the region. She stated she receives a lot of calls from the Mayor with questions and that he leans on the three residents of Park Hills that are, or were, City Administrators for other cities. She added that some of the things administrators do is identify grant opportunities and, as an impartial person, help with some conflict of interest issues that may arise. They are also available to attend meetings instead of sending elected officials. The administrator can write Ordinances, Resolutions, etc. which can save attorney fees. They are able to be a liaison to businesses and help with development.

The Mayor stated he sees this as a part time position and may be used more during budget time or when new legislation passes in Frankfort. He believes that the monies saved in legal fees and grants offset the salary. He believes having someone with a degree in this area would help the city. Ms. Sandfoss reminded everyone that a part time position is limited to about 22 hours per week as anyone working more than 99 hours per month is subject to pension.

Mr. Elkins asked what Ms. Sandfoss meant by 'tipping point'. Ms. Sandfoss replied there are three other cities under 4,000 people that have a City Administrator; Wilder, Crestview Hills and Crescent Springs in Northern Kentucky.

Mayor Mattone stated the city is landlocked and its resources are limited. He asked if a City Administrator could help the city identify things that we typically couldn't find. Ms. Spoor asked if the NKADD still helped cities with grants. Ms. Sandfoss stated they do write grants for member cities as part of the service provided through the fair share contribution. They do not, however, contact the cities about grants; the cities need to come to them with grants they wish to pursue.

The Mayor stated that at one time there was a line in the budget to pay for grant writing; Chief Rigney has also secured several grants.

Ms. Chamberlain, a past employee of the NKADD and currently Ludlow's City Administrator, came forward to address those in attendance. She reiterated the fact that the NKADD will, without charge, write a city's grant but they do not plan what it is for nor administer it. She said many administrators serve as product managers that she believes would serve Park Hills well. She added that Mayor Mattone admitting there are pitfalls shows he wants to do the best job for the city. She believes an administrator along with a city attorney pay for themselves in liability. Ms. Sandfoss explained the NKADD's role in city government.

Mr. Gary Huff, retired Administrator from Ft. Wright, stated he believes an Administrator would help with a five year capital improvement and road plan for the city. Mr. McMurtry stated he worked with Mr. Huff at Ft. Wright and stated Mr. Huff was able to revamp Ft. Wright's city financials. Mr. Huff added; he likes the work being done by Park Hills' Financial Committee but believes more could be done beyond the volunteer type activity. He also stated an Administrator would know which agencies to contact for help in different situations. Mr. McMurtry stated Mr. Huff also led the way with Ft. Wright's changes to its zoning along Dixie Highway and created the city's TIF District.

Ms. Spoor is concerned about how the city would fund this position without cutting other departments. Ms. Chamberlain stated an Administrator is the buffer that helps to filter out the unnecessary budget items.

Mr. Claypole asked what kind of pay a part time Administrator would receive. Mayor Mattone stated he had a figure of around \$30,000 per year. Mr. Huff replied it depends on what you want them to do, how many hours you want them to work and decide which meetings you would like them to attend. Mr. Huff believes an Administrator would help the city move forward. Mayor Mattone added he also believes an Administrator would be beneficial with the upcoming Gateway discussions.

Mr. Greg Johnson asked what the city would get for \$30,000. Ms. Chamberlain began by saying she assumes it would be under an annual contract so you could evaluate them. She added they would probably serve as advisors to the Mayor and take over management of the city staff/department heads. She also believes they would help with the departments' budgets and working on project management along with the city attorney and city engineer. The Administrator, she believes, would also be the face of the city's public relations. She believes these are the basic jobs but would be tailored to fit Park Hills' needs. Mr. Johnson asked if all this could be accomplished for \$30,000 per year. Ms. Chamberlain would see the position possibly filled by a retiree. Ms. Sandfoss added that a \$40,000 annual salary would be more realistic.

Mr. Oberjohn asked what qualifications a City Administrator should have. Ms. Chamberlain replied they would generally have a planning or public administration degree; some have a legal background.

Mayor Mattone stated he will work with the Personnel Committee and Council for further discussion.

B. Mr. Chris Preston and Mr. Rob Himes, PDS, were present at the meeting to discuss the Code Enforcement Board (CEB) and fees. Mr. Preston began by saying the code enforcement complaints come to the PDS through the city. After a complaint is received, a PDS agent will go to that location to verify. If there is a violation, a notice of violation is issued and the CEB is notified of the citation. The violator has two weeks to abate the issue. If the issue is not abated within the two weeks, action will be taken and a citation will be sent. Fines are assessed between \$200-\$800 per violation. After that, the process can be restarted with a second citation. In cases where liens have been filed and no one appears before the board, the amount of liens can become quite high. He added there is a limit to what can be done by CEB officers. They can assess the liens, but it is then up to the city to foreclose on the property. Ms. Zembrodts asked if the bank has a huge lien already on the property, the city may not pursue because they are not going to get their money. Mr. Himes replied; last year in July, the state passed a bill that eliminated nuisance code boards, nuisance abatement sections of KRS and combined them all under one Chapter. Now, any violation of a city Ordinance that is a civil offense can be brought before the CEBs. There are certain criteria set forth in the statute with regards to reporting violations in a timely manner which is taken care of by the joint CEB. Any liens issued by the city since the bill was enacted, January 1st, will take priority over everything except County, local and school taxes as long as the reporting is done correctly.

Mr. Himes then went over the handout given in regards to the one stop shop fees. Park Hills was at a level 1 service which meant zoning permits, building permits, code enforcement, etc. were being assessed at 25% of the actual cost that was over and above what was funded by the tax revenue. Under the new program, a number of services are at zero cost to the city; however, the code enforcement services have gone up slightly. Mr. Himes reminded everyone that they can search citations issued through a link on the PDS website. Mayor Mattone stated it looked as if the cost for the PDS would go up around \$500-\$600. Ms. Spoor asked if Mr. Himes or Mr. Preston could get back to Council regarding the cost of a local rental license. They replied that it may be best to discuss this item at another meeting.

II. Petitioners

A. Mr. Kevin Theissen, 1215 Audubon Road, thanked the Mayor and Council for their support with regards to the Berling development. He questioned the hours of operation for the project. Mr. VonHandorf stated, according to the Ordinance, work is allowed from 7:00 a.m. – 10:00 p.m. Monday through Saturday. Ms. Spoor stated they could look at the Settlement Agreement.

B. Mr. Chris Willig asked if there was any update on the culvert being put in or if there was anymore discussion regarding speed humps on Audubon. Mr. Oberjohn told him that Mr. Bayer has invited all concerned residents to the next Infrastructure Meeting this Thursday at 5:30 to discuss.

III. Committee Discussions

A. Historic Preservation – Pam Spoor

Ms. Spoor began by saying she received a text from Mr. Schlothauer asking residents to submit to him suggestions for this year's Memorial Parade Grand Marshal.

The committee met on March 6th. Some of the issues discussed:

1. The committee is looking to expand the Historic District to the south side of Dixie Highway.

2. Further explicate how the tax credits to those in the Historic District work.

3. Interest in working on an Arcadia book on Park Hills. Between 150-250 photographs would need to be collected. Ms. Spoor made a public call to residents to submit their photos to the city clerk. She can scan them while they wait. Mr. Oberjohn would like to use any collected photographs to reconstruct the streets in the city. Also on the committee is Dr. James Claypool who has a PHD in history and a former head of NKU's history department. Some ideas he had are to have some open lectures on Park Hills history. Dr. Paul Tenkotte, a former Park Hills resident, will be at the next historic meeting. He has written articles and a small book on this subject.

Dr. Claypool also suggested having historic markers for special areas in the city.

The next meeting will be on April 6th; all are welcome.

B. Parks & Recreation – Jason Reser

Mr. Reser stated he would like to have residents on the board make presentations at some of the meetings. The committee met on March 16th. They are working on mission and vision statements and developing a planting protocol with the Avant Gardner's to help take over a lot of the work Ms. Spoor has done in the past. The committee is also working through details of what areas the city will maintain. Park Hills has a clean-up day scheduled for April 8th.

Some potential projects include property at the end of Mt. Allen Road and some property on Amsterdam.

Some ideas for events in the park include: farmers market, free movie night, musicians and/or a community garden/compost.

C. Personnel Committee – Steve Elkins

Next meeting will take place on Monday, April 24th before the Caucus meeting. They are also looking closely at the proposed City Administrator position.


D. Communications Committee

Mr. Marty Boyer gave the committee report focusing on updating the city's website. They are looking to have a site with more space, organization, better technology and a way to attract new visitors along with added security. The site will be able to have multiple contributors without disturbance. Data retention, backup and cost were also looked at. The committee decided to go with Squarespace as the host for the site. The committee is recommending a very lean transition phase so it can be usable by the

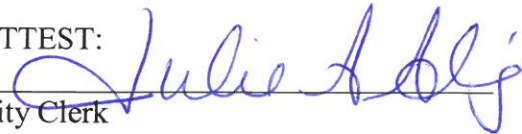
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community quickly; within 30-40 days. Mr. Claypole thanked the committee for all their help on the website.

8:44 Motion to adjourn from Meeting



Mayor, Matt Mattone

ATTEST: 

City Clerk