

THE PARK HILLS CITY COUNCIL HELD A CAUCUS MEETING ON MONDAY, MARCH 25, 2019 AT 7:00 P.M. AT ST. JOSEPH HEIGHTS, 1601 DIXIE HIGHWAY, WITH MAYOR KATHY ZEMBRODT PRESIDING. COUNCILMEMBERS PRESENT: PAMELA SPOOR, SARAH FROELICH, JOE SHIELDS, KEVIN THEISSEN, STEVE ELKINS AND WESLEY DETERS ALSO PRESENT WAS ATTORNEY KYLE WINSLOW

Call to Order

Pledge of Allegiance

Roll Call

I. Budget Discussion:

Mayor Zembrodt began by saying the Mayor sets the budget but Council is responsible for passing it. Mayor Zembrodt passed out her budget to Council members a couple weeks ago to look over for discussion. A few changes were done from the original budget after the Financial Oversight meeting and they were noted in the handout. One other change not noted on the handouts is the trash fee/revenue lines. With the new upcoming contract renewal, the rate will change from \$195,000 to \$203,198. Mayor Zembrodt began by going over the general fund revenues. Ms. Spoor stated the committee likes to estimate revenues conservatively.

Going over expenses, Mayor Zembrodt stated she gave employees a 2% raise in salary. Mayor Zembrodt relayed to Council that she, along with Ms. Alig, met with Jeremy from Crawford Insurance to go over the liability insurance renewal. Discussion followed regarding advertising costs and the upkeep of the city's green spaces. Mr. Shields asked if any money was put aside for the maintenance of the city's green spaces. Mayor Zembrodt stated there has not as of yet. She added that the public works department is looking into getting some part time help that could possibly help with these areas.

Ms. Spoor asked if the \$3,000 in the public works pathways line could be moved to the Parks line. Adding; she would like to name that line Parks/Public Spaces. She asked to also add an additional \$5,000 to that line. Ms. Spoor also asked to keep the tree removal line at \$5,000.

Mr. Shields asked when Creative Image's contract ends. Mayor Zembrodt replied the end of June, 2019. She is looking at other contractors for pricing on the upkeep of Trolley Park. Ms. Spoor would like to also talk with Mr. VonHandorf regarding his work load. Mr. Shields asked if lines under 'contracts' in the budget could be put on a spreadsheet showing the contracts' ending dates. The city clerk will put something together.

Discussion continued regarding park and green space expenses as well as pathways. Chief Stanley addressed Council to explain how the city plans to hire a Safety Resource Officer (SRO) for Covington Catholic High School. Senate Bill 2016 states a city can hire up to five retired officers. The city would not have to pay pension or the insurance reimbursement for these officers. Kentucky legislation passed allowing for the hiring of an officer for the role of SRO only. This would be a seasonal officer who will have three months off per year. Covington Catholic would pay for 97% of the officer's costs. The city would be responsible for the rest; training, uniform, equipment and vehicle. This

would save the city around \$30,000 as opposed to hiring another officer to work for the city when they are not at the school. Mr. Shields asked why the city is obligated to pay anything towards the school's SRO. Chief Stanley replied it is the city's responsibility to protect the schools within its limits. The other school in the city, Notre Dame Academy, has spoken with Chief Stanley regarding an SRO for their school; however, they say right now they do not have the funds. Chief Stanley will work with Covington Catholic and Attorney Kyle Winslow to work on a contract. The officer will need to give a three year commitment to the position.

Discussion turned to the P.D. and F.D. radios and the life of the fire truck.

Mayor Zembrodt is getting estimates for a new roof. Right now, the city building repair line is budgeted for \$8,000. This amount could increase.

Mayor Zembrodt went over the contract budgeted items. Discussion included liability insurance and what it covers.

Mayor Zembrodt added a line in the budget for a possible permanent meeting place. She also expects the legal fees to go down next year.

Ms. Spoor stated the money in the Historic Preservation line will be used for historic markers and for a historical book on Park Hills. She reminded everyone the need for old photos to complete the book. The book will be authored by Paul Tenkotte and Jim Claypool. Ms. Spoor would also like to see the city's historical district expanded.

Mayor Zembrodt budgeted \$20,000 out of the general fund to be put in the city's Capital Improvement Fund. Mr. Shields asked if the city's Capital Improvement Plan prepared by David Baker was being implemented in the budget. Mayor Zembrodt replied she did not have a lot of input regarding the 10 year plan but wants to begin putting money away every year in the Capital Improvement Fund as well as the city's Reserve Fund. She would like to go over Mr. Baker's improvement plan at the next Financial Oversight meeting.

Mayor Zembrodt then went over the restricted funds' budgets. Discussion included the park cameras and the digital sign.

Mayor Zembrodt will rework the budget numbers to make the changes discussed this evening and make them available to Council.

Ms. Froelich reminded everyone to submit newsletter articles by April 6th.

8:43 Motion to adjourn Caucus Meeting was made by Ms. Spoor; second by Mr. Shields

Mayor, Kathy Zembrodt

ATTEST:

City Clerk