

THE PARK HILLS CITY COUNCIL HELD A SPECIAL/BUSINESS MEETING ON MONDAY, JULY 8, 2019 AT 7:00 P.M. AT THE PARK HILLS FIRE DEPARTMENT, 1106 AMSTERDAM ROAD

COUNCILMEMBERS PRESENT: PAM SPOOR, SARAH FROELICH, JOE SHIELDS, KEVIN THEISSEN, STEVE ELKINS AND WESLEY DETERS

ALSO PRESENT: CITY ATTORNEY, KYLE WINSLOW AND CITY ENGINEER, JAY BAYER

Call to Order

Pledge of Allegiance

Roll Call

Motion to approve the June 10, 2019 meeting minutes, with amendments, was made by Mr. Shields; second by Ms. Froelich. Roll call: all ayes Mr. Elkins and Ms. Deters abstained from vote as they were not present at the June 10<sup>th</sup> meeting.

#### I. Petitioners

A. Mr. Karl Oberjohn was present at the meeting to discuss ways to improve crosswalk safety on Old State Road (between St. James and Terrace) and Amsterdam Road at the Lawton Road intersection. The crosswalks are currently marked with stripes and yellow signs but he would like to see upgrades to heighten visibility. One suggestion was bolder striping (zebra design) and on street signage that goes in the middle of the street. He believes these changes would improve visibility, educate motorists to slow down and create a physical barrier to encourage drivers to be more careful. Mr. Oberjohn passed out photos of the current crosswalks and what it would look like after changes. Ms. Spoor asked if school buses would be able to pass through without hitting the “paddle” signs in the middle of the street. Mr. Oberjohn believes there are some designed for buses but could have the city engineer look into. He added the cost for the signs are around \$250 - \$350 depending on size and portability. Mr. Oberjohn believes on sign per intersection would suffice as they are double sided.

Mr. Shields added he has seen this type of signage in popular vacation spots and they seem very effective. He also believes there are other areas in the city which could benefit from these additions. Ms. Spoor asked if the stripes could be reflective for nighttime. Both Mr. Elkins and Mr. VonHandorf mentioned techniques that could be used to make the paint reflective. Ms. Froelich asked if this could be done at the intersection of Old State and Alhambra instead of a stop sign. Mayor Zembrodt stated the stop sign Ordinance is already set for second reading tonight.

Mr. VonHandorf stated the person who did the other striping in the city is due to come back and could go ahead and make the bolder stripes at the crosswalks. Ms. Spoor asked if the intersections at Sleepy Hollow and Amsterdam could also be marked. This would also have to be looked at by Ft. Wright. Mr. Shields stated the Infrastructure Committee will look at other areas in the city that could benefit from this.

II. Second Reading; Ordinance No. 6, 2019; stop signs at the intersection of Alhambra Court and Old State Road was read in summary by Attorney Winslow. Motion to adopt Ordinance was made by Ms. Spoor; second by Mr. Elkins. Roll call: all ayes

III. First Reading; Ordinance No. 7, 2019; proposed 2019 tax rate was read in summary by Attorney Winslow.

A permit to allow a block party on Alhambra was unanimously approved by Council.

#### IV. Department Reports

##### A. Police Department – Chief Cody Stanley

Chief Stanley was not present at the meeting. Reports were given to the Mayor and Council prior to tonight's meeting. Ms. Froelich questioned some of the items on the Chief's report. Mr. Shields would like to see more clarification in the future.

##### B. Fire Department – Chief John S. Rigney

Chief Rigney's monthly report included the following:

- A total of 41 calls for service were received during the month of May. The incidents are broken down by type on the activity report Council received.
- FD/PD Chief's attended a School Crisis table top exercise involving both schools in the city of Park Hills. Various other state, local and federal officials were also present and actively involved during this learning exercise.
- Three FD members attended the annual KY State Fire School and spent a combined 80 hours attending classes and receiving specialized training.
- Crews responded to numerous calls involving flooded basements during the period of heavy rains in the area.
- Captain Rob McAtee retired after serving for 45 years as a volunteer firefighter. He will be recognized at the FD Appreciation Dinner.

Mayor Zembrodt stated she has received three estimates for the roof and gutter repair. Now that the city is in its new budget, she will call to have the repairs made.

##### C. Public Works – Dan VonHandorf

Mr. VonHandorf's report included:

- Greetings Mayor Zembrodt and Council. Thanks again for another month and very busy one.
- Thanks to Karen Oberjohn, PHCA and all who supported the Park Hills Garden Tour. Weather was iffy but worked out fine.
- Been working on the massive pot hole issues, have used over 50 bags of black top patch,  $\frac{3}{4}$  yards of concrete and still need 15 to 20 tons of black top for Montague; on list with contractor for that and also for Amsterdam between Sleepy Hollow and Altavia.
- Received a call this morning from the land clearing contractor wanting to move equipment in towards the end of this month for the Amsterdam redevelopment project which is getting ready to start soon.
- We have received the speed bumps and signs. Ready to install when instructed.

D. City Engineer – Jay Bayer

The written report contained the following:

**Projects in construction phase:**

**N. Arlington Road project**

A punchlist has been issued to Michels for their work on Arlington Road from Dixie Highway to Old State Road. The city has met with Michels to discuss items on the punchlist.

**Projects in design phase:**

**Jackson Road Improvement Project**

The construction documents were issued for bid. Bids will be opened publicly Monday, June 10, 2019 at 1:00 PM at the city building. The bids were reviewed by Council but not acted on. The NKWD will be bidding the water main replacement project after the city approves a road contractor.

**St. Joseph Lane Sidewalk Project:**

Bayer Becker is working on the design of the proposed sidewalk. Mayor Zembrodt is finalizing the grant award.

Mayor Zembrodt stated she is still waiting on paperwork. Mr. Bayer replied the city could receive better pricing in the spring.

**Private projects in the city:**

**Gateway Development (aka Park Pointe)**

The Park Hills Infrastructure Committee provided initial comments on the proposed design of Amsterdam Road that was provided by the developer. Improvement plans for the subdivision have been reviewed by PDS with comments provided to the developer. The NKWD will be replacing the water main along Amsterdam Road in conjunction with the project. A plat to subdivide the Amsterdam Road property has been submitted by the city to PDS for approval

**Audubon Forest Project**

A final plat has been recorded. The developer will be transferring a parcel to the city per the prior agreement.

Mayor Zembrodt stated Mr. Zeltwanger will transfer the property on Wednesday. Equipment will then start moving in for the detention area. Northbound Amsterdam Road will close on Monday the 15<sup>th</sup>. Warning signs will go up tomorrow. Traffic will be detoured to Dixie Highway off of Sleepy Hollow. Ms. Spoor asked that the county and neighboring cities be notified. Mayor Zembrodt stated has taken care of this.

Mayor Zembrodt asked when Michels will finish the portion of Dixie Highway in conjunction with the N. Arlington Road project. Mr. VonHandorf replied he will re-walk the area with Zach Borchers. A 5% retainage fee is still being withheld until the project is complete.

Ms. Froelich asked if the design for Amsterdam Road is ready to view. Mr. Bayer hopes to have a new set of plans by the end of the week.

Ms. Froelich asked if there is any foresight about lower Jackson and Amsterdam Road improvement for water damage. Mr. Bayer stated the new basin should make a gigantic difference for both areas.

E. Treasurer's Report – Julie Alig

Financial reports for June and July will be made available at the August Business meeting.

Motion to pay the Road Fund invoices in the amount of \$10,564.28; MRA invoices in the amount of \$8,637.50 and Vehicle Fund invoices in the amount of \$8,180.00 was made by Mr. Shields; second by Mr. Theissen. Roll call: all ayes

V. Committee Reports

A. Financial Oversight

Mr. Theissen stated the July 1<sup>st</sup> meeting was canceled. The committee will continue to look at the city's contracts and departments. Ms. Froelich asked if the committee could also look into vehicle fee alternatives.

B. Communications

Ms. Froelich stated the newsletter articles are in and editing will begin tomorrow. They are looking for volunteers to help with mailing preparation to begin on August 5<sup>th</sup> or 6<sup>th</sup>. Ms. Spoor asked if an article was included to mention the road closure. Ms. Froelich stated she would get with the Mayor on that.

The committee will be reviewing the city's website page by page. Ms. Froelich stated she would also like to have the Mayor and Council's pictures more uniform and would also like to add police department photos to the site.

C. Economic Development

Ms. Deters stated the committee has reached out to PDS regarding Z21; no new information. They have also been communicating with Mr. Jim Parsons regarding TIF.

D. Parks, Beautification and Recreation

Ms. Spoor stated the committee has hired an electric company to update and improve safety in the park.

Ms. Spoor asked Ms. Karen Oberjohn to talk about the Garden Tour which took place in Park Hills on June 22<sup>nd</sup> and 23<sup>rd</sup>. Ms. Oberjohn relayed that there were 12 gardens on the tour including 2 Council members' homes. There were a total of 22 vendors and 24 sponsors which covered all the expenses. All proceeds from ticket sales went directly to the PHCA. She added the road closure went well and would like to move the artisans to Park Drive next year so they are not so hidden. There were many visitors from outside the city. Ms. Oberjohn thanked everyone for their help as there were 60 volunteers. She also thanked Mr. VonHandorf for all the work he did this year for the tour.

VI. Delegation Discussions

A. TBNK – Richard Lange

Mr. Lange stated the Charter renewal franchise is moving along slowly. The 2018-2019 budget was amended by about \$11,000. Programming hours are consistent. The Board is looking to replace some antiquated equipment.

B. CEB – David Gray

Mr. Gray stated there were two Park Hills properties on last Friday's agenda. 1064 Emerson was cited as an unsafe structure, closed vacant structure and has roof and gutter issues. Work is progressing on the property and Mr. Gray hopes to have more information from the next meeting. Mr. Gray stated that Mr. Rob Himes has been busy helping Covington and Mr. Quinton Campbell is now in charge of Park Hills issues. Ms. Spoor asked the status of the three dead trees in front of the property that she believes are hazardous. Mr. Gray did not have any information on the trees. 586 Irish Rose Lane was cited as a general nuisance. Mayor Zembrodt stated that the sump from the property is leaking into the street. She added; this is a new home and the contractor needs to come back and fix the problem.

VII. Old Business

A. Jackson Road bid

Mr. Theissen commented on the significant variations on the line by line portion of the bids. His main objection, however, was to look at the summaries, experience with the contractors and the timing of the project. Michels came in as the lowest bidder. Mr. Elkins would like to schedule a pre-construction meeting with them. He wants an understanding up front to be primary and to conduct regular meetings with the contractor. Ms. Spoor asked Mr. Elkins; as chair, does he have any recommendations. Mr. Elkins replied he believes Michels will work with the city and at a substantial savings. The NKWD would like to do their portion of work in conjunction with the city's; their work will be separate from the cities and has not yet been bid. Mr. Bayer sees the heavy work beginning in the fall and then finishing up in the spring. Motion to go with Michel's bid with a contract review, communication requirements and scheduled meetings was made by Ms. Spoor; second by Mr. Elkins. Roll call: all ayes Mr. Elkins would like to go over the bid process for future projects. He asked if the city would be able to meet the contractors, supervisors, etc. before approving a bid. Mr. Winslow stated he would look into it. Mr. Shields would like this to be a topic of discussion at an upcoming Infrastructure Committee meeting.

VIII. New Business

A. Mayor's Group Meeting is scheduled for Saturday, July 20<sup>th</sup> at 9:00. The location of the meeting is not yet known.

Ms. Spoor stated Mayor Zembrodt did a good job on last months' Mayor's Group meeting at the Gardens. Mayor Zembrodt stated it was well attended and that the discussion centered on the state's pension.

Ms. Spoor commented on the terrible quality of her Verizon cell phone reception in the city. Mayor Zembrodt stated there was a tower that went down.

Ms. Froelich asked if the Reach Alert system could be used instead of the old email list. Mayor Zembrodt stated per Lt. Webster, Reach Alert is used for large events and/or emergencies.

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8:35 Motion to adjourn from the Business Meeting made by Mr. Elkins; second by Mr. Shields.

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Mayor, Kathy Zembrodt

ATTEST:

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City Clerk