

THE PARK HILLS CITY COUNCIL HELD A SPECIAL/BUSINESS MEETING ON MONDAY, DECEMBER 9, 2019 AT 7:00 P.M. AT ST. JOSEPH HEIGHTS, 1601 DIXIE HIGHWAY, PARK HILLS, KY WITH MAYOR KATHY ZEMBRODT PRESIDING.

COUNCILMEMBERS PRESENT: PAM SPOOR, SARAH FROELICH, JOE SHIELDS, KEVIN THEISSEN, STEVE ELKINS AND WESLEY DETERS
ALSO PRESENT: CITY ATTORNEY, KYLE WINSLOW

Call to Order

Pledge of Allegiance

Roll Call

Motion to approve the November 11, 2019 minutes was made by Ms. Spoor; second by Mr. Elkins. Roll call: all ayes

I. Petitioners – None

II. Second Reading; Ordinance No. 10, 2019 closing a portion of Amsterdam 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. Second Reading; Ordinance N. 11, 2019; Telecommunications Franchise, was read in summary by Attorney Winslow. Motion to adopt Ordinance was made by Ms. Spoor; second by Mr. Shields. Roll call: Ms. Spoor; aye, Ms. Froelich; aye, Mr. Shields; aye, Mr. Theissen; aye, Mr. Elkins; aye, Ms. Deters; nay. Motion carried.

IV. Resolution No. 16, 2019 regarding TAP agreement was read in summary by Attorney Winslow. Motion to pass Resolution was made by Ms. Froelich; second by Mr. Shields.

Mr. Shields commented on the grant amount of \$202,189 and questioned whether the city would use the entire amount. Mayor Zembrodt replied the city can use up to that amount and will also have to put up the match amount. Ms. Spoor commented there are a lot of reporting requirements which Mr. Winslow reiterated. Ms. Froelich asked who would be in charge of overseeing these requirements. Mayor Zembrodt replied Mr. Bayer is on the list for this.

Roll call: all ayes

V. Municipal Order No. 7, 2019 re-appointing David Gray as Representative to the County Code Enforcement Board was read in summary by Attorney Winslow. Motion to pass Order was made by Mr. Shields; second by Mr. Elkins. Roll call: all ayes

VI. Municipal Order No. 8, 2019 declaring real property as surplus and authorizing the transfer or other disposition of property was read in summary by Attorney Winslow.

Mr. Winslow explained that since Park Hills has an interest in part of Amsterdam Road that Covington vacated, an Order is necessary. Motion to pass Order was made by Spoor; second by Mr. Elkins. Roll call: all ayes

VII. Department Reports

A. Police Department – Chief Cody Stanley

Chief Stanley stated the package pickup is busy.

Chief Stanley will post the speed studies on the city website as they become available.

B. Fire Department – Chief John S. Rigney

Chief Rigney is recovering from surgery and does not have a report.

C. Public Works – Dan VonHandorf

- Greetings Mayor Zembrodt and Council. Thanks again for another month. This makes six years!
- Many projects going on in Park Hills; some small, some residents are doing renovations and such. Amsterdam/Park Pointe in full swing now. Lower Jackson storm is getting close. Michels Construction is supposed to be doing the water main work next, I do believe.
- Audubon Forest is getting close, last house is started. They poured the footer last Friday.
- The leaf collection was a big success. Over 44 residents used it. Some had several pickups. Need to wrap that up ASAP as I will need the dump truck for snow removal.
- Just a reminder; Amsterdam Road is one way up hill (south bound). I have put up several more signs to inform motorists but they are still going the wrong way.
- Questions?

D. City Engineer – Jay Bayer

The written report contained the following:

Projects in construction phase:

Jackson Road Improvement Project

Paul Michels and Sons is the contractor for the project. Storm water work continues on Jackson. The second pay request has been submitted to the city. Paul Michels and Sons is the approved contractor for the water main replacement project for NKWD, who will review the bids at their November Board meeting. The main work will tentatively start in December.

N. Arlington Road project

City staff walked the project site on 9/5/19 to update the punchlist which has been forwarded to the contractor. The city is holding 10% until the work is completed.

Private projects in the city:

Gateway Development (aka Park Pointe)

Earthwork for the project continues. The NKWD approved the bid for the water main replacement by Larry Smith Contractors. A pre-construction meeting is proposed for early December for the water main. Updated plans have been reviewed by the city for the

Stage II Subdivision Construction for conformance with the Park Hills Zoning Code. The city is requesting the developer to improve traffic control measures in and around the project area.

Audubon Forest Project

A final plat has been recorded. The developer will be transferring property to the city per the prior agreement. The city is working with the developer to resolve final items before accepting the proposed city parcels.

Ms. Spoor asked that Mr. Berling flag the boundaries.

Ms. Spoor would also like to have the deed reflect that the property will be used as a nature preserve.

Ms. Spoor asked Mr. Bayer if acquiring right of ways will be an issue in regards to the TAP grant. Mr. Bayer replied the majority of properties are fine without easements. However, there may be issues for some of the steeper driveways near the top of the street. He stated the project could stop short of these properties if necessary. Ms. Spoor stated she would like to see the sidewalk continue all the way. She asked that Mr. Bayer keep Council up to date.

E. Treasurer's Report – Julie Alig

Motion to approve the November financial reports was made by Ms. Spoor; second by Mr. Theissen. Roll call: all ayes

Motion to pay the Road Fund invoices in the amount of \$163,043.50 and Vehicle Fee invoices in the amount of \$1,692.00 was made by Ms. Spoor; second by Mr. Shields. Roll call: all ayes

VIII. Committee Reports

A. Tree Board

Mr. Joe Daugherty gave the Tree Board report. Mr. Daugherty stated he has been appointed by the Board to give monthly reports. He stated he will send the link for the newest tree survey. He reported that last year, the Tree Board gave away two year old seedlings and this year will give away one year old seedlings. He asked about the tree replacements on Jackson Road. Ms. Spoor replied the policy has always been that the replacement of trees due to a road project would be paid from the Road fund.

Ms. Froelich stated she would like to update the Plant-A-Tree form and include the tree survey with it.

B. Financial Oversight

Mr. Shields stated the committee met last Monday

- Ms. Spoor is conducting a review of contracts with the city clerk.
- Mr. Theissen is working on a financial report for the website. The report will include explanation of city finances, compare trends and give citizens an idea of how their tax dollars are spent.
- Mr. Shields will be working on the Capital Improvement Plan. He, along with the Mayor, will meet with department heads for input to finish the plan.

C. Parks, Beautification and Recreation

Mr. Theissen stated he, along with Ms. Spoor, Mayor Zembrodt and Ms. Willig, walked the six acres of the Berling property. They discussed what needs to be removed and/or added such as trees and landscaping. The road leading to the pond is overgrown and will need to be maintained in the spring. Mr. Theissen asked if Mr. VonHandorf would look at the drainage issue coming from Audubon Road into the embankment there. Mayor Zembrodt stated she would also reach out to SD1.

Ms. Spoor thanked Missy Catchen and Mr. VonHandorf for decorating the park for Christmas. She also thanked Mr. David Lux for donating the pine tree for the island on Park Drive.

D. Communications

Ms. Froelich stated notes were used from past meetings to help create a new city website. Mayor Zembrodt added the city got rid of Squarespace and believes the new site is easier to use and navigate.

E. Economic Development

Ms. Froelich stated Dr. Joe Daugherty was present at the last meeting to discuss the business tax rate. She asked if the Financial Oversight committee discussed the tax at their last meeting. Mayor Zembrodt replied they would like to look at further and also talk to the businesses in the city for their input. Ms. Froelich commented Park Hills' Ordinance differs from other cities and believes looking at the rate could benefit some of the businesses in the city. She also added that past meetings did not have a quorum and would like to re-visit the committee appointees so that members show up at the meetings. She also suggested looking at re-creating the Business Association. Ms. Deters commented that businesses asked did not see a need for a Business Association especially with no new developments regarding the Z21 plan. Ms. Spoor suggested having a discussion regarding this at an upcoming Caucus meeting. Mayor Zembrodt would like to visit businesses in January to see if there is an interest for owners to be members of the committee. Ms. Spoor would like to look at the impact of a tax change for everyone involved. Mayor Zembrodt would also like the discussion to be addressed at a Financial Oversight meeting.

IX. Delegation Discussions

A. TBNK – Richard Lange

Mr. Lange stated the Franchise Renewal committee is still meeting with Charter on their renewal. He also said Executive Director, Tim Broering, is taking applications for Board members and that Operating Director, Jason Dudas, is testing the castes play back system. He says this new technology offers videos on demand and provides better resolution. It would also offer on demand on mobile devices through the TBNK website. The next meeting is scheduled for December 18th.

B. CEB – David Gray

Mr. Gray stated the Board will meet this Thursday. Six citations were issued in Park Hills in October. Of those, only 1430 Dixie Highway has appealed their six violations. The other properties have been issued a Final Order:

- 1008 Amsterdam Road has six violations and was fined \$600.
- 1021 Lawton Road has four violations.
- 1159 Morgan Court was delayed last month.
- 1211-1220 Elberta Circle has six violations.
- 1470 Dixie Highway will be on the January agenda

C. KCPC – Phil Ryan – Not present/no report

X. Old Business - None

XI. New Business

A. Mayor's Group Meeting is scheduled for Saturday, December 14th at 9:00 a.m. at Crestview Hills

8:10 Motion to enter into executive session to discuss pending litigation, with no action to be taken, was made by Ms. Spoor; second by Mr. Elkins

Mayor, Kathy Zembrodt

ATTEST:

City Clerk

