

THE PARK HILLS CITY COUNCIL HELD A BUSINESS MEETING ON MONDAY, APRIL 13, 2020 AT 7:00 P.M. DUE TO COVID-19, THE CITY HELD A VIRTUAL MEETING WHICH STREAMED LIVE THROUGH TBNK 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 AND CITY ENGINEER, JAY BAYER

Call to Order

Pledge of Allegiance

Roll Call

Motion to approve the March 9, 2020 minutes, with changes, was made by Ms. Spoor; second by Mr. Shields. Roll call: Ms. Spoor; aye, Ms. Froelich; aye, Mr. Shields; aye, Mr. Theissen; abstain (absent from meeting), Mr. Elkins; aye, Ms. Deters; aye
Motion carried.

Mayor Zembrodt thanked TBNK for setting up tonight's meeting.

I. First Reading; Ordinance No. 1, 2020 scheduling city meetings was read in summary by Attorney Kyle Winslow

II. Municipal Order No. 1, 2020 scheduling committee meetings was read in summary by Attorney Kyle Winslow. Motion to pass Order was made by Mr. Shields; second by Mr. Elkins. Ms. Froelich asked if the Ordinance that was just read should be passed before voting on this Order since it pertains to meetings. Mr. Shields commented he would like to schedule a virtual Financial Oversight meeting. Ms. Spoor asked if committees could meet in this manner. Mr. Winslow suggested going through TBNK to set them up. Mr. Winslow stated the Order could be voted on at the next meeting after the adoption of Ordinance No. 1, 2020.

III. Resolution No. 5, 2020 regarding the Mt. Allen Road and the Mt. Allen Lane easement was read in summary by Attorney Kyle Winslow.

Mayor Zembrodt, along with Ms. Spoor and Mr. Bayer, were involved in easement discussions by and between the City of Park Hills and Arlington Properties. They agreed to negotiate the current easement connecting Mt. Allen Road and Mt. Allen Lane. Mr. Winslow read through some of the key parts of the Agreement. Motion to pass Resolution was made by Ms. Spoor; second by Ms. Froelich.
Discussion regarding landscaping buffers and turn around for large vehicles took place. Several changes were suggested. Ms. Froelich would like to have the agreement state who is in charge of the maintenance of the gate. Mr. Winslow stated he could add a sentence imposing this responsibility to the developer. Ms. Spoor would also like the part in the last paragraph of page 2 be removed which states 'Any access from the Access Drive to the Property shall be gated and locked to prevent access to the Property for

egress and ingress, except in the case of an emergency and to comply with any approvals that may be required by the City of Covington, Kentucky.’

Mr. Winslow will make the changes and provide the final agreement to Mayor and Council. Roll call: all ayes

IV. Department Reports

A. Police Department – Chief Cody Stanley

Chief Stanley was not a participant in the meeting. Mr. Shields asked the Mayor how the pandemic has impacted the police department. She replied that she has spoken with both Chief Stanley and Chief Rigney; both are equally instrumental in ordering supplies and practicing social distancing.

B. Fire Department – Chief John S. Rigney

Chief Rigney’s monthly report contained the following:

- A total of 34 calls were received during the month of March. The incidents are broken down by type on the Activity report.
- FD has received an allotment of Infectious Control PPE from the state, and is continually reviewing updated safety procedures for incidents involving COVID-19 patients. The FD building is currently closed to visitors and a daily routine of specialized decon procedures and extra cleaning is in place.
- All routing inspection duties and unnecessary contact with the public have been suspended.
- Battery charger for E603 was replaced due to wear. Unit could not be re-conditioned due to age.
- Park Hills’ crews assisted Ludlow FD with a house fire on Linden St.
- Annual spring hydrant flushing will be conducted beginning on April 20th. Additional information will be posted on the city website.

Ms. Spoor thanked Chief Rigney, the FD and the PD for their incredible service to her and her neighbors regarding an incident at her home. She is very proud of our PD and FD.

C. Public Works – Dan VonHandorf

- Greetings Mayor Zembrodt and Council and thanks for another month.
- Amsterdam Valley/Park Pointe is really moving along well. Unfortunately, they had to put a steel bridge plate across Amsterdam and move 1 water pump up to lower Trolley Park. This needs to run 24/7 until the new storm sewer is complete and tied into the old.
- Lower Jackson is moving along well and I’ll let Jay handle that one.
- Spring is here and, unfortunately, the COVID-19 came also. Just FYI, the city wide clean- up is canceled as well as the Memorial Day parade and the Garden Tour.
- Bowlin Energy (Duke sub) has had to pull off of the re-pole/re-wire project because of the virus as well. They were actually working in Covington on

Montague but sometimes had to detour traffic around, so they will be back later (FYI)

- Before the Bowlin crew left though, I was able to get some electric re-routed in Trolley Park and get rid of 2 electric poles and an anchor wire. Just a little shout out, but a big thank you.

Thank you, any questions?

Mr. VonHandorf stated a Duke subcontractor came to remove a dead tree on Montague Road. They needed to access the neighbor's yard next door but the neighbor refused.

Ms. Spoor also thanked Mr. VonHandorf for his help with the incident at her home mentioned previously. She stated a truck pulled down service lines and left 56 homes without power. Mr. VonHandorf followed up with Cincinnati Bell to raise the lines and put in a work order with other utilities.

D. City Engineer – Jay Bayer

The written report contained the following:

Projects in design phase:

St. Joseph Lane Sidewalk Project

The city has been pursuing a grant to construct a new sidewalk along St. Joseph Lane. On 3/18/20, the city received a copy of the agreement approving the grant which was signed on 12/20/2019. The city is working with the state to outline the detailed requirements and approvals needed for the grant.

Projects in construction phase:

Jackson Road Improvement Project

Paul Michels and Sons is the contractor for the overall project. Paul Michels and Sons is also the approved contractor for the water main replacement project for NKWD. The water main work is primarily complete.

N. Arlington Road project

The project contractor, Paul Michels and Sons, began work on the punchlist items the week of April 6th. Upon completion, the work will be inspected.

Private projects in the city:

Gateway Development (aka Park Pointe)

Utility and earthwork for the project continues. The water main replacement project for NKWD on Amsterdam is being completed by Larry Smith Contractors. A plat is being prepared by the developer to dedicate the proposed final right of way. Based on a site visit on 4/8/20, there were 16 pieces of construction equipment working on the Amsterdam portion of the overall project. Mid-afternoon that day, the dam height was approximately 6 feet below final elevation.

Discussion regarding trees removed near Trolley Park and their timeline for replanting took place.

E. Treasurer's Report – Julie Alig

Due to COVID-19, the March and April financial reports will be made available at the May Business meeting.

Motion to pay the Road Fund invoices in the amount of \$1,830.60, MRA invoices in the amount of \$1,965.09 and Vehicle Fee invoices in the amount of \$1,185.00 was made by Ms. Spoor; second by Mr. Shields. Roll call: all eyes

IV. Committee Discussions - None

V. Delegation Discussions

A. TBNK – Richard Lange

Mr. Lange wanted to participate in tonight's meeting to see how the virtual meeting works. He reported that TBNK has been busy setting up virtual meetings for other cities.

B. CEB – David Gray

Mr. Gray was having trouble with his sound during the meeting and was unable to give his report.

C. KCPC – Phil Ryan – did not participate in meeting.

VI. Old Business

Mayor Zembrodt stated a virtual committee meeting for the parade was held. The city was asked to do a flag raising video and separate videos for memorial dedication, singers, etc. Mr. Greg Johnson suggested money budgeted for this years' parade go towards the fall picnic. Council members had no problem with this request.

Mayor Zembrodt would like Council to choose a day for the Park Hills' Holiday Train Day at the BCM. All were in favor of having it on December 20th to coincide with luminary night and Christmas in the Park.

Ms. Froelich asked about people trying to gather for the flag raising video. Mayor Zembrodt stated there will be notice of cancelation given.

Mayor Zembrodt stated she is working on the budget and a virtual Financial Oversight meeting.

Ms. Froelich stated the Tree Board had a phone meeting last Saturday. Residents Marty Grimes and Dr. Joe Daugherty planted ten new Locust Trees behind Wald Court. Free seedlings were passed out last Saturday. They have some left so if interested, please email Dr. Daugherty for pickup or delivery. Ms. Froelich added; the board is working on a better online format for the Plant-A-Tree program.

Mr. VonHandorf stated SD1 will be working at 1123 Cleveland Avenue tomorrow.

VII. New Business - None

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8:25 Motion to enter into executive session was made by Mr. Elkins; second by Ms. Spoor. Roll call: all ayes
Executive session took place on a phone conference call.
No action to be taken after session.

Mayor, Kathy Zembrodt

ATTEST:

City Clerk