

THE PARK HILLS CITY COUNCIL HELD A BUSINESS MEETING ON MONDAY, OCTOBER 12, 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 AND STEVE ELKINS

ABSENT: WESLEY DETERS

ALSO PRESENT: ATTORNEY, DANIEL BRAUN AND CITY ENGINEER, JAY BAYER

Call to Order

Pledge of Allegiance

Roll Call

Motion to approve the September 14, 2020 minutes was made by Ms. Froelich; second by Mr. Elkins. Roll call: all ayes

I. Presenter/Petitioner - None

II. Municipal Order No. 3, 2020 adopting the police department's policies and procedures was read in summary by Attorney Braun. Several on Council had questions regarding the policies and procedures. Since Chief Stanley was not present to answer questions, the Order was tabled until next month.

III. Department Reports

A. Police Department – Chief Cody Stanley

Chief Stanley was not present at the meeting. Mayor Zembrodt stated no charges were filed for the stolen cars. Ms. Froelich asked how many speed signs the city owns. Mayor Zembrodt replied the city recently purchased two but may own one more. She is not sure if it belongs to us or if it was borrowed from another city.

B. Fire Department – Chief John S. Rigney

Chief Rigney's monthly report contained the following:

- A total of 32 calls were received during the month of September. The incidents are broken down by type on the Activity report.
- Annual Fire Prevention and Halloween activities canceled due to COVID-19.
- Crews have begun fall maintenance and testing of hose, extinguishers, pumps and SCBA units.
- Hydrant flushing and cleaning has been completed for the year. Crews will be out winterizing hydrants in the coming weeks.

Mr. Shields thanked Chief Rigney and the FD for helping his mother with her smoke detector.

C. Public Works – Dan VonHandorf

- Greetings Mayor Zembrodt and Council and thanks for another month.

- Amsterdam Road has a curb and base blacktop in from Hamilton to Montague and some sidewalk and landscaping. Still a lot needs to be done and, therefore, Amsterdam is still officially closed to the public. The residents of Parkvale do have access in and out. The contractors are having trouble with cars passing through very quickly making it very dangerous.
- More milling and overlaying is being done on Park Drive and some on Cleveland and Audubon was done Friday. An area on Old State by Sleepy Hollow is being done today as well as Audubon. The cut through walkway at Audubon is just about restored. We replaced 106' of the walk. My son, Nick, and another volunteer who wishes to remain anonymous, helped do 50'. With a truck and a buggy, all the rest has been bagged and wheelbarrowed. Also, 127' of the remaining walk next to the resident's new driveway was improved; once again, they did their side and I did ours.
- As for the leaf pickup, I would like to continue it but recommend we raise the fee. It has been \$35 which is too low but I'll leave it up to the Mayor and Council. Mayor Zembrodts suggested raising the fee for leaf pickup to \$45. She believes the fee should be raised due, in part, to the fact that Dan has to transport the leaves to Burlington now. Ms. Spoor stated she believes \$45 is still a very good deal and that the pickup is beneficial to the environment.

D. City Engineer – Jay Bayer

The written report contained the following:

Projects in design phase:

St. Joseph Lane Sidewalk Project

The first draft of updated design plans have been sent to the state for review and comment. The NKWD is planning to replace a portion of the water main on the street also, which would be at their cost. The water main construction work is tentatively planned for this fall/winter.

Projects in construction phase:

Jackson Road Improvement Project

Michels Construction is the contractor for the overall project. The project is primarily complete. A punchlist walk occurred on 9/25/20 and the punchlist is being finalized.

Private projects in the city:

Gateway Development (aka Park Pointe)

Paving work for the Amsterdam portion of the project continues. A plat is being prepared by the developer to dedicate the proposed right of way along Amsterdam. The first record plat for the development has been submitted to PDS and the city for review.

Mr. Bayer stated he walked along Amsterdam this afternoon and saw some drainage issues that need to be improved.

Mt. Allen Road Access Easement

The Tapestry Ridge apartment project is being proposed in Covington at the terminus of Mt. Allen Road in the City of Park Hills. Plans have been provided to the city for review in order to modify an existing access easement through the project site. The easement will allow Park Hills' residents and staff vehicular access to Mt. Allen Lane and

emergency only access to Tapestry Ridge. Review comments are being provided to the developer's engineer and attorney.

Mayor Zembrodt stated the easement was signed last week and that residents will be protected. Mr. Shields thanked the Mayor and asked if there are any plans available to show what it will look like. Mayor Zembrodt stated she doesn't have much right now but will post as it is received. Their plan is to start the access road off of Dixie Highway.

Ms. Froelich stated that the engineer fees state the plans were delivered to Ms. Spoor. Ms. Spoor replied there were no changes in the plans she received.

Ms. Froelich asked about the lights on Jackson Road. Mayor Zembrodt stated, per Duke, the lights should be installed by November 3rd. The lights on Amsterdam Road are to be installed this week.

Ms. Froelich asked about Amsterdam Valley being dedicated. Mr. Bayer replied; with the platting, there have been multiple pieces of property transferred to the developer. They are going to prepare a plat that shows where the final roadway is. The city would like to have a dedicated right-of-way just as it has on other city streets.

Ms. Spoor asked what Mr. Bayer meant in regards to improving water drainage mentioned earlier in his report. Mr. Bayer stated the final grading is occurring now and are forming a ditch to run down the entire hill. There are numerous storm inlets but he would like to see more. He wonders if maybe some of them are buried. From the low side of where the storm inlets are, they need to have a mound built up so the water pools at that inlet and drops into the inlet. If the ditch runs through the top of the inlet and there is no berm or mound on the backside, a lot of that water, in a heavy rain, will run right down the hill into Covington. Ms. Spoor asked if this was something that should be brought up with Park Pointe, SD1, or both. Mr. Bayer replied he believes it is more of a Park Pointe issue. Mr. Bayer stated he marked this in detail on the plan reviews. He said he will show them exactly what he is talking about.

E. Treasurer's Report – Julie Alig

Ms. Spoor gave the financial report. She began by saying between the General Fund and Reserve Fund cash, the city has \$1,317,116 on hand. She believes this puts the city in a good position. The due date for city taxes was extended until October 31st. She stated, in her 10 years on Council, this is the best position the city has been in financially. There is an accounts receivable due from the Road Fund of \$150,000 which was borrowed to pay a Road Fund invoice. The negative net income in the general fund is due to the fact that the city spent more last month than it brought in. Under legal work, there is an expenditure of over \$13,000 from Kyle Winslow for previous litigation. She asked the city clerk to see if this is something that could have been covered by insurance. The city is accelerating repayment of the Road Loan in order to retire the debt more swiftly. Mill and overlay, sidewalks and comprehensive road repair will be covered by the Vehicle and Municipal Road Aid Funds. Ms. Spoor stated she spoke with a KLC legal assistant who told her the MRA Fund could be used for sidewalks and street lights. She said the city's good standing is a testament to the Mayor, clerk and everyone involved. She added that Mayor Zembrodt renegotiated the interest rate with the bank which was a big help.

Ms. Froelich commented that the numbers regarding the loan had not changed since January, 2019 and are now not showing up at all. Mayor Zembrodt stated that the city's accountant, Amanda, explained this number came from the audit and that it would remain the same so it was hidden from the report. Ms. Froelich would like to see the debt updated each month on the balance sheet for the road and cruiser loans.

Motion to approve the September financial reports, with future reports containing the two debt addendums, was made by Ms. Spoor; second by Mr. Shields. Roll call: all ayes
Motion to pay the Municipal Road Aid invoices in the amount of \$6,458.11 and the Vehicle Fund invoices in the amount of \$6,847.00 was made by Ms. Spoor; second by Ms. Froelich. Roll call: all ayes

VI. Committee Discussions

Mr. Shields gave an update on PDS meeting held last month. He stated the CEB is going to be 100% fee based beginning July, 2021. He states this does not appear to be too significant for the city; from about \$1,800 now to around \$6,000. Whether fee or tax based, citizens are the ones paying. He gave a few key points:

- Believes fee based will lead to more foreclosures.
- Looking to have a specific PDS liaison. Also, group cities together.
- Realigning to focus more on community development.

Ms. Froelich gave a Tree Board update. She stated the Board met two Saturdays ago. There have been 5 orders for the Plant-A-Tree program and hoping to get more. Next year, the price will go to \$125. Spring seedlings are being ordered. People may want to plant later due to the cicadas coming next year. New trees were planted on lower Jackson. Mayor Zembrodt stated the city has asked for \$4,000 through the Green Umbrella Grant to take out invasive species. She will update when she hears back. Ms. Spoor added it could be used in the nature preserve area.

VII. Old Business

VIII. New Business

Ms. Spoor asked that a 'Thank you' note be sent to NDA for the update given at last months' meeting. She would also like to extend an invitation to CCH and Park Hills' businesses to give updates at an upcoming meeting.

Ms. Froelich stated she attended the virtual KLC conferences. She will also look into sessions for the City of Ethics certification.

8:47 Motion to adjourn was made by Mr. Shields

Mayor, Kathy Zembrodt

ATTEST:

City Clerk

