

THE PARK HILLS CITY COUNCIL HELD A BUSINESS MEETING ON MONDAY, JANUARY 11, 2021 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, STEVE ELKINS, TONY DARIN AND KEVIN DOWNES.

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

Call to Order

Pledge of Allegiance

Roll Call

Motion to approve the December 14, 2020 minutes, as amended, was made by Ms. Spoor; second by Mr. Shields. Roll call: Ms. Spoor; aye, Ms. Froelich; aye, Mr. Shields; aye, Mr. Elkins; aye, Mr. Downes; abstained (not sworn to Council), Mr. Darin; abstained (not sworn to Council), Motion carried.

#### I. Presenter

A. John Chamberlin, of VanGorder, Walker & Co., was present at the meeting to go over the 2019-2020 city's financial audit.

Mr. Chamberlin went over the financial audit graphs with the Mayor and Council. The final audit, along with the graphs, is available for review on the city's website.

He went on to say, the city is in a good financial standing and has its three months of operating expenses on hand. He went over the Governance Letter regarding adjustments and the audit preparation. He encouraged the new Council members to read the Management's Discussion and Analysis page of the audit.

Mr. Chamberlin explained the KRS costs and percentages and that these changes are now required to be added to the city's Financial Audit.

Ms. Froelich asked what the other revenues on page 6 included. Mr. Chamberlin will look into it and email the answer to the city clerk. Ms. Spoor also wondered about the additional revenue. She thanked Mr. Chamberlin for a great presentation and overview of the city's economic position

II. Second Reading; Ordinance No. 8, 2020; permitted surfacing of new, off street parking facilities was read in summary by Attorney Braun. Motion to adopt Ordinance was made by Ms. Spoor; second by Mr. Elkins.

Ms. Froelich asked about a grammatical error on the Ordinance regarding the placement of a comma. Mr. Braun will correct and re-send to the clerk. Ms. Spoor asked that the language in Section 1(B) of Ordinance No. 9 be included in Section 13.0 of Ordinance No. 8 to show the types of paving allowed in both Ordinances. Mr. Braun will re-write the Ordinance to include the other types of paving.

Motion to adopt Ordinance, with amendments, was made by Ms. Spoor; second by Mr. Elkins. Roll call: all ayes

III. Second Reading; Ordinance No. 9, 2020; pervious parking or grass infiltration system was read in summary by Attorney Braun. Motion to adopt Ordinance was made by Mr. Shields; second by Mr. Elkins. Roll call: all ayes

IV. Municipal Order No. 1, 2021 re-appointing members to the NKREA was read in summary by Attorney Braun. Motion to approve Order was made by Ms. Spoor; second by Ms. Froelich. Roll call: all ayes

V. Municipal Order No. 2, 2021 appointing representatives to the PDS was read in summary by Attorney Braun. Motion to approve Order was made by Ms. Froelich; second by Ms. Spoor. Roll call: all ayes

VI. Resolution No. 1, 2021 regarding transportation related funding was read in summary by Attorney Braun. Motion to approve the Resolution was made by Ms. Froelich; second by Mr. Shields. Roll call: all ayes

#### VII. Department Reports

A. Police Department – Chief Cody Stanley  
Chief Stanley stated the Federal Grant for overtime highway patrol was working out well. The officers' overtime will be reimbursed and the overtime patrol will go through September.

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 December. The incidents are broken down by type on the Activity report.
- All in person classes and meetings of the FD were postponed for the month of December due to COVID-19.
- Years' end totals are attached and include informational statistics for 389 responses and other activities conducted by fire department personnel.
- Total fire loss to property for 2020 was estimated at \$60,200.00. The majority of this was a result of the incidents at 841 Alhambra Ct., and 1105 Park Dr.

Ms. Froelich asked if medical emergency percentages were up this year due to COVID. Chief Rigney replied they are not but fire responses were.

C. Public Works – Dan VonHandorf

- Greetings Mayor Zembrodt and Council and thanks for another month.
- Thanks to Mrs. Spoor and Missy and Paige Catchen for decorating the park for Christmas and everyone who put out the luminaries. Despite COVID-19, many people came out to enjoy safely. Looked very festive; kind of Hallmark like.
- Happy to report that all of the old poles on St. Joseph have been removed and ready for the water main replacement to start soon. Jay can tell you more about that in his report.

- Things on Amsterdam Valley/Park Pointe have slowed down some with the holidays and weather; still a lot of loose ends. I am working on the signage on Amsterdam to make upgrades as well and also other areas of the city.
- Here we are, almost mid-January and very little to no snow....so far!
- Welcome to Dr. Downes and Mr. Darin to Park Hills City Council.

Ms. Spoor thanked Mr. VonHandorf for all of his help during Christmas. She also asked about painting a crosswalk by Trolley Park where the new sidewalk ends. Mr. VonHandorf stated he will get it painted when the temperature allows. Ms. Spoor also commented on the great job he did with the walkway restoration from lower to upper Audubon and asked if he could make these types of improvements to other areas in need. Mr. VonHandorf replied that his son donated his time to helping him with the walkway. He asked if he could possibly add his son to the payroll for his help in the future. Mayor Zembrodt stated that there is money budgeted in the public works' part time line. Ms. Froelich asked if Mr. VonHandorf would let the workers putting in the Tapestry Ridge access road off of Dixie Highway to please clean up the mud and dirt they leave. Mr. VonHandorf stated he would address with them. Ms. Froelich stated she has seen more construction traffic using Arlington Road. Mr. Elkins agreed. Mayor Zembrodt stated there are several large projects going on in the city and will have Mr. VonHandorf let drivers know which roads to use.

D. City Engineer – Jay Bayer

The written report contained the following:

**Projects in design phase:**

**St. Joseph Lane Sidewalk Project**

Representatives from the city participated in a virtual meeting with members of the KYTC staff to review the Preliminary Design. The city is getting comments back from the updated design. The NKWD is finalizing the contract with Paul Michels Construction to replace a portion of the water main on the street. A pre-construction meeting was held on 12/10/20 for the water main project. The water main construction work is tentatively planned to begin in mid-January.

**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 was finalized and forwarded to the contractor. A final invoice was received by the city for the project. A second punchlist walk is being scheduled for next week. Mayor Zembrodt would like to review the punchlist before paying the invoice.

**Private projects in the city:**

**Gateway Development (aka Park Pointe)**

The city performed a punchlist walk for the Amsterdam portion of the project on 10/16/20 and provided to the developer. The majority of those items have been completed. A second punchlist walk will take place tomorrow. 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 resubmitted to PDS for final approval. As discussed

early in the project, a portion of Old State Road will need to be vacated by the city for the project. The project will have emergency access off of Old State Road.

Mr. Downes asked what will happen with the deteriorating steps from Dixie Highway to the new development. Mr. Bayer replied he understands the steps will remain but not sure if they will be improved by the developer. Mr. Downes is concerned about their condition and would like the developer to fix the entire stairway and not just the bottom part belonging to the city. Ms. Spoor suggested sending a letter to the developer with the city's concerns. Mr. Braun stated the defects need to be cured so that the city is not liable for any accidents that may occur.

Ms. Froelich asked about the portion of Old State Road that needs to be vacated. Mr. Bayer explained there is a piece of land from the development that butts up against two properties on Arlington Road where the access road will go. Mr. Bayer added that the surveyors are preparing the paperwork now and he will send the Exhibit to Council.

E. Treasurer's Report – Julie Alig

Motion to accept the financial report was made by Ms. Froelich; second by Ms. Spoor.

Roll call: all ayes

There were no special fund payments.

VIII. Committee Discussions

A. Tree Board

Ms. Froelich stated the Board met last week. A new Plant-A-Tree application will be available for the website. The donation will go from \$100 to \$125 per tree and have a deadline of October 1<sup>st</sup> of each year.

Mr. Downes has used the program twice. He looked at the offerings and spoke with Baeten's regarding some of the trees. He said some of the trees don't work well in our area and that others were not available. Ms. Froelich stated the Board did discuss trees with the Baeten's Nursery and discussed availability and the types of trees that will do well for Park Hills.

VIII. Old Business - None

VIII. New Business

Ms. Spoor asked that Mr. VonHandorf, along with the city clerk, remind Rumpke to empty the cans in Trolley Park and along Dixie Highway's bus stops.

Mayor Zembrodt would like to use the January 25<sup>th</sup> Caucus meeting as a discussion for the St. Joseph Lane sidewalk. She will have the clerk send letters to residents of St. James asking them to send question or concerns to the city clerk for discussion at the meeting. This will be the only item on the Caucus agenda.

Mr. Bayer stated there are one or two properties that the city may need an easement from. Mayor Zembrodt will discuss with Mr. Bayer within the next week.

Mr. Darin asked about the fire pit concern brought about by residents of Park Hills. Chief Rigney stated he is also looking into their concern.

Mr. Downes read the letter and stated he has a background in toxicology and the environment. Although he understands the concerns of the writer, he believes the health

effects listed are unsubstantiated and unlikely. He believes there is no evidence to suggest a fire pit has adverse effects on health and should be more concerned with pollution from vehicles. Chief Rigney stated there is no Ordinance regarding fire pits at this time. He would like to have an Ordinance in line with other nearby cities regarding different kinds of burns. He would like to meet with the Mayor to discuss. Ms. Spoor stated a few years back a change to the Nuisance Ordinance made the subject vague and difficult to enforce. She would like to see an Ordinance with more clarity. Chief Rigney would like to eliminate any open burning of yard debris, etc. He added; recreational fire pits are allowed in virtually any community. Complaints regarding fire pits could be addressed in the Nuisance Ordinance. Mr. Shields asked if this is a problem with lots of complaints. Chief Rigney replied there are more complaints in the spring and fall but he is now receiving complaints from this resident. Mr. Shields would like to see data regarding open burns and fire pits before writing an Ordinance. Ms. Spoor stated she would forward the Ordinances Chief Rigney sent her to the rest of Council.

9:03 Motion to adjourn was made by Mr. Elkins

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Mayor, Kathy Zembrodt

ATTEST:

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City Clerk

