

THE PARK HILLS CITY COUNCIL HELD A BUSINESS MEETING ON MONDAY, MARCH 8, 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 DR. KEVIN DOWNES.

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

Call to Order

Pledge of Allegiance

Roll Call

Motion to approve the February 8 and February 22, 2021 minutes, with amendments, was made by Dr. Downes; second by Ms. Spoor. Roll call: all ayes

I. Second Reading; Ordinance No. 1, 2021, scheduling committee meetings, was read in summary by Attorney Braun. Motion to adopt Ordinance was made by Ms. Spoor; second by Mr. Elkins. Roll call: all ayes

II. First Reading; Ordinance No. 2, 2021, amending the city's payroll tax, was read in summary by Attorney Braun. Mayor Zembrodt stated the Financial Oversight Committee investigated removing the cap to bring in a bit more revenue. Ms. Spoor added; it may take a year to actually see the math and what the new revenue will be. Mayor Zembrodt talked with business owners who didn't seem to be too concerned with either the payroll, or the occupational license, cap removal. Dr. Downes would like to revisit a rate reduction in the future. Ms. Spoor also stated there has been a lot of major projects going on in the city which significantly affects the payroll.

III. First Reading; Ordinance No. 3, 2021, vacate and close part of Old State Road, was read in summary by Attorney Braun. Mr. Shields asked if this wasn't already covered in the original agreement. Mayor Zembrodt replied that a plat needed to be recorded before the agreement is executed.

IV. First Reading; Ordinance No. 4, 2021 amending the Personnel Policy regarding vacation leave was read in summary by Attorney Braun. Mayor Zembrodt believes the amendment puts Park Hills in sync with other cities. Dr. Downes commented that he and Mr. Shields had questions regarding the cost for added overtime. Mr. Shields asked if the SRO could be used during the summer months to cover vacations. Chief Stanley replied that the overtime is built into the budget, mainly for third shift officers, and has never been an issue. He said he, and Lt. Webster, could also cover third shift if needed. Dr. Downes asked Chief Stanley how much of his time was spent on administrative duties vs. beat time. Chief Stanley replied he does all the administrative work and that his time is divided about 50/50. He also added; the SRO is only able to work at the school so he isn't able to cover vacations for the officers.

V. Department Reports

A. Police Department – Chief Cody Stanley

Ms. Spoor asked about the animal bite in the Chief's report. He answered there was no report taken which leads him to anticipate there was not an actual bite/attack that would warrant a report. Ms. Spoor asked if the work on the bridge is having an impact on the highway patrol. Chief Stanley stated the officers are still doing highway patrol and being reimbursed for the overtime.

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 February. The incidents are broken down by type on the Activity report.
- FD crews responded to a vehicle accident in the 1400 block of Dixie Highway that caused damage to a business and another parked car.
- Crews conducted training on winter driving operations and scene safety procedures.
- Park Hills FD received notification from the KY Fire Commission of a grant award in the amount of \$3,200.00 to purchase new Thermal Imaging Equipment.

Ms. Froelich asked if there was any update on the fire pit complaint. Chief Rigney replied he, along with the Mayor and Chief Stanley, met to discuss a possible Ordinance. Mayor Zembrodt stated they will control open burns but will not change anything regarding fire pits; will discuss at next meeting. Mayor Zembrodt gave 'kudos' to both Chief Stanley and Chief Rigney for their grant work.

C. Public Works – Dan VonHandorf

- Greetings Mayor and Council and thank you for another month. And what a month it was.
- Plenty of snow for many and way too much for others, 2nd snowiest to date. I was able to recruit some good help with the snow removal, former Council Member Greg Claypole and another resident, Matt Deye. Thanks Guys.
- Just a little extra info about that last snow event. The state's subcontractors lost at least 6, that's a big part of the reason the Dixie Highway got in the condition it did.
- The water main replacement on St. Joe's is moving along very well, they lost a few days because of the snow.
- Enough snow talk, I am ready for spring and the Memorial Day Event. The committee is trying to meet and come up with a plan to top last year's event, but Covid-19 rules as we all know.

Mr. VonHandorf stated he spent \$249 on outfitting the brine truck/trailer.

Ms. Spoor said that Mr. VonHandorf will be in attendance (virtually) at the next Financial Oversight Committee meeting to talk about his needs for a new truck. Anyone with questions may bring them up then. Mr. VonHandorf also told Ms. Spoor he would address the broken curb on Cleveland. Mayor Zembrodt thanked him for cleaning up the pile of leaves.

D. City Engineer – Jay Bayer
The written report contained the following:

Projects in design phase:

St. Joseph Lane Sidewalk Project

Updated construction plans and Right of Way plans have been provided by the city to KYTC for review and approval. Paul Michels Construction is continuing construction to replace a portion of the water main on the street.

Mr. Bayer added; the right of way easements were submitted. He hopes to bid in the fall. Mayor Zembrodt is concerned about the timeline and losing out on the grant money. Mr. Bayer stated he would keep on them.

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.

Private projects in the city:

Gateway Development (aka Park Pointe)

The city performed a punchlist walk for the Amsterdam portion of the project on 1/12/2021. The city has a bond in place until the punchlist work is completed. A plat is being prepared by the developer to dedicate the proposed right of way along Amsterdam. As discussed early in the project, a portion of Old State Road will need to be vacated by the city for the project. A plat and metes and bounds description of the vacation has been provided by the developer to the city.

Ms. Spoor voiced her disappointment in the grant process regarding the St. Joseph Lane sidewalk as it is a safety issue. She also asked when the payment and performance bond for the Park Pointe project will be released. Mr. Bayer replied it is a fairly extensive punchlist that needs to be fixed before turning it over. Mr. Bayer wants assurance that they are going to take responsibility for the road for the next 20 years. This would, perhaps, include a mill and overlay in 10 years and again at the end of the 20 year cycle. Mr. Elkins asked the timeline for the sidewalk grant and if the city could ask for an extension. Mayor Zembrodt believes the deadline is June, 2022 and she was hoping to bid it out this month. She has been in constant contact with the state but is told they are understaffed and working on it. Mr. Bayer believes the timeline from bid to completion will be around 3 months. Mr. Elkins asked if there is any legal action the city could take. Mr. Braun replied he is not aware of any legal recourse the city could take. Mayor Zembrodt feels if the city asks for an extension, it will give them even more time to delay. Ms. Froelich asked about sending a letter to Senator McDaniel for his help to move this along. Dr. Downes also suggested asking for an extension and then document the delays on their end and force them to respond.

Mr. Bayer pulled the agreement between the city and the state and it reads: The term of the agreement shall end on June 30, 2022 unless term is extended, or amended, by written agreement in accordance with provision KRS 45A, etc. This was done by Resolution No. 16, 2019. Mr. Bayer will forward a copy to the Council and city attorney. Mr. Braun

advised the Mayor to keep pushing but to also be prepared to ask for an extension at a later date. Mayor Zembrodt stated she will reach out again and report back to Council. Mr. VonHandorf mentioned a resident, with impairments, walks up St. Joseph Lane with a cart as cars come up behind her which makes him concerned for people's safety. Ms. Froelich asked if the portion of the proposed right of way along Amsterdam Road will affect its maintenance. Mayor Zembrodt replied the city does not maintain right of ways and that it will be up to the owner of the property.

E. Treasurer's Report – Julie Alig

Motion to accept the February financial report was made by Ms. Spoor; second by Mr. Shields., Roll call: all ayes

Mayor Zembrodt explained that due to the lack of funds in the Road Fund account, the loan payment came out of the General Fund and will be listed as an account receivable, due from Road Fund.

Motion to pay the Municipal Road Aid invoice in the amount of \$2,060.00 and the Vehicle Fund invoice in the amount of \$4,410.00 was made by Ms. Froelich; second by Ms. Spoor. Roll call: all ayes

VI. Committee Discussions

A. Planning & Development Services of Kenton County

Mr. Shields gave a report. He stated there is going to be an increase in fees and that the PDS is planning on having someone speak about this at an upcoming meeting. He also said they talked about the liaison orientation to make it easier to engage with PDS. Each city will have a liaison assigned to them. There was also discussion regarding economic and development assistance.

Ms. Spoor relayed that all Kenton County residents are taxed for PDS services. Will this be a tax on top of that? Mr. Shields replied he did not have a lot of information but believes the larger cities gave approval for the increase and, therefore, will be hit with the higher fees. By increasing the fees, the hope is that Code Enforcement issues will move more quickly to a resolution.

Ms. Froelich asked if there was any discussion regarding the Z21 efforts. Mr. Shield replied it has not been on the agenda for some time.

Ms. Spoor wanted to remind, and let new Council members know, that Park Hills was in the process of working with the PDS to change some of the language that constitutes the city's conservation zone as some of it was not applicable. The city was making progress before the pandemic and she would like to pick it back up and get it approved. Mr. Shields stated he would contact them regarding this and the status of Z21.

B. Financial Oversight

Ms. Spoor gave a report from their meeting on March 29th. The purchase of a new public works truck was discussed. The Capital Improvement fund has about \$60,000 in it and the committee would like to fund an additional \$75,000 this coming fiscal year. The committee will further discuss the business tax.

Discussion followed regarding the public works truck such as type, lifespan, needs, etc. Mayor Zembrodt stated more discussion will take place at the next Financial Oversight meeting.

Mr. Elkins would also like to schedule an Infrastructure Meeting to discuss speed humps. Mayor Zembrodt talked about the CARES money the city received and how she would like to use some of it to give employees extra pay. Mr. Braun stated a Resolution is needed for this and he will have one available at the next Business meeting.

Ms. Spoor stated the city received a grant through Duke to have invasive plants removed from its nature preserve. She will meet with Tanner Yess on Thursday to look over the area. She walked with Dr. Daugherty last Thursday and noticed the Duke lines that were hanging low had been fixed. The Cincinnati Bell and Spectrum lines still need fixing. There are also some old sewers that need to be covered. Mr. VonHandorf also added there are dead trees that need to be taken care of. Ms. Spoor would like the area staked to see where the city meets Devou Park. Mr. Bayer stated the engineers and surveyors should have put pins at the corners to establish the boundary. Ms. Spoor will check with Berling's surveyor.

C. Tree Board

Ms. Froelich stated the Board met last Thursday. Free seedlings will be distributed on Saturday, March 27th in Trolley Park. The seedlings include: Buttonbush, Bald Cypress, Sycamore and Southern Red Oak.

VII. Old Business - None

VIII. New Business – None

8:32 Motion to adjourn was made by Mr. Shields; second by Mr. Elkins

Mayor, Kathy Zembrodt

ATTEST:

City Clerk

