

THE PARK HILLS CITY COUNCIL HELD A BUSINESS MEETING ON MONDAY, APRIL 12, 2021. DUE TO COVID-19, THE CITY HELD A VIRTUAL MEETING WHICH STREAMED LIVE THROUGH TBNK WITH MAYOR, KATHY ZEMBRODT PRESIDING. COUNCILMEMBERS PRESENT: PAMELA SPOOR, SARAH FROELICH, JOE SHIELDS, STEVE ELKINS, TONY DARIN AND KEVIN DOWNES
ALSO PRESENT: CITY ATTORNEY, DAN BRAUN, AND CITY ENGINEER, JAY BAYER

Call to Order

Pledge of Allegiance

Roll Call

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

- I. Second Reading; Ordinance No. 2, 2021; Payroll Tax amendment was read in summary by Attorney Braun. Motion to adopt ordinance was made by Ms. Froelich; second by Mr. Elkins. Roll call: all ayes.
- II. Second Reading; Ordinance No. 3, 2021; Vacate and close part of Old State Road was read in summary by Attorney Braun. Motion to adopt ordinance was made by Ms. Spoor; second by Mr. Elkins. Ms. Froelich inquired as to whether the group numbers and parcel numbers listed on the first page would be filled in following the approval. Attorney Braun confirmed that they would be. In addition, Ms. Froelich asked if there was paving planned for emergency vehicle use in this area. Mayor Zembrodt confirmed that current plans include a hard surface of some kind, through the material that will be used has not yet been determined. She expressed the intention to repave the city's part of the area due to its poor condition. Ms. Froelich also reminded everyone that this is a bit of a steep grade and this was something to be aware of. Mayor Zembrodt replied that she did not think that they had finished all the work in that area yet. Roll call: all ayes.
- III. Second Reading; Ordinance No. 4, 2021; Amend Personnel Policy regarding vacation leave was read in summary by Attorney Braun. Motion to adopt ordinance was made by Ms. Spoor; second by Mr. Shields. Roll call: all ayes.
- IV. Municipal Order No. 3, 2021; Extra pay for employees was read in summary by Attorney Braun. Motion to adopt municipal order was made by Ms. Spoor; second by Ms. Froelich. Roll call: all ayes.
- V. Municipal Order No. 4, 2021; Memorandum of Agreement concerning the development of the NKADD Regional Hazard Mitigation Plan through FEMA was read in summary by Attorney Braun. Motion to adopt municipal order was made by Ms. Spoor; second by Mr. Elkins. Attorney Braun explained that the Northern Kentucky Area Development District has reached out to each of the cities that could be impacted by the Regional Hazard Mitigation Plan through FEMA. They have asked these cities to file a memorandum of agreement which indicates that the city is permitting this plan to be worked on and moved forward with regards to how this may or may not apply to the city in question. Ms. Spoor questioned if this would come into play in the case of a natural disaster or something of that nature. Attorney Braun confirmed that was correct. He also stated that it would be to

the city's benefit to implement this municipal order in order to secure the funding. Ms. Froelich asked how the city could expect to receive updates that come about as a result of this service. Mayor Zembrodt suggested checking with AD District to secure regular updates. Attorney Braun stated in addition that in the past the Northern Kentucky Area Development District has advised municipalities accordingly. Roll call: all ayes.

VI. Department Reports

A. Police Department – Chief Cody Stanley

1. Dr. Downes stated that he has heard some resident complaints stating that people were parking on the sidewalk of Jackson Road and Amsterdam Road. Chief Stanley advised that in the case of a complaint, the police department would go and enforce the restriction not to park on the sidewalk. He advised that anyone with a complaint contact dispatch so the issue can be resolved. Additionally, Dr. Downes stated he has received complaints of people rolling through stop signs. Mr. Darin added that this occurs especially at the stop signs located on Old State Road and Terrace Drive. Chief Stanley stated that he supports placing speed humps in front of stop signs. Mayor Zembrodt reiterated that anyone parking on the sidewalks will be ticketed. She expressed that with limited officers on shift at a time, patrolling areas are limited as well, and also encouraged residents to call dispatch with issues. Chief Stanley agreed and stated that officers focus on Old State Road and Terrace Drive and will continue to do so to the best of their ability given the limitations they have. He also stated that the police department places a high emphasis on property protection on patrol.
2. Mr. Elkins stated that with the bridge construction, GPS directions are rerouting people to come down Arlington Road and other roads. Specifically, recently tractor trailers have been spotted on Old State Road attempting to find a short cut. He also stated that the Infrastructure Committee intended to discuss these issues at next meeting. Mayor Zembrodt stated that these tractor trailers should be fined and ticketed. Council discussed the truck traffic issues and considered that these issues could be discussed further in the future. Mr. Shields asked the infrastructure to consider bridge traffic at their next meeting. Mr. Elkins agreed.
3. Ms. Spoor wanted to pass on resident compliments regarding the police department's patrolling of the highway. She also reiterated concern about the traffic that is being diverted through Park Hills, specifically the increase in speeding on Dixie Highway that can be seen during rush hour. She inquired about the possibility of extra patrols during this time. Chief Stanley advised that they could increase patrols for a short time, but that officers could not stay for long periods as other parts of the city also needed to be patrolled.

B. Fire/EMS – Chief John S. Rigney

Chief Rigney's Monthly report contained the following:

1. A total of 26 calls we received during the month of March. The incidents are broken down by type on the Activity Report.
2. FD Crews assisted Covington with a large house fire in Kenton Hills.
3. Crews Conducted joint training with FWFD on Hybrid Vehicle Emergencies
4. A new wireless signal booster was installed in the rear truck bay
5. FD met with PDSKC inspectors at 1008 Amsterdam concerning structural stability. The building was determined to be stable and not in danger of collapse. It was vacant with no utilities connected to it.
6. New thermal imaging units were installed on 2 vehicles.
Chief Rigney stated that the upcoming hydrant flushing would be put on the website.

C. Public Works – Dan VonHandorf

- Greetings Mayor and Council and thank you for another month. And what a month it was.
- Spring is here and so is mowing season, mulching, walking and biking. Asking residents to be more aware of those who are out there enjoying and working.
- The water main replacement is moving along well. The contractor, Michels Construction, has had many speeding vehicles through their work zone and after several close calls, is using temporary speed bumps to try to control speeding without any confrontation. Just an FYI; many St. Joseph residents are asking them to be permanent.
- I have mentioned it before, but once again, there are many, probably at least 15 – 20, big projects going on in Park Hills. Room additions, swimming pools and complete new homes besides Park Pointe and Tapestry Ridge.
- Speaking of Tapestry Ridge, the end of Mt. Allen turn around will need some fine tuning. Parking on Mt. Allen Lane is a big one. Rumpke trucks had to back all the way back out to South Arlington last Wednesday.
 - o Mayor Zembrodt communicated that this is in the process of being redesigned. Mr. VonHandorf stated that there is a resident who parks a tractor trailer truck in front of his home on Mt. Allen Lane. He requested that a letter be composed asking the resident to move the vehicle so that area can be opened up, allowing Rumpke trucks to turn around as needed. Mayor Zembrodt expressed that she would take care of the letter. Chief Stanley suggested a no parking sign be placed at the site and Mr. VonHandorf added that said sign would need to be for all times, not just on garbage night, because this truck also prohibits the fire truck from being able to turn around properly. Mayor Zembrodt inquired as to when construction of this easement would be completed. Mr. VonHandorf answered that he would speak with the contractor.

- Just wanted to let Council know that I met with the Financial Oversight Committee about a new truck and gave them much information. The sooner we make a decision, the better.

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. KYTC anticipates approval of the Right of Way Funds by FHWA (Federal Highway Administration) in May or June. Paul Michels Construction is continuing construction to replace a portion of the water main on the street.

Mr. Bayer added that they have submitted the construction and right-of-way plans for formal approval. In addition, hoping to get approval for right-of-way funding in May or June. Once that is secured, property owners can be approached to obtain easements, bids can be made, and hopefully construction can begin.

Ms. Froelich asked about the status of a letter related to St. Joseph Lane sidewalk that was discussed in the last business meeting. Mayor Zembrodt replied that the letter was not yet written as she is waiting to hear back from the state.

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 of Park Hills 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.

E. City Clerk/Treasurer Report – Julie Alig

Ms. Alig spoke with Mr. Conway regarding his desire to increase the Tree Board Budget. Mr. Conway stated he will be available for questions at the Caucus Meeting.

Ms. Spoor stated the Tree Board is asking to double their budget to \$12,000. She also wants to make Mr. Conway, and the rest of Council, aware of another tree related issue. On March 31st, Ms. Spoor, along with Tanner Yess Group, hiked the 6 acres that belong to the city. The group plans to remove the honeysuckle. She reminded Council of a heavy storm that occurred in March when a large tree fell, taking down two additional trees in its wake. The number of dead trees that need to be felled pose a hazard in the area.

Mr. VonHandorf will mark the trees to be removed and would like to secure an estimate for that.

Mr. VonHandorf spoke with Duke Energy this afternoon. They will dispatch representatives to meet with him tomorrow to discuss a plan for the trees under the line. Mr. VonHandorf advised not to walk the area until the dead trees are taken care of.

Motion to approve March Financial Reports was made by Ms. Froelich; second by Ms. Spoor.
Roll call: all ayes.

Mr. Bayer will send the Cecelia House Plans to council.

Motion to approve the Municipal Road Aid invoice of \$6575.15 and the Vehicle Fee Invoices in the amount of \$870.00 was made by Ms. Spoor; second by Mr. Shields. Roll call: all ayes.

VII. Committee Discussions

Ms. Spoor stated a Financial Oversight Committee meeting is scheduled for April 19th, at 7pm through TBNK. All are welcome to listen. Discussion will include the Public Works truck and the business tax.

VIII. Old Business - None

IX. New Business

A. Award trash/recycling contract

Rumpke was the only Trash Bid received. The new amount will be \$17.24 per unit which will total \$206.88 annually. This amount will be included in the resident's tax bill.

Mayor Zembrodt spoke with PDS and the city attorney regarding the BOA meeting scheduled for Thursday, April 15th. The items on the agenda include:

- An addition to a home in the rear as an accessory building
- The addition of a Grotto at Our Lady of Lourdes Church

Mayor Zembrodt stated the Grotto cannot be debated nor discussed during this meeting as it prevents due process. She added that education is recommended by PDS for BOA members but is not mandatory. The public will be able to weigh in during the meeting and will be given two minutes to speak. Mayor Zembrodt's responsibility is only to set up the link to the meeting and does not weigh in with opinions.

Ms. Froelich asked if there was any new news regarding a meeting space. Mayor Zembrodt stated that we still have our offer to meet from Permakil but residents will not be able to attend.

8:29 Motion to adjourn meeting made by Mr. Elkins, second by Mr. Downes.

Mayor, Kathy Zembrodt

ATTEST:

City Clerk