

THE PARK HILLS CITY COUNCIL HELD A BUSINESS MEETING ON MONDAY, MAY 10, 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, TONY DARIN AND DR. KEVIN DOWNES.

ABSENT: STEVE ELKINS

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

Call to Order

Pledge of Allegiance

Roll Call

Motion to amend the agenda to include Municipal Order No. 5, 2021 regarding a grant request for the police department was made by Ms. Spoor; second by Mr. Shields. Roll call: all ayes

Motion to approve the April 12 and April 26, 2021 minutes was made by Ms. Spoor; second by Mr. Shields. Roll call: all ayes

Ms. Sharmili Reddy, along with Rob Himes, of the PDSKC, were present to discuss Code Enforcement, and other changes, for cities. In the past, the PDS covered 60% of funding while cities covered 40%. After the PDS Board and Council discussed, they made a policy decision to have 100% of funding supported by the cities beginning July 1, 2021. They will work with cities to explain the process and answer any questions. Mr. Shields stated this would not be a double taxation as the larger cities will take the bigger hit. Ms. Spoor asked what impact the change would make to Park Hills' budget. Ms. Reddy replied that they did an analysis on every city for the last 3 years of usage. They anticipate Park Hills' costs to go from \$1,878 to about \$7,500. These costs can be controlled by the city. This change will not affect anything regarding zoning; only Code Enforcement. Discussion followed regarding liens, fines and foreclosures.

Mr. Braun suggested adding an expiration date to the agreement. Ms. Reddy will look into that. She stated the agreement was sent to the DOLG but she hasn't heard back as of yet. Mr. Braun asked Mr. Himes if the PDS will prepare and file Code Enforcement liens. Mr. Himes replied they would and added; if the property owner fails to pay the citation or appeal within 7 days, a recording fee is sent to the city. A lien release is the city's responsibility. Mr. Himes stated that some cities establish a threshold amount. Some of them have a \$10,000 threshold and some as low as \$5,000. The lowest are with cities that have a more robust budget to absorb the costs. Ms. Reddy and Mr. Himes are available for any future questions Council may have.

I. Municipal Order No. 5, 2021 authorizing the Police Chief to apply for and the Mayor to execute a grant application with the KY Office of Homeland Security was read in summary by Attorney Braun. Motion to adopt Order was made by Ms. Spoor; second by Dr. Downes. Roll call: all ayes

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II. First Reading; Ordinance No. 5, 2021 establishing Rumpke fees was read in summary by Attorney Braun.

III. First Reading; Ordinance No. 6, 2021 amending the 2020-2021 budget was read in summary by Attorney Braun. Mayor Zembrodt stated a police cruiser will be purchased out of this years' budget and use next years' budget to outfit the new cruiser. Ms. Froelich questioned the Road Tax loan payment of just \$75,000 when the amount budgeted was \$300,000. Ms. Alig explained the bulk of the loan was paid out of the General Fund as there was not enough money in the Road Fund. Discussion followed regarding paying back to Road Fund. It was the consensus of Council to pay off the Capital loan for the police cruiser in this fiscal year.

IV. First Reading; Ordinance No. 7, 2021; 2021-2022 proposed budget, was read in summary by Attorney Braun. Mayor Zembrodt stated \$78,000 will be transferred into the Capital Reserve Fund. Ms. Froelich would like to see more about the Capital Improvement Plan, especially regarding meeting space. Mayor Zembrodt also added that the Mayor and Council salaries will be kept the same next year.

V. First Reading; Ordinance No. 8, 2021; Interlocal Agreement between the City and Kenton County Fiscal Court regarding Code Enforcement was read in summary by Attorney Braun.

Mayor Zembrodt welcomed Mr. Mike Duncan to the meeting to answer questions regarding the possible zone change to allow a liquor store to be built on the property at 1430 Dixie Highway. The proposed store will not include a drive-thru. Mr. Braun stated he has prepared an Order should the city decide to move forward. Discussion followed regarding the city's aesthetics, landscaping of the proposed business, different zones of Dixie Highway as well as the look of the business. Ms. Spoor asked if the city will be able to ask for specifics in regard to landscaping. Mr. Duncan replied that they are absolutely committed to working with the city. Ms. Froelich would like to see the plans shared with the community on the website and/or Facebook. Ms. Spoor asked about the process of the zone change. Mr. Braun stated that first; the city would pass an Order authorizing the Mayor to execute a text amendment. It would then go to the PDS for a public hearing and public notice and then sent back to the city. If the city approves, it would have two Ordinance readings to go ahead with the zone change. Ms. Spoor recommends moving forward with the Order at the next meeting; second by Dr. Downes.

## VI. Department Reports

A. Police Department – Chief Cody Stanley  
There were no questions for Chief Stanley

B. Fire Department – Chief John S. Rigney  
Chief Rigney's monthly report contained the following:

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- A total of 27 calls were received during the month of February. The incidents are broken down by type on the Activity report.
- FD crews completed all hydrant testing in the residential areas.
- Water main project on St. Joseph Ln. is near completion, and initial testing by FD personnel indicates greatly increased flow capability.
- Access for emergency equipment is being monitored on Mt. Allen Ln.
- City building on emergency power 4/29 due to tree on wires in rear.
- The COVID-19 assistance payments to FD personnel were greatly appreciated by all, many THANK-YOUS to Mayor and members of Council.

Ms. Froelich asked if there were any updates regarding fire pits in the city. Chief Rigney stated that Kenton County is in a fire ban for open burns. Working on an Ordinance regarding open burns in the city but will exclude fire pits.

C. Public Works – Dan VonHandorf

- Greetings Mayor and Council and thank you for another month. And what a month it was.
- Just a little reminder, Spring is here and residents are enjoying the nice weather, people are working along or even in the roads, and the construction season kicks into high gear.
- The water main work on St. Joe's is in good shape. Still needs some pavement work to be done: one lane? Or both?
- I am working on making more improvements to our sidewalks this year as we did to the one on Lawton last year. I have recruited some help over the winter: Matt Deye, who helped me the snow last winter who is also a resident of Park Hills, and my son owes me a few favors. Haha.
- We talked in our Infrastructure Meeting about many things but the one I am really pushing for is a sidewalk on Mid-Hamilton (from Trolley Park to North Arlington.) I have lost sleep over this issue some nights.
- Just a big FYI: The reverse parade is set for May 23<sup>rd</sup> from 1-4. Thanks to all for your participation.

Ms. Spoor asked if any estimates were obtained for the dangerous trees in the city's conservation area. Mr. VonHandorf stated not yet. He met with a Duke subcontractor to have them take care of the trees near the power lines first. She then asked if the manhole had been covered. Mr. VonHandorf stated he had not been back through there but will address. Mayor Zembrodt stated she and Dan are going to meet with Judge Knochelman Thursday to discuss getting help from the county for road repairs on Amsterdam Road between Altavia and Sleepy Hollow.

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 the 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.

**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 contractors are working thru the items. 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.

Mayor Zembrodt asked Mr. Bayer if there was any information regarding the sidewalk grant. Mr. Bayer replied the Feds are approving the right of way funding after which the Highway Department will approach the properties for an easement. He hopes to have approval in June or July.

Ms. Spoor stated the area near Trolley Park needs to be top soiled and seeded. Mr. VonHandorf will mention this to the Michels crew tomorrow.

E. Treasurer's Report – Julie Alig

Motion to accept the April financial report was made by Dr. Downes; second by Mr. Shields. Roll call: all ayes

No special funds due this month

VII. Committee Discussions - None

VIII. Old Business

Mayor Zembrodt stated since her, the city clerk and the city attorney will all be out of town on June 14<sup>th</sup>, the Council will hold a Special Meeting on June 7<sup>th</sup> to conduct city business.

Ms. Froelich asked to give a brief report for the Tree Board. The Board is re-starting an old program called Street-A-Tree. They would also like to add tree tips to the website. They also have two new proposed members. The next meeting is scheduled for June 3<sup>rd</sup> at 6:30.

IX. New Business – None

8:58 Motion to adjourn was made by Mr. Shields

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Mayor, Kathy Zembrodt

ATTEST:

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City Clerk