

THE PARK HILLS CITY COUNCIL HELD A SPECIAL BUSINESS MEETING ON MONDAY, FEBRUARY 15, 2022, 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, STEVE ELKINS, TONY DARIN, AND DR. KEVIN DOWNES

ABSENT: JOE SHIELDS

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

Call to Order

Pledge of Allegiance

Roll Call

Motion to approve the January 10, 2022, minutes was made by Ms. Spoor; second by Dr. Downes. Roll call: all ayes

I. Presenter:

A. John Chamberlin, Chamberlin Owen & Co, was present at the meeting to present the 2020 - 2021 financial audit.

Mr. Chamberlin thanked the city clerk, Mayor and staff. Everyone received a copy of the audit presentation, governance letter and audit report. The auditor gave the city an unmodified opinion which means no modifications were required and that the financial statements are fairly presented, which is good. There was nothing regarding the internal control to report. Compliance is also reviewed with the KY Revised Statutes as well as any CERS agreements and loan/debt contracts. They did find one item of non-compliance. The city expended more than what was budgeted out of the Road Tax Fund by about \$276,000 based on the loan payment that the city was projecting. This is a violation of the KY Revised Statutes. You cannot expend more than you budget. Mr. Chamberlin explained that the budget should not have been changed. Ms. Froelich stated she had questioned this every month and asked how this should be reflected in future budgets. Mr. Chamberlin replied that the city should know what its debt service is and budget for that amount. He asked Council to look at their financial statements in the audit report where it shows the original budget for the road loan at \$300,000. The city did expend the \$300,000 but the amended budget only shows \$75,000 expended. He encouraged anyone with questions to contact him. Ms. Spoor asked if it was possible to get a 10-year comparison of revenues and expenditures. Mr. Chamberlin replied he would email it to the clerk to distribute. Ms. Froelich asked what the other comment was about it the management letter other than the issue with the road tax loan. Mr. Chamberlin replied it was regarding the use of city credit cards. He did not see any evidence of an approval process. He suggested the best practice would be for the Mayor to approve department purchases and Council approve the Mayor's purchases. Ms. Spoor suggested we add the wording into our current Procurement Policy. The entire audit report can be viewed on the city's website.

II. Municipal Order No. 1, 2022 declaring the public works 1999 truck surplus was read in summary by Attorney Dan Braun. Motion to adopt Order was made by Ms. Froelich; second by Mr. Elkins. Roll call: all ayes

Mr. VonHandorf may now list the truck for sale on a government bidding site.

III. Department Reports

A. Police Department – Chief Cody Stanley

Chief Stanley's January report contained the following:

Reports: 13 (1 traffic accident)

Citations: 79 (some of the traffic and criminal are on the same citation)

- 7 Warrant Arrests
- 72 Traffic citations (3 DUI Arrests & 68 Federal Grant Citations)
- 6 Criminal Arrests

City Citations: 2 (0 paid/voided)

Additional:

750 calls for service less 122 traffic stops, 534 Vacation/Business/ Special Area Checks, 26 Special Detail we had a total of 180 police related calls.

Call Review:

- 3 drug related and 1 possession of firearm by a convicted felon arrests from the I-75 traffic detail
- 6 traffic citations; 1 traffic with a possession of controlled substance arrest and 5 warrant arrests on Dixie Highway.
- 1 warrant arrest on Elberta Circle and 1 DUI arrest on St. Joseph.
- Ft. Mitchell Garage burglary we have identified one of the suspects and are working with surrounding agencies in filing warrants.

Chief Stanley stated he will email out the traffic counts tomorrow. South Arlington had a count of 14,515 for the month with an average speed of 20.96 mph. The fastest speed recorded was 38 mph.

Ms. Froelich inquired about the garage break in. Chief Stanley stated it was between 2 - 3 a.m. The garage has good surveillance and alarm system.

Ms. Spoor stated she read through the citations provided by Chief Stanley and thanked the officers. She is happy with the grant and asked Council to read through the citations also as you never know who's on the road with you. Chief Stanley this is the second year implementing this corridor grant with other local agencies. He added; Park Hills' department has the highest participation rate.

B. Fire Department – Chief John S. Rigney

Chief Rigney's monthly report contained the following:

- A total of 34 calls were received during the month of November. The incidents are broken down by type on the Activity report.
- Chief Rigney is hopeful the new truck will be here in a couple weeks. After its arrival, the 1990 truck will be declared surplus.
- FD crews conducted training on equipment inventory, size-up and utility safety.
- All wet hydrants re-checked from fall maintenance.
- All major upgrade work for the new engine has been completed. Still awaiting delivery of several final items for completion. Expecting to be ready for service by next meeting.

C. Public Works – Daniel VonHandorf

- Greetings Mayor and Council and thank you for another month.
- Thanks to Mother Nature for the most challenging ice/snow event, as many know it was difficult. Also, thanks to the residents who moved their vehicles off the streets.
- We did accidentally remove 2 bumps. One on Amsterdam and 1 one Cecelia. I'll be putting those back in during the first week of March and hopefully, no more snow.
- By the way, the brine I use is just road salt and water; nothing else.
- Getting ready for spring to make many sidewalk improvements and also correct some curb and gutter issues.
- I have the new truck set up and trying to get it broke in gently.
- I just want to clarify that we, Matt Deye, Greg Claypole and myself, kept a truck operating around the clock for that event working in shifts. Thanks Guys!

Dr. Downes thanked Mr. VonHandorf and the others for the great job they did on the roads during the storm. Mr. VonHandorf thanked his wife, Debbie, for riding along with him. Ms. Spoor also thanked him for his good management in making sure the shifts were covered.

D. City Engineer – Jay Bayer

Projects in design phase:

St. Joseph Lane Sidewalk Project

Bayer Becker had several calls with KYTC. Bayer Becker is providing the updated project cost estimate. KYTC will then determine the required percentage of DBE participation and determine if we are approved to proceed with bidding the project.

Hamilton and Arlington Sidewalk Project

The City of Park Hills is proposing a new sidewalk to be designed and constructed along Hamilton Road and North Arlington Road from Trolley Park to Old State Road. Bayer Becker has completed the field surveying portion of the project and the design portion will begin.

Private projects in the city:

Gateway Development (aka Park Pointe)

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.

Ms. Spoor asked what DBE stands for. Mr. Bayer replied, Disadvantaged Business Enterprise which is required in the bid process. Ms. Spoor asked about the cost increase since the project's incentive. Mr. Bayer replied that it's the economy and inflation with materials, etc. He added that the construction industry is challenged right now. After surveying the last leg of the project from Elberta to the end of the street, they found a shallow sanitary sewer that needs to be rebuilt. This is an added cost. There will be two bids. One to do up to Elberta and the other to do all the way to the end of the street. The city can decide which to do. The state is putting in \$202K, anything above that will be the city's responsibility.

E. Treasurer's Report – Julie Alig

Motion to approve the December financial reports was made by Ms. Spoor; second by Ms. Froelich. Roll call: all ayes

Motion to pay the Vehicle Fee fund invoices in the amount of \$2,100.00 was made by Ms. Froelich second by Dr. Downes. Roll call: all ayes

IV. Committee Discussions

A. Joint Code Enforcement Board - David Gray

Mr. Gray stated that at the last meeting, the owners of 1159 Morgan Court paid their \$400 fine.

1008 Amsterdam Road had 60 days to complete their repairs on five outstanding items. Since they did not, a lien was filed in the amount of \$3,200.

B. Financial Oversight - Pam Spoor

Ms. Spoor stated the committee met on February 8th to discuss the proposed budget with the template the Mayor provided. Ms. Spoor is asking Council to consider raising the salary for the Mayor and Council. She suggested a range of \$7,500 - \$10,000 for the Mayor and \$2,000 - \$2,500 for Council. The committee also discussed the vehicle sticker fee. Ms. Froelich asked about the Capital Improvement Plan. Ms. Spoor stated that it wasn't specifically discussed but that the new fire truck takes a burden off the plan. The Mayor will be working with the city clerk on the budget.

V. Old Business - None

VI. New Business

Ms. Froelich stated she has been thinking of how we will landscape the Hamilton hillside. The Mayor suggested a meeting with the Tree Board and the Parks Committee to discuss. Ms. Spoor stated the hillside plan has 2 parts. First was cleaning up the first part of Hamilton Road which was very extensive. She would like to see the second part of the street cleanup completed. She would like the landscaping to be a no-mow space so that it is a very low maintenance area.

Ms. Froelich asked if volunteers were needed to take down the holiday decorations. Ms. Spoor replied that the bad weather has kept people from taking them down. Perhaps tomorrow would be a good day for that.

8:20 Motion to adjourn meeting was made by Dr. Downes

Mayor, Kathy Zembrodt

ATTEST:

City Clerk

