THE PARK HILLS CITY COUNCIL HELD A BUSINESS MEETING ON MONDAY, MARCH 13, 2023, AT 7:00 P.M. AT THE GARDENS OF PARK HILLS, 1622 DIXIE HIGHWAY, WITH MAYOR, KATHY ZEMBRODT PRESIDING. COUNCILMEMBERS PRESENT: MONTY O'HARA, DR. JOE DAUGHERTY, SARAH FROELICH, PAM SPOOR, JOE SHIELDS, AND STEVE ELKINS ALSO PRESENT: CITY ATTORNEY, DANIEL BRAUN AND CITY ENGINEER, JAY BAYER

Call to Order

Pledge of Allegiance

Roll Call

Motion to approve the February 13, 2023 minutes, with changes, was made by Mr. Shields; seconded by Mr. Elkins. Roll call: all ayes.

Motion to approve the February 27, 2023 minutes was made by Mr. Elkins; seconded by Ms. Froelich. Roll call: all ayes. Mr. Shields abstained as he was absent from that meeting.

Motion to amend the agenda to include Municipal Orders 4 and 5, 2023 as well as Executive Order No. 2, 2023 was made by Ms. Spoor; seconded by Mr. Shields. Roll call: all ayes

- I. Second Reading; Ordinance No. 1, 2023 regarding the Mayor's pay frequency was read in summary by Attorney Braun. Motion to adopt Ordinance was made by Ms. Froelich; seconded by Mr. Elkins. Roll call: all ayes
- II. Second Reading: Ordinance No. 2, 2023 regarding the Council's pay frequency was read in summary by Attorney Braun. Motion to adopt Ordinance was made by Mr. Elkins; seconded by Mr. Shields. Roll call: all ayes
- III. Municipal Order No. 4, 2023 amending the agreement between the KYTC and the City regarding the St. Jospeh sidewalk project was read in summary by Attorney Braun. Motion to approve Order was made by Ms. Froelich; seconded by Ms. Spoor. Roll call: all ayes
- IV. Municipal Order No. 5, 2023 awarding the St. Josph Lane sidewalk bid to TMS Construction was read in summary by Attorney Braun. Motion to approve Order was made by Ms. Spoor; seconded by Mr. Shields. Roll call: all ayes
- V. Executive Order No. 2, 2023 adding Marty Boyer and Emily Sayers to the Economic Development & Business Committee was read by Attorney Braun.
- VI. Civic Association events for 2023 were read. Motion to approve the events was made by Mr. Shields; seconded by Mr. Elkins. Roll call: all ayes You can see all the events' dates and times at their website. Phcahub.org
 - VII. Department Reports
 - A. Police Department Chief Cody Stanley

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Chief Stanley's February report contained the following:

Reports: 2 Citations:

- 0 Warrant Arrests
- 70 Traffic citations (38 Federal Grant Citations)
- 2 arrests (2 traffic (1 DUI))

City Citations: 6 (1 paid)

Additional:

773 calls for service less 103 traffic stops, 433 Vacation/Business/ Special Area Checks, 40 Special Detail we had a total of 197 police related calls.

Traffic study on South Arlington: avg speed 21.17, # vehicles 16,369, max speed n/a, 85% speed 24, 50% speed 20.

Call Review:

- 1 citations & 1 report on Dixie Highway.
- 1 report on Elberta Circle

Discussion took place regarding the stop sign placement in front of 1140 Audubon to possibly give the owners more parking room. Chief Stanley will check it out.

- B. Fire Department Chief John S. Rigney Chief Rigney's monthly report contained the following:
 - A total of 33 calls were received during the month of February. The incidents are broken down by type on the Activity report.
 - PHFD members attended joint training classes on Company Operations and Traffic Safety involving wire rope barriers.
 - PHFD was represented at the NKY Hazard Mitigation and Special joint Fire/Police Chief's meeting in February.
 - Crews assisted Ludlow FD with (2) calls for structure fires.
 - C. Public Works Daniel VonHandorf
- Greetings Mayor Zembrodt and Council and thanks for another month.
- Spring was here but left us a couple of times. I have been able to get a start on a few projects and had to switch around.
 - 1. Early clean up in the park
 - 2. Installing some new street signs that have been missing (the list)
- 3. I was able to get the debris out of the way at the city limit line at NDA Friday in prep for another sign.
- 4. Winter is officially over in 7 days, it has to be, the snow emergency signs came down today.
- Also, we had our first parade meeting last Thursday, that is another sign of spring.
- As always, the committee thanks you and asks for your support. But most of all, thanks to all of our veterans!

Mr. VonHandorf stated that he is doing some tree trimming and flagpole repair by the park. The paint marks in front of 1140 Audubon and some Old State homes are from Duke. They are following up on 811 calls.

The city cleanup day will be Saturday, April 22nd.

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D. City Engineer – Jay Bayer

Projects in design phase:

St. Joseph Lane Sidewalk Project

The City of Park Hills has been working closely with KYTC's approval of the project bid for authorization for the city to proceed. Based on requirements from the FHWA (Federal Highway Administration), KYTC has now required a modification to the previously approved inspection plan provided by the city. Fortunately, KYTC will owe 80% of the funding for the inspection with the remaining 20% to be the responsibility of the city. The city anticipates approval from KYTC shortly for the city to proceed with the project. 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. Mayor Zembrodt thanked Jay Bayer and Katie Dillenburger for their help on the St. Joseph sidewalk project.

E. Treasurer's Report – Julie Alig

Ms. Froelich asked if the expenses in the Capital Improvement fund under \$10K should be moved to the correct lines. Ms. Alig will look it over.

Dr. Daugherty asked, since the payroll tax is coming in over budget, could we eliminate the minimum babysitter tax. The mayor would like that discussed at the Financial Oversight committee meeting.

Motion to accept the treasurer's report was made by Ms. Spoor; seconded by Ms. Froelich. Roll call: all ayes

Motion to approve the Vehicle Fee invoice in the amount of \$1,615.00 was made by Ms. Spoor; seconded by Mr. Shields. Roll call: all ayes.

VIII. Mayor's Presentation

Mayor Zembrodt went over her presentation (attached to the back of the minutes) with Council.

Mr. Shields asked if any of the PD needs put us out of compliance. Chief Stanley replied that there is nothing that needs to be done immediately but there are areas the department can improve upon. There is no handicap access to the PD office. That, along with not having an interrogation and evidence room in the PD, is the most concerning. Ms. Froelich would like to work on the most urgent issues first. Mr. Elkins reminded us that the PD upstairs offices were only supposed to be temporary. Ms. Froelich wants to make sure we are accurate for a public bid which is anything over \$30K.

The mayor would like the PD and, eventually, the city clerk to move to the Dixie Highway building and use the 1st floor of the current city building as our meeting space. In order to improve the 2nd floor, an elevator would have to be installed which would cost roughly \$110K. There are also asbestos concerns as well as the cost of raising the sloped ceiling. Another concern is the placement of the PD and the city clerk during renovations. Discussion followed regarding the Capital Improvement Plan the mayor provided to Council.

IX. Committee Discussions

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A. Financial Oversight – Pam Spoor

Ms. Spoor stated the minutes from the last meeting have been approved. The committee discussed the repeal of the vehicle fee and would like to address again before the end of the fiscal year.

Ms. Spoor stated that the Parks committee will meet tomorrow at noon in the city building. She would like to schedule future meetings to take place at noon.

B. Infrastructure – Joe Shields

The committee met last Thursday and discussed the St. Joseph Lane sidewalk project as well as the Brent Spence Bridge. They are continuing to tighten what they are doing as a committee and looking at data that can help with decisions such as traffic counts. The Brent Spence Bridge was also discussed.

C. Economic Development – Sarah Froelich

The committee met on February 28th to review some proposed standards and the TIF District. The TIF will be discussed more in depth in the future. In the January meeting, the discussion included the Dixie Study from 2009, the Z21 project as well as discussion to meet with business owners in our district.

A brainstorming session was held where the committee discussed some common language about Park Hills to help formulate a decision making framework to set up some potential guidelines for zoning. The next meeting is scheduled for March 28th at 6 p.m.

- X. Old Business None
- XI. New Business None

Mayor Zembrodt stated that the liquor store is supposed to begin construction at the end of the month.

Also, the city cleanup day is scheduled for Saturday, April 22nd.

8: 15 Motion to enter into executive session pursuant to KRS Section 61.810(1)(b) to discuss future acquisition or sale of real property with meeting to adjourn as no action will be taken after session was made by Ms. Spoor; seconded by Mr. Shields. Roll call: all ayes.

all ayes.		
	Mayor, Kathy Zembrodt	
ATTEST:		
City Clerk		



POLICE DEPT

*CURRENTLY SPACE IS 400 SQ FT ON 2ND FLOOR WITH VERY LIMITED FACILITIES

POLICE DEPT

NEEDS:

ROOM, RECORDS ROOM FOR PROPER STORAGE, INTERVIEW/INTERIGATION ROOM, TRAINING EVIDENCE ROOM, WEAPONS AND EQUIPMENT LOCKERS, SPACE FOR DESKS FOR OFFICERS, INVESTIGATOR, SHOWER AND TO GET UP TO ADA ID STATE ACCREDITATION SPECS. INDIWIDUAL OFFICE SPACE FOR CHIEF AND STORAGE, MIEETING ROOM

NEEDS COSTS TO ACCOMPLISH THE POLICE DEPT

SPACE/BUILDING PUCHASE EST \$300,000 COSTS TO RENOVATE SPACE OF 1250 SQ FOR SPECIFIC NEEDS EST \$ 38,400

PERMANENT MEETING SPACE FOR CITY

FROM DIFFERENT AREAS SUCH AS SCHOOLS, THE GARDENS ETC. FOR TWELVE YEARS WITH NO TECHNOLOGY CURRENTLY RENTS AVAILABLE SPACE FOR PRESENTING OR HOSTING NEEDS:

FOR PRESENTATIONS, HYBRID MEETINGS PLACE FOR THE CITY TO HAVE MEETINGS AND AUDIO VISUAL FOR AUDIENCE AND REMOTE VIEWERS AND TO BE ADA FOR BUSINESS MEETINGS AND COMMITTEES COMPLIANT AND PERMANENT TO BE USED WITH PROPER ACCESSIBILITY, TECHNOLOGY AND OTHERS AS NEEDED

COSTS TO ACCOMPLISH CITY MEETING SPACE

TO REMOVE WALLS, REPLACE FLOORING
WHERE NEEDED, PAINT AND ADDING 2 TV'S
FOR PRESENTATIONS AS WELL AS WIRING, LED
DISPLAY, WIFI AND SET UP CITY BUILDING USING THE PRESENT 1ST FLOOR OF \$31,600

AVAILABLE FUINDS FOR PURCHASE AND RENOVATION

