

THE PARK HILLS CITY COUNCIL HELD A BUSINESS MEETING ON MONDAY, DECEMBER 11, 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 November 13, 2023, minutes, with changes, was made by Ms. Spoor; seconded by Mr. O'Hara. Roll call: all ayes. Mr. Shields and Mr. Elkins abstained from the vote as they were absent from the meeting.

I. Second Reading: Ordinance No. 11, 2023 amending the Code of Ordinances regarding encroachments was read in summary by Attorney Braun. Motion to adopt Ordinance was made by Ms. Spoor; seconded by Ms. Froelich. Ms. Spoor would like to see the Ordinance, if passed, put on the website, and included in the next newsletter to clarify for the residents and avoid miscommunication. Mayor Zembrodt explained that this Ordinance is an addition to Section 52 which the Ordinance references. This Ordinance states that no permanent structure can be put on the right-of-way. If a resident wishes to put in a permanent structure, they will first have to go to the PDS for a permit. No existing permanent structures will be required to be removed. This is only going forward. Mr. O'Hara stated that the city allows almost unlimited curb cuts for driveways. Ms. Spoor explained that 20' is the width limit for a driveway so residents are allowed to widen up to that length. Mr. O'Hara is concerned about the residents on Amsterdam Road when the road project begins as many of them have parking pads. Mayor Zembrodt stated that street meetings will be held, but that we must comply with the grant's guidelines and adhere to the current zoning code. Ms. Froelich stated that the city previously had an unclear Resolution, and this change is meant to further clarify the process. Mr. O'Hara added that if a resident wishes to go before the Board of Adjustment, there is a \$500 cost associated with that. He also believes that the PDS has been unfairly citing properties for non-issues. Mayor Zembrodt will schedule street meetings once the Amsterdam fix nears. Roll call: all ayes.

II. Municipal Order No. 15, 2023 appointing a representative and alternate representative to the PDSKC was read in summary by Attorney Braun. Motion to approve Order was made by Ms. Froelich; seconded by Ms. Spoor. Roll call: all ayes.

III. Municipal Order No. 16, 2023 re-appointing member to the Tree Board was read in summary by Attorney Braun. Motion to approve the Order was made by Ms. Froelich; seconded by Mr. Elkins. Roll call: all ayes.

IV. Municipal Order No. 17, 2023 appointing Chair and member to the Park Hills Board of Adjustment was read in summary by Attorney Braun. Mayor Zembrodt explained that Mr. Charlie Meyers stepped down as Chair and that Mr. Sweet has stepped up to take his place. Motion to approve Order was made by Ms. Spoor; seconded by Mr. Elkins. Roll call: Mr. O'Hara; aye, Dr. Daugherty; aye, Ms. Froelich; nay, Ms. Spoor; aye, Mr. Shields; aye, Mr. Elkins; aye.

Motion carried.

Ms. Spoor would like to see the city do something for Mr. Meyers for his years of service.

V. Department Reports

A. Police Department – Chief Cody Stanley

Chief Stanley's report contained the following:

Reports: 10

Citations:

- 0 Warrant Arrest
- 7 Traffic citations (5 Federal Grant Citations)
- 0 Criminal Arrests

City Citations: 1 (0 paid)

Additional:

455 calls for service less 22 traffic stops, 234 Vacation/Business/ Special Area Checks, 22 Special Detail we had a total of 197 police related calls.

A traffic study on South Arlington: Not available

Call Review:

- 1 report on Elberta Circle.
- 2 Traffic citations & 1 report on St. Joseph Lane.
- 3 Accident Reports on Dixie Highway

Dr. Daugherty noticed there were no citations for speeding or stop sign running. He suggested having those guilty of these give a donation in lieu of paying a fine.

Ms. Froelich believes it is important to keep track of statistics as we anticipate the Brent Spence Bridge traffic. If the city has a reputation for giving out tickets, drivers may avoid coming through our streets. Ms. Spoor agrees and would like to have the actual number of cars on our cut through streets. Ms. Froelich asked, when it comes to Dixie Highway, could we work with the state to help monitor? Mayor Zembrodt stated that at the last Mayor's meeting, they discussed getting ready for the bridge and the traffic it will bring. She added that a group has not been set up for this yet. Ms. Froelich stated that Ft. Wright is already adding signage and it said it may be wise for us to work with them. Ms. Shields thought a task force was already in place. He believes working with other cities will get more attention.

Ms. Froelich asked Chief Stanley the reason the alarm and intrusion numbers looked high. He replied that they aren't necessarily break ins but instead are power outages, new users, etc. The Chief added that charges were brought against an individual in last month's robbery on St. Joseph.

Ms. Froelich thanked the Chief for providing a tour of their new facility to Council.

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

- A total of 38 calls were received during the month of November. The incidents are broken down by type on the Activity report.
- FD crews participated in joint training with Ludlow and Crescent Springs FDs at the BP bulk storage facility in Bromley.
- Fall maintenance of all fire hydrants in the city is currently being conducted.
- Emergency Generator received preventive maintenance for the winter.
- FD crew responded to assist Ludlow FD with a structure fire on Elm St.

Dr. Daugherty asked if there was any further news on the upper Jackson house fire and why repairs were taking so long. Chief Rigney replied that he wasn't sure but that it could be multiple insurance companies are involved.

Ms. Froelich asked if medical emergencies are commonly higher this time of year. The Chief replied that they usually do increase at this time.

B. Public Works – Dan VonHandorf

- Greetings Mayor Zembrodt and Council and thanks for another month.
- Things were really busy, but a lot has gotten done. Paving on Park and Cleveland for one, and it looks very good as well as the walk on Hamilton looks great. It was the first time working with QCB (Queen City Blacktop) and they did a good job and got it done quickly.
- I am planning to finish up the leaf pickup this week, after all, it is mid-December and who knows when the snow is coming.
- The Christmas tree recycling will be the same as always (lower Trolley Park)
- The new city limits sign on Dixie Highway is moving along well. The stonework is almost complete, another day or so.

Mayor Zembrodt stated that the city sign will be installed at the end of December, beginning of January.

Mr. O'Hara said he received some calls from residents asking why the blacktop was put down when the weather was so cold. Mayor Zembrodt replied that it was 40° out at that time. She was also assured that if any problems arose, they would come back and fix them.

D. Engineering – Jay Bayer

**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 stated that the new gate and concrete work at the end of Old State Road will be completed, hopefully, by January. If the weather is too cold, it may have to wait until spring. She will send out the gate design tomorrow.

The discussion once again turned to the Brent Spence Bridge traffic concerns and plans.

E. Treasurer's Report – Julie Alig

Motion to accept the financial statements was made by Ms. Froelich; seconded by Mr. Shields.

Ms. Froelich asked about the liquor license income. Ms. Alig stated that the Good Spirits owner came in and paid for their local license. Ms. Froelich also asked what the almost \$600 revenue in the vehicle administration fund was for. Ms. Alig explained that when the vehicle account was closed, this was the balance that remained. The PILOTs were discussed and how they will be dispersed to the different entities. Mayor Zembrodt stated that she and Ms. Alig have been walking through the city street by street comparing Rumpke's list to the city's tax roll list. Some discrepancies have been found and will be addressed with Rumpke. Roll call: all ayes.

## VI. Committee Discussions

### A. Financial Oversight

Ms. Spoor stated that the committee met on the same evening as the Economic Development & Business committee. They discussed the current state of the budget as well as business tax rates. They will revisit as more information becomes available. Mayor Zembrodt spoke with our bank representatives regarding the city's investment funds. Currently, our reserve account has \$393,648 in it. They suggested moving enough over to make \$500,000 so that it could be put into a fund at a rate of 5.4%. Ms. Spoor wants to make sure there is liquidity and insurance and also know the term. Motion to move \$107,000 into the general fund reserve was made by Dr. Daugherty; seconded by Ms. Spoor. Motion carried.

### B. Parks

Ms. Spoor said last night's Christmas in the Park and luminary was beautiful. She thanked everyone for all their work:  
Shannon Gemeinhardt and Katie Rademacher as chairs for the Civic Association.  
Carol Bethel and Dr. Daugherty on all their work on the luminaries.  
The Carolers: Greg Johnson, Greg Claypole, Monty O'Hara and Peter Craig.  
Jay and Kathy Moretti for playing Mr. and Mrs. Claus.  
Kathy Delis for playing the elf.  
Dan VonHandorf for all his work on the lights.  
All the street captains, including Debbie VonHandorf, who went door to door.  
Kate Blettner and her NDA friends for serving the hot chocolate.  
Greg Gemeinhardt and Nick Kowalski for the fire pit.  
The Park Hills police for all their assistance.  
And all the residents who participated in the event.  
There were 368 luminary kits sold, 262 carriage rides and 200 cups of hot chocolate.  
Dr. Daugherty also thanked the weather for no rain.

Ms. Spoor went on to say that the bushes in Trolley Park were taken out and she would like to add a split rail fence there. The flagpole was installed at the new Police Department. New shrubs and trees were also planted there. Thank you to the Tree Board for paying for them. Mulch will go in this week. So far, the stonework on the new sign looks beautiful. Dr. Daugherty suggested a KY flag at the Amsterdam city building. Mr. VonHandorf would also like one for the boulevard's flagpole.

C. Infrastructure

Mr. Shields stated that the meetings will pick up in January. They continue to discuss street grading and budgeting. Also discussing the Brent Spence bridge project as well as Verizon coverage.

Ms. Spoor stated that she met with Shannon, Katie and Carol regarding the Civic Association. People don't want to volunteer like they used to. She would like to look at funding from the upcoming budget to fund the Christmas event. Mr. O'Hara stated that there used to be a \$15 membership charge to join the Association. Ms. Spoor said this was tried, but there was not much response. Ms. Spoor would like to see this tradition continued and would support help from the city. Ms. Froelich would like to look at other creative ways to get people to participate. Discussion followed regarding membership and how to engage residents.

D. Economic Development & Business

Ms. Froelich stated that the committee had a good meeting. They reviewed and assessed what could be relevant from the 2009-2010 Dixie Highway study.

They are working on a proposal for the highway, perhaps with Mr. Bayer and/or PDS, to add sidewalk lighting, curb cuts, green space and bike paths. With the Brent Spence bridge traffic coming, there could be some coordination with the state's plans in terms of any street rebuilding and incorporate these projects into them.

They are also reviewing a proposal for parcel analysis with the PDS.

The next meeting is scheduled for January 23<sup>rd</sup>. Ms. Spoor thinks it may be ideal to overlap the Economic and Financial meetings like last time.

Ms. Froelich met with the Economic Development co-chair, Marty Boyer. He will put together a presentation. She is looking for a Power Point template. Mayor Zembrodt stated that she will look into that.

VII. Old Business

VIII. New Business

Mayor Zembrodt stated that a representative from Duke was at the last Mayor's meeting. They would like to visit an upcoming meeting to give an update on the upgrading of the gas lighting.

8:28 Motion to adjourn from Business Meeting.

---

Mayor, Kathy Zembrodt

ATTEST:

---

City Clerk