

THE PARK HILLS CITY COUNCIL HELD A BUSINESS MEETING ON MONDAY, FEBRUARY 12, 2024, AT 7:00 P.M. AT THE GARDEN'S 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, DAN BRAUN AND CITY ENGINEER, JAY BAYER

Call to Order

Pledge of Allegiance

Roll Call

Motion to approve the January 8, 2024, meeting minutes was made by Ms. Froelich; seconded by Mr. Elkins. Roll call: all ayes. Mr. Shields abstained as he was absent from that meeting.

Motion to approve the January 22, 2024, minutes was made by Ms. Spoor; seconded by Mr. Shields. Roll call: all ayes. Mr. O'Hara and Mr. Elkins abstained as they were absent from that meeting.

I. Presenter

A. Ms. Liz St. Onge, president of the PHCA, was present at the meeting to update everyone on the association's 2024 events:

- Open House – Tuesday, March 12th at the city building.
- Easter Egg Hunt – Sunday, March 30th in Trolley Park
- Memorial Day Parade – Monday, May 27th
- Yoga in the Park – Saturdays in May and June at 10 a.m. in Trolley Park
- City Wide Yard Sale – Saturday, July 13th (rain date July 20th)
- Picnic in the Park - Saturday, September 14th in Trolley Park
- Pumpkin Parade and Hayride – Sunday, October 20th (rain date October 27th)
- Christmas in the Park and Luminary Night – Sunday, December 8th

Ms. St. Onge requested a new resident list from the city clerk.

Ms. St. Onge stated that, since COVID, donations have been down and asked if the city could help finance between \$1,000 - \$1,500 for the carriage rides this year. Mayor Zembrodt stated she is currently working on the new budget and will allot some extra money for the Civic Association.

Mr. O'Hara mentioned that, in the past, street chairs would go door to door for memberships and asked if that could be brought back. Ms. Froelich proposed that Council take a look at how we can better support the Civic Association. Ms. St. Onge replied that the new resident gift baskets are a good start with letting people know what the Civic Association does. She wants residents to get to know each other and keep the PHCA separate from the city to keep its charm. Mr. Shields likes the idea of channeling their services through Facebook, newsletters, and the website. Ms. St. Onge would like to talk with Mr. Shields regarding these ideas.

I. Municipal Order No. 2, 2024; Agreement with Housing Authority of Covington (HAC), KY was read in summary by Attorney Braun. This Order will direct the Mayor to execute an Interlocal Agreement with the HAC to vest with HAC the right, privilege and authority to operate an existing Housing Choice Voucher (HCV) Program within the jurisdictional boundaries of both the City of Covington and the City of Park Hills. Motion to approve the Order was made by Ms. Froelich; seconded by Ms. Spoor. Roll call: Mr. O'Hara; aye, Dr. Daugherty; nay, Ms. Frolich; aye, Ms. Spoor; aye, Mr. Shields; aye, Mr. Elkins; aye. Motion carried.

II. Municipal Order No. 3, 2024 appointing Chelsea Little as a full-time employee was read in summary by Attorney Braun. Chief Stanley introduced Ms. Little to Council. Ms. Little stated that she lives in Independence and that her father was a councilman there. She added that she has always wanted to be a police officer. She majored in biology with a minor in Criminal Justice at WVU Technical College where she played basketball for about 2 years. When she transferred back here, she found out that her biology credits could not be transferred. She found this a perfect opportunity to change her major to Criminal Justice and pursue a career in Law Enforcement. A picture of Ms. Little, the Chief and Mayor was taken. Welcome Chelsea!

III. Municipal Order No. 4, 2024 declaring the public works radio surplus was read in summary by Attorney Braun. Motion to approve the Order was made by Ms. Spoor; seconded by Mr. Elkins. Roll call: all ayes.

IV. Municipal Order No. 5, 2024 declaring the 2010 Dodge Charger surplus was read in summary by Attorney Braun. Motion to approve the Order was made by Ms. Spoor; seconded by Dr. Daugherty. Roll call: all ayes

V. Executive Order No. 1, 2024 appoints Mr. Jim Pfaller to the Parks, Recreation & Beautification Committee.

VI. Department Reports

A. Police Department – Chief Cody Stanley
Chief Stanley' report contained the following:

Reports: 8

Citations:

- 1 Warrant Arrest
- 20 Traffic citations (3 Federal Grant Citations)
- 1 Criminal Arrest

City Citations: 0

Additional:

478 calls for service less; 59 traffic stops, 221 Vacation/Special Area Checks, 19 Special Detail we had a total of 179 police related calls.

Traffic study on South Arlington: Not Available

Call Review:

- 2 arrests on Elberta Circle
- 1 report on St. Joseph Lane
- 7 traffic citations on Dixie Highway

Dr. Daugherty was pleased to see more traffic violations given out.

B. Fire Department – Chief John S. Rigney

- A total of 41 calls for service were received during the month of January. The incidents are broken down by type on the Activity report.
- Furnace and boiler units served.
- All SCBA units complete annual function testing.
- Cascade cylinders sent for 10 yr. pressure testing.
- FD crews responded to a multi-vehicle crash on I-75.
- Crews responded to assist Ft. Wright with a house fire.

C. Public Works – Dan VonHandorf

- Greetings Mayor Zembrod and Council and thanks for another month.
- We had some winter, then some spring. I have been able to get the jump on some clean up around the city, Trolley Park for the most part, but Mother Nature says back to winter tonight.
- I was able to put the bronze plaque in the city limit sign at NDA today, it looks great in my opinion. Thanks to all who have helped with this project. Still a few loose ends to go; lighting and some landscaping. Won't be long, all will be done and on to the next big project. Not sure what it is but I know there's one coming, after all, spring is coming soon.
- Speaking of a big project, Amsterdam is in the early works of redoing. All I can do is patch and patch and patch for now. Sorry, but our hands are tied or else we will lose our place on the priority list.
- Sprin cleanup coming in March.
- Memorial Day Grand Marshall suggestions?

Ms. Spoor wanted to thank Mr. Mike Conway for his work on the new sign. Mr. VonHandorf camouflaged the plastic pole that was in front of the sign and he will also fill in the hole.

D. City Engineer – Jay Bayer

Projects in Design Phase:

St. Joseph Lane Sidewalk Project:

Bayer Becker contacted KYTC staff to assist with providing additional project invoicing documentation needed to close out the project. The city was to receive the reimbursement of KYTC funds, which it has.

Private Projects in the City

Gateway Development (aka Park Pointe)

The city has a bond in place until the puchlist work is completed. With the long delay in completing this task, a new inspection and punchlist is suggested before the bond is

released. A plat is to be prepared by the developer to dedicate the proposed right of way along Amsterdam.

Ms. Froelich inquired about the drawing for the Park Pointe gate on Old State Road. Mayor Zembrodt said she would check on it.

E. Finance Department – Julie Alig

Mayor Zembrodt stated that the city received \$15K for fines due from 1008 Amsterdam Road. The city also moved \$100K from the General Fund to the Reserve Fund for the investment account. Next month, \$150K will be moved over from the Road Fund to the General Fund to pay down the amount loaned. Ms. Spoor added that the money reserved in the investment fund constitutes the city's 30% OKI grant match for Amsterdam Road. Ms. Froelich asked to make sure that residents are aware of meetings by making sure they are posted correctly.

Motion to approve the financial reports was made by Ms. Spoor; seconded by Mr. Shields. Roll call: all ayes

VI. Committee Discussions

A. Financial Oversight – Pam Spoor

The committee met on January 23rd and discussed the following:

- Mayor Zembrodt is working on the budget.
- Investment status and strategies for reserved monies to take advantage of the interest.
- The St. Joseph reimbursement was received.
- Preliminary discussion of the tax rate and voting to reduce the road tax to 1.2%. A significant amount of street work has been done since its establishment.

Ms. Spoor explained that property assessments went up, but the road tax rate stayed the same, bringing in more than budgeted and the Finance committee recommended reducing the rate. Ms. Froelich wants to be clear about where we are in our road projects. Once the rate is reduced, it will be virtually impossible to go back. Mr. Shields would also like to discuss it at the infrastructure committee meeting. Mr. O'Hara added that there are many streets that still need to be done. Mayor Zembrodt will find out the cutoff date to have it on the ballot and then go from there.

B. Infrastructure – Joe Shields

- Mr. Shields stated that the city should start seeing engineering work/design in March on the Amsterdam Road project.
- A public meeting regarding the Brent Spence Bridge will be coming up.
- The city has a new traffic counting device which is easy to position. Mr. Shields would like to see a spreadsheet on traffic trends.
- The Mayor is meeting with other local Mayors regarding the Brent Spence Bridge.

Ms. Froelich asked if part of the Infrastructure Committee is the Brent Spence Bridge Committee and Mr. Shields responded that the Mayor is handling these conversations via the Mayor's Group meetings.

Dr. Daugherty was concerned that the sound barrier wall would worsen noise in Park Hills and has asked that sound absorption be considered.

C. Economic Development – Sarah Froelich

Ms. Froelich included documents for Council to look over in preparation for the Caucus meeting regarding a parcel analysis. The committee is asking Council to review the proposal and agree on parcels for the analysis. They recommend analysis on the Dixie

Highway business district, some points on Amsterdam, Montague and Sleepy Hollow and the property at the end of St. Joseph Lane. There is no cost to the city. Mr. Josh Wice with the PDSKC is waiting for Council's ok. She also asked Council to look over the slideshow handout which shows what was done in 2023 and looks ahead to 2024. The committee would like to look at extending sidewalks and curb cuts on Dixie Highway from North Arlington to the Views and to include streetlights and trees. She suggested working with Mr. Bayer to put together a plan. Mr. Shields asked, since Dixie Highway is a state road, is the city allowed to install sidewalks. Mayor Zembrodts replied that she would find out but that the cost of studies is high. Mr. Bayer shared that Senator McDaniel has set aside funds for this sidewalk. They took the study to a level that included a retaining wall. We are not sure what the status is other than that it is probably put on hold. The KLC is holding its City Day/City Night on February 28th. Perhaps city officials could sit down with state officials and ask how to make this happen. Ms. Froelich stated that Josh Wice has encouraged us to consider this even though we weren't able to do it in the past.

D. Government League – Monty O'Hara

Mr. O'Hara stated that there was a round table discussion at the last meeting about how cities and counties can work together. They will try to hold quarterly meetings at the NKADD which are open to everyone and usually includes dinner.

E. Tree Board – Mike Conway

Mr. Conway would like to formally present the Tree Ordinance next month. The focus of the Tree Board is to replant trees that have been lost over the past 10 years. They also have a need to protect existing trees and designate landmark trees. They would like to have a 2-phase approach. First, implement a 14-day waiting period before cutting down any trees to give the Tree Board members time to talk with the owners to discuss other options. Some people believe a tree to be dead when it is not. The Ordinance is modeled after the one used in Ft. Thomas and Anchorage. Mayor Zembrodts stated that she would send the Ordinance out for Council to review. Ms. Spoor asked if this would apply to trees cut by Duke if the trees are clearly in the power lines. Dr. Daugherty replied that utility companies would need to provide funds or trees to make up for those lost.

VII. Old Business – None

Business Meeting Minutes
February 12, 2024
Page 6

VIII. New Business – None

8:51 Motion to adjourn from Business Meeting was made by Dr. Daugherty; seconded by Mr. Elkins.

Mayor, Kathy Zembrodt

ATTEST:

City Clerk