

**Economic Development and Business Committee Meeting Agenda and Minutes
City of Park Hills**

October 22, 2024

6:00 PM

**In Person at Park Hills City Building
1106 Amsterdam Road, Upstairs Council Chambers**

Virtual via Zoom:

<https://us02web.zoom.us/j/81027464536?pwd=VIFUYXVXdjZ3aEt1L2lWRkFRSWhVUT09>

Meeting ID: 810 2746 4536

Passcode: 702512

One tap mobile

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In Attendance

In person: Sarah Froelich, Marty Boyer; Emily Sayers (6:02); Matt Breeze (6:28); Joe Daugherty (6:40); Pam Spoor (6:43/left at 6:43 and returned at 6:55); Chris Carle (6:55)

Virtual: Mike Conway

The meeting began at 6:00.

1. Review of [September](#) minutes (3 minutes)
 - a. Minutes approved.
 - b. Sarah noted that Monty O'Hara, a former council and committee member, had moved away, resigned from city council, and would no longer be joining their meetings. Sarah thanked Monty for his contributions to the committee, including the suggestion of the road diet idea. Mike mentioned that Monty would still be involved in the city in some ways, including attending the Memorial Day Parade.
2. The November meeting will be a social gathering at Finke's Pub the week before Thanksgiving: invite business owners, residents, and new council members. (15 minutes)
 - a. The committee finalized the date and time: November 21 at 6:30 PM.
 - b. Mike proposed postponing the gathering until after the new council approves the proposal for Dixie Highway. Sarah stated that the social event is meant to be a community-building event, and the committee had already committed to having the event in lieu of the November meeting. The committee committed to continuing with the event on November 21.
 - c. Run of show: Sarah will put together and share.
 - d. Presentation to show on screens as a conversation starter and to serve as an end-of-year report: Marty will put together and share.
 - e. Invitation by social media, especially with business owners—flyer, call, word of mouth: Emily will create a draft for the invitation and share.

- f. Marty reviewed the award we agreed to present to Ali Kidwell, highlighting how Ali set a good example when she took initiative to immediately implement ideas from the Town Hall, specifically having monthly food truck events at Finke's Pub.
3. Event permit draft (Marty Boyer and Sarah Froelich, 15 minutes)
 - a. The committee discussed the draft of the event permit document, suggesting that it should be thorough and detailed to provide a clear rationale for approval or rejection.
 - b. The committee recommends legal review to identify any missing elements.
 - c. Sarah noted that she reviewed city code regarding permits and noticed that it needs to be updated. She'll work on a draft to present to council at a later date.
 - d. Marty mentioned the requirement for legal liability limits, suggesting that most places require a minimum of \$2 million, but the current document specifies \$1 million.
 - e. The committee discussed how the permit can be a form with a fillable/printable PDF available on the city's website. A form has to be created in a way that protects personal information. The fillable PDF version can be emailed. The committee agreed upon the importance of protecting personal information and ensuring the document is user-friendly.
 - f. Marty offered to coordinate with the city website contractor to work on creating the online form after the permit is finalized and approved.
 - g. Sarah shared that she would present the proposed permit at the next council business meeting on November 11.
4. Succession package (15 minutes)
 - a. Marty provided an update on the succession package for the committee. This is a clear way to ensure that all materials are compiled for future committee members, and so future committees can pick up where we've left off, if necessary. The succession package is a Google Drive that includes:
 - i. A Town Hall folder
 - ii. Mike's economic development/road diet presentation
 - iii. The parcel analysis from PDS with potential next steps
 - iv. Details about the draft for the event permit process
 - b. Marty suggests adding a sample agenda for future meetings.
 - c. Mike recommended renaming his presentation to reflect it is an economic development plan.
5. Business district update (5 minutes):
 - a. Szechuan Garden
 - i. It was noted that the mayor reports that the Szechuan Garden restaurant property has a lead violation and is listed for sale with a realtor.
 - b. Sisters of Notre Dame
 - i. Emily discussed her attempts to connect with the Sisters of Notre Dame and Notre Dame Academy, with the goal of inviting them to a committee or council meeting for an update.
 - ii. Mike mentioned reaching out to Jay Bayer, who is on the board.
 - iii. Sarah shared a Sisters of Notre Dame contact with Emily.

- c. Mike brought up the potential sale of a property on Dixie, at the corner of South Arlington, which Sarah confirmed is for lease. Pam shared that the house was once called the Lamplighters Inn, and it was a popular spot for musicians after other venues closed.
- 6. Z21 update: The next working group session is 11/20.
 - a. Sarah noted that the last meeting, scheduled for 10/24, was postponed to the new date.
- 7. Backlog of other ideas
 - a. City entrance sign update and program
 - i. Mike described details of the new sign's location, mentioning a safety issue. Sarah noted that the city is expected to have a memorandum of understanding (MOU) regarding the sign since it's technically located in Covington.
 - b. City-wide street lighting program: Consider looking into an infrastructure grant for this idea.
 - c. 100th anniversary celebration in 2027: Consider including this on the January or February agenda.
- 8. Next steps:
 - a. Complete tasks in preparation for the November 21 social. (Marty, Emily, Sarah)
 - b. Finish assembling the succession package, and share asynchronously. (Marty, Sarah)

Next Meeting: After the November 21 social, the next meeting is TBD, based on the formation of a new committee in January.

Note: Mike Conway shared objections to our committee working on the event permit in an email thread following this meeting. Notes from this correspondence are included in the Event Permit Park Hills folder of the committee's Google Drive.