

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

September 24, 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

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In Attendance

In person: Sarah Froelich, Marty Boyer

Virtual: Emily Sayers

The meeting began at 6:01.

1. Review of [August](#) minutes (3 minutes)
 - a. Minutes approved
2. Event permit audit and plan (Marty Boyer and Sarah Froelich, 15 minutes)
 - a. Marty reviewed the annotated event permit from the city of Newport, which the mayor favored in 2022. Marty also reviewed event permits from a variety of our neighboring cities and asked what are the most important details needed for event permits. He asked for some examples.
 - b. Sarah shared recent examples like processions by Our Lady of Lourdes church, block parties, and the city garden tour.
 - c. Emily inquired about what's required by statute: per the state, county, and city.
 - d. Marty inquired further about whether we have requirements to consider around food and alcohol sales as well as insurance liability and cleanup.
 - e. The group agreed that events are most likely needed for any event that's on public property or requires public resources.
 - f. Sarah suggested that it would be good to have a PDF version as well as a fillable form available on the city website.
 - g. Marty plans to have a soft draft ready for review at the October committee meeting.
 - h. Sarah agreed to look into statute and code requirements.
 - i. The committee plans to present a draft to council at the November business meeting.
3. Next steps for [Dixie Highway](#) road diet presentation (10 minutes)

- a. The group decided to let it play out and not interfere with Mike's plans.
4. Park Hills Parcel Analysis follow up (10 minutes)
 - a. Josh and team are updating the presentation to include more parcels in the Elberta Apartments District, will be shared at our next meeting or sooner, if possible.
 - b. What's next? Having the average value information can trigger conversations with potential developers and can inform a strategic plan. Make this part of the planning for the future.
5. Succession/next year planning
 - a. The group discussed issues with the city council's strategic planning process and budget approach. They raised concerns about the lack of comprehensive review, the possibility of overspending on projects without proper bidding processes, and the need for stricter adherence to procurement laws.
 - b. The group discussed ways to address these issues with succession planning, to better prepare potentially new council and committee members. For example, it might be helpful to set up the next council and committee so they can work on improving other processes such as RFPs, policies, and strategic planning.
6. November/December meetings
 - a. The group discussed the possibility of canceling November and December meetings due to Thanksgiving and Christmas.
 - b. The group decided to move the November meeting to the week before Thanksgiving and hold it as a social event at Finke's Pub. They also planned to invite the new council to this event.
 - c. The group decided to cancel the December meeting.
7. Business district update: Szechuan Garden and Sisters of Notre Dame (5 minutes)
 - a. Emily agreed to reach out to the Sisters of Notre Dame to invite them to a future committee or council meeting to share any updates they might have.
8. City entrance signs
 - a. Sarah mentioned that Covington Mayor Joe Meyer shared that Park Hills had agreed to sign an MOU with Covington for the sign's construction since the new sign is technically in Covington.
9. Z21 update: Next working group session is 10/2.
10. Backlog of other ideas
 - a. 100th anniversary celebration in 2027
 - i. The group discussed the city's 100th anniversary celebration and the role of the civic association in such events. They acknowledged the blurred lines between the city's and the civic association's responsibilities.

Next Meeting: Tuesday, October 22, 2024 at 6 PM.