

THE PARK HILLS CITY COUNCIL HELD A BUSINESS MEETING ON MONDAY, MARCH 10, 2025, AT 7:00 P.M. AT THE PARK HILLS CITY BUILDING, 1106 AMSTERDAM ROAD, WITH MAYOR KATHY ZEMBRODT PRESIDING. COUNCILMEMBERS PRESENT: GREG CLAYPOLE, EMILY SAYERS, SARAH FROELICH, PAM SPOOR, LAURA CARDOSI, AND STEVE ELKINS ALSO PRESENT: CITY ATTORNEY, DAN BRAUN ABSENT: CHIEF, CODY STANLEY AND CITY ENGINEER, JAY BAYER

Call to Order

Pledge of Allegiance

Roll Call

Motion to approve February 10, 2025, meeting minutes, with changes, was made by Ms. Froelich; seconded by Mr. Claypole. Roll call: all ayes Mr. Elkins abstained from the vote as he was not present at this meeting.

Motion to approve February 24, 2025, minutes was made by Ms. Spoor; seconded by Ms. Cardosi. Roll call: all ayes

Mayor Zembrodt gave her city update:

1. Our audit was reported at the last meeting and the city is in great shape with 7 months of reserve, not counting the money set aside for the Amsterdam project. Our income exceeds our debt, and we have no more long-term debt as our road loan was paid off last October. Our monthly financials and yearly audits are posted on our website.
2. The Amsterdam grant project is moving along. We had another meeting working out the plan and utility placement.
3. April 12th is cleanup day in the city and volunteers are always welcomed and needed. We try to coordinate this day with other cities.
4. Parade meetings have begun, and volunteers are needed for the Memorial Day Parade. Please contact Dave Schlothauer or Julie Alig at the city to donate or volunteer.
5. Answering a question from a month ago about KYTC coming to speak at one of our meetings. The mayor received an answer back they do not do presentations or attend city meetings. They correspond with cities, usually through the Chief of Police on any issues or updates that arise. KYTC recommends what should or shall be done and that cities have the option to add what they deem necessary for the safety of their streets or residents.

Presenter:

A. Ms. Shannon Gemeinhardt was not able to attend the meeting. Mayor Zembrodt read the PHCA list of events for 2025 in her absence:

March 6th the PHCA held a Meet & Greet at Finke's Pub.

April 12th: Easter Egg hunt at Trolley Park at 11:00 a.m.

May 26th: Memorial Day Parade and Flag Raising Ceremony

July 12th: City wide yard sale beginning at 8:00 a.m.

October 26th: Pumpkin Parade at Trolley Park beginning at 4:00 p.m.

December 14th: Luminary Night at 5:00 p.m./Christmas in the Park from 6 – 8 p.m.

Business Meeting Minutes

March 10, 2025

Page 2

I. First Reading; Ordinance No. 1, 2025 amending Chapter 93/Event Permit, was read in summary by Attorney Braun. Ms. Froelich stated that she added a few things to the Ordinance including time frames, the use of confetti and/or glitter and additional enforcement. To the application, she added a section regarding cleanup requirements and deposits. Ms. Spoor asked to clarify that the events held by the Civic Association are exempt from the Ordinance as they are officially supported by the city. A few other minor changes were discussed, and the Ordinance will be updated for the 2nd reading with these changes.

II. Municipal Order No. 4, 2025 declaring the Fire Department pick-up truck surplus, was read in summary by Attorney Braun. Motion to approve the Order was made by Ms. Froelich; seconded by Ms. Spoor. Motion to remove the line in the Order “Funds from the sale shall be deposited in the City’s Creighton Fund” was made by Ms. Spoor; seconded by Mr. Claypole. Roll call: all ayes

III. Municipal Order No. 5, 2025 appointing a representative and alternate representative to the NKY Public Entity Joint Health Insurance Board was read in summary by Attorney Braun. Motion to approve the Order was made by Ms. Spoor; seconded by Mr. Elkins. Ms. Froelich asked how long the length of service is. She recommends a term of 2 – 4 years. Mayor Zembrodt disagreed as she stated that these meetings can be time-consuming and not very interesting so she is happy to have someone willing to go. Discussion followed regarding term limitations. It was decided to change the line from ‘such time a vacancy is created by resignation or otherwise’ to ‘such time a vacancy is created by resignation or until a successor is appointed’. Roll call based on this change: All ayes

IV. Municipal Order No. 6, 2025 regarding a School Resource Officer at NDA was read in summary by Attorney Braun. Motion to approve the Order was made by Mr. Elkins; seconded by Ms. Spoor. Ms. Sayers asked if this was a formal request by NDA. Mayor Zembrodt replied that it was. They reached out after news of a school shooting in Ohio. They were interested in arranging to have an SRO at their school. NDA is not part of the Covington Diocese. Chief Stanley wrote an email stating the city could cover the cost of their weapon, uniform and a cruiser. If training occurs during the school year, the cost is covered by the school. If it is not, the city would cover the cost of around \$1,128. Ms. Spoor believes police protection goes for everyone in the city, not just residents. She has spoken to the CCH staff and heard high praise. Their SRO has become an asset to the students and faculty. Ms. Froelich believes that it is important to understand the entire cost before approval. Mayor Zembrodt added that NDA opted out of the county as they want to choose their own SRO and have the same person all year. Discussion followed regarding costs, etc. Sgt. Brian Dewaine was present at the meeting in Chief Stanley’s absence. He answered some of council’s questions and explained some of the SRO’s duties. Mr. Elkins likes that the SRO would be under the city’s control at, what he believes, is at a minimal cost.

Business Meeting Minutes

March 10, 2025

Page 3

Roll call: Mr. Claypole; aye, Ms. Sayers; nay, Ms. Froelich; nay, Ms. Spoor; aye, Ms. Cardosi; nay, Mr. Elkins; aye. Mayor Zembrodt voted to break the tie; aye. Motion carried

Ms. Sayers stated that she supports an SRO but would like more financial clarity. Ms. Cardosi agreed and would like to explore other avenues. Sgt. Dewaine added that the SRO's hired by the city have their own city radio instead of the county which helps the department better identify SRO calls.

V. A. Police Department – Chief Cody Stanley

Chief Stanley was absent from the meeting.

Ms. Froelich asked how the department is tracking trends for the call list and what are they doing with the data. Sgt. Dewaine replied that the department is ramping up patrol and enforcement in those areas. Ms. Cardosi asked who decides where the speed tracker signs go. He replied that Det. Webster did but that he would like to begin taking care of them in his absence. Mr. Elkins added that the infrastructure committee is working with Chief Stanley to help decide on the best placement of the signs.

Chief Stanley' report contained the following:

Reports: 10

- 2 accidents:

Morgan Court and the NDA parking lot.

- Theft of auto on Cleveland Avenue
- Non-Criminal death on Arlington Road
- Theft from auto on Old State Road
- Elder abuse by caretaker on Rosemont Avenue
- Criminal mischief 2nd St. Joseph Lane
- Theft from auto on Far Hills Drive
- Theft from auto on Cedar Ridge
- Use of force from an arrest assisting Ft. Wright Police

Citations: 14

- 1 Warrant Arrest
- 13 Traffic citations
- 0 Criminal Arrests

City Citations: 4

Additional:

611 calls for service less; 70 traffic stops, 336 Vacation/Special Area Checks, 16 Special Detail we had a total of 189 police related calls.

B. Fire Department – Chief John S. Rigney

- A total of 27 calls for service were received during the month of February. The incidents are broken down by type on the Activity report.
- FD crews installed a tarp drying rack on the front bay floor.
- Received information on the availability of a new vehicle to replace the 2002 unit.
- Numerous items at the station were repaired, including the rec room furnace unit, electrical outlets, and utility sink drain.

C. Public Works – Dan VonHandorf

- Greetings Mayor Zembrodt and Council and thanks for another month/meeting.
- Feels like spring to me, today and this week anyway. 10 days and it will be official.
- Got potholes filled today, for now anyway.
- Working on getting Trolley Park and other city properties with spring cleanup.
- Speaking of cleanup, the city-wide cleanup is April 12th at 9:00 am here at the city building. Volunteers needed, thanks.
- Will be getting the speed bumps back in soon. Hopefully, we can get these made of concrete to make them snowplow friendly.
- Finally, the parade. We had our first meeting on February 27th and as always, a little rusty after a long winter and quite a few months. But, with 49 years of experience, David Schlothauer will straighten the rest of us out for a successful event as always.

D. City Engineer – Jay Bayer was not present. His report contained the following:

City Projects:

Bus stop pad at Dixie and Arlington:

The Mayor has had a discussion with KYTC on possible improvements to the pedestrian access and pad for the bus stop at the intersection of Dixie and Arlington. The Mayor and City Engineer met to discuss the project. The City Engineer will provide a proposal for the work.

Mayor Zembrodt added that she would like to have a 6x6 pad for more room to put a bench on and extend over the ditch and look at filling in to the pavement at the next property.

Mill and Overlay of Cecelia Avenue:

The city has identified the need to mill and overlay the asphalt surface course for Cecelia Avenue. The Mayor and City Engineer met to discuss the project. The City Engineer will provide proposal for the work.

Private Projects in the City:

Gateway Development (aka Park Pointe)

The city has a bond in place until the punchlist 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. The city engineer spoke to a representative from the project engineer's office on 2/4/25. They will be providing a copy of the draft plat.

E. Finance Department – Julie Alig

1. Financial reports – February 2025

- A. Trial Balance
- B. Statement of Revenues
- C. Statement of Expenditures

Motion to approve the February financial statements was made by Ms. Spoor; seconded by Ms. Froelich. Ms. Froelich asked where the money in the miscellaneous revenue line came from. Ms. Alig explained it was a reimbursement from KEMI for the Workers Compensation. There was not a designated line to put it in. Mr. Elkins suggested having

Business Meeting Minutes

March 10, 2025

Page 5

footnotes at the bottom of the report for clarification. Ms. Froelich also questioned the PILOT revenue. Mayor Zembrodt said that, moving forward, any revenue the city makes from the PILOT will be kept in the general fund PILOT line. Ms. Spoor asked to point out that the general fund reserve amount of \$4,649 is misleading. The money is actually in an investment account with a balance of \$1,831,356. The mayor and finance committee work hard to make sure the city has good savings. Roll call: all eyes

IV. Committee Discussions

A. Financial Oversight

Ms. Spoor stated that the meeting was held on March 4th with audit results and the mayor's presentation of the preliminary budget being discussed.

B. Parks, Beautification & Recreation

Ms. Spoor read over the meeting minutes which are still subject to approval: Committee member, Jim Pfaller, has presented a plan for the restoration of the Audubon Preserve which incorporates the things the committee has discussed in the past several years. A copy of the presentation will be provided. The plan deals with the removal of invasive species and replaces them with native plants and will improve access to them along with improvements to the trail.

Dr. Joe Daugherty has obtained 50 native witch hazel plants to be planted, hopefully, March 22nd. The plants were paid for by the Garden Club. Mr. Tony Darin has reached out to CCH to provide some of their students who would like service hours to help. They also discussed a program that would be accessible to children and families for education and activities pertaining to wildflowers. There are several planting beds along Hamilton Road that would be ideal for this.

They are also asking Mr. VonHandorf to provide appropriate herbicide for the cut stems of the honeysuckle after removal.

They also discussed, with the financial committee, establishing a reserve in the capital improvement fund for future replacement of play equipment in Trolley Park. They also talked about a possible park on the south side of Dixie Highway.

Ms. Froelich asked if there was anything new with the footbridge and the city of Covington's MOU. Ms. Spoor stated that the mayor is working with Covington on that.

C. Economic Development & Business

Ms. Sayers passed out a copy of the presentation from the committee's previous meeting to go over. This is what the committee has been working on to create a safer, more vibrant Dixie Highway corridor and welcoming space for everyone. Many residents at the Town Hall stated they would like to have more places to go with better accessibility. Road diets have been used by many cities as a transportation planning technique that reduces the number of travel lanes or effective width of a road to improve safety, accessibility and support for local businesses.

The typical design elements for the Business District would convert a four-lane road into three lanes; two travel lanes with a center turn lane. This often includes improved sidewalks, bike lanes and green spaces while reducing speeding and maintaining a

Business Meeting Minutes

March 10, 2025

Page 6

smooth traffic flow. Ms. Sayers commended Mr. Mike Conway for the research he has done.

She talked about other cities' success stories that have implemented these improvements. What will this look like for Park Hills? She asked everyone to imagine a corridor that is not just easier to walk or drive but one that creates a space for outdoor dining, gatherings and small business growth. She went over the proposed location and design options. Next steps include:

- Engage with businesses for input and feedback
- Conduct engineering and traffic studies to evaluate feasibility
- Develop a detailed design that reflects community priorities
- Pursue grant funding and strategic partnerships to reduce local costs
- Pilot community events like food truck days or small business showcases to build momentum.

No decisions have been made, the committee is simply exploring opportunities. Mayor Zembrodt wants to make sure the committee reaches out to business owners and keeps them updated. Ms. Spoor asked about the cost. Ms. Sayers replied they won't know anything until they find out if this project is even feasible. Discussion can continue at the next Caucus meeting.

D. Infrastructure

Mr. Elkins was unable to attend the meeting due to car trouble. Mr. Claypole stated that they discussed the North Arlington sidewalk and the decorative lighting along Amsterdam Road towards Finke's Market.

VII. Old Business

Mr. Claypole wanted to say that, as a small city, we are fortunate to have our police officers, Julie, the fire department and Dan. He believes they all do a great job for the city.

VIII. New Business

Ms. Froelich re-addressed the idea of having the city's check registry online to allow residents a better understanding of the city's finances.

She also wants to inquire about the city's meeting processes. She sees inconsistencies regarding the meeting dates, times, minutes, etc. Mayor Zembrodt stated that if a committee makes a report at a business meeting, that counts as minutes. Ms. Froelich stated that council can also decide what details to add to our Code regarding meeting procedures.

8:45 Motion to adjourn Business Meeting was made by Mr. Elkins

Business Meeting Minutes
March 10, 2025
Page 7



Mayor, Kathy Zembrodt

ATTEST:



City Clerk