

THE PARK HILLS CITY COUNCIL HELD A BUSINESS MEETING ON MONDAY, NOVEMBER 11, 2024, AT 7:00 P.M. AT THE PARK HILLS CITY BUILDING, 1106 AMSTERDAM ROAD, WITH MAYOR KATHY ZEMBRODT PRESIDING. COUNCILMEMBERS PRESENT: DR. JOE DAUGHERTY, SARAH FROELICH, PAM SPOOR, JOE SHIELDS, AND STEVE ELKINS

Call to Order

Pledge of Allegiance

Roll Call

Before the meeting, Ms. Spoor asked to take a moment to thank all the Veterans on this Veteran's Day, especially those who lived/live in Park Hills.

Ms. Froelich made a motion to shift Ordinance No. 11 to new business for discussion; seconded by Mr. Shields. Roll call: all ayes

Motion to approve October 14, 2024, meeting minutes, with changes, was made by Ms. Spoor; seconded by Mr. Elkins. Roll call: all ayes

Motion to approve October 28, 2024 minutes was made by Mr. Shields; seconded by Ms. Froelich. Roll call: all ayes. Dr. Daugherty abstained as he was not present at that meeting.

Mayor Zembrodt explained to council the way the voting works to fill the council vacancy. If a candidate ran in a preceding election, council shall vote for that candidate first. If more than one candidate ran in the preceding election, council shall vote for the one who had the most votes first. Since the vacancy occurred before the election, Mr. Greg Claypole would be first to be voted on, followed by Emily Sayers, Laura Cardosi, Dan Warner and Matthew Breeze. Each person will have a few minutes to read their letters to council.

Ms. Froelich stated that it is her understanding that the person appointed to the vacancy must be sworn in immediately according to the KRS statute. Dr. Daugherty reminded council that the person would not serve until the December meeting and could be sworn in at that time.

Mayor Zembrodt texted the city attorney to inquire about the timing of swearing in a new council member.

While waiting on Mr. Braun's reply, candidates approached council on why they would like to be considered to fill the vacancy. Ms. Sayers approached first followed by Ms. Cardosi. Mr. Warner was not present, and Mr. Breeze stated that since he did not win in the election, he would not address council. Ms. Alig read the letters of Mr. Claypole and Mr. Warner as they were ill and not present.

I. Second Reading; Ordinance No. 1, 2024 reducing the road tax was read in summary by Mayor Zembrodt. Motion to adopt Ordinance was made by Ms. Spoor; seconded by Mr. Shields. Roll call: all ayes

II. Second Reading; Ordinance No 10, 2024 updating the Abandoned Urban Property process, was read in summary by Mayor Zembrodt.

Ms. Froelich moved to refer the Ordinance back to its sponsor for further review and revision to focus on the wording in Section 2 and putting the KRS and city Ordinance references in 1, 2 and 3. She also would like to add something with council approval to Sections 2 (4) and Section 2 (6) including re-examining who can be appointed to conduct a hearing for an appeal.

Ms. Spoor responded that this Ordinance has come up before and that an Ordinance does not have to have a sponsor. She added that Mr. O'Hara brought this up when discussing problematic properties. The city's Ordinance was no longer in compliance with updated state law.

Ms. Froelich stated that she is still making a motion to refer it back to its sponsor or whoever would review it to address items that need to be re-worded or re-worked. Her main concern is with Sections 4 and 6 in terms of the information on appeals. It states that the mayor shall appoint someone to review appeals. She doesn't believe it is clear enough.

Ms. Froelich's motion was seconded by Mr. Shields.

[Mayor Zembrodt updated council that Mr. Braun responded to her question regarding the filling of the vacancy. He said as long as the candidate is sworn in by the December meeting, it is fine to appoint someone tonight.]

Roll call: Dr. Daugherty; nay, Ms. Froelich; aye, Ms. Spoor; nay, Mr. Shields; aye, Mr. Elkins; nay

Ms. Spoor made a motion to approve the Ordinance, seconded by Mr. Elkins.

Ms. Froelich stated that she would like to add that the mayor shall determine, with council's approval, each year which properties located within the city are to be classified as Abandoned Urban Properties to Section 4. As for Section 6, she believes the appeal process should be clearer on who is conducting the meeting.

Mayor Zembrodt stated that Mr. David Gray was appointed as the appeals officer. Ms. Spoor clarified that Ms. Froelich is looking to put a title in the Ordinance. Mr. Gray's title is Code Enforcement Officer. Mr. Shields stated that this still does not address Section 4. He suggested discussing the Ordinance further at a Caucus meeting. Mayor Zembrodt stated that Mr. Braun texted her and said council could table the Ordinance until the next meeting. Ms. Spoor withdrew her motion. Motion to table the Ordinance was made by Mr. Shields; seconded by Ms. Froelich. Roll call: Dr. Daugherty; nay, Ms. Froelich; aye, Ms. Spoor; nay, Mr. Shields; aye, Mr. Elkins; aye. Motion carried.

III. First Reading; Ordinance No. 11, 2024 was moved to discussion under new business.

IV. Municipal Order No. 10, 2024 appointing a full-time police officer, Andrew Lubbers, was read by Mayor Zembrodt.

Chief Stanley stated that he cannot wait for Officer Lubbers to start. He is leaving the City of Warsaw to come to Park Hills. He has military experience and is very qualified. All the officers are very happy with him.

Motion to approve the Order was made by Dr. Daugherty; seconded by Mr. Elkins.

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Roll call: all ayes

Motion to vote for Mr. Greg Claypole to fill the council vacancy was made by Dr. Daugherty; seconded by Mr. Elkins. Roll call: Dr. Daugherty; aye, Ms. Froelich; nay, Ms. Spoor; aye, Mr. Shields; aye, Mr. Elkins; aye. Motion carried.

V. Department Reports

A. Police Department – Chief Cody Stanley

Chief Stanley' report contained the following:

Reports: 12

Citations:

- 2 Warrant Arrests
- 19 Traffic citations (1 DUI)
- 4 Criminal Arrests

City Citations: 0

Additional:

490 calls for service less; 76 traffic stops, 172 Vacation/Special Area Checks, 26 Special Detail we had a total of 216 police related calls.

Calls for assistance from other police departments:

Ludlow	22
Ft. Wright	11
Covington	2

Call Review:

- 1 Elberta Circle report
- 1 traffic citation on St. Joseph Lane
- 5 reports and 8 (1 DUI) traffic citations & 4 arrests on Dixie Highway

B. Fire Department – Chief John S. Rigney

- A total of 31 calls for service were received during the month of October. The incidents are broken down by type on the Activity report.
- FD crews conducted 2 Fire Prevention Education visits and 1 station tour during the month of October.
- Both engines received annual pump testing and are scheduled for PM Service.
- FD crews have been busy completing the annual hose test and will be completely done within the next few weeks.
- “Halloweenies” was a success despite bad weather, with some 600 hot dogs given out to residents.

C. Public Works – Dan VonHandorf

- Greetings Mayor Zembrodt and Council and thanks for another month, as always. And on this Veteran's Day, thanks to all of our veterans for all they have done for our country. Thank you very much!
- The hayride was a huge success thanks to my son Nick who filled in for my brother Glenn who was ill. Thank you to Mr. and Mrs. Cardosi for dressing up as Dorothy and the scarecrow.

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- Things are kind of quiet, working on leaf pickup and some sidewalk repairs.
- The 2 paving projects are completed on Breckenridge and Hamilton and look great.
- Won't be long and the snow will be flying, and yes, I can wait.

D. City Engineer – Jay Bayer

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.

E. Finance Department – Julie Alig

1. Financial reports – October 2024

A. Trial Balance

B. Statement of Revenues

C. Statement of Expenditures

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

Mayor Zembrodts stated that a new tax software program will be installed and that a new copier lease was also made. Both will save the city money.

Ms. Froelich asked if the signed passed Ordinances, Resolutions, etc. could be posted to the website. Ms. Alig stated that she would do that going forward.

VI. Committee Discussions

A. Economic Development & Business

Ms. Froelich stated that the committee will hold a social event at Finke's Pub on Thursday, November 21st beginning at 6:30 p.m. to celebrate the committee's achievements. Business owners, residents and new and current council members are all welcome.

VII. Old Business

A. Event permit draft discussion

Ms. Froelich stated that the Economic Development and Business committee, at the mayor's request, drafted a proposed event permit. A copy was given to the mayor and council. She thanked Marty Boyer, who did most of the work. She read over the methodology to make it clear how they came to this draft. The DRAFT read as follows:

Methodology

- **Audit:** The Economic Development and Business Committee audited several other city event permits in the tri-state area. We audited the City of Florence, the City of Covington, the City of Newport, and the City of Bellevue in Kentucky, and the City of Cincinnati in Ohio.
- **Discussion:** While common themes emerged, we used best practices commonly shared across this suite of applications to create a version that felt most appropriate for the City of Park Hills.

- Draft Version Review: The Economic Development and Business Committee drafted the version herein and reviewed and modified it during regular meeting discussions.
- Council Submission: We submit this draft for council and legal review. Following these reviews and updates, we suggest creating both printable and digital versions for public issuance. The Economic Development and Business Committee is willing to assist with these future steps.
- Here are a few questions to consider during your review.
 - To whom may this permit apply?
 - When is a satellite organization required to fill out the permit?
 - What occurs after someone completes this application? Who are the decision-makers or approvers for the application specifically?
 - Who will be responsible for sharing to appropriate departments?
 - Will and do organizations, such as the Park Hills Civic Association (PHCA), need to fill this out? For example, what do we want to occur for a city parade?
- Once reviewed and approved, we can assist the City with posting this permit in PDF or digital format for additional submission and approval. We recommend that the form be available on the City website because it will necessarily contain personally identifiable information (PII) data that should be maintained and protected by the City. Here are some notes for these steps.

Ms. Spoor said that the Civic Association comes to council at the beginning of each year for approval of their events, but should this permit be put into effect, they may need to fill one out for each scheduled event.

Ms. Spoor also asked how it would be determined what constitutes a large number of people at an event. Ms. Froelich replied that they came up with different categories of events but that they are all negotiable. Ms. Spoor brought up the hayride which drew about 30-50 people. She does not want to over bureaucratize the city. She mentioned the section regarding outdoor sound. NDA and CCH have outdoor sporting events, and she does not want them to have to fill out a permit for every game, etc. The large gathering portion concerns her, especially if it is on private property. She also mentioned the part about a permit for any open flames and would like it addressed so as not to interfere with bonfires or resident gatherings. Ms. Froelich replied the permit is not meant to be preventive but to solve the problems we have. It will be up to council to approve the final permit. Mayor Zembrodt asked Ms. Froelich to put together some ideas for a Caucus meeting after tonight's discussion and suggestions.

VIII. New Business

A. Discussion of Ordinance No. 12, 2024 concerning signage posting authority.

Ms. Froelich stated that she drafted this Ordinance to include a requirement of traffic engineer review to make sure we are in compliance with KRS which includes KYTC and the Manual on Uniform Traffic Control Devices regulations.

Mayor Zembrodt read a statement by Mr. Braun. He said it would make the city very restrictive to enact anything. We also may have to remove all our stop signs in the process. He added that the city already meets the requirements of the KYTC and follow

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state regulations and guidelines for our residential streets. Cities have the ability to do its due diligence for safety.

Chief Stanley weighed in that he is here to enforce the signage. Ms. Spoor does value the police's input. She added that most of our stop signs result from a need such as the Audubon circle and that they are all about safety. Ms. Froelich responded that we are using different types of tools to slow traffic down and would like to have a plan in place as we are not experts or traffic engineers.

Mr. Elkins believes it would muddy up what we are able to do. He believes a consistent approach is needed but he doesn't believe adopting this Ordinance is the way to go and that it may not have been written for small cities. Ms. Froelich welcomed Mr. Elkins to look at the KRS as these are already existing and we are not adding anything new. The KRS includes this information. Since we are an incorporated city, this already applies to us. Mr. Elkins suggested discussing this further when the attorney is present. Chief Stanley said the way the KRS reads, he believes these requirements are for roads that the state controls.

B. Discussion of Ordinance No. 11, 2024

Ms. Spoor let those in attendance know that this Ordinance would simply amend the personnel policy for meals when traveling. The amount would go from \$31.00 per day to \$50.00 per day. Chief Stanley believes that it would be easier if the officers received a check instead of using their credit card and saving receipts. Mr. Shields noted that a per diem is different from a reimbursement which requires re-wording the Ordinance text.

8:39 Motion to adjourn Business Meeting was made by Mr. Elkins.

Mayor, Kathy Zembrodt

ATTEST:

City Clerk