

THE PARK HILLS CITY COUNCIL HELD A BUSINESS MEETING ON MONDAY, DECEMBER 9, 2024, AT 7:00 P.M. AT THE PARK HILLS CITY BUILDING, 1106 AMSTERDAM ROAD, WITH MAYOR KATHY ZEMBRODT PRESIDING. COUNCILMEMBERS PRESENT: GREG CLAYPOLE, DR. JOE DAUGHERTY, SARAH FROELICH, PAM SPOOR AND STEVE ELKINS  
ABSENT: JOE SHIELDS  
ALSO PRESENT: CITY ATTORNEY, DAN BRAUN

Call to Order

Pledge of Allegiance

Roll Call

Motion to approve November 11, 2024, meeting minutes, with changes, was made by Ms. Spoor; seconded by Mr. Elkins. Roll call: all ayes

Council members were sworn in by Judge Kris Knochelmann

I. Second Reading; Ordinance No. 10, 2024 updating the Abandoned Urban Property Ordinance was read in summary by Attorney Braun. Motion to adopt Ordinance was made by Ms. Spoor; seconded by Mr. Elkins. Mayor Zembrodt stated that after speaking with Mr. Braun, it was determined that the wording of the Ordinance could remain the same. Ms. Froelich asked that numbers 2, 3, 4 and 6 under Section II be addressed. Ms. Spoor stated that this Ordinance meets the criteria. Roll call: Mr. Claypole; aye, Dr. Daugherty; aye, Ms. Froelich; nay, Ms. Spoor; aye, Mr. Elkins; aye. Motion carried.

II. First Reading; Ordinance No 11, 2024 making a change to the Personnel Policy was read in summary by Attorney Braun. Ms. Froelich asked if this would be a reimbursement or a per diem. Chief Stanley would like to have a per diem so that when officers are in training, they will not have to use their credit cards and keep track of receipts. This Ordinance will cover all employees while in training, not just the police. Mr. Braun will make the change to the Ordinance for second read next month.

III. First Reading; Ordinance No. 13, 2024 amending the schedule of regular council meetings was read in summary by Attorney Braun.

IV. Municipal Order No. 11, 2024 appointing Dr. Joseph Daugherty as TBNK representative was read in summary by Attorney Braun. Motion to approve the Order was made by Ms. Froelich; seconded by Ms. Spoor. Ms. Froelich asked that the last line: be, and it is, APPROVED, be stricken. Mr. Braun had no problem with that. Roll call: all ayes

Mr. Lange approached council and stated that he didn't have a report as the board has not met for a couple months. If anything comes up, he will send council an email. The next meeting is scheduled for December 18<sup>th</sup> where they will elect the 2025 officers and also appoint the Community Programming Centers Advisory Council. Thank you Mr. Lange for your years of service to the city!

V. Municipal Order No. 12, 2024 re-appointing Tree Board members was read in summary by Attorney Braun. Motion to approve the Order was made by Mr. Elkins; seconded by Ms. Spoor. Roll call: all ayes

VI. Municipal Order No 13, 2024 re-appointing Mr. Thomas Michael to the BOA was read in summary by Attorney Braun. Motion to approve the Order was made by Mr. Elkins; seconded by Mr. Claypole. Ms. Froelich asked what qualifications Mr. Michael possesses to be on the BOA. Mayor Zembrodt replied that he has a desire to serve and that he is current in his education classes. Roll call: Mr. Claypole; aye, Dr. Daugherty; aye, Ms. Froelich; nay, Ms. Spoor; aye, Mr. Elkins; aye. Motion carried.

VII. Municipal Order No. 14, 2024 purchase of a police vehicle was read in summary by Attorney Braun. Motion to approve the Order was made by Mr. Elkins; seconded by Mr. Claypole. Chief Stanley stated that his 2013 chief's vehicle was at the end of its life and needs to be replaced. Mr. Froelich stated that this was not talked about in the Financial Oversight committee meeting. She believes this should be discussed by the financial oversight committee and that the city is already over budget with the Capital Improvement Plan for this fiscal year because we already purchased two police department vehicles. Ms. Spoor stated that the city tries its best to follow the Capital Improvement Plan, but sometimes things come up that aren't expected. The cost of a replacement vehicle would be around \$47,000. Roll call: Mr. Claypole; aye, Dr. Daugherty; aye, Ms. Froelich; nay, Mr. Spoor; aye, Mr. Elkins; aye. Motion carried. Motion to transfer \$50,000 from the general fund into the capital improvement fund to purchase the vehicle was made by Ms. Spoor; seconded by Dr. Daugherty. Roll call: Mr. Claypole; aye, Dr. Daugherty; aye, Ms. Froelich; nay, Ms. Spoor; aye, Mr. Elkins; aye. Motion carried.

#### VIII. Department Reports

##### A. Police Department – Chief Cody Stanley

Chief Stanley' report contained the following:

Reports: 7

Citations:

- 0 Warrant Arrests
- 14 Traffic citations (1 DUI)
- 2 Criminal Arrests

City Citations: 0

Additional:

321 calls for service less; 51 traffic stops, 73 Vacation/Special Area Checks, 11 Special Detail we had a total of 186 police related calls.

Calls for assistance from other police departments:

Ludlow	11
Ft. Wright	16
Covington	1
Crestview Hills	1

Call Review:

- 1 Elberta Circle report & 1 traffic citation
- 1 report on St. Joseph Lane
- 1 report and 1 traffic citation on Dixie Highway

Ms. Froelich asked Chief Stanley if he could provide month-to-month comparisons on vehicle counts. The chief replied he would.

B. Fire Department – Chief John S. Rigney

- A total of 27 calls for service were received during the month of October. The incidents are broken down by type on the Activity report.
- FD crews have begun annual fall hydrant maintenance.
- Both engines completed annual pump service testing.
- Merry Christmas and Happy New Year from all of us at the F.D.!

C. Public Works – Dan VonHandorf

- Greetings Mayor Zembrodt and Council and thanks for another month.
- Thanks to all who helped decorate for Christmas, the city looks very Hallmark like. The luminary and all of the festivities had to be rescheduled for this Sunday, 12/15.
- No snow yet! Thank goodness, but I am ready for it. Don't worry, I have the little truck set up with the salt spreader on it, just in case.
- Which leads me to the leaf pickup, trying to get that finished up asap. Next week should be about the end of it. After all, that would be mid to late December.
- By the way, just another little tid bit of information. That brine I use is just rock salt and water, it's very easy to make just 2 lbs. of rock salt to a gallon of water.

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

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.

Mayor Zembrodt stated that the city has received permission to enlarge a section on Dixie Highway for a safer bus stop. She will have Mr. Bayer draw something up.

E. Finance Department – Julie Alig

1. Financial reports – November 2024

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

Motion to approve the November financial statements was made by Ms. Froelich; seconded by Ms. Spoor. Roll call: all ayes

Ms. Froelich asked if the legal fees and St. Joseph Lane sidewalk lines could be removed from the revenue page. Ms. Froelich also asked if the city could expect more road tax revenue as it is currently under budget. Ms. Alig stated that the PILOT has not been applied and there are still outstanding delinquent taxes. The PILOT will bring in around \$15,000.

Ms. Spoor would like to discuss a more simplified financial report for council at the next Financial Oversight meeting.

Before committee discussions, Ms. Spoor asked to take a moment to thank Dr. Joe whose last meeting is tonight, as well as Mr. Shields who is ill tonight. She thanked them for their service and significant contributions for the fiscal and structural health of our city. Many people don't realize how much time is put in. Mr. Shields chaired the infrastructure committee and worked hard to make expenditure more data based. Dr. Joe has served on the Parks and Finance Committees and has made substantial contributions to the fiscal health of the city. Dr. Joe replied that he enjoyed his time on council. Thank you, Dr. Daugherty and Mr. Shields!

#### IX. Committee Discussions

##### A. Economic Development & Business

Ms. Froelich stated that the committee held a social event at Finke's Pub on November 21<sup>st</sup>. She thanked all those in attendance. A Community Partner Award was presented to Ms. Ali Kidwell for her exceptional dedication to fostering community spirit. She took the lead on hosting food truck events at Finke's which was mentioned at the Town Hall and on the surveys that were handed out as something residents look forward to. Ms. Froelich thanked Mr. Marty Boyer for the award idea as well as Ms. Emily Sayers for helping to put the social together.

##### B. Parks, Beautification & Recreation

Ms. Spoor stated that the committee met in the park and worked on preparing it for Luminary Night. Mayor Zembrodt thanked Missy Catchen, Carol Bethel and Pam Spoor for all their work in the park.

#### X. Old Business

Ms. Froelich asked to address the issue of sponsorship that was brought up earlier. She said that communication shared with council was that sponsorship is not needed for legislation but that it is mentioned in the KLC legal handbook. She believes it makes sense to have sponsorship. Mr. Braun replied that KLC has made an indication that there needs to be sponsorship, but he doesn't know how that is employed. He believes that it is more suggestive than it is a legal requirement. He has never seen it done in other cities. Typically, legislation is discussed at a Caucus meeting and then put on the agenda for a first reading. He also did not find anything regarding sponsorship in the statutes. Ms. Froelich would like to have an individual own the writing of the legislation. She added that their job as a legislative branch is to be working on updating our codes and doing what's necessary to provide for the city. She believes it is helpful when council has something come before them to know who wrote it, who proposed it, etc. Legislation

could also be brought up during a committee meeting when there is a need for something, such as the new police vehicle.

XI. New Business

Mr. Elkins would like to discuss moving the meetings up to 6 p.m. He would like to bring this up with the new council.

Ms. Spoor asked to make everyone aware that Luminary Night was moved to December 15<sup>th</sup> due to a scheduling conflict.


Mr. Claypole encouraged residents to check out the Behringer Crawford Museum for their Christmas display. He went on to thank all the employees for their work this past year.

Ms. Froelich encouraged all council members to attend the City Official's Orientation next month and the City Officials Academy in January. She also asked if the mayor could perhaps provide a State of the City report on a regular basis. Mayor Zembrodt said that is something she could do. Updates are also included in the city's newsletter.

8:21 Motion to adjourn Business Meeting was made by Mr. Elkins.

  
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Mayor, Kathy Zembrodt

ATTEST:

  
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City Clerk