

**CITY OF HIGHLAND HEIGHTS  
Special Council Meeting Minutes**

**May 5, 2020**

**Approved: May 19, 2020**

On Tuesday, May 5, 2020, at 7:00 p.m. Mayor Meyers called the Special Meeting of the Highland Heights City Council to order. This was a virtual meeting via Zoom and streamed live on the Highland Heights Facebook page.

**Present:** Mayor Meyers, Councilmembers: Deb Ball, Gary Chinn, Rene Heinrich, John Hoffert, Michael Kessler, and Virgil Miller. A quorum was present.

**Staff Present:** Attorney Steve Franzen, Public Works Director Steve Lehman, Police Chief Bill Birkenhauer, City Clerk/Treasurer Jeanne Pettit.

**Announcements:**

- Pursuant to KRS 61.826 and OAG 20-05, the state of emergency regarding the threats to public health presented by the Novel Coronavirus (COVID-19) pandemic, and executive order, this special meeting of the Highland Heights City Council will be conducted by videoconference. Citizens may attend this meeting on the City's Facebook page: City of Highland Heights-City Alerts, Facebook Live.
- Notice of the Special meeting, along with an agenda, was mailed to each member of council. The agenda and meeting documents were emailed to all council members and city staff. Email notifications and agendas were sent to media organizations, who have requested notification. A notice and the agenda were posted on the door of the City Building and the City's website. An announcement was also posted on the City's Facebook page.
- All council votes were taken by roll call vote.
- Lieutenant Amber Conrad retired on April 30 from the Highland Heights Police force after 20 years of service.

**Minutes for Approval:**

**Regular Meeting Council Minutes of March 3, 2020.** These minutes had been previously e-mailed to the Mayor, Council Members, and City Staff for review.

- **Action Taken:** Member Heinrich made a motion to accept the minutes from the regular council meeting of March 3, 2020, seconded by Member Chinn. Discussion: None.
- **Roll Call:** Member Miller, yes; Kessler, yes; Hoffert, yes; Heinrich, yes; Chinn, yes; Ball, yes. Mayor Meyers declared the motion passed.

**Staff Reports:**

- Police Chief – Bill Birkenhauer – report is attached to these minutes.
- City Clerk – Jeanne Pettit – report is attached to these minutes.
- Finance Director – Harry Barlage

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- Working on the 2020-21 budget. It is difficult to predict how COVID-19 will affect gross receipts and payroll taxes as next year's budget is prepared.
- City Engineer and Zoning Administrator – Report is attached to these minutes.
  - Reviewing streets now to prepare for the MARF public hearing, when we are able to have a face-to-face public hearing for MARF.
- Public Works Supervisor – Steve Lehman – Report is attached to these minutes.
- City Attorney – Steve Franzen
  - **Resolution**
    - **Resolution #02-2020** – A resolution supporting the 2020 Census.
    - **Action Taken:** Member Heinrich made a motion to approve resolution #02-2020, seconded by member Hoffert. Discussion: None.
      - **Roll Call:** Member Ball, yes; Chinn, yes; Heinrich, yes; Hoffert, yes; Kessler, yes; Miller, yes. Mayor Meyers declared the motion passed.
  - **First Reading of Ordinances:**
    - **Action Taken:** Member Chinn made a motion to read the first readings of ordinances in summary, seconded by member Miller. Discussion: None.
    - **Roll Call:** Member Hoffert, yes; Heinrich, yes; Kessler, yes; Chinn, yes; Miller, yes; Ball, yes. Mayor Meyers declared the motion passed.
      - **Ordinance #04-2020** – An ordinance amending the City's Alcoholic Beverage License Fees.
      - **Ordinance #05-2020** – An ordinance amending the City's procurement procedures to increase the threshold to require bids.
      - **Ordinance #06-2020** – An ordinance amending the City's Pay Classifications ordinance for all employees and various City board members.
- **Municipal Order #03-2020** – A municipal order declaring city owned, tangible property as surplus and authorizing the Mayor to dispose of such tangible property in accordance with KRS 82.083.
  - **Action Taken:** Member Heinrich made a motion to approve municipal order #03-2020, seconded by member Chinn. Discussion: None;
    - **Roll Call:** Member Ball, yes; Chinn, yes; Hoffert, yes; Miller, yes; Kessler, yes; Heinrich, yes. Mayor Meyers declared the motion passed.

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**Adjournment:**

- **Action Taken:** Member Miller made a motion to adjourn the meeting, seconded by Member Chinn. Discussion: None.
- **Roll Call:** Member Heinrich, yes; Hoffert, yes; Chinn, yes; Kessler, yes; Ball, yes; Miller, yes. Mayor Meyers declared the motion passed.

Meeting adjourned at approximately 7:38 p.m. on Tuesday, May 5, 2020.

Submitted by:   
Jeanne Pettit, City Clerk/Treasurer

Signed:   
Gregory V. Meyers, Mayor