

**CITY OF HIGHLAND HEIGHTS**  
**Regular Council Meeting Minutes**  
**December 7, 2021**  
**Approved: January 4, 2022**

On Tuesday, December 7, 2021, at 7:03 p.m. Mayor Meyers called the regular Council meeting to order at 176 Johns Hill Road.

**Council Members Present:** Deborah Ball, Gary Chinn, Mitchell Miller, Virgil Miller, Mayor Meyers. A quorum was present.

**Absent:** John Hoffert and Rene Heinrich

**Staff Present:** City Administrator, Michael Giffen; Attorney, Steve Franzen; Police Chief, Bill Birkenhauer; City Clerk/Treasurer, Jeanne Pettit; City Engineer/Zoning Administrator, Dave Whitacre; Public Works Director, Steve Lehman.

**Moment of Silence:** Mayor Meyers requested a moment of silence for the passing of Mr. Gil Fessler and Mr. Bud Moremond.

**Minutes for Approval**

- **Regular Meeting Minutes of November 2, 2021.** These minutes had been previously e-mailed to the Mayor, Council Members and City Staff for review.
  - **Action Taken:** Member Chinn made a motion to accept the minutes from the regular council meeting of November 2, 2021. Seconded by Member Mitch Miller. Discussion: None; Ayes: Members Mitchell Miller, Ball, Chinn; Abstain, Member Virgil Miller. Mayor Meyers declared the motion passed.

**Announcements:** Councilmembers Heinrich and Hoffert notified the City they would not be able to attend tonight's meeting.

**Scheduled Guests**

- Andy DeMoss – Auditors Report (via Zoom).
  - Mr. DeMoss stated that the audit went smoothly and the City received an unmodified (clean) audit opinion. This means the auditors believe all financial statements are presented fairly in all material respects. This is the best opinion a City can receive.
  - Mr. DeMoss presented slides and discussed:
    - Statement of Net position – Assets: increases mainly due to CARES Funding Assets.
    - Net Pension OPEB (Other Post-Employment Benefits) Liabilities: OPED is the insurance benefit provided after an employee retires.
    - Statement of Revenues, Expenditures and Changes in Fund Balance – Governmental Funds Revenue: MARF and CARES funds have affected the balance.
    - Major Taxpayer – NKU Revenues/Related Debt Service.
    - Statement of Revenues, Expenditures and Changes in Fund Balance – Governmental Fund Expenditures.

**Correspondence:** None

**CITY OF HIGHLAND HEIGHTS**  
**Regular Council Meeting Minutes**  
**December 7, 2021**  
**Approved: January 4, 2022**

**Staff Reports**

- City Administrator – Michael Giffen – Report is attached to these minutes.
- Police Chief – Bill Birkenhauer – Report is attached to these minutes.
- City Clerk/Treasurer – Jeanne Pettit – Report is attached to these minutes.
- Finance Director – Harry Barlage – Mayor Meyers stated the Mr. Barlage worked with the auditors to complete the audit in a timely manner.
- City Engineer and Zoning Administrator – Dave Whitacre – Report is attached to these minutes.
  - 5 Guys is going in where Smashburger has left. They plan to be open in March.
- Public Works Supervisor – Steve Lehman – Report is attached to these minutes.
  - Mayor Meyers mentioned what a nice job the Tree Committee did with the Tree Lighting Ceremony on December 4. Campbell Media videotaped the event and will be playing it through the month of December.
- Attorney – Steve Franzen
  - Ordinance – Second Reading
    - **Ordinance 08-2021:** An ordinance amending the City's Alcoholic Beverage License Fees.
      - **Action Taken:** Member Chinn made a motion to accept Ordinance #08-2021 amending the City's Alcoholic Beverage License Fees. Seconded by Member Ball. Discussion: None.
        - **Roll Call:** Councilmember Mitch Miller, yes; Virgil Miller, yes; Chinn, yes; Ball, yes. Mayor Meyers declared the motion passed.
    - Resolution
      - **Resolution #17-2021:** A resolution granting a renewable five (5) year competitive franchise for the operation of a cable television system within the confines of the City of Highland Heights, Kentucky to Cincinnati Bell Extended Territories LLC ("CBET").
        - **Action Taken:** Member Virgil Miller made a motion to approve Resolution #17-2021 granting a renewable five (5) year competitive franchise to Cincinnati Bell Extended Territories LLC. Seconded by Member Mitchell Miller. Discussion: None; Ayes: All. Mayor Meyers declared the motion passed.
  - Municipal Orders
    - **Municipal Order #12-2021:** A Municipal Order appointing Steve Crawford to a four-year term on the Highland Heights Planning and Zoning Commission.

**CITY OF HIGHLAND HEIGHTS**  
**Regular Council Meeting Minutes**  
**December 7, 2021**  
**Approved: January 4, 2022**

- **Action Taken:** Member Chinn made a motion to approve Municipal Order #12-2021 appointing Steve Crawford to a four-year term on the Planning and Zoning Commission. Seconded by Member Virgil Miller. Discussion: None; Ayes: All. Mayor Meyers declared the motion passed.
- **Municipal Order #13-2021:** A Municipal Order appointing Joseph Krebs to a four-year term on the Highland Heights Planning and Zoning Commission.
  - **Action Taken:** Member Virgil Miller made a motion to approve Municipal Order #13-2021 appointing Joseph Krebs to a four-year term on the Planning and Zoning Commission. Seconded by Member Ball. Discussion: None; Ayes: All. Mayor Meyers declared the motion passed.
- **Municipal Order #14-2021:** A Municipal Order appointing Michael Meyers to a four-year term on the Highland Heights Board of Adjustment.
  - **Action Taken:** Member Mitch Miller made a motion to approve Municipal Order #14-2021 appointing Michael Meyers to a four-year term on the Board of Adjustment. Seconded by Member Ball. Discussion: None; Ayes: All. Mayor Meyers declared the motion passed.
- **Municipal Order #15-2021:** A Municipal Order appointing Calvin Sidle to a four-year term on the Highland Heights Board of Adjustment.
  - **Action Taken:** Member Chinn made a motion to approve Municipal Order #15-2021 appointing Calvin Sidle to a four-year term on the Board of Adjustment. Seconded by Member Mitch Miller. Discussion: None; Ayes: All. Mayor Meyers declared the motion passed.
- **Municipal Order #16-2021:** A Municipal Order appointing Greg James to a four-year term on the Highland Heights Board of Adjustment.
  - **Action Taken:** Member Mitch Miller made a motion to approve Municipal Order #16-2021 appointing Greg James to a four-year term on the Board of Adjustment. Seconded by Member Virgil Miller. Discussion: None; Ayes: All. Mayor Meyers declared the motion passed.

**Unfinished Business:** None

**CITY OF HIGHLAND HEIGHTS**  
**Regular Council Meeting Minutes**  
**December 7, 2021**  
**Approved: January 4, 2022**

**New Business**

- Cancellation of the December 21, 2021 Council Meeting.
  - **Action Taken:** Member Mitch Miller made a motion to cancel the December 21, 2021 council meeting due to lack of business. Seconded by Member Chinn Discussion: None; Ayes: All. Mayor Meyers declared the motion passed.
- Mayor Meyers wished everyone a Merry Christmas and a Happy New Year and expressed his appreciation to have council back in session at the City Building.

**Citizens to Address Council:** None

**Adjournment**

- **Action Taken:** Member Virgil Miller made a motion to adjourn the meeting. Seconded by Member Chinn. Discussion: None. Ayes: All. Mayor Meyers declared the motion passed.

Meeting adjourned at approximately 7:48 p.m. on Tuesday, December 7, 2021.

**Submitted by:**

  
\_\_\_\_\_

**Jeanne M. Pettit, City Clerk/Treasurer**

**Signed:**

  
\_\_\_\_\_

**Gregory V. Meyers, Mayor**