

CITY OF HIGHLAND HEIGHTS
Regular Council Meeting Minutes
February 1, 2022
Approved: March 1, 2022

On Tuesday, February 1, 2022, at 7:04 p.m. Mayor Meyers called the regular Highland Heights City Council meeting to order at 176 Johns Hill Road.

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

Council Member Absent: 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.

Minutes for Approval

- **Regular Meeting Minutes of January 4, 2022.** These minutes had been previously e-mailed to the Mayor, Council Members and City Staff for review.
- **Action Taken:** Member Virgil Miller made a motion to approve the minutes from the regular council meeting of January 4, 2022. Seconded by Member Chinn. Discussion: None; Ayes: All. Mayor Meyers declared the motion passed.

Announcements: None

Scheduled Guests: None

Correspondence: None

Staff Reports

- City Administrator – Michael Giffen – Report is attached to these minutes. Resolution #02-2022, pertaining to the American Rescue Act funds (ARPA) and premium pay, was removed from the agenda. It may have been brought forward a bit too early after some discussions with council members. If other council members would like to discuss the resolution, it can be revised before bringing it before council for a vote.
 - **Resolution**
 - **Resolution #01-2022:** A resolution supporting expenditure of Coronavirus State and Local Fiscal Recovery Funds (SLFRF), from the American Rescue Plan Act funds (ARPA), for the purpose of premium pay for eligible workers performing essential work during the COVID-19 public health emergency.
 - **Action Taken:** Member Virgil Miller made a motion to pass Resolution #01-2022. Seconded by Member Chinn. Ayes: All. Mayor Meyers declared the motion passed.
 - **Discussion:** The budget will need to be amended, and an administrative process put in place, before premium pay can be distributed. Use Cares Act money to provide a sign on incentive for new employees and have them sign a contract requiring them to remain employed with the City for a certain length of time was also discussed.

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- 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 – No Report.
- City Engineer and Zoning Administrator – Dave Whitacre – Report is attached to these minutes.
- Public Works Supervisor – Steve Lehman – Report is attached to these minutes.
- Attorney – Steve Franzen
 - **Action Taken:** Member Chinn made a motion to read in summary Ordinances 01-2022 and 02-2022. Second by Member Virgil Miller. Discussion, None; Ayes: All. Mayor Meyers declared the motion passed.
 - **Ordinances – First Readings**
 - **Ordinance #01-2022:** An ordinance amending the text of Ordinance #16-83 commonly referred to as the City of Highland Heights Zoning Ordinance section 9.21 regulations pertaining to parking or storing of motor homes, trucks, trailers, campers, inoperable vehicles, and other such type equipment in a residential district.
 - **Ordinance #02-2022:** An ordinance amending the text of Ordinance #16-83 commonly referred to as the City of Highland Heights Zoning Ordinance section 9.21 regulations pertaining to remove the text that allows the zoning administrator to review plans for parking in residential zones when it exceeds 25% of the front yard area – as section 9.21.G places the authority with the Board of Adjustment.
 - **Municipal Orders**
 - **Municipal Order #01-2022:** 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 Virgil Miller made a motion to approve Municipal Order #01-2022. Seconded by Member Chinn. Discussion: None; Ayes: All. Mayor Meyers declared the motion passed.
 - **Municipal Order #02-2022:** 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 Chinn made a motion to approve Municipal Order #02-2022. Seconded by Member Ball. Discussion: None; Ayes: All. Mayor Meyers declared the motion passed.
- Attorney Franzen shared his opinion of the of the quality and service of the Highland Heights Police Department. He also discussed his thoughts on the importance of the police officers, the challenges of their work, and what can be done to recruit and retain officers.

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Unfinished Business: None

New Business:

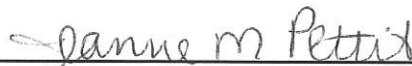
- **Resolution #02-2022:** A resolution supporting a premium pay program using Coronavirus state and local fiscal recovery funds (SLFRF), from the American Rescue Plan Act funds (ARPA), for the purpose of premium pay for eligible workers performing essential work during the COVID-19 public health emergency
 - **Action Taken:** Member Chinn made a motion to have Resolution #02-2022 heard, second by member Mitch Miller. Ayes: All. Mayor Meyers declared the motion passed.
 - **Discussion:** This resolution sets the limit amount of premium pay expended for employees from the American Rescue Plan Act funds. The budget will need to be amended, and pay rates adjusted, to reflect the increase before funds can be distributed. Council will need to approve future allocations of premium pay.
 - **Action Taken:** Member Hoffert made a motion to approve Resolution #02-2022. Seconded by Member Virgil Miller. Discussion: None; Ayes: All. Mayor Meyers declared the motion passed.
- There is an opening on the tree board.

Adjournment

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

Meeting adjourned at approximately 8:23 p.m. on Tuesday, February 1, 2022.

Submitted by:



Jeanne M. Pettit, City Clerk/Treasurer

Signed:



Gregory V. Meyers, Mayor



Michael Giffen
City Administrator
859-441-8575
mgiffen@hhky.com

City Administrator's Report

February 2022



American Recue Plan Act

On the agenda is a resolution outlining a proposal for some of the initial expenditures of funds related to premium pay for essential workers.

Green Space Committee

The committee held its second meeting on January 25th and discussed funding sources available to fund the study of the greenspace site at the city building campus. The group will finalize the scope and bid out the services this spring while working with the City Council on a Budget for the report.

Recommended Budget Allocation

Below is both a working overall budget allocation and calendar year 2022 preliminary breakdown. This should be open to change based on evolving regulations and needs.

Total Program Fund Allocation

Expenses

<u>Items</u>	<u>% of Overall Funds</u>
Loss Revenue	30% 73%
Premium Pay	30% 27%
Address Economic Impact	25% 0%
Support Public Health Response	10% 0%
Other cost and Legal	-5% 0%
Broadband	0%

Proposed 2022 Allocation

Revenue

<u>Items</u>	<u>Funds</u>	<u>% of Overall Funds</u>
Received as of 1/4/2022	914,994	50%

Expenses

<u>Items</u>	<u>Cost</u>	<u>% of Overall Funds</u>
Loss Revenue	566,000	15% 31%
Premium Pay	133,000	10% 7%
Future Premium Pay Funds	113,500	6%
Funds Uncommitted	102,494	6%
Address Economic Impact	91,500	5%
Support Public Health Response	91,500	5%

2022 Loss Revenue Allocation

Revenue

<u>Items</u>	<u>Funds</u>
Funds Claimed	274,498 566,000

Expenses

<u>Items</u>	<u>% of Overall Funds</u>
Road Projects	270,000
Sidewalk Projects	?
Police Equipment	?
Public Works Equipment	?
Park Projects	?
Support Public Health Response	?
Address Economic Impact	?

Monthly Report

January 2022



HIGHLAND HEIGHTS
POLICE DEPARTMENT

MONTHLY REPORT

January 1, 2022 – January 31, 2022

Charges	
Felony	8
Misdemeanor	27
Warrants	2
Violations	17
TOTAL	54
ARRESTS	
DUI	1
Drug Related Arrests	2
Drunkenness	1
All Other Offenses	12
TOTAL	16
Citations	
Traffic	22
Other	18
Parking	4
TOTAL	44

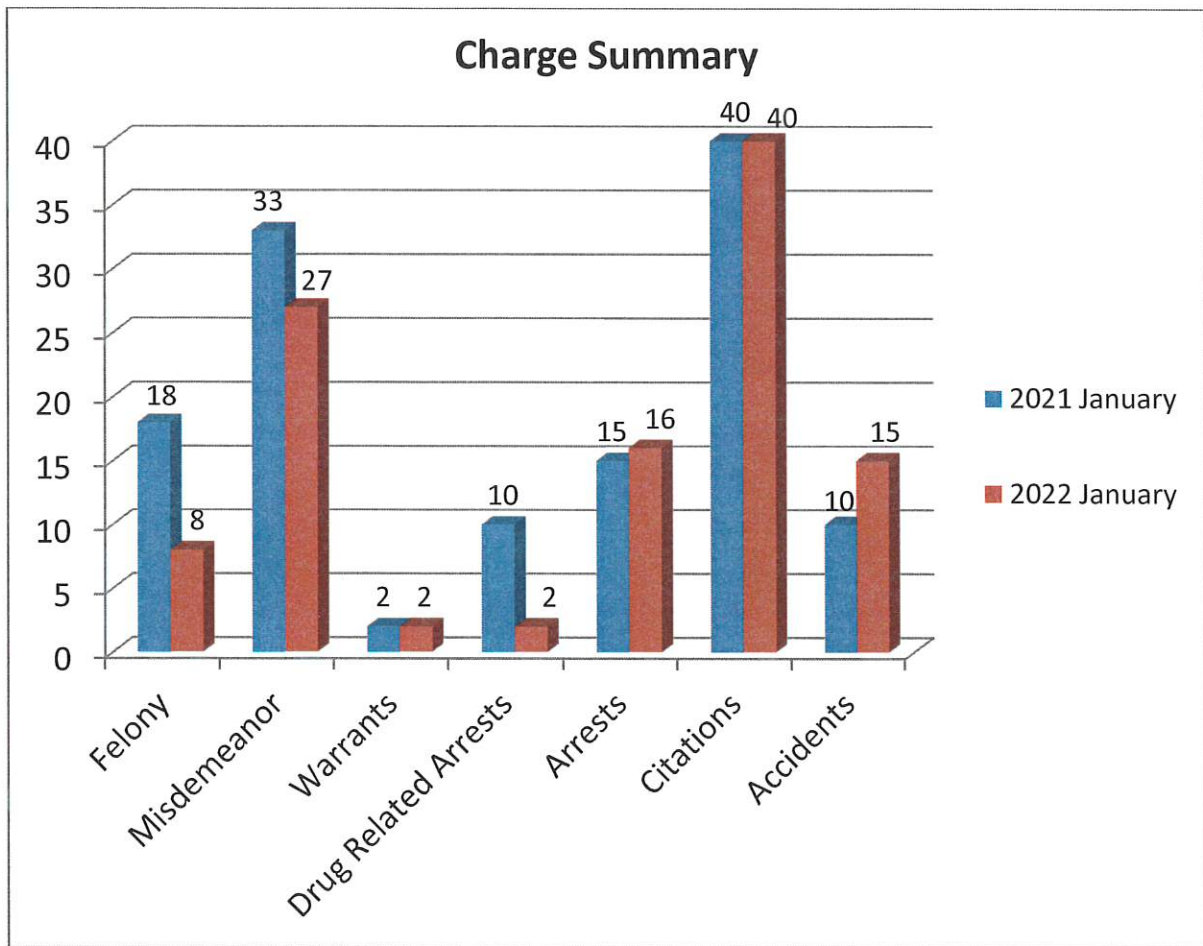
Accidents	15
Call for Service	1048

CALL BY ACTIVITY

January 1, 2022 – January 31, 2022

Alarms	6
Animal Complaint	8
Area Checks	209
Assault	0
Assist Other Agency	20
Burglary	0
Business Checks	105
Disabled Motorist	26
Disorderly Juveniles	1
Disturbance	11
Domestic	5
Fight	1
Harassment	5
Intoxicated Subject	1
Missing Person	0
Neighbor Dispute	0
Parking Complaint	8
Public Contacts	6
Roadway Obstruction	2
Suspicious Person/Vehicle	11
Theft	9
Traffic Stops	151
Vacation Checks	8
Vandalism	0
Vice Activity	0
Welfare Check	8
911 Hang up	3

CHARGE SUMMARY COMPARISON 2020/2021



Call for Service

2021 – 861

2022 – 1048

S.I.R.T. SPECIAL INVESTIGATIONS RESPONSE TEAM

Monthly meeting on 01/19/22.

Presentation by Detective McGohan on what would be expected on a collision reconstruction scene. Several new members were added to the team from Fort Thomas Police. These members were provided with FARO instructions and provided with a brief overview of what is expected during a call out.

01/30/22 SIRT activated to assist Fort Thomas Police with several scenes in Fort Thomas and Newport. During a vehicle pursuit of a suspected intoxicated driver shots were fired at officers. The driver fired a 9 mm handgun through the windshield of the car he was driving at Fort Thomas Officers. The driver crashed at the Grand/Carothers intersection and was captured after a short foot pursuit.

SIRT members documented the scenes with photographs and FARO scans. Evidence was collected and turned over to FTPD.

01/31/22 SIRT assisted FTPD with search warrant of the vehicle. Photographs and FARO scans taken. SIRT reconstructed the flight path of the rounds fired at officers to show that the driver had intent to injure the officers. The trajectory path showed the rounds were fired from just above the steering wheel at the officers. A final report will be completed.

Detective Sergeant John Dunn

TRAINING

Officer Kim Williams and Officer Zach Burton completed IAPE, online evidence room training.

All officer completed January Monthly Training - Response to Resistance

OFFICER RECOGNITION

Highland Heights Police received an officer recognition submission via our website. The Highland Heights resident who placed the recognition stated that the two officers who help him were extremely kind, attentive, and professional. He was very thankful.

Clerk/Treasurer Report
February 1, 2022

- I want to thank Dave Whitacre for going through and organizing all our old maps, and helping me determine what we can recycle according to our retention schedule. This is a huge project and it couldn't have been completed without Dave's knowledge and assistance.
- Delinquency notices will be going out to those owe on their waste bills and/or property taxes. This is our second delinquency notice. A third notice will go out in May.

**CITY OF HIGHLAND HEIGHTS
CITY ENGINEER/ZONING ADMINISTRATOR REPORT**

February 2, 2022

ZONING CODE ENFORCEMENT – The majority of Zoning Violations have been corrected and there are only a few currently in process. I have sent letters to the property owners letting them know that enforcement will be postponed while the cold/snow/ice makes it difficult to correct the violations – enforcement action will however resume when the weather conditions improve.

ZONING ORDINANCE TEXT AMMENDMENTS – SECITON 9.21 & 12.0.C.1.a - The Planning Commission held a public hearing on proposed amendments to the Zoning Ordinance on 1/11/22, and voted to forward the amendments to City Council for adoption.

The proposed changes to Section 9.21 are intended to:

- Reinforce that campers/RV's are not to be used as dwellings. (We discovered that an RV on Thompson Avenue has been occupied for 3 years).
- Extend the requirement for all vehicles to be licensed/insured/operable to all zones – not just the residential zones.
- Extend the limitation on where and how many campers/boats/RV's can be stored in all zones – not just residential zones. (An effort to keep parking lots from becoming storage lots).
- Prohibit the installation of skirting and decks on campers/RV's and prohibit them from being connected to utility service (water,gas,septic).

The proposed change to Section 12.0.C.1.a are proposed to remove the text that allows the Zoning Administrator to review plans for parking in residential zones when it exceeds 25% of the front yard area – as this is in conflict with Section 9.21.G that places that authority with the Board of Adjustments.

Dave Whitacre, PE

Public Works Department Report

February 1, 2022 Council Meeting

Date	Total Hours	No. of Trucks	Miles Driven	Tons of Salt used	Gals. Of Brine	Notes
1/5/2022	6.0	2	55	0	2100	Pre-Brine Streets
1/6/2022	8.0	4	65	19	0	Salt Streets
1/7/2022	2.5	2	22	3.75	0	Icy Spots Treatment
1/14/2022	6.0	2	57	0	2100	Pre-Brine Streets
1/16/2022	15.25	3	87	24	0	Plow & Salt Streets
1/17/2022	5.0	2	63	6.5	0	Cleanup & Salt Streets
1/22/2022	5.0	2	52	0	2100	Pre-Brine Streets
1/27/2022	4.5	2	50	0	1525	Pre-Brine Streets
1/28/2022	7.0	3	60	20	0	Plow & Salt Streets
1/28/2022	6.0	3	54	10	0	Salt Streets
Jan. Totals	65.25		565	83.25	7825	

- We went out 10 times in January for snow and/or ice prevention (Twice on Jan 28th). The events are listed above. I want to thank Mayor Meyers for spending 6 hours with us on January 16th helping salt and plow our streets. 2 employees were out of town so the mayor wanted to come out and have a fun evening with us.
- Public Works went out a couple times in January to fill pot holes. There will be more of this work to complete as the winter goes on. If anyone sees potholes on the city streets, please contact Public Works so we can get them filled.
- During January, we have been working on many inside projects and maintenance since the weather has been cold.

Recreation

- The Recreation Events have been set for 2022. They are: Easter Bunny Tour, April 3rd (Rain Date, April 10th) – Memorial Day Ceremony, May 30th – Ballfield Dedication, April 23, 11:00 – Concert in the Park, TBD – Halloween Event, October 22nd – Trick or Treat, October 31st, 6:00 – 7:30 PM – Veterans Day Ceremony & Senior Breakfast, November 5th – Outdoor Lighting Contest, December 13th – Santa Tour thru City, December 10th (Rain Date, December 17th)