

CITY OF HIGHLAND HEIGHTS
Regular Council Meeting Minutes
January 4, 2022
Approved: February 1, 2022

On Tuesday, January 4, 2022, at 7:00 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, Rene Heinrich, John Hoffert, Mayor Gregory Meyers. A quorum was present.

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

Staff Absent: City Engineer/Zoning Administrator, Dave Whitacre.

Minutes for Approval

- **Regular Meeting Minutes of December 7, 2021.** 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 accept the minutes from the regular council meeting of December 7, 2021. Seconded by Member Chinn. Discussion: None; Ayes: Members Mitchell Miller, Ball, Chinn; Virgil Miller. Abstain, Members Rene Heinrich and John Hoffert. Mayor Meyers declared the motion passed.

Announcements: None

Scheduled Guests

- Chris Hartman, Fairness Campaign – Conversion Therapy
 - Mr. Hartman distributed and discussed information about conversion therapy; requesting Highland Heights Council pass an ordinance banning licensed, professional therapists from using conversion therapy on LGBTQ youth under the age of 18.
 - Mr. Hartman also stated that three communities in Kentucky have passed such an ordinance – Covington, Louisville, and Lexington.

Correspondence: None

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 – No Report.
- City Engineer and Zoning Administrator – Dave Whitacre – No Report.
- Public Works Supervisor – Steve Lehman – Report is attached to these minutes.
- Attorney – Steve Franzen – No Report.

Unfinished Business: None

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New Business

- Cancellation of the January 18, 2022 Council Meeting.
- **Action Taken:** Member Mitch Miller made a motion to cancel the January 18, 2022 council meeting due to lack of business. Seconded by Member Virgil Miller. Discussion: None; Ayes: All. Mayor Meyers declared the motion passed.

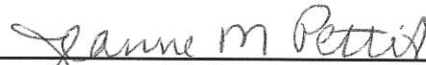
Citizens to Address Council: None

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 7:44 p.m. on Tuesday, January 4, 2022.

Submitted by:



Jeanne M. Pettit, City Clerk/Treasurer

Signed:



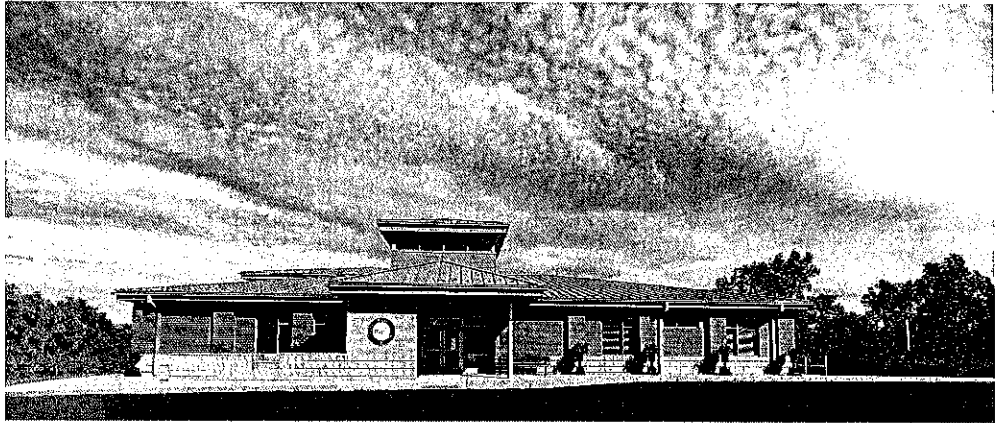
Gregory V. Meyers, Mayor



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

City Administrator's Report

January 2022



SNK Grant – Sunset Drive

I am pleased to announce we have received formal notice of approval of our request to fund the Sunset Drive Road Improvement Project in the amount of \$1.3M with a 20% local match. The letter of approval can be found attached with this report. Funds for this project will likely be available for design in the summer of this year.

American Recue Plan Act

Please find attached with this report a draft of an overview of the ARPA program and some initial thoughts for the 2022 calendar year. There will be several things to consider for our February meeting so I wanted to begin to outline those for consideration and discussion.

Green Space Committee

The committee will be scheduling a meeting in the coming weeks to discuss the process of putting together a report for council, the costs, and what funding might be available for the initial planning.



November 24, 2021

Mr. Michael Giffen, City Administrator
City of Highland Heights
176 John's Hill Road
Highland Heights, KY 41076

Dear Mr. Giffen,

I am pleased to inform you that the OKI Board of Directors have approved the request from the City of Highland Heights to fund the Sunset Drive Road Improvement Project.

The project was approved for \$1,311,594 in federal Surface Transportation Block Grant funds for Northern Kentucky (SNK). The project requires a 20% local match. OKI is proud to support transformative projects that will make our region's transportation network all the more efficient, integrated and multimodal.

Please contact Mr. Dane Blackburn, KYTC-District 6 LPA Coordinator in the next 30 days to initiate the project development process. Dane may be reached at Dane.Blackburn@ky.gov or (859) 341-2700. All LPA projects require a state clearinghouse document in order to begin environmental review. Clearinghouse instructions are provided in the KYTC LPA guide, <https://transportation.ky.gov/Program-Management/Pages/LPAGuide.aspx>.

Please note that this letter serves as a notice of funding award but not as notice to proceed. A formal authorization to proceed will be given in separate correspondence from KYTC. Any expenditures incurred without this authorization to proceed will not be reimbursable.

Should you have any questions, please do not hesitate to contact Andy Reser, Transportation Programming Manager at areser@oki.org or (513) 619-7688.

Sincerely,

David Painter
President

Mark R. Polcinski
CEO/Executive Director

Cc: Dane Blackburn, KYTC District 6

David L. Painter
President

Mark R. Polcinski
CEO

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AMERICAN RESCUE PLAN ACT INITIAL OVERVIEW



Prepared by: Michael Giffen
CITY OF HIGHLAND HEIGHTS, KY

Overview – American Rescue Plan Act (ARPA)

Total Funding Available: \$ 1,823,285

Funding Received to Date: \$ 914,994

Example Uses of Funds

Support Public Health Response

- **Services to contain and mitigate the spread of COVID-19**, including vaccination, medical expenses, testing, contact tracing, quarantine costs, capacity enhancements, and many related activities
- **Behavioral healthcare services**, including mental health or substance misuse treatment, crisis intervention, and related services
- **Payroll and covered benefits** for public health, healthcare, human services, and public safety staff to the extent that they work on the COVID-19 response

Replace Public Sector Revenue Loss

- **Ensure continuity of vital government services** by filling budget shortfalls
- **Revenue loss is calculated** relative to the expected trend, beginning with the last full fiscal year pre-pandemic and adjusted annually for growth
- **Recipients may re-calculate revenue loss** at multiple points during the program, supporting those entities that experience revenue loss with a lag

Water & Sewer Infrastructure

- **Includes improvements to infrastructure**, such as building or upgrading facilities and transmission, distribution, and storage systems
- **Eligible uses aligned to Environmental Protection Agency project categories** for the Clean Water State Revolving Fund and Drinking Water State Revolving Fund

Equity-Focused Services

- **Additional flexibility for the hardest-hit communities and families** to address health disparities, invest in housing, address educational disparities, and promote healthy childhood environments
- **Broadly applicable** to Qualified Census Tracts, other disproportionately impacted areas, and when provided by Tribal governments

Address Negative Economic Impacts

- **Deliver assistance to workers and families**, including support for unemployed workers, aid to households, and survivor's benefits for families of COVID-19 victims
- **Support small businesses** with loans, grants, in-kind assistance, and counseling programs
- **Speed the recovery of impacted industries**, including the tourism, travel, and hospitality sectors
- **Rebuild public sector capacity** by rehiring staff, replenishing state unemployment insurance funds, and implementing economic relief programs

Premium Pay for Essential Workers

- **Provide premium pay to essential workers**, both directly and through grants to third-party employers
- **Prioritize low- and moderate-income workers**, who face the greatest mismatch between employment-related health risks and compensation
- **Key sectors include** healthcare, grocery and food services, education, childcare, sanitation, and transit
- **Must be fully additive** to a worker's wages

Broadband Infrastructure

- **Focus on households and businesses** without access to broadband and those with connections that do not provide minimally acceptable speeds
- **Fund projects that deliver reliable service** with minimum 100 Mbps download / 100 Mbps upload speeds unless impracticable
- **Complement broadband investments** made through the Capital Projects Fund

Ineligible Uses

- **Changes that reduce net tax revenue** must not be offset with American Rescue Plan funds
- **Extraordinary payments into a pension fund** are a prohibited use of this funding
- **Other restrictions apply** to eligible uses

Currently, there are only a few areas of the 6 eligible use categories that can directly benefit Highland Heights. There is hope that future legislation would significantly expand the ability of cities to use their ARPA funds. Some measures which were proposed this fall and still await House action, would allow for more types of infrastructure projects and increase flexibility for government services.

Since programs seem likely to change over time, we should carefully plan out each years budget to ensure funds are adequately distributed.

Revenue Loss

The American Rescue Plan Act allows cities to perform almost any government services – outside of the other restrictions – if they can prove a loss of revenue associated with the pandemic. Cities will need to perform a calculation each year to determine potential loss in general revenue in the previous period. At this time, this category will give us the most flexibility in appropriating funds towards individual department needs and city infrastructure and park investments.

Broadband Infrastructure

Boone, Kenton, and Campbell Counties have pledged a good deal of their ARPA monies towards broadband infrastructure, so we may not need to allocated a substantial amount of funding in this category. Campbell County representatives will address the City Council at the March 1st meeting to go over their initiative in more details.

Premium Pay for Essential Workers

Compensating essential workers will be a major incentive in recruiting and retaining employees not just in the city, but other entities that work in the community as well. Premium pay can either be provided as back pay and/or going forward.

Public Health Response

Highland Heights is fortunate to have several public health response categories located and working in our boundaries. I would like to look into ways to assist those efforts and continue to look for ways to fund initiatives that will keep our employees safe in the workplace.

Other Use Categories

Within the other available categories there are some interesting thoughts and ideas that will need to be thought out and strategized before being put into action. These items could include grant programs for residents and businesses, monetary credits on residential tax bills, supporting other governmental entities, park improvements, etc. In 2022 we intended to put these pieces together as we continue to get clarification and guidance on the expenditure of these funds

Next Steps

In February I would like to bring forward to council a management plan for the expenditure of the funds. There are some opportunities to partner with law firms and financial firms that will help guide us through the legal process of getting everything in order to ensure we spend the funds properly. I would estimate this cost to be between \$10,000 and \$30,000 depending on the level of services and at this time seems to be an eligible expense of the ARPA. I would also like to set in motion a few of the early plans we have for the funds, which will be outlined in the next section.

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%
Premium Pay	30%
Address Economic Impact	25%
Support Public Health Response	10%
Other cost and Legal	5%
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	274,498	15%
Premium Pay	182,999	10%
Address Economic Impact	91,500	5%
Support Public Health Response	91,500	5%

2022 Loss Revenue Allocation

Revenue

Items

Funds

Money Claimed

274,498

Expenses

Items

% of Overall Funds

Road Projects

?

Sidewalk Projects

?

Police Equipment

?

Public Works Equipment

?

Park Projects

?

Monthly Report

December 2021



HIGHLAND HEIGHTS
POLICE DEPARTMENT

MONTHLY REPORT

December 1, 2021 – December 31, 2021

Charges	
Felony	7
Misdemeanor	22
Warrants	3
Violations	22
TOTAL	54
ARRESTS	
DUI	1
Drug Related Arrests	8
Drunkenness	1
All Other Offenses	9
TOTAL	19
Citations	
Traffic	17
Other	46
Parking	4
TOTAL	67

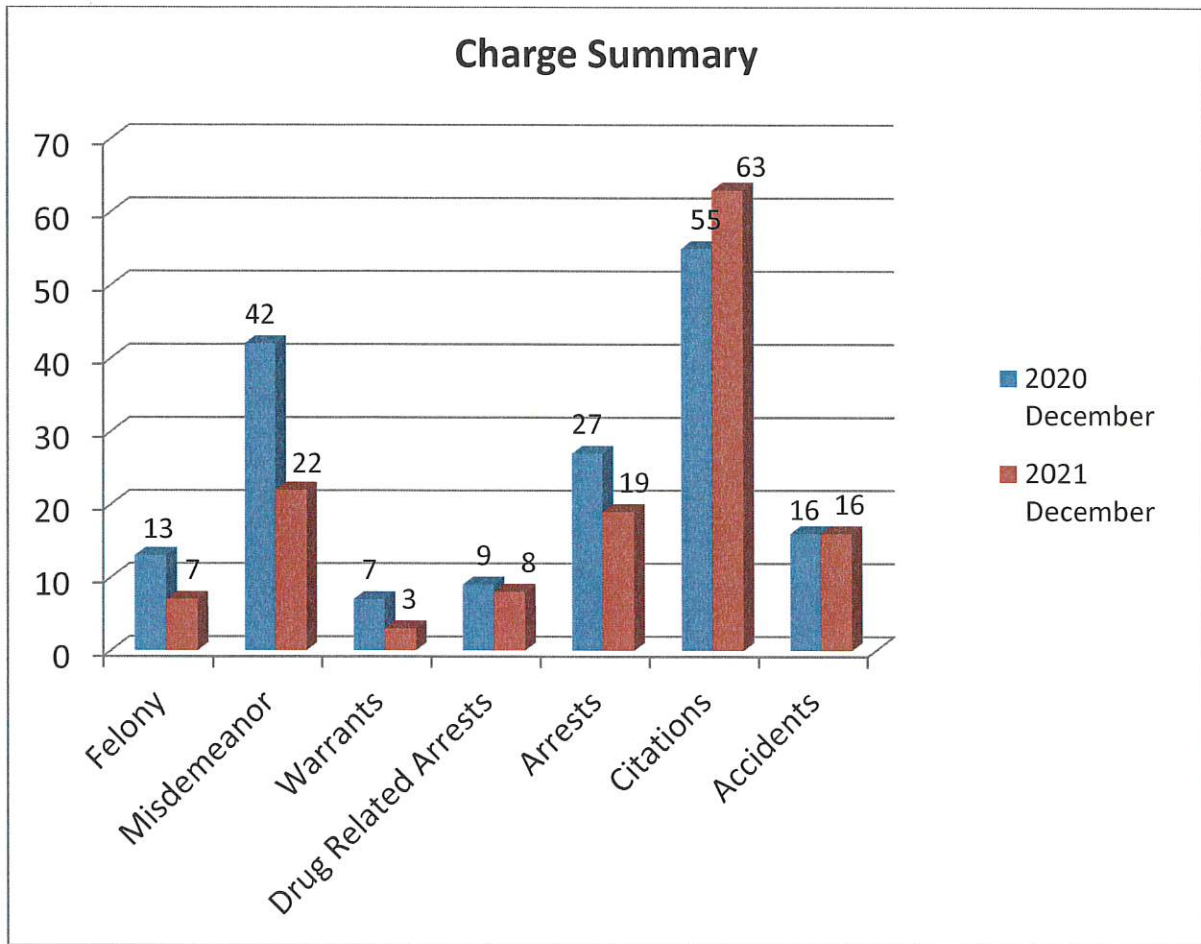
Accidents	16
Call for Service	935

CALL BY ACTIVITY

December 1, 2021 – December 31, 2021

Alarms	8
Animal Complaint	1
Area Checks	161
Assault	1
Assist Other Agency	15
Burglary	0
Business Checks	47
Disabled Motorist	20
Disorderly Juveniles	1
Disturbance	4
Domestic	6
Fight	0
Harassment	1
Intoxicated Subject	1
Missing Person	0
Neighbor Dispute	0
Parking Complaint	6
Public Contacts	2
Roadway Obstruction	2
Suspicious Person/Vehicle	25
Theft	6
Traffic Stops	128
Vacation Checks	42
Vandalism	1
Vice Activity	1
Welfare Check	10
911 Hang up	3

CHARGE SUMMARY COMPARISON 2020/2021



Call for Service

2020 – 970

2021 – 935

TRAINING

Lieutenant Nick Love completed Accreditation Training

Sergeant Nick Blank completed Academy of Police
Supervision Training

Officer Geoff Lucas completed ARIDE Training

Officers Completed Monthly Training-Person of Diminished
Capacity

OFFICER RECOGNITION

The Highland Heights Police Department would like to congratulate Sergeant Nicholas Blank for his graduation from the Academy of Police Supervision (APS).



APS is a three-week, 122-hour course for new supervisors and is put on by the Department of Criminal Justice Training. While in APS, students participate in classes focusing on the role of a supervisor, leadership, resolving conflict, managing diversity, monitoring officer performance, professional image, legal issues for supervisors, ethics, interpersonal communication, effective written communication, making decisions, solving problems, managing critical incidents, public speaking, emotional survival, media relations and others. Congratulations to Sergeant Blank and all of his fellow classmates.

COMMUNITY SERVICE

Thanks to the generosity of our community and the hard work of the FOP Lodge 10 and FOPA Lodge 10, Cops & Kids was able to provide Christmas to 70 kids this year! Officer Patrick Feldman and Officer Geoff Lucas participated in the event. Thanks for giving your time for a great cause.

Officer Patrick Feldman



Officer Geoff Lucas



Santa



*Officer Dave Fornash is pictured on the cover page. Thank you, Santa for 28 years of visiting the residents of Highland Heights.

Clerk/Treasurer Report
January 4, 2022

- End of the year records retention and destruction was completed in December following the State Libraries, Archives and Records Commission Retention Schedule. Nine cubic feet of outdated records were shredded.
- The website calendar has been updated for all 2022 dates. If there is anything that needs to be added, please let me know.

Public Works Department Report

January 4, 2022 Council Meeting

Date	Total Hours	No. of Trucks	Miles Driven	Tons of Salt used	Gals. Of Brine	Notes
12/7/21	7.5	2	53	0	2100	Brine Streets
12/8/21	5.75	3	46	8.25	0	Salt Streets
Totals	13.25		99	8.25	2100	

- We went out twice in December for snow and/or ice prevention. The events are listed above. Prior to the snow season, we changed the nozzles on our spray bars to ¼" barbs from 3/8". This allowed us to reduce the amount of brine we spray on the streets from about 4500 gallons per event to 2100 gallons and still maintain the snow and ice from forming on streets for a period of time.
- Public Works went out several times in December to fill pot holes. We filled areas on Alexandria Way, Sunset Dr. and Ridge Hill.
- All of the ornamental grasses in our landscaped areas were cut back for the season
- All of the Public Works team took on-line classes to renew out Pesticide Licenses for 2022 in December
- Public Works took delivery of a 2021 Kubota Side-By-Side on December 17th. This replaces the Artic Cat that was about on its last leg. Thank you to Council for approving this expenditure in our budget

Recreation

- The Santa Tour through the city held on December 18th. 91 children were signed up for gift bags. We also handed out about 10 or 12 extra bags we had prepared and still didn't have enough for all the kids that came out to see Santa. The event on December 11th was postponed due to the weather. Thank you to Santa Claus for helping us again this year to make the event a success. Also, thank you to Stephanie Braun for setting up the sign-up list and helping with the event.
- The winner of the 2021 Christmas Lighting Contest is Rick & Carla Blevins at 2807 Alexandria Way. Honorable Mention locations are: Tom & Rosanna Kreyling 5 5th Ave, John & Shawna Herman 4 Jillian Ct. and Donald & Lynn Mullins 330 Knollwood Dr.