

**CITY OF HIGHLAND HEIGHTS**  
**Regular Council Meeting Minutes**  
**July 5, 2022**  
**Approved: August 2, 2022**

On Tuesday, July 5, 2022, at 7:02 p.m. Mayor Meyers calls the regular Council meeting to order at 176 Johns Hill Road.

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

**Council Members Absent:** Member 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 June 7, 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 June 7, 2022. Seconded by Member Chinn. Discussion: None. Ayes: All. Mayor Meyers declared the motion passed.

**Scheduled Guests:** None

**Announcements:** None

**Correspondence**

- Stella Worley sent a card thanking the City for planting a tree in her honor on Arbor Day.

**Staff Reports**

- City Administrator – Michael Giffen – Report is attached to these minutes

**Resolutions**

- **Resolution #04-2022:** A resolution supporting expenditure of Coronavirus state and local fiscal recovery funds (SLFRF) from the American Rescue Plan Act (ARPA) for government services.
- **Action Taken:** Member Chinn made a motion to accept resolution #04-2022 to use \$65,977.00 of SLFRF, fiscal year 2023, funds to construct a building addition to the public works garage for additional storage. Seconded by Member Hoffert. Discussion: None. Ayes: All. Mayor Meyers declared the motion passed.
- **Resolution #05-2022:** A resolution supporting expenditure of Coronavirus state and local fiscal recovery funds (SLFRF) from the American Rescue Plan Act (ARPA) for government services.
- **Action Taken:** Member Chinn made a motion to accept resolution #05-2022 to transfer \$120,000.00 of SLFRF, fiscal year 2023, funds to the Central Campbell County Fire District. Seconded by Member Ball. Discussion: Central Campbell County Fire District did not receive funds from the American Rescue Plan Act. They depend on the cities the fire district serves to provide funds from ARPA to help offset costs incurred

**CITY OF HIGHLAND HEIGHTS**  
**Regular Council Meeting Minutes**  
**July 5, 2022**  
**Approved: August 2, 2022**

during the COVID pandemic. Ayes: All. Mayor Meyers declared the motion passed.

- **Action Taken:** Member Hoffert made a motion to accept the bid of \$59,979 not to exceed \$65,977 for Dunn Carpentry to construct an addition to the Public Works Garage for storage. Seconded by Member Mitch Miller. Discussion: None. Ayes: All. Mayor Meyers declared the motion passed.
- **Action Taken:** Member Ball made a motion to approve an additional \$5,620 for Sunset and Lincoln Road construction. Seconded by Member Virgil Miller. Discussion: None. Ayes: All. Mayor Meyers declared the motion passed.
- Engineer and Zoning Report – 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 – working with the Mayor to close the books for fiscal year 2021-22. There was a 7% increase in revenue over last year. Working on expenditures.
- Public Works Supervisor – Steve Lehman – Report is attached to these minutes
  - **Action Taken:** Member Chinn made a motion to authorizing the Mayor or City Administrator to sign a contract for the salt if they determined it is the best price for the City. Seconded by Member Ball. Discussion: None. Ayes: All. Mayor Meyers declared the motion passed.
- Attorney – Steve Franzen

**Unfinished Business:** Question if there had been any discussion over lethal weapons being brought into the city building. Discussion is ongoing.

**New Business**

Cancellation of the July 19, 2022 Council Meeting.

- **Action Taken:** Member Chinn made a motion to cancel the July 19, 2022 regular council meeting due to lack of business. Seconded by Member Mitch Miller. Discussion: None. Ayes: All. Mayor Meyers declared the motion passed.

**Yard of the Month**

- **Action Taken:** Member Chinn made a motion to accept 10 Arbor Drive as the July Yard of the Month. Seconded by Member Virgil Miller. Discussion: None. Ayes: All. Mayor Meyers declared the motion passed.

**Citizens to Address Council:**

- Discussion to have No Parking signs on streets during snow emergency so plows can get through.

**CITY OF HIGHLAND HEIGHTS**  
**Regular Council Meeting Minutes**  
**July 5, 2022**  
**Approved: August 2, 2022**

**Executive Session**

- **Action Taken:** Member Virgil Miller made a motion to go into executive session under 61.810(1)(c) for potential litigation. Seconded by Member Ball. Discussion: None; Ayes: All. Mayor Meyers declared the motions passed.
- **Action Taken:** Member Ball made a motion to come out of Executive Session; no action was taken. Seconded by Member Virgil Miller. Discussion: None. Ayes: All. Mayor Meyers declared the motion passed.
- **Action Taken:** Member Hoffert made a motion allowing the Mayor execute a contract with Attorney Don Warner of Frost Brown Law Firm in the event that the City gets involved in litigation. Seconded by Member Ball. Discussion: None. Ayes: All. Mayor Meyers declared the motion passed.

**Adjournment**

- **Action Taken:** Member Hoffert made a motion to adjourn the July 5, 2022 meeting. Seconded by Member Chinn. Discussion: None. Ayes: All. Mayor Meyers declared the motion passed.

Meeting adjourned at 7:51 p.m. on Tuesday, July 5, 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

July 2022



## Sunset and Lincoln Road Paving Project

The work on Sunset and Lincoln Road is complete. A few unforeseen costs came up during the project, and an additional \$5,620 is needed to cover those costs. See attachment for full breakdown.

Original Bid: \$66,966.00  
Final Cost: \$72,585.20

## ARPA Funds – Public Works Addition

We received one bid from Dunn Carpentry for our planned storage addition at the public works garage. The bid for this work came in at \$59,979.00. I would like to request approval for this amount plus a 10% contingency for a total of \$65,977.00 to complete the project.

## ARPA Funds – Central Campbell FD

For the new Fiscal Year, I am asking for final approval to allocate \$120,000.00 to the Central Campbell FD to assist them with covid related expenses and new equipment. Central Campbell FD did not receive any stimulus money and both Cold Springs and Highland Heights agreed to assist our partners with some of the funding we received.



# CITY OF HIGHLAND HEIGHTS

176 Johns Hill Road, Highland Heights, KY 41076-1498 P: 859-441-8575 F: 859-441-8295 www.hhky.com

June 27, 2022

TDD: 1-800-648-6057

Michael Giffen  
City of Highland Heights  
176 Johns Hill Road  
Highland Heights, KY 41076

RE: RIEGLER-INVOICE FOR MILLING/PAVING WORK ON SUNSET DRIVE AND LINCOLN ROAD

Dear Michael:

The work on Sunset Drive and Lincoln Road is complete, and I have received the invoice for the work.

SUNSET AVENUE - The cost of paving Sunset Drive increased from the bid amount of \$48,966 to a completed cost of \$60,381.40. Below is a list of the increases – the additional amount can mostly be attributed to the additional deterioration that occurs when a project is bid on 9/15/21 and the work was done on 6/7/22 (nearly 10 months later). The quantities for the 3" base milling and paving increased significantly, as did the amount of asphalt surface needed to level the street – there was also curb that fell apart during the milling/paving that was not included in the original bid.

- 2" SURFACE MILLING INCREASED BY \$ 1,067.50
- 3" BASE MILLING INCREASED BY \$ 630.00
- CLEAN AND TACK INCREASED BY \$ 213.50
- 3" ASPHALT BASE INCREASED BY \$ 2,393.40
- 2" ASPHALT SURFACE INCREASED BY \$ 5,111.00
- REPLACEMENT CONCRETE CURB WAS NOT IN ORIGINAL BID \$ 1,500.

LINCOLN ROAD - The work on Lincoln Road had an estimate of \$ 15,540 and the actual work was a bit less at \$ 12,203.00. The difference came about at the estimated asphalt leveling decreased from 48 tons to 24.17 tons.

The total amount of the invoices for both streets is \$72,585.20. The original bid for Sunset Drive was \$48,966 and City Council authorized up to \$ 18,000 for Lincoln Road at the March 1<sup>st</sup> City Council Meeting (\$66,966 for both projects).

I recommend payment in the amount of \$72,585.20 as shown.

Sincerely,

David Whitacre, PE  
City Engineer/Zoning Administrator

**Contract ID: Highland Heights - Sunset Dr**

**Contractor:** Riegler Blacktop Inc  
165 Weaver Road  
Florence, KY 41042

**Invoice No:** 220323  
**Estimate Date:** 06/10/2022  
**Due Date:** 07/10/2022

**Estimate No:** 1  
**Estimate Period:** 05/31/2022 To 06/10/2022

**Contract Price:** 48,966.00

**Bidder ID:**

**Contract:** Highland Heights - Sunset Dr  
**Submit To:** Highland Heights  
176 Johns Hill Road  
Highland Heights, KY 41076

**Internal Job No:** 5675SSM

Line No	Item No	Description	Unit	Bid Quantity	Unit Price	This Estimate		To Date	
						Quantity / %	Amount	Quantity / %	Amount
1		"full depth repair @ 9"	SY	30.000	125.0000	30.000	3,750.00	30.000	3,750.00
2		"milling @ 2"	SY	2,282.000	2.5000	2,709.000	6,772.50	2,709.000	6,772.50
3		"repair milling @ 3"	SY	371.000	10.0000	434.000	4,340.00	434.000	4,340.00
4		clean & tack	SY	2,282.000	.5000	2,709.000	1,354.50	2,709.000	1,354.50
5		"asphalt base @ 3"	TN	64.000	115.0000	89.160	10,253.40	89.160	10,253.40
6		"asphalt surface @ 2"	TN	263.000	100.0000	314.110	31,411.00	314.110	31,411.00
7		edge sealing	LS	1.000	1,000.0000	1.000	1,000.00	1.000	1,000.00
8		scratch/level - Lincoln	TON	48.000	140.0000	24.170	3,383.80	24.170	3,383.80
9		surface - Lincoln	TON	63.000	140.0000	63.000	8,820.00	63.000	8,820.00
10		replace curb	LS	1.000	1,500.0000	1.000	1,500.00	1.000	1,500.00

Estimate		To Date
<b>Total:</b>	72,585.20	72,585.20
<b>Retainage:</b>	.00	.00
<b>Amount Paid:</b>		.00
<b>Current Amount Due:</b>	72,585.20	72,585.20

Original

BID FORM

CONSTRUCTION OF A 19' 8-1/2" WIDE BY 30' LENGTH BY 18' HIGH ADDITION ATOP EXISTING CONCRETE WALLS:

\$ 59,979.00

59,979 DOLLARS 0 CENTS

FIRM NAME: Dunn Carpentry

ADDRESS: 3886 Painter Road


CITY, STATE, ZIP: California KY 41007

TELEPHONE: 859-393-0190

FAX: \_\_\_\_\_

E-MAIL: douglas\_a\_dunn@yahoo.com

Doug Dunn  
Authorized Representative (PLEASE PRINT OR TYPE)

SIGNATURE: 

DATE: 6/22/22

THIS FORM MUST BE USED FOR BID OFFER

## REFERENCES

Below is a list of at least three (3) customer references including company name, address, contact person telephone number and length of time services provided.

1. Company Name: Pilot Lumber  
Address: Alexandria KY  
Business Phone: 859-635-2125  
Contact Person: Barry Racke  
Email: \_\_\_\_\_  
Length of time services provided: 40 years
2. Company Name: MC Steel  
Address: Wilder KY  
Business Phone: 859-781-8600  
Contact Person: Mike Chilelli  
Email: \_\_\_\_\_  
Length of time services provided: 40 years
3. Company Name: Reis Concrete  
Address: Alexandria KY  
Business Phone: 859-635-4157  
Contact Person: \_\_\_\_\_  
Email: \_\_\_\_\_  
Length of time services provided: 40 years

**THIS FORM MUST BE INCLUDED WITH BID OFFER**



## Highland Heights Roofed Storage Building

Concrete Footer, foundation, slab	\$10,700
Garage Door	\$11,956
Building Material package	\$11,500
Framing Labor	\$4,500
Roofing Labor	\$1,500
Exterior Trim Labor	\$4,000
Painting	\$6,500
Gutters and Downspouts	\$1,500
Job Fee	\$7,823
Total	\$59,979

## CITY OF HIGHLAND HEIGHTS BIDDER'S CHECK LIST

**BIDS MAY NOT BE CONSIDERED** if the following documents and/or attachments are not completely filled out and submitted with your bid.

**Before sending in your bid, please make sure you have completed all of the following:**

Enclose two (2) sets of the bid form (one marked original and one copy), including all handwritten sections. Please make and retain a separate copy of this bid package for your records.

Bid Form, must be complete and have a manual signature (original signature) preferably signed in blue ink.

Return bid in an envelope with the name of bid printed on the front of the envelope. If Fed-Ex or UPS, please keep bid in a separate sealed envelope when placing it in their packaging.

Acknowledge in the bid any and all addendums issued and manually sign each addendum sheet and submit it with your bid.

Erasures or other descriptive literature, brochures and/or data must be initialed by the person signing the bid.

### FORMS

References

DD PLEASE INITIAL



# CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)  
06/21/2022

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

**IMPORTANT:** If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must have ADDITIONAL INSURED provisions or be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

<b>PRODUCER</b> Campbell County Farm Bureau 4200 Alexandria Pike Ste. A Cold Spring, KY 41076	<b>CONTACT NAME:</b> Kevin Geisel	
	<b>PHONE (A/C No. Ext.):</b> (859) 442-5932	<b>FAX (A/C No.):</b> +1 (859) 442-0501
<b>E-MAIL ADDRESS:</b> kevin.geisel@kyfb.com		
<b>INSURER(S) AFFORDING COVERAGE</b>		<b>NAIC #</b>
<b>INSURER A:</b> Kentucky Farm Bureau Mutual Insurance Co.		
<b>INSURER B:</b>		
<b>INSURER C:</b>		
<b>INSURER D:</b>		
<b>INSURER E:</b>		
<b>INSURER F:</b>		

<b>COVERAGES</b>	<b>CERTIFICATE NUMBER:</b>	<b>REVISION NUMBER:</b>
------------------	----------------------------	-------------------------

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	ADDL INSD	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
<input checked="" type="checkbox"/>	<b>COMMERCIAL GENERAL LIABILITY</b> <input type="checkbox"/> CLAIMS-MADE <input type="checkbox"/> OCCUR GEN'L AGGREGATE LIMIT APPLIES PER: <input type="checkbox"/> POLICY <input type="checkbox"/> PRO-JECT <input type="checkbox"/> LOC OTHER:			S0311849	05/17/2022	05/17/2023	EACH OCCURRENCE \$ 1,000,000 DAMAGE TO RENTED PREMISES (Ea occurrence) \$ 100,000 MED EXP (Any one person) \$ 5,000 PERSONAL & ADV INJURY \$ 1,000,000 GENERAL AGGREGATE \$ 2,000,000 PRODUCTS - COMP/OP AGG \$ 2,000,000 \$
	<b>AUTOMOBILE LIABILITY</b> <input type="checkbox"/> ANY AUTO OWNED AUTOS ONLY <input type="checkbox"/> HIRE AUTOS ONLY <input type="checkbox"/> SCHEDULED AUTOS NON-OWNED AUTOS ONLY						COMBINED SINGLE LIMIT (Ea accident) \$ BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$ \$
	<input type="checkbox"/> UMBRELLA LIAB <input type="checkbox"/> OCCUR <input type="checkbox"/> EXCESS LIAB <input type="checkbox"/> CLAIMS-MADE <input type="checkbox"/> DED <input type="checkbox"/> RETENTION \$						EACH OCCURRENCE \$ AGGREGATE \$ \$
	<b>WORKERS COMPENSATION AND EMPLOYERS' LIABILITY</b> ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below		Y/N N/A				<input type="checkbox"/> PER STATUTE <input type="checkbox"/> OTH-ER E.L. EACH ACCIDENT \$ E.L. DISEASE - EA EMPLOYEE \$ E.L. DISEASE - POLICY LIMIT \$

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)

Carpentry

<b>CERTIFICATE HOLDER</b> City of Highland Heights 176 Johns Hill Road Highland Heights, KY 41076	<b>CANCELLATION</b> SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS. AUTHORIZED REPRESENTATIVE <i>Kevin L. Geisel, Agent</i>
--	---

© 1988-2015 ACORD CORPORATION. All rights reserved.

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

July 5, 2022

**ZONING CODE ENFORCEMENT** – I have been continuing with enforcement issues up until 6/29 when my retirement began. I have prepared a list of all active zoning issues so my replacement can pick up where I left off. Even with the onset of the dry/hot weather and slow down in growth – a large number of properties remain in violation of the grass/weed ordinance.

**MAIN AVENUE STREET RECONSTRUCTION** – One side of the street was poured and has been open to traffic. They have started on the other side and expect all work to be completed near the end of July.

**SUNSET DRIVE AND LINCOLN ROAD PAVING** – The paving work on Sunset Drive and Lincoln Road is complete.



**Clerk/Treasurer Report**  
**July 5, 2022**

- Cassandra Williams, our new Assistant City Clerk, began July 5. She comes to us with 6 years of municipal experience and over 8 years of experience in accounts payable and receivable, website management, payroll, and many of the other attributes necessary to be a successful Assistant City Clerk. I am excited to have her joining us in Highland Heights and believe she will be an asset to our city and our citizens.

## **Public Works Department Report**

### **July 5, 2022 Council Meeting**

- We have hired Corey Lohstroh for the Public Works Supervisor position. He started June 27<sup>th</sup> and with working overtime, we are beginning to catch up on jobs we were behind on. It will still take 6 or 8 weeks to be completely caught up.
- Cutting back over growth on city streets has started. Thompson, Hale, Wilson, Piedmont, Harrison and Taylor are finished. There are still a lot of streets to cut back in the coming weeks.
- New flags were installed on the poles along the south portion of Alexandria Pike.
- We participated in the Reverse Auction for Bulk De-icing Salt in June. This year we only received 1 bid for salt and it has gone up in price by 36.5%. Our price this year is \$ 123.69 per ton, delivered. I have contacted a few other suppliers and they were even higher priced. I will need a motion from Council to accept this bid so I can send a copy of the Minutes with the signed contract.
- Some potholes on a few streets were filled this past week.
- Public Works dug and poured the footer for the Wall Sign at 1471 & 27

### **Recreation**

- There is no report for this month.