

**CITY OF HIGHLAND HEIGHTS**  
**Regular Council Meeting Minutes**  
**December 6, 2022**  
**Approved: January 3, 2023**

On Tuesday, December 6, 2022, at 7:04 p.m. Mayor Meyers called the regular Council meeting to order at 176 Johns Hill Road.

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

**Council Member Absent:** Virgil Miller.

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

Prior to the meeting, Judge Zalla swore in the 2023-24 Mayor and Councilmembers.

**Minutes for Approval**

- **Regular Meeting Minutes of November 1, 2022.** 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 approve the minutes from the regular council meeting of November 1, 2022. Seconded by Member Chinn  
Discussion: None. Ayes: All. Mayor Meyers declared the motion passed.

**Scheduled Guests**

- Mayor Meyers presented service awards to Councilmembers Mitchell Miller, Rene Heinrich, and Zoning and Code Enforcement Officer Dave Whitacre in appreciation for their years of service to Highland Heights, KY. Councilmember Virgil Miller will also receive a service award.

**Announcements:** None

**Correspondence**

- Mayor Meyers read a letter from Tom Gudiugli thanking him for the road improvements on Main Avenue and Lincoln Road adjacent to Highland Village.
- Mayor Meyers read John Braun's letter, resigning from the Planning and Zoning Commission so he could take his seat on City Council.

**Staff Reports**

- City Administrator – Michael Giffen
  - **Ordinances – Second Readings**
    - **Ordinance 09-2022:** An ordinance amending the City's pay classifications ordinance for all employees and various city board members.
    - **Action Taken:** Member Hoffert made a motion to accept Ordinance 09-2022, an ordinance amending the City's pay classifications ordinance for all employees and various city board members. Seconded by Member Ball. Discussion: None.
    - **Roll Call:** Councilmember Heinrich, yes; Hoffert, yes; Chinn, yes; Ball, yes; Mitch Miller, yes. Mayor Meyers declared the motion passed.

**CITY OF HIGHLAND HEIGHTS**  
**Regular Council Meeting Minutes**  
**December 6, 2022**  
**Approved: January 3, 2023**

- **Ordinance 10-2022:** An ordinance amending the City of Highland Heights, Kentucky Annual Budget for the fiscal year 7/1/2022 through 6/30/2023, by estimating revenues and resources and appropriating funds for the operation of city government.
- **Action Taken:** Member Chinn made a motion to accept Ordinance 10-2022, an ordinance amending the City of Highland Heights, Kentucky Annual Budget for the fiscal year 7/1/2022 through 6/30/2023, by estimating revenues and resources and appropriating funds for the operation of city government. Seconded by Member Hoffert. Discussion: None.
- **Roll Call:** Councilmember Chinn, yes; Ball, yes; Heinrich, yes; Mitch Miller; Hoffert, yes. Mayor Meyers declared the motion passed.
- **Resolution**
  - **Resolution 10-2022:** a resolution supporting the City of Highland Heights to adopt and enter into a joinder agreement with Kentucky Deferred Compensation Authority (KDC) for participation in the 457 plan and the 401(k) plan for the benefit of its eligible employees.
  - **Action Taken:** Member Chinn made a motion approving resolution 10-2022 supporting the City of Highland Heights to adopt and enter into a joinder agreement with Kentucky Deferred Compensation Authority. Seconded by Member Ball. Discussion: None. Ayes: All. Mayor Meyers declared the motion passed.
  - **Resolution 11-2022:** A resolution authorizing the Mayor to enter into a contract with Campbell County Fiscal Court to provide zoning services to the City of Highland Heights, Kentucky.
  - **Action Taken:** Member Chinn made a motion approving resolution 11-2022 authorizing the Mayor to enter into a contract with Campbell County Fiscal Court to provide zoning services to the City of Highland Heights, Kentucky. Seconded by Member Ball. Discussion: None. Ayes: All. Mayor Meyers declared the motion passed.
  - **Resolution 12-2022:** A resolution supporting the expenditure of Coronavirus State and Local Fiscal Recovery Funds (SLFRF) from the American Rescue Plan Act (ARPA) for Government Services for a new sign at the entrance of the City of Highland Heights and I-471.
  - **Action Taken:** Member Ball made a motion approving resolution 12-2022 supporting the expenditure of Coronavirus State and Local Fiscal Recovery Funds (SLFRF) from the American Rescue Plan Act (ARPA) for Government Services for a new sign at the entrance of the City of Highland Heights and I-471. Seconded by Member Mitch Miller. Discussion: None. Ayes: All. Mayor Meyers declared the motion passed.
  - **Resolution 13-2022:** A resolution supporting expenditure of Coronavirus State and Local Fiscal Recovery Funds (SLFRF) from the American Rescue Plan Act (ARPA) for Government Services to fill the Social Worker position within the Police Department.

**CITY OF HIGHLAND HEIGHTS**  
**Regular Council Meeting Minutes**  
**December 6, 2022**  
**Approved: January 3, 2023**

- **Action Taken:** Member Hoffert made a motion approving resolution 13-2022 supporting expenditure of Coronavirus State and Local Fiscal Recovery Funds (SLFRF) from the American Rescue Plan Act (ARPA) for Government Services to fill the Social Worker position within the Police Department. Seconded by Member Heinrich. Discussion: None. Ayes: All. Mayor Meyers declared the motion passed.
- **Resolution 14-2022:** A resolution adopting an update to the Personnel Policy of the City of Highland Heights, Kentucky.
- **Action Taken:** Member Heinrich made a motion approving resolution 14-2022 adopting an update to the Personnel Policy of the City of Highland Heights, Kentucky. Seconded by Member Chinn. Discussion: None. Ayes: All. Mayor Meyers declared the motion passed.
- An Engineer's RFP will be going out in the next few weeks for a Engineer services for the City. It will be due in late January.
- Police Chief – Bill Birkenhauer
  - Recognized Lt. Nick Love for completing a 10-week intensive leadership and management program through the Northwestern Center for Public Safety.
  - Discussed the need for a full-time Social Worker in our City and ways she assists the police officers.
- City Clerk/Treasurer – Jeanne Pettit
  - Update on tax collections and alcoholic beverage licenses.
- Finance Director – Harry Barlage – No Report
- Code Enforcement Officer – Will Hunt
  - Update on abatements, condemned houses, and code enforcements.
- Public Works Supervisor – Steve Lehman
  - Parks closed November 1, 2022 will re-open April 1, 2023.
  - Updates on salt preparation for snow events, staff training, and recreation events.
- Attorney – Steve Franzen
  - **Ordinance – Second Reading**
    - **Ordinance 11-2022:** An ordinance adopting a fee for returned checks.
    - **Action Taken:** Member Chinn made a motion to accept Ordinance 11-2022, an ordinance adopting a fee for returned checks. Seconded by Member Hoffert. Discussion: None.
    - **Roll Call:** Councilmember Ball, yes; Heinrich, yes; Mitch Miller, yes; Hoffert, yes; Chinn, yes. Mayor Meyers declared the motion passed.

**CITY OF HIGHLAND HEIGHTS**  
**Regular Council Meeting Minutes**  
**December 6, 2022**  
**Approved: January 3, 2023**

- **Municipal Orders**

- **Municipal Order 11-2022:** A municipal order appointing C. Dale Elifrits to a four-year term on the Highland Heights Board of Adjustment.
- **Action Taken:** Member Mitch Miller made a motion approving municipal order 11-2022 appointing C. Dale Elifrits to a four-year term on the Highland Heights Board of Adjustment. Seconded by Member Hoffert. Discussion: None. Ayes: All. Mayor Meyers declared the motion passed.
- **Municipal Order 12-2022:** A municipal order appointing Kaye James to a four-year term on the Highland Heights Code Enforcement Board.
- **Action Taken:** Member Mitch Miller made a motion approving municipal order 12-2022 appointing Kaye James to a four-year term on the Highland Heights Code Enforcement Board. Seconded by Member Hoffert. Discussion: None. Ayes: All. Mayor Meyers declared the motion passed.
- **Municipal Order 13-2022:** A municipal order appointing Joseph Hagedorn to a four-year term on the Highland Heights Code Enforcement Board.
- **Action Taken:** Member Mitch Miller made a motion approving municipal order 13-2022 appointing Joseph Hagedorn to a four-year term on the Highland Heights Code Enforcement Board. Seconded by Member Ball. Discussion: None. Ayes: All. Mayor Meyers declared the motion passed.
- **Municipal Order 14-2022:** A municipal order appointing Audrey Koester to a four-year term on the Highland Heights Planning and Zoning Commission.
- **Action Taken:** Member Hoffert made a motion approving municipal order 14-2022 appointing Audrey Koester to a four-year term on the Highland Heights Planning and Zoning Commission. Seconded by Member Heinrich. Discussion: None. Ayes: All. Mayor Meyers declared the motion passed.
- **Municipal Order 15-2022:** A municipal order appointing Charles Pettit to a four-year term on the Highland Heights Planning and Zoning Commission.
- **Action Taken:** Member Heinrich made a motion approving municipal order 15-2022 appointing Charles Pettit to a four-year term on the Highland Heights Planning and Zoning Commission. Seconded by Member Chinn. Discussion: None. Ayes: All. Mayor Meyers declared the motion passed.
- **Municipal Order 16-2022:** A municipal order appointing Christie Fillhardt to a four-year term on the Highland Heights Planning and Zoning Commission.
- **Action Taken:** Member Hoffert made a motion approving municipal order 16-2022 appointing Christie Fillhardt to a four-year term on the Highland Heights Planning and Zoning Commission. Seconded by Member Ball. Discussion: None. Ayes: All. Mayor Meyers declared the motion passed.

**CITY OF HIGHLAND HEIGHTS**  
**Regular Council Meeting Minutes**  
**December 6, 2022**  
**Approved: January 3, 2023**

- **Municipal Order 17-2022:** A municipal order appointing Larry Herfurth to a four-year term as the Highland Heights representative on the Campbell County Cable Board.
- **Action Taken:** Member Chinn made a motion approving municipal order 17-2022 appointing Larry Herfurth to a four-year term as the Highland Heights representative on the Campbell County Cable Board. Seconded by Member Heinrich. Discussion: None. Ayes: All. Mayor Meyers declared the motion passed.

**Unfinished Business**

- There is a need for Tree Board Committee members.

**New Business**

- **Cancellation of the December 20, 2022 Meeting**
  - **Action Taken:** Member Mitch Miller made a motion to cancel the December 20, 2022 council meeting due to lack of business. Seconded by member Hoffert. Discussion: None. Ayes: All. Mayor Meyers declared the motion passed.


**Citizens to Address Council:** None

**Adjournment**

- **Action Taken:** Member Heinrich made a motion to adjourn the December 6, 2022 meeting. Seconded by Member Mitch Miller. Discussion: None. Ayes: All. Mayor Meyers declared the motion passed.

Meeting adjourned at 8:03 p.m. on Tuesday, December 6, 2022.

**Submitted by:**   
\_\_\_\_\_  
**Jeanne M. Pettit, City Clerk/Treasurer**

**Signed:**   
\_\_\_\_\_  
**Gregory V. Meyers, Mayor**