

**CITY OF HIGHLAND HEIGHTS
COUNCIL MINUTES
JANUARY 19, 2016**

On January 19, 2016 Mayor Meyers called the Council meeting to order at 176 Johns Hill Road at 7:30 p.m.

PRESENT: Mayor Meyers, Council Members: Deborah Ball, Gary Chinn, Jeanne Pettit, Dave Ramler, Scott Sedmak, Scott Reinke. Quorum is present.

Also present: City Attorney Steve Franzen and Clerk Treasurer Jean Rauf.

ABSENT: None.

PRAYER/PLEDGE OF ALLEGIANCE TO THE FLAG: After Councilmember Ramler delivered the prayer, everyone said the pledge of allegiance to the flag.

PRESENTATION OF THE REGULAR COUNCIL MEETING MINUTES OF JANUARY 5, 2016. The unofficial draft of these minutes was previously e-mailed to the Mayor, Council Members and City Staff for review.

ACTION TAKEN: MEMBER PETTIT MOVED TO APPROVE THE REGULAR COUNCIL MINUTES OF JANUARY 5 2016, SECONDED MEMBER SEDMAK. DISCUSSION: NONE. AYE, ALL. MAYOR MEYERS DECLARED THE MOTION PASSED.

ANNOUNCEMENTS: NONE.

SCHEDULED GUEST/S: MR. ANDY DEMOSS, THE CITY'S AUDITOR WITH RFH CPAs/CONSULTANTS - Mr. DeMoss distributed a copy of the Audit for Fiscal Year 2014-2015 to the Mayor, and Councilmembers. A copy thereof is made a part of the City's records. Mr. DeMoss provided an overview of the City's financial activities for the fiscal year ending June 30, 2015.

MR. DENNIS ELROD, ATKINS-ELROD & ASSOCIATES. Mayor Meyers informed everybody that Mr. Elrod is administrating the City's Block Grant.

Mr. Elrod previously distributed a packet to the Mayor and City Council. He stated there are items in the packet that must be passed by City Council before the Department for Local Government will release funds for the project. He also stated these items have been reviewed and approved by Attorney Steve Franzen.

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Attorney Franzen asked Mr. Elrod to give a brief explanation about Exhibit D Required Evidentiary Materials.

Mr. Elrod reported that the Required Evidentiary Materials is part of the Agreement between the City and the Commonwealth.

Mr. Elrod further reported that Exhibit D is the City's section that we are obligated to send to the State as part of the contract.

At this time Attorney Franzen read, in full, The Guideform Residential Antidisplacement and Relocation Assistance Plan under Section 104(d) of the Housing and Community Development Act of 1974. As amended.

Attorney Franzen asked Mr. Elrod to give an overview of this plan. Mr. Elrod reported that the plan states that no person will be displaced by the completion of the Highland Seniors Housing project.

ACTION TAKEN: MEMBER PETTIT MOVED TO ADOPT THE GUIDELINE RESIDENTIAL ANTIDISPLACEMENT AND RELOCATION ASSISTANCE PLAN UNDER SECTION 104(d) OF THE HOUSING AND COMMUNITY DEVELOPMENT ACT OF 1974 AS AMENDED, SECONDED BY MEMBER CHINN. DISCUSSION: NONE. AYE, ALL. MAYOR MEYERS DECLARED THE MOTION PASSED UNANIMOUSLY.

At this time Attorney Franzen read the following Resolutions:

RESOLUTION 01-2016: A RESOLUTION ADOPTING A MODEL PROCUREMENT CODE AND CODE OF CONDUCT WHEN USING COMMUNITY DEVELOPMENT BLOCK GRANT (CDBG) FUNDS TO PROCURE GOODS AND/OR SERVICES IN CONNECTION WITH THE HIGHLAND VILLAGE SENIORS HOUSING PROJECT.

Mr. Elrod stated there will be only two procurements. He reported the first procurement is when the City hired him, and the other would be when the Newport Millennium Housing bids out the construction.

ACTION TAKEN: MEMBER BALL MOVED TO ADOPT THE RESOLUTION #01-2016 SECONDED BY MEMBER PETTIT. DISCUSSION: NONE. AYE, ALL. MAYOR MEYERS DECLARED THE MOTION PASSED UNANIMOUSLY.

RESOLUTION # 02-2016: A RESOLUTION OF THE CITY OF HIGHLAND HEIGHTS ACKNOWLEDGING RECEIPT OF STATE CLEARINGHOUSE COMMENTS FOR THE HIGHLAND VILLAGE SENIORS HOUSING PROJECT AND AGREEING THAT ALL CONDITIONS SET FORTH IN SAID COMMENTS WILL BE MET.

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Mr. Elrod stated that every application for federal funding in the State of Kentucky goes through the State Clearinghouse and once it goes through, the staff parcels it out to every agency that may have an interest in the project.

ACTION TAKEN: MEMBER PETTIT MOVED TO ADOPT RESOLUTION # 02-2016, SECONDED BY MEMBER SEDMAK. DISCUSSION: NONE. AYE, ALL. MAYOR MEYERS DECLARED THE MOTION PASSED UNANIMOUSLY.

RESOLUTION # # 03-2016: A RESOLUTION OF THE CITY OF HIGHLAND HEIGHTS COMMITTING TO ENFORCE ITS DEVELOPMENT AGREEMENT WITH NEWPORT MILLENNIUM HOUSING CORPORATION III TO ASSURE ALL COST OVERRUNS ASSOCIATED WITH THE HIGHLAND VILLAGE SENIORS HOUSING PROJECT ARE FULLY PAID.

Mr. Elrod explained that after Mr. Franzen's efforts, Newport Millennium Housing has agreed to fund all overruns in excess of \$500,000 to complete the project.

ACTION TAKEN: MEMBER BALL MOVED TO ADOPT RESOLUTION 03-2016 SECONDED BY MEMBER PETTIT. DISCUSSION: NONE, AYE, ALL. MAYOR MEYERS DECLARED THE MOTION PASSED UNANIMOUSLY.

RESOLUTION # 04-2016: A RESOLUTION OF THE CITY OF HIGHLAND HEIGHTS AUTHORIZING AND DIRECTING MAYOR GREGORY V. MEYERS TO EXECUTE A DEVELOPMENT AGREEMENT WITH NEWPORT MILLENNIUM HOUSING CORPORATION III UNDER WHICH THE CITY AGREES TO PROVIDE COMMUNITY DEVELOPMENT FUNDS FOR THE HIGHLAND VILLAGE SENIORS HOUSING PROJECT AND NEWPORT MILLENNIUM HOUSING CORPORATION III AGREES TO CONSTRUCT AND OPERATE THE PROJECT.

Mr. Elrod reported this Resolution is authorizing and directing Mayor Meyers to execute a Development Agreement with Newport Millennium Housing Corporation III.

Mr. Elrod distributed a copy of Resolution #2016-01 to the Mayor and Council members. This Resolution was signed by Michael Chalk and Thomas L. Guidugli, President of Newport Millennium Housing Corporation III. A copy thereof is filed and made part of the City's records.

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ACTION TAKEN: MEMBER PETTIT MOVED TO ADOPT RESOLUTION 04-2016 SECONDED BY MEMBER BALL. DISCUSSION: NONE. AYE, ALL. MAYOR MEYERS DECLARED THE MOTION PASSED UNANIMOUSLY.

RESOLUTION # 05-2016: A RESOLUTION OF THE CITY OF HIGHLAND HEIGHTS ADOPTING AND APPROVING THE ATTACHED HOUSING REVOLVING FUND GUIDELINES TO ACCOUNT FOR THE POTENTIAL RECEIPT AND EXPENDITURE OF CDBG PROGRAM INCOME FROM THE HIGHLAND VILLAGE SENIORS HOUSING PROJECT.

Mr. Elrod explained it is very unlikely that the City would recapture any monies from the CDBG. He also stated if the City would recapture any monies, the money stays with the City; it does not go back to the State.

Mr. Elrod further explained that if the City would recapture any money from this grant, the City needs to set guidelines. He stated one of the guidelines would be that the money would benefit low and moderate income people. A copy of the guidelines is attached to this Resolution.

ACTION TAKEN: MEMBER BALL MOVED TO ADOPT RESOLUTION # 05-2016, SECONDED BY MEMBER CHINN. DISCUSSION: NONE. AYE ALL. MAYOR MEYERS DECLARED THE MOTION PASSED UNANIMOUSLY.

At this time, Attorney Franzen stated there should be a motion authorizing the State Treasurer to transfer funds from the Kentucky Department of Local Government by electronic transfer.

Mr. Elrod announced that the paper work was completed and signed by Mayor Meyers and City Clerk Treasurer Jean Rauf.

ACTION TAKEN: MEMBER PETTIT MOVED THAT THE STATE TREASURER TRANSFER THE FUNDS BY ELECTRONIC TRANSFER, SECONDED BY MEMBER BALL. DISCUSSION: NONE. AYE, ALL. MAYOR MEYERS DECLARED THE MOTION PASSED UNANIMOUSLY.

Attorney Franzen continued reading the following Resolutions:

RESOLUTION # 06-2016: FAIR HOUSING RESOLUTION:

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Mr. Elrod explained this Resolution states the City has adopted this Resolution and that we support Fair Housing. He stated he will prepare a letter to the local Board of Realtors, local media and landlords, to inform them that the City has adopted the Fair Housing Resolution. A poster will be posted in the City Building stating the City supports Fair Housing.

ACTION TAKEN: MEMBER PETTIT MOVED TO ADOPT RESOLUTION #06-2016: FAIR HOUSING RESOLUTION, SECONDED BY MEMBER CHINN. DISCUSSION: NONE, AYE, ALL. MAYOR MEYERS DECLARED THE MOTION PASSED UNANIMOUSLY.

RESOLUTION # 07-2016: A RESOLUTION OF THE CITY OF HIGHLAND HEIGHTS ADOPTING AND APPROVING THE GRIEVANCE PROCEDURE FOR COMPLAINTS RELATED TO ALLEGATIONS OF DISCRIMINATION ON THE BASIS OF HANDICAPPED STATUS BY THE CITY OF HIGHLAND HEIGHTS.

Mr. Elrod explained that if any employee or citizen believes they have suffered discrimination they have the right to enter their complaint to the Mayor the Mayor has a certain amount to listen to the complaint and to render a full report to Council; and Council can take action of the report. He further explained there is a procedure for handling complaints; a copy thereof is attached to this Resolution.

ACTION TAKEN: MEMBER BALL MOVED TO ADOPT RESOLUTION # 07-2016, SECONDED BY MEMBER PETTIT. DISCUSSION: NONE. AYE, ALL. MAYOR MEYERS DECLARED MOTION PASSED UNANIMOUSLY.

RESOLUTION # 08-2016: A RESOLUTION ADOPTING SECTION 3 ACTION PLAN TO USE COMMUNITY DEVELOPMENT BLOCK GRANT (CDBG) FUNDS FOR CONSTRUCTION OF THE HIGHLAND VILLAGE SENIORS HOUSING PROJECT.

Mr. Elrod stated this means that to the maximum degree feasible any contractor opportunities or employee opportunity should be directed to Highland Heights. He stated there is a list that is given to contractors informing them of businesses or employees from within Highland Heights.

ACTION TAKEN: MEMBER SEDMAK MOVED TO ADOPT RESOLUTION # 08-2016, SECONDED BY MEMBER PETTIT. DISCUSSION: NONE. AYE, ALL. MAYOR MEYERS DECLARED THE MOTION PASSED UNANIMOUSLY.

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CORRESPONDENCE: Mayor Meyers reported he received the Central Campbell County Fire District's December 2015 Monthly Report. A copy thereof is in the City Clerk's office

STAFF REPORT/S:

CITY ATTORNEY: City Attorney Franzen reported there was a claim by Officer Conrad and this has been resolved. Mr. Franzen read the following Municipal Order.

MUNICIPAL ORDER # 02-2016 A MUNICIPAL ORDER AUTHORIZING A PAYMENT TO POLICE OFFICER AMBER CONRAD FOR A DISPUTED CLAIM.

ACTION TAKEN: MEMBER PETTIT MOVED TO ADOPT MUNICIPAL ORDER # 02-2016, SECONDED BY MEMBER CHINN. AYE, ALL. DISCUSSION: NONE. MAYOR MEYERS DECLARED THE MOTION PASS UNANIMOUSLY.

COMMITTEE REPORTS:

FINANCE: COUNCIL MEMBERS PETTIT AND SEDMAK - Member Pettit reported the Committee is planning to meet to discuss the second quarter report. Mayor Meyers stated a Finance meeting is scheduled for Saturday 1-23-2016.

SAFETY: COUNCIL MEMBERS BALL AND RAMLER. NO REPORT.

BEAUTIFICATION: COUNCIL MEMBERS BALL AND CHINN – Member Ball reported the committee met with Northern Kentucky University and Asbury Church regarding gardens. She reported there are spaces available for gardening.

DEVELOPMENT: COUNCILMEMBERS PETTIT AND REINCKE – Member Pettit reported the Committee met with Public Work Supervisor Lehman and Tom Stubbeman to discuss renovation of Veterans Park.

INFRASTRUCTURE: COUNCILMEMBERS CHINN AND RAMLER. Member Ramler announced the repairs to the sidewalk from Skyline to Callahan has been repaired

COMMUNICATION: COUNCILMEMBERS REINCKE AND SEDMAK. NO REPORT AT THIS TIME

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PARKS & RECREATION: Mayor Meyers announced they are working on the Car Show and City Fest. He reported the Car Show and City Fest will be held on Saturday July 16th.

GOOD NEIGHBOR AWARD: NONE

OLD BUSINESS: Member Ball asked about water service lines insurance. Mayor Meyers reported this matter was talked about at the Mayors meeting, and it is his understanding that they did not think the value would not be worth what it would cost the homeowner. Mayor Meyers reported he has some information from Mr. Collins and he will send out the information.

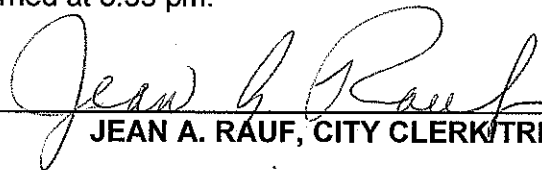
NEW BUSINESS: NONE.

CITIZEN/S TO ADDRESS COUNCIL: NONE.

Being no further business, MEMBER SEDMAK MOVED TO ADJOURN THE MEETING, SECONDED BY MEMBER PETTIT. AYE, ALL. MOTION PASSED

The meeting adjourned at 8:35 pm.

SUBMITTED BY:



JEAN A. RAUF, CITY CLERK/TREASURER

SIGNED:



GREGORY V. MEYERS, MAYOR

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