

**CITY OF HIGHLAND HEIGHTS
COUNCIL MINUTES
OCTOBER 4, 2016**

On Tuesday, October 4, 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, Scott Reincke, Dave Ramler, Scott Sedmak and Jeanne Pettit. A quorum was present.

Also present: Attorney Steve Franzen, Police Chief Bill Birkenhauer, Public Works Director Steve Lehman, Building Inspector/Zoning Administrator Dave Whitacre and Jean Rauf, City Clerk/Treasurer.

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

PRESENTATION OF THE REGULAR COUNCIL MEETING MINUTES OF SEPTEMBER 20, 2016: These minutes had been previously distributed to the Mayor, Councilmembers and City Staff for review.

ACTION TAKEN: MEMBER PETTIT MOVED TO APPROVE THE REGULAR COUNCIL MINUTES OF SEPTEMBER 20, 2016, SECONDED BY MEMBER BALL. DISCUSSION: NONE. AYE: 5, NAY: 0, ABSTAIN: 1. MAYOR MEYERS DECLARED THE MOTION PASSED.

ANNOUNCEMENT: Mayor Meyers announced Campbell County Clean Up will be held on Friday, October 21 and Saturday, October 22 from 8:00 a.m. to 5:00 p.m. Member Pettit reported there will be a Household Waste Collection Event on Saturday, November 5, 2016 at UC Health Stadium, 7950 Freedom Way in Florence, Ky. from 9:00 a.m. to 2:00 p.m. More information can be found on the web sites.

SCHEDULED GUEST/S: None.

CORRESPONDENCE: None.

STAFF REPORTS:

CHIEF OF POLICE: Chief Birkenhauer reported the monthly report was previously distributed to Mayor, Council and City Staff. Chief Birkenhauer recognized Nick Love for his promotion to Sergeant and congratulated him on his accomplishments.

Chief Birkenhauer reported Central Campbell Fire Department will hold an Open House on Saturday, October 15 from 12:00 noon to 4:00 p.m.

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Member Ball asked to meet with Chief Birkenhauer and Officer Fornash to discuss Code Enforcement and how he will be handling the citations.

The Safety Committees recommended that the distance from the Stop sign at US 27 and Bramble Avenue to the No Parking sign on Bramble be extended from 25' to 40' for the safety of the children who ride the school bus in that area. **OUTCOME:** Mayor Meyers asked City Attorney Franzen to prepare an Ordinance.

CLERK TREASURER: Mrs. Rauf reported tax bills were printed and sent out. We are now receiving payments.

FINANCE DIRECTOR: None.

CITY ENGINEER/ZONING ADMINISTRATOR: Mr. Whitacre sent letters to the residents on Harriet Drive to explain the plans to move the mailboxes. The letter is attached to the minutes.

Mr. Whitacre reported that saw cutting on Katherine Court for the panel replacements have begun. Mr. Whitacre will also meet with Duke Energy to see if they can soften the grade on Hilltop and Knollwood.

PUBLIC WORKS SUPERVISOR: Mr. Lehman presented his monthly report; a copy thereof is attached to the minutes. He further reported the pathway between Piedmont and Renshaw will be cleaned up and then closed on both sides.

Mr. Lehman reported the drainage repair at Carmack Park has begun and they hope to have this completed this week; and then start the restoration.

Mr. Lehman requested Council's approval to purchase a used backhoe for \$32,500.00

MEMBER PETTIT MADE A MOTION TO PURCHASE THE USED BACKHOE FOR \$32,500.00 SECONDED BY MEMBER CHINN. DISCUSSION: NONE. AYES: ALL. MAYOR MEYERS DECLARED THE MOTION PASSED.

Mr. Lehman reported that the concession stand and shelter will be winterized by November 1. The Halloween party will be in the Public Works garage this year. There will be hayrides and hotdogs for the kids starting at 2:00 p.m. until 3:30 p.m. Saturday, October 29.

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CITY ATTORNEY: NO REPORT

OLD BUSINESS: NONE.

NEW BUSINESS: Mayor Meyers reported he has retired from Ricoh after 48 years.

CITIZENS TO ADDRESS COUNCIL: Kristin Woodward, 544 Hill Road addressed Council on several issues with the Senior Housing Project. She stated the construction trucks are coming down Renshaw even though there is a sign restricting trucks. Chief Birkenhauer will have an officer talk to the drivers.

Ms. Woodward stated her second issue is with the water drainage problem. She stated it is tearing up her driveway and a section of the street in front of her driveway. She would like to see these issues taken care of. Mayor Meyers stated he would meet with Dave Whitacre, Steve Lehman and the contractor on the site in the next couple of days.

There being no further business **MEMBER SEDMAK MOVED TO ADJOURN THE MEETING SECONDED BY MEMBER PETTIT. DISCUSSION: NONE. AYE, ALL. MAYOR MEYERS DECLARED THE MOTION PASSED.**

The meeting adjourned at 8:20 pm.

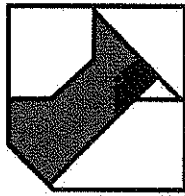
SUBMITTED BY: _____


JEAN A. RAUF, CITY CLERK/TREASURER

SIGNED: _____


GREGORY V. MEYERS, MAYOR

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HIGHLAND HEIGHTS CITY COUNCIL OCTOBER 4, 2016

HARRIET MAILBOX RELOCATION

A few days ago I sent out a letter to all the property owners on Harriet, and a plan showing how the mailbox location might be arranged. I included a comment sheet and envelope so they could send comments to the City – and suggested that they could also attend a Council meeting. (Copy attached).

KATHERINE COURT CONCRETE PANEL REPLACEMENT

Contracts were sent to L&S Concrete for this work, and I expect work to begin very soon (if it has not started already).

CONCRETE PAVING REPLACEMENT AT KNOLLWOOD/HILLTOP INTERSECTION

Steve Lehman and I looked at the intersection a few weeks ago, as there are several cracked/broken panels in the intersection. I have not scheduled the repair/replacement of the paving in the area for a few years – as there was always something going on that required this intersection to stay open and without any restriction. When the Roundabout at Johns Hill Road/Martha Layne Collins Boulevard was being built- Hilltop provide the only way out of the subdivision. Later on we had the replacement of the gas and water mains, and work to remove/replace concrete pavement on 3 sections of Knollwood that made it necessary for residents to use Hilltop for access.

I believe that next summer might be a good time to remove and replace the broken/deteriorated paving in the intersection – as Knollwood is in good condition and can provide the access when the pavement in the intersection is being removed. The pavement was built with a severe hump in the street – when you drive west on Knollwood and turn right onto Hilltop – the paving temporarily drops from view as you go from the concrete to the asphalt section. I don't know if this is a result of poor planning when the subdivision was built – or if the gas line limits how much grading could occur on top of the gas main.

I would like to do some design/planning/cost estimating for a future pavement replacement in this area.

Dave Whitacre, Engineer/Zoning Administrator

September 30, 2016

RE: PARKING AND MAIL ISSUES ON HARRIET AVENUE

Dear

Earlier this year the Highland Heights City Council was made aware of some problems with parking on Harriet Avenue. There were occasions when parking was occurring on both side of the streets – as there was nothing that notified drivers that they could not park on either side of the street. The street is juts too narrow to allow parking on both sides of the street, and City Council took action to adopt an ordinance that prohibits parking on the north side. Once the ordinance was in effect the street was posted.

One other issue that came up in the discussion, was the location of the existing mail boxes. The Post Office has a difficult time delivering mail to the residents on the south side of the street – as the parked cars make it difficult to access the mailboxes from the delivery vehicle. I contacted the Post Office, and they fully support the idea of having all the mailboxes located on the north side of the street. (The only concern that the USPS had – is that the movement of the mailboxes needs to occur over a fairly short length of time, as they “pre-sort” the mail before it is out for delivery. The Mail Carrier will have to sort the mail for Harriet in his vehicle while the mailboxes are being moved.)

I have looked at the area and the project is pretty simple. The mailboxes on the north side of the street can remain where they currently are, and the boxes on the south side can be moved to the north side in almost straight lines across the street. Although it would be possible to just install a new post right next to the existing post – that would require the residents on the north side to work around 2 mailbox posts when they do their yard work. Instead I believe it would be more desirable for a new post to be set that has room for a mailbox on each side of the post. I have attached a couple of photos that show what a double mailbox post can look like – obviously these are new and the mailboxes match. If the City were to place and post and you were to move your mailboxes to the existing post, the mailboxes would be different. (One option would be for you and the person you share the post with to buy new mail boxes that match).

Listed below is one way the issue could be resolved, and the marked aerial photo shows the following:

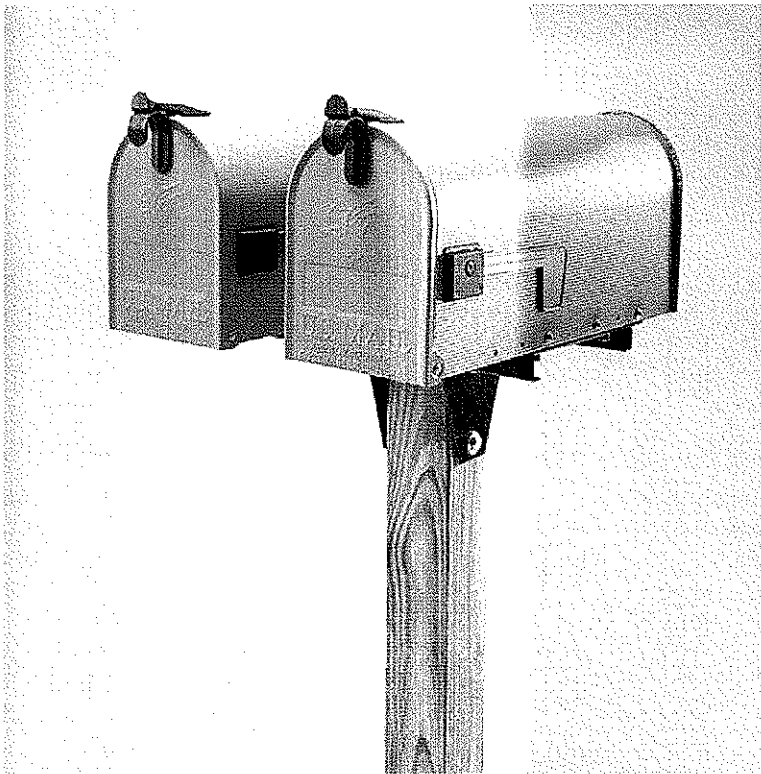
ADDRESS	ACTON REQUIRED
#128	MOVE MAILBOX ACROSS THE STREET ONTO NEW POST
#129	NEW POST INSTALLED, SHARE POST WITH #130
#130	MOVE MAILBOX ACROSS THE STREET AND SHARE POST WITH #129
#131	NEW POST INSTALLED, SHARE POST WITH #132
#132	MOVE MAILBOX ACROSS THE STREET AND SHARE POST WITH #131
#133	NEW POST INSTALLED, SHARE POST WITH #134
#134	MOVE MAILBOX ACROSS THE STREET AND SHARE POST WITH #133
#135	NO ACTION REQUIRED
#137	NEW POST INSTALLED, SHARE POST WITH #138
#138	MOVE MAILBOX ACROSS THE STREET AND SHARE POST WITH #137
#139	NONE

The current plan under consideration is for the Public Works Department to furnish and set the 5 new posts that are required, and the property owns can mount their boxes onto the new posts. (The City may even be willing to attach new boxes if you purchase them – I believe it will be too risky for them to remove and reinstall the existing boxes, as some of them are older and may not be durable enough to be moved).

Before the Mayor and City Council takes any action on this – they would like to have some input from the residents. You can respond by sending a copy of this letter with comments as provided, you may send a letter, or you can attend a City Council meeting (1st & 3rd Tuesday of each month at 7:30 PM).

Sincerely,

David Whitacre, PE. PLS.
City Engineer/Zoning Administrator



COMMENTS FROM RESIDENTS:

NAME: _____

ADDRESS: _____

Please provide your comments:

___ Approve of proposed mailbox relocation.

___ DON'T approve of proposed mailbox relocation.

COMMENTS:

SIGNED: _____



Public Works Department Report

October 4, 2016

All of the city parks and fields were fertilized and slit seeded in September

- All of the city parks and fields were fertilized and slit seeded in September
- Last month a ROW from Piedmont to Renshaw was brought to your attention that it was overgrown. We looked at the path and found part of it was eroding away and was not much more than 2 feet wide in the area. It looks as if the only thing it is used for is to hide and drink alcohol and leave the remnants behind. After speaking with the mayor, it was determined we would clear some of the brush so the police can see back the path from Piedmont and close off the 2 ends.
- We started on the drainage repairs in Carmack park on September 28th. We lost 2 days because of rain, but have finished installing the French drain on the North side of the park. As of today we have 3 out of four inlet boxes installed and the 18" piping going to them. We have 1 more inlet box, about 250 feet of pipe and a header wall to install. The sidewalk will be installed after that and then restoration work will begin.
- The mayor had Public Works seek bids for a 1997 Backhoe with less than 1500 hours. We have received 2 bids (see included Bid spreadsheet) and request Council approve the funds to purchase a 1997 Case Backhoe with 1060 hours from Larry Peters for \$32,500.00.
- We will get back to grass cutting as soon as we are finished with Carmack Park.
- The parks will be closed for the season November 1st.

