

**CITY OF HIGHLAND HEIGHTS**  
**Special Council Meeting Minutes**  
**November 3, 2020**  
**Approved: December 1, 2020**

On Tuesday, November 3, 2020, at 7:00 p.m. Mayor Meyers called the Special Meeting of the Highland Heights City Council to order. This was a virtual meeting via Zoom and streamed live on the City of Highland Heights Facebook page.

**Attendance Roll Call:** Councilmembers: John Hoffert, yes; Rene Heinrich, yes; Deborah Ball, yes; Gary Chinn, yes; Virgil Miller, yes; Mayor Meyers, yes. A quorum was present.

**Absent:** Mike Kessling stated in advance he would not be attending.

**Staff Present:** Attorney, Steve Franzen; City Engineer/Zoning Administrator, Dave Whitacre; Public Works Director, Steve Lehman; Police Chief, Bill Birkenhauer; Assistant City Clerk, Sue Kramer.

**Announcements/Correspondence**

- Notice of the special meeting, along with an agenda and meeting materials, were emailed to all council members and city staff. Email notifications and agendas were sent to media organizations requesting notification. A notice and the agenda were posted on the door of the City Building and on the City's website. An announcement was also posted on the City's Facebook page.
- All council votes will be taken by roll call vote.
- Member Ball read a letter she received from Randy and Joni Fowee on Faren Drive concerning the drainage problem. Letter attached to the minutes.

**Minutes for Approval**

**Special Meeting Council Minutes of October 6, 2020.** These minutes had been previously e-mailed to the Mayor, Council Members, and City Staff for review.

- **Action Taken:** Member Chinn made a motion to accept the minutes from the special council meeting of October 6, 2020. Seconded by Member Miller.  
Discussion: None.
  - **Roll Call:** Member Ball, yes; Chinn, yes; Heinrich, yes; Hoffert, yes; Miller, yes. Mayor Meyers declared the motion passed.

**Staff Reports**

- Police Chief – Bill Birkenhauer – Report is attached to these minutes. Chief Birkenhauer reported they hired a new officer Zach Burton. Department received a grant for hiring a social worker for the Campbell County Police Department and Highland Heights Police Department. The social worker will focus on following up with people in crisis, mental distress, and/or emotional distress.
- City Clerk – Sue Kramer – Report is attached to these minutes.
- Finance Director – Harry Barlage

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- City Engineer and Zoning Administrator – Dave Whitacre – Report is attached to these minutes.
- Public Works Supervisor – Steve Lehman – Report is attached to these minutes.
- City Attorney – Steve Franzen
  - **First Reading of Ordinance**
    - **Ordinance #10-2020** – An Ordinance accepting the bid of Duke Energy Kentucky, Inc. for the three-year, non-exclusive franchise for the use of the public streets, alleys, and other public grounds of the City for the transmission and distribution of both natural gas and electricity through and for consumption within the City.
    - **Ordinance #11-2020** – An ordinance amending the City's Pay Classifications Ordinance for all employees and various City board members by adding the position of City Administrator/Manager.
  - **Resolution**
    - **Resolution #04-2020** – A resolution accepting the proposal of Atkins-Elrod & Associates to serve as Community Development Block Grant Administrator for the City of Highland Heights and authorizing the Mayor, Gregory Meyers, to execute a contract with Atkins-Elrod & Associates for provision of said services.
      - **Action Taken:** Member Heinrich made a motion to accept the proposal of Atkins-Elrod & Associates to serve as the Community Development Block Grant Administrator. Seconded by Member Chinn. Discussion: None.
      - **Roll Call:** Chinn, yes; Heinrich, yes; Miller, yes; Ball, yes; Hoffert, yes. Mayor Meyers declared the motion passed.

**Announcement**

- Mr. Hoffert announced the Tree & Recreation Committee will hold a tree lighting ceremony on November 28, 2020 at 6:00 p.m. There will be music and candy canes available. Social distancing and masks required.

**New Business**

- Cancel the November 17, 2020 Council Meeting.
  - **Action Taken:** Member Chinn made a motion to cancel the November 17, 2020 council meeting. Seconded by Member Miller. Discussion: None.
  - **Roll Call:** Member Heinrich, yes; Ball, yes; Miller, yes; Chinn, yes; Hoffert, yes. Mayor Meyers declared the motion passed.

**Old Business**

- Halloween was a great evening.

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**Adjournment**

- **Action Taken:** Member Miller made a motion to adjourn the meeting. Seconded by Member Heinrich. Discussion: None.
  - **Roll Call:** Member Miller, yes; Hoffert, yes; Heinrich, yes; Chinn, yes; Ball, yes. Mayor Meyers declared the motion passed.

Meeting adjourned at approximately 7:45 p.m. on Tuesday, November 3, 2020.

Submitted by:   
Sue Kramer, Assistant City Clerk

Signed:   
Gregory V. Meyers, Mayor