

**CITY OF HIGHLAND HEIGHTS**  
**Special Council Meeting Minutes**  
**December 1, 2020**  
**Approved: December 15, 2020**

On Tuesday, December 1, 2020, at 7:04 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: Deborah Ball, yes; Gary Chinn, yes; Rene Heinrich, yes; John Hoffert, yes; Virgil Miller, yes; Michael Kessler, yes. Mayor Meyers, yes. A quorum was present.

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

**Announcements**

- 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, who have requested 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.

**Correspondence:** The Mayor read two letters

- Mayor Meyers read Sue Kramer's resignation letter as Assistant City Clerk, she will retire. Mayor Meyers commented on what a great asset, friend and advocate Ms. Kramer has been for the City during her 12 years of service.
- Mayor Meyers read Michael Forge's resignation letter as a Planning and Zoning Commissioner. He is moving out of the City.
- Council Member Ball stopped at the Pantry of Hope and they are in need of toys, food, and cleaning supplies. The Pantry helped 464 families at Thanksgiving – the most ever served. Drop off's in Highland Heights are at E-Jays, Buskins, and the City Building.
- Mayor Meyers announced that our premiums for Workers Compensation have decreased due to implementing safety trainings, inspections, and a reduction of claims.

**Minutes for Approval**

**Special Meeting Council Minutes of November 3, 2020.** These minutes had been previously e-mailed to the Mayor, Council Members, and City Staff for review.

- **Action Taken:** Member Miller made a motion to accept the minutes from the special council meeting of November 3, 2020. Seconded by Member Heinrich  
Discussion: None.
- **Roll Call:** Member Ball, yes; Chinn, yes; Heinrich, yes; Hoffert, yes; Kessler, yes; Miller, yes. Mayor Meyers declared the motion passed.

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**Staff Reports**

- Police Chief – Bill Birkenhauer – report is attached to these minutes.
  - Officer Kimberly Williams is retiring effective January 1, 2021. Mayor Meyers and Chief Birkenhauer commented on what a great asset Officer Williams has been to the City and community.
  - The search for a social worker has started. The first meeting was December 1, 2020. There are many strong applicants.
- City Clerk – Jeanne Pettit – report is attached to these minutes.
- Finance Director – Harry Barlage – preparing for auditors.
- City Engineer and Zoning Administrator – Dave Whitacre – report is attached to these minutes.
  - Mr. Whitacre discussed changes to the zoning text that the Planning and Zoning Commission has recommended to Council.
- Public Works Supervisor – Steve Lehman – report is attached to these minutes.
  - Member Miller mentioned that the handicap parking sign needs to be removed from 120 Crestwood. The person requiring the handicap sign is no longer living in the house.
- City Attorney – Steve Franzen
  - **Action Taken:** Member Heinrich made a motion to read the first and second readings in summary. Seconded by Member Chinn.
  - **Roll Call:** Member Miller, yes; Ball, yes; Chinn, yes; Heinrich, yes; Hoffert, yes; Kessler, yes. Mayor Meyers declared the motion passed
  - **First Reading of Ordinances.**
    - **Ordinance #12-2020:** An ordinance amending Chapter 152 of the Highland Heights Code of Ordinances commonly referred to as the City of Highland Heights Zoning Ordinance.
    - **Ordinance # 13-2020:** An ordinance adoption and enacting a Code of Ordinances for the City of Highland Heights, Kentucky, revising, amending, restating, codifying and compiling certain existing general ordinances of the City regarding the subjects stated in said code.
  - **Second Reading of Ordinances**
    - **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.
      - **Action Taken:** Member Chinn made a motion to accept Ordinance #10-2020, an ordinance accepting the bid of Duke Energy Kentucky, Inc. for a three-year, non-exclusive franchise. Seconded by Member Miller. Discussion: None.

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- **Roll Call:** Member Kessler, yes; Heinrich, yes; Hoffert, yes; Chinn, yes; Ball, yes; Miller, yes. Mayor Meyers declared the motion passed.
- **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.
  - **Action Taken:** Member Heinrich made a motion to accept Ordinance #11-2020, an ordinance amending the City's pay classifications. Seconded by Member Chinn. Discussion: Member Heinrich expressed her support for the City Administrator position.
  - **Roll Call:** Member Miller, yes; Chinn, yes; Heinrich, yes; Hoffert, yes; Kessler, yes; Ball, yes. Mayor Meyers declared the motion passed.
- **Resolution**
  - **Resolution #05-2020:** Adoption of a resolution of the Highland Heights City Council authorizing the filing of a Coronavirus Relief Fund ("CRF") application for reimbursement of incurred expenses in CRF funds with the Department for Local Government ("DLG"); authorizing and directing the Mayor to execute any documents which are deemed necessary by DLG to reimburse the City; and authorizing the Mayor to act as the authorized correspondent for reimbursement.
    - **Action Taken:** Member Miller made a motion to accept the resolution #05-2020 authorizing the Mayor to execute documents and act as the authorized correspondent for reimbursement of Coronavirus Relief Funds. Seconded by Member Heinrich. Discussion: None.
    - **Roll Call:** Member Chinn, yes; Heinrich, yes; Miller, yes; Ball, yes; Hoffert, yes; Kessler, yes. Mayor Meyers declared the motion passed.
- **Municipal Orders**
  - **Municipal Order #04-2020:** A municipal order appointing Gene White to a four-year term on the Highland Heights Planning and Zoning Commission.
    - **Action Taken:** Member Miller made a motion to accept the Municipal Order #04-2020 appointing Gene White to a four-year term on the Planning and Zoning Commission. Seconded by Member Chinn. Discussion: None.
    - **Roll Call:** Member Heinrich, yes; Hoffert, yes; Kessler, yes; Chinn, yes; Ball, yes; Miller, yes. Mayor Meyers declared the motion passed.

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- **Municipal Order #05-2020:** A municipal order appointing John McNabb to a four-year term on the Highland Heights Planning and Zoning Commission.
  - **Action Taken:** Member Heinrich made a motion to accept the Municipal Order #05-2020 appointing John McNabb to a four-year term on the Planning and Zoning Commission. Seconded by Member Ball. Discussion: None.
  - **Roll Call:** Member Ball, yes; Chinn, yes; Heinrich, yes; Hoffert, yes; Kessler, yes; Miller, yes. Mayor Meyers declared the motion passed.
  
- **Municipal Order #06-2020:** A municipal order appointing Scott Reincke to a four-year term on the Highland Heights Planning and Zoning Commission.
  - **Action Taken:** Member Chinn made a motion to accept the Municipal Order #06-2020 appointing Scott Reincke to a four-year term on the Planning and Zoning Commission. Seconded by Member Miller. Discussion: None.
  - **Roll Call:** Member Miller, yes; Chinn, yes; Heinrich, yes; Hoffert, yes; Ball, yes; Kessler, yes. Mayor Meyers declared the motion passed.
  
- **Municipal Order #07-2020:** A municipal order appointing Ken Hoffman to a three-year term on the Highland Heights Code Enforcement Board.
  - **Action Taken:** Member Heinrich made a motion to accept the Municipal Order #07-2020 appointing Ken Hoffman to a three-year term on the Code Enforcement Board. Seconded by Member Ball. Discussion: None.
  - **Roll Call:** Member Chinn, yes; Heinrich, yes; Miller, yes; Ball, yes; Hoffert, yes; Kessler, yes. Mayor Meyers declared the motion passed.
  
- **Municipal Order #08-2020:** A municipal order appointing Tom Woods to a three-year term on the Highland Heights Code Enforcement Board.
  - **Action Taken:** Member Chinn made a motion to accept the Municipal Order #08-2020 appointing Tom Woods to a three-year term on the Code Enforcement Board. Seconded by Member Ball. Discussion: None.
  - **Roll Call:** Member Hoffert, yes; Heinrich, yes; Miller, yes; Kessler, yes; Chinn, yes; Ball, yes. Mayor Meyers declared the motion passed.

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**New Business**

- Tree City application has been approved at the State level. We are now waiting for National approval to receive our second-year designation as a Tree City. Member Hoffert expressed his appreciation to the Tree Commission for all their work.
- Public Hearing scheduled for December 15, 2020 at 6:30 p.m. for the Community Block Grant. This will be an in-person meeting at the City Building.

**Old Business**

**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; Kessler, yes; Chinn, yes; Ball, yes. Mayor Meyers declared the motion passed.


Meeting adjourned at approximately 8:02 p.m. on Tuesday, December 1, 2020.

Submitted by:



\_\_\_\_\_  
Jeanne M. Pettit, City Clerk/Treasurer

Signed:



\_\_\_\_\_  
Gregory V. Meyers, Mayor

# Monthly Report

## November 2020



**HIGHLAND HEIGHTS  
POLICE DEPARTMENT**

## **Training**

All Officers participated in October Roll Call Training "Special Operations".

## **Campbell County Major Accident Reconstruction Team**

*Callouts:*

*Training:* Sgt Blank attended training through the Kentucky State Police and has completed Level III, Week 1 of Reconstruction Class.

## **Campbell County Crime Scene Unit**

*Community Involvement:*

*Callouts:*

# Monthly Report

November 1, 2020 – November 30, 2020

<b>Charges</b>	
Felony	14
Misdemeanor	47
Warrants	2
<b>TOTAL</b>	<b>63</b>
Drug Related	20
Arrests	5

<b>Citations</b>	
Traffic	36
Other	31
Parking	2

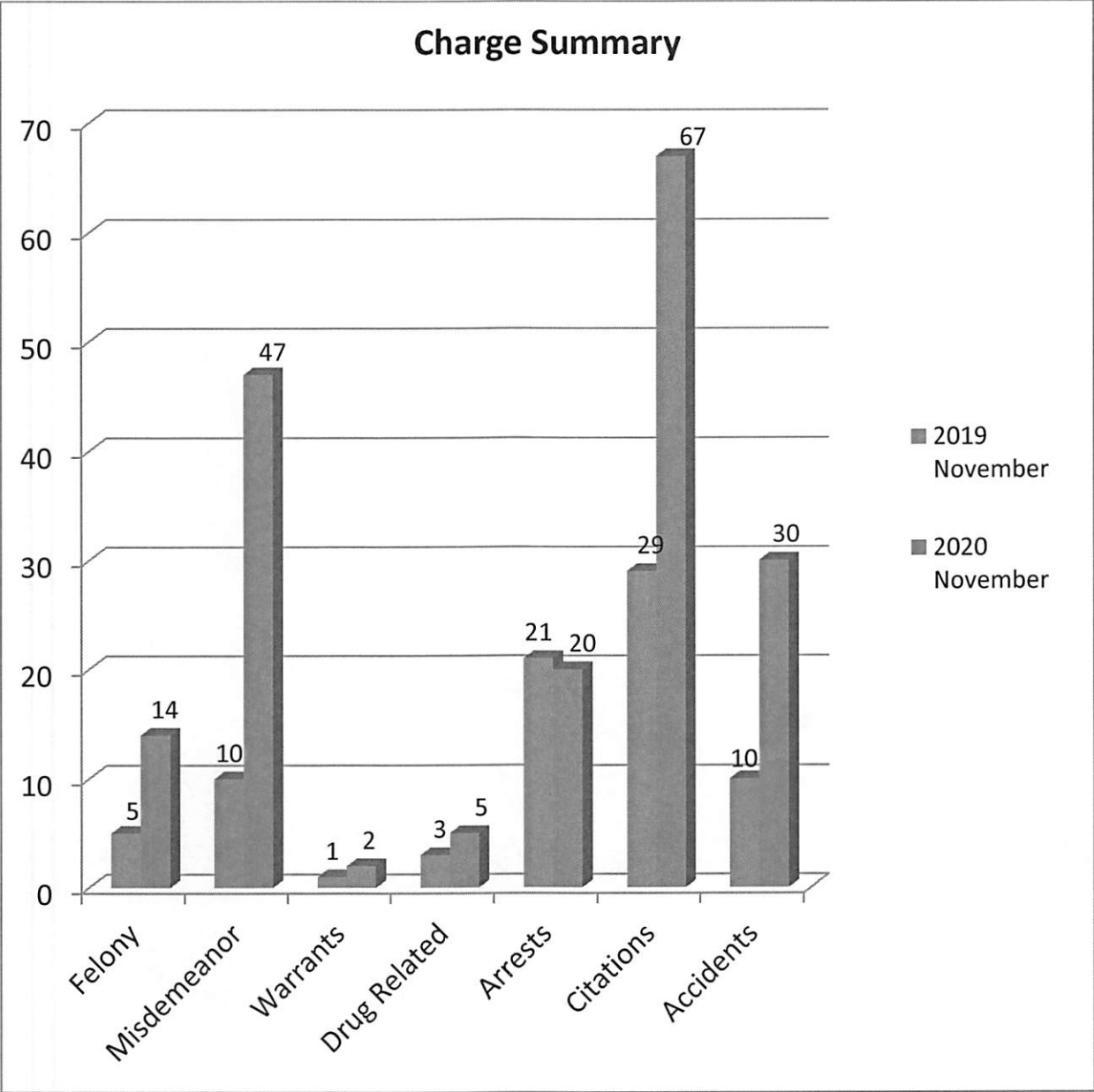
Accidents	30
Call for Service	1172



## **Call by Activity**

*November 1, 2020 – November 30, 2020*

Alarms	13
Animal Complaint	4
Area Checks	238
Assault	1
Assist Other Agency	15
Burglary	0
Business Checks	97
Disabled Motorist	19
Disorderly Juveniles	2
Disturbance	32
Domestic	6
Fight	0
Harassment	5
Intoxicated Subject	0
Missing Person	0
Neighbor Dispute	0
Parking Complaint	6
Public Contacts	8
Roadway Obstruction	1
Suspicious Subject/Vehicle	11
Theft	8
Traffic Stops	138
Vacation Checks	0
Vandalism	0
Vice Activity	0
Welfare Check	8
911 Hangups	0



**Call for Service**

2019 – 513  
2020 – 1172

**Clerk/Treasurer Report**  
**December 1, 2020**

- On November 18, 185 delinquent tax notices were sent to residents who have not paid their property tax and businesses who haven't paid their tangible taxes. We have received approximately 60 payments in response to the notices.
- Sue Kramer, Assistant City Clerk, will be retiring at the end of December. We are in the process of hiring someone to fill her position. Sue will be greatly missed. She has helped me immensely in transitioning into the City Clerk position and has been an amazing asset to the City during her tenure. I want to thank Sue for all she has done to support the City and the Administration Department.
- Auditors will be visiting the City December 21-23.

# **CITY OF HIGHLAND HEIGHTS**

## **CITY ENGINEER/ZONING ADMINISTRATOR REPORT**

December 1, 2020

**ZONING CODE ENFORCEMENT** – The vacant/dilapidated house on Rose Avenue is being repaired and should be finished by spring. The vacant houses on Crestwood and on Renshaw have been turned over to the City Attorney so he can request foreclosure action (these have been delayed as the Covid prevents foreclosure on any house that is occupied, and the City Attorney is attempting to get these moving forward as they are vacant).

**ABATEMENT ORDINANCE** – There are several property owners that are not cleaning up their property – even after they have received multiple fines they are not cleaning the property in a timely manner. Currently I am limited to writing citations and placing liens on the property for any unpaid citations. This is not an ideal situation as several properties remain a burden on the community, and the time spent on writing unpaid citations is not productive. The City of Highland Heights has initiated foreclosure on several properties that are vacant – but we are reluctant to do that on a house that is occupied. Most violations occur on properties that are owned by people who are on a fixed or low income.

The City Attorney has drafted an “ABATEMENT ORDINANCE” that would provide a way for the City of Highland Heights to go onto the property and correct the violation if the property owner does not respond to the enforcement action and fails to correct the violation after being provided a reasonable amount of time. The cost of the cleanup would be paid by the property owner.

**ZONING ORDINANCE TEXT AMMENDMENTS** – The Planning Commission has forwarded proposed text amendments to Zoning Ordinance for review and approval by City Council. These text changes are requested to:

- Update the ordinance for more current language
- Make changes to signage to eliminate restrictions on sign content
- Add more “current” uses to the Commercial zones
- Provide better definitions where language was previously confusing or incomplete.
- Provide more control over outdoor storage

Dave Whitacre, PE

# **Public Works Department Report**

## **December 1, 2020 Council Meeting**

- Delineation lines were repainted on Alexandria Way, Hilltop, Knollwood, Marshall and the 1900 Block of Alexandria Pike.
- We continue to cut down trees and grade areas in the ball field as time and weather allows.
- Christmas Decorations have been installed at the Fountain, the city sign at I471 & US27 and the City Building
- Tom, Pat and Justin replaced the roof and trusses on the outbuilding in our caged area. We are also installing sliding barn doors to eliminate rain and snow from entering.

### **Recreation**

Tuesday December 8<sup>th</sup>, The Recreation Committee will be out in the evening to determine this year's winner of the Christmas House and Yard Lighting Contest

On Saturday December 12<sup>th</sup> Public Works will be driving Santa Claus around the city in one of our trucks with the Santa chair in the back so children can see him while Recreation is delivering goody bags to children that have signed up for them. We will attempt to post a schedule on Face Book to estimate the times we will be in different areas of the city. Officer Fornash thinks a cruiser will be along to join in the fun.

Please let me know if any council members would like to join either of these events.