

CITY OF HIGHLAND HEIGHTS
Regular Council Meeting Minutes
June 7, 2022
Approved: July 5, 2022

On Tuesday, June 7, 2022, at 7:00 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, Virgil Miller, Mayor Gregory Meyers. A quorum was present.

Council Members Absent: Mitchell Miller

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

Prior to the prayer and pledge, Mayor Meyers requested a moment of silence for the children and teachers killed in Uvalde, Texas.

Minutes for Approval

- **Regular Meeting Minutes of May 3, 2022.** These minutes had been previously e-mailed to the Mayor, Council Members, and City Staff for review.
 - **Action Taken:** Member Virgil Miller made a motion to approve the minutes from the regular council meeting of May 3, 2022. Seconded by Member Heinrich. Discussion: None. Ayes: All. Mayor Meyers declared the motion passed.

Scheduled Guests

- David Steele, candidate for Campbell District Court Judge, introduced himself; shared his history with Highland Heights, his professional experience, and the responsibilities of District Court.
- Melissa Whalen, candidate for District 1 Campbell County Commissioner, introduced herself, shared her background, and discussed her professional experience.

Announcements

- Good Neighbor Award nomination for David Dalton.
 - **Action Taken:** Member Hoffert made a motion to give the Good Neighbor Award to David Dalton for his work with the Pantry of Hope and the Tree Committee. Seconded by Member Heinrich. Discussion: None. Ayes: All. Mayor Meyers declared the motion passed.
- Gary Chinn and Deb Ball have volunteered to take over the Beautiful Front Yard Award. There will be one award per month through October.
 - **Action Taken:** Member Chinn nominated Patty Noll at 136 Hope Lane for the Beautiful Front Yard Award. Seconded by Member Hoffert. Discussion: None. Ayes: All. Mayor Meyers declared the motion passed.

Correspondence: None

Staff Reports

- City Administrator – Michael Giffen
 - **Action Taken:** Member Heinrich made a motion to read ordinances 05-2022 and 06-2022 in summary. Seconded by Member Virgil Miller. Discussion: None. Ayes: All. Mayor Meyers declared the motion passed.

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- **Ordinances – Second Reading**
 - **Ordinance #05-2022:** An ordinance amending the City of Highland Heights, Kentucky annual budget for fiscal year 7/1/2021 through 6/30/2022, by estimating revenues and resources and appropriating funds for the operation of city government.
 - **Action Taken:** Member Chinn made a motion to accept Ordinance #05-2022, an ordinance amending the City of Highland Heights, Kentucky annual budget for fiscal year 7/1/2021 through 6/30/2022. Seconded by Member Heinrich. Discussion: None.
 - **Roll Call:** Councilmember Heinrich, yes; Hoffert, yes; Chinn, yes; Ball, yes; Virgil Miller, yes. Mayor Meyers declared the motion passed.
 - **Ordinance #06-2022:** An ordinance adopting the City of Highland Heights, Kentucky annual budget for 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 Virgil Miller made a motion to accept Ordinance #06-2022, an ordinance adopting the City of Highland Heights, Kentucky annual budget for fiscal year 7/1/2022 through 6/30/2023. Seconded by Member Chinn. Discussion: None.
 - **Roll Call:** Councilmember Chinn, yes; Ball, yes; Heinrich, yes; Virgil Miller, yes; Hoffert, yes. Mayor Meyers declared the motion passed.
- **Resolution**
 - **Resolution #03-2022:** a resolution authorizing the City of Highland Heights, Kentucky to use the standard allowance for the local fiscal recovery fund as authorized by the American Rescue Plan Act.
 - **Discussion:** Member Heinrich asked about the permitted uses of the funds. Mr. Giffen discussed the reporting responsibilities for ARPA expenditures. Funds are budgeted for use on the hillside slippage, an electronic sign, green space study, and an addition to the Public Works building. Other suggestions were possible sidewalks in the north end, and an investment in mental health services. Also discussed was the role of the grant supported social worker the City shares with Campbell County.
 - **Action Taken:** Member Heinrich made a motion to accept resolution #03-2022 to use the standard allowance for the local fiscal recovery as authorized by the American Rescue Plan Act. Seconded by Member Chinn. Ayes: All. Mayor Meyers declared the motion passed.
- Police Chief – Bill Birkenhauer – Report is attached to these minutes.
- City Clerk/Treasurer – Jeanne Pettit – Report is attached to these minutes.
- Finance Director – Harry Barlage – No Report
- City Engineer and Zoning Administrator – Dave Whitacre – Report is attached to these minutes.

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- Public Works Supervisor – Steve Lehman – Report is attached to these minutes.
- Attorney – Michelle Eviston
 - **Municipal Order**
 - **Municipal Order #09-2022:** A municipal order appointing Becky Gubser to a four-year term on the Highland Heights Board of Adjustment.
 - **Action Taken:** Member Ball made a motion approving municipal order #09-2022 appointing Becky Gubser to a four-year term on the Highland Heights Board of Adjustment. Seconded by Member Virgil Miller. Discussion: None. Ayes: All. Mayor Meyers declared the motion passed.

Unfinished Business: None

New Business

- **State of the City** – Mayor Meyers announced that the City is very healthy financially. Operational income, such as insurance premium and payroll taxes, is up 7%. Mayor Meyers applauded Council for their good work in improving the financial health of the City.
- Cancellation of the June 21, 2022 Council Meeting.
 - **Action Taken:** Member Hoffert made a motion to cancel the June 21, 2022 regular council meeting due to lack of business. Seconded by Member Virgil Miller. Discussion: None. Ayes: All. Mayor Meyers declared the motion passed.

Citizens to Address Council: None

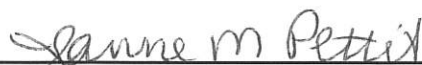
- Jeanne Pettit requested council consider an ordinance permitting only open carry of lethal weapons within city owned/leased buildings and lethal weapons not be permitted in locations where city council is holding official business. It was asked if either of the two limits discussed could be applied to city owned, outdoor property. Attorney Eviston and City Administrator Giffen will work with Attorney Franzen to develop a draft ordinance for council to review.

Adjournment

- **Action Taken:** Member Virgil Miler made a motion to adjourn the June 7, 2022 meeting. Seconded by Member Hoffert. Discussion: None. Ayes: All. Mayor Meyers declared the motion passed.

Meeting adjourned at 8:25 p.m. on Tuesday, June 7, 2022.

Submitted by:



Jeanne M. Pettit, City Clerk/Treasurer

Signed:



Gregory V. Meyers, Mayor



Michael Giffen
City Administrator
859-441-8575
mgiffen@hhky.com

City Administrator's Report

June 2022



American Rescue Plan Act

Resolution Number 2022-03 on this month's agenda will claim all of the funds received as part of the American Rescue Plan Act as loss revenue. This step is being recommended by the US Department of Treasury as it allows the money to be spent on government services.

Green Space Committee

The committee has completed the Request for Proposals document and will publish it this month to solicit bids for a firm to help in the programming and design of the green space here at the city building.

Monthly Report

May 2022



**HIGHLAND HEIGHTS
POLICE DEPARTMENT**

MONTHLY REPORT

May 1, 2022 – May 31, 2022

Charges	
Felony	5
Misdemeanor	21
Warrants	5
Violations	23
TOTAL	54
ARRESTS	
DUI	1
Drug Related Arrests	2
Drunkenness	5
All Other Offenses	7
TOTAL	15
Citations	
Traffic	39
Other	16
Parking	2
TOTAL	57

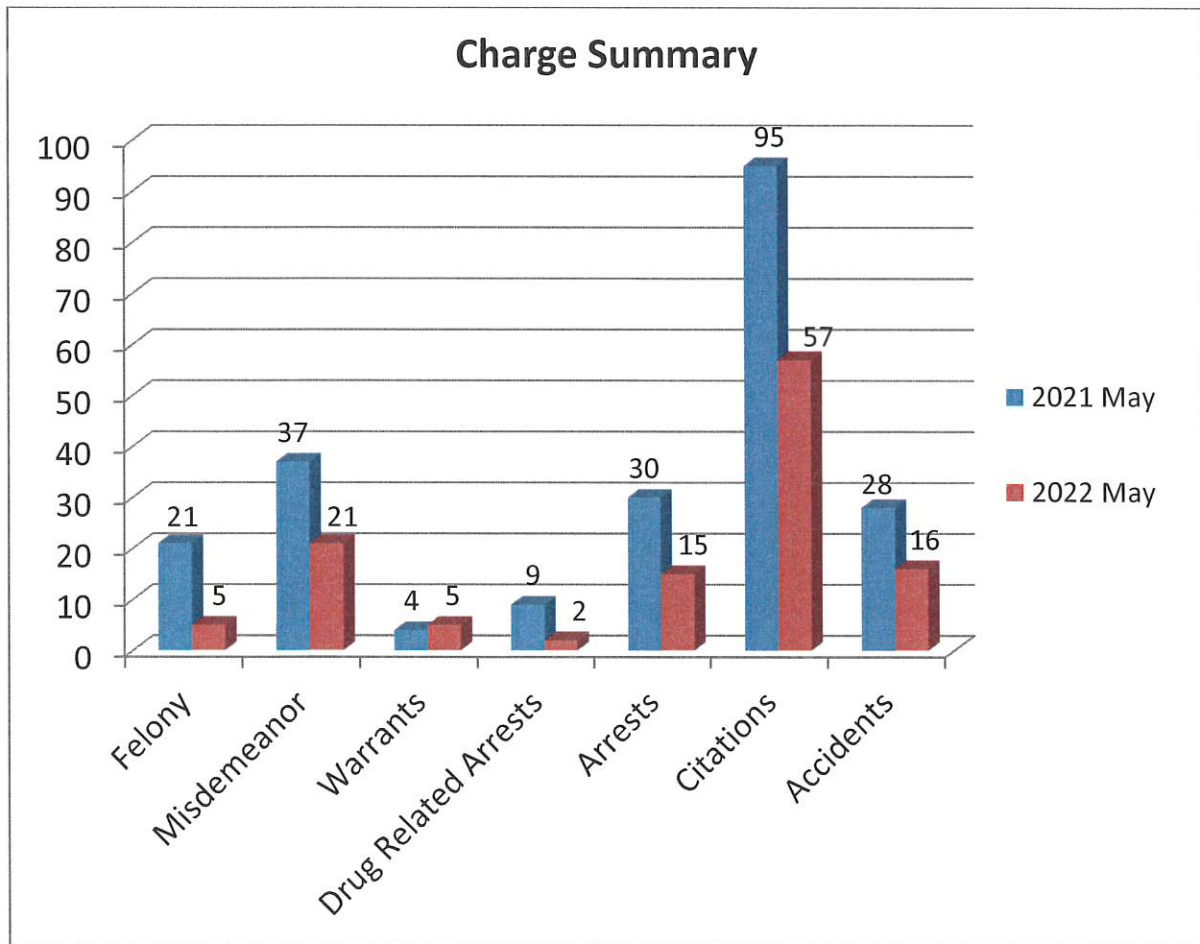
Accidents	16
Call for Service	1199

CALL BY ACTIVITY

May 1, 2022 – May 31, 2022

Alarms	15
Animal Complaint	4
Area Checks	126
Assault	2
Assist Other Agency	19
Burglary	1
Business Checks	184
Disabled Motorist	21
Disorderly Juveniles	1
Disturbance	9
Domestic	10
Fight	1
Harassment	4
Intoxicated Subject	1
Missing Person	0
Neighbor Dispute	3
Parking Complaint	5
Public Contacts	7
Roadway Obstruction	3
Suspicious Person/Vehicle	20
Theft	10
Traffic Stops	122
Vacation Checks	20
Vandalism	0
Vice Activity	0
Welfare Check	10
911 Hang up	3

CHARGE SUMMARY COMPARISON 2020/2021



Call for Service

2021 – 1224

2022 – 1199

S.I.R.T.

SPECIAL INVESTIGATIONS RESPONSE TEAM

On May 18th SIRT completed a completed a mock scene training day. Several of us set a scene in an abandoned apartment and had the team complete it while senior members instructed. Of the 30 team members 25 attended and successfully located all the evidence and solved the “mock crime”

On May 28th SIRT was requested at a residence in Crestview where a toddler was found deceased. The scene was documented and evidence was collected while Campbell County Police conducted the investigation. The investigation is ongoing and waiting on Medical Examiner results.

On May 29th SIRT was requested for a possible fatal collision on I 471 in Newport. The scene was documented and evidence was collected while Newport Police conducted the investigation. The investigation was closed as it was determined there would be no criminal charges.

Detective Sergeant John Dunn

OFFICER RECOGNITION



Sergeant Nick Blank



Officer Zach Vance

Sergeant Nick Blank and Officer Zach Vance received an Officer Recognition via the Highland Heights Police Website.

Hello,

I want to share my sincere thanks for the assistance, Nicholas Blank and Zachary Vance offered to my wife and me recently!

My wife and I were involved in an accident last Saturday afternoon. Officers Blank and Vance responded to the scene. Fortunately, no one was injured in the 3-vehicle crash, but my wife and I were pretty shaken. Both were courteous and helpful to us. We had been visiting family in Indiana and were passing through the area as we headed back home to Michigan. Our vehicle was totaled, and they recognized that late on a Saturday afternoon it would be difficult to get our belongings from the tow yard. They directed the wrecker to stop at the police building so we could unload our belongings there until we obtained a rental. They helped us find an open rental facility and waited until the Uber arrived. They even got water for our dog.

My wife and I are so impressed with their courteousness and helpfulness! A difficult situation was made much easier because of them. We really appreciate the “above and beyond” help we received!

Monthly Report: May

TRAINING

Lieutenant Nick Love-CLIME

Sergeant Nick Blank-Collaborative Leadership

Officer Patrick Feldman and Officer Zach Burton-Patrol
Rifle

All officer completed April Monthly Training-Care, Custody,
Restraint, and Transportation of Prisoners

NATIONAL POLICE WEEK



Detective Sergeant John Dunn, Lieutenant Nick Love, Officer Mike Rowland, and Officer Zach Vance attended the Northern Kentucky Police Memorial Service in Covington.

National Police Week was established in 1962 by President Kennedy to recognize those officers who have given their lives in service to protecting their community.

Clerk/Treasurer Report
June 7, 2022

- We are gearing up for tax season. July is when we generally receive our property valuations from the PVA which starts the process of tax rate calculations.
- We in the process of hiring someone for the Assistant Clerk position.
- The auditors will be here the week of August 22 to perform the City's yearly audit.

CITY OF HIGHLAND HEIGHTS

CITY ENGINEER/ZONING ADMINISTRATOR REPORT

June 7, 2022

ZONING CODE ENFORCEMENT – There has been a flurry of enforcement actions over the last few weeks. Many residence and business owners have failed to cut their grass or keep the weeds out of their landscaping. There have also been boat/camper/trailer violations, and a few inoperable/unlicensed vehicle violations. The City has 2-3 properties that are scheduled for an Abatement where the City cleans up the property and invoices the owner for the cost of the cleanup and disposal (the owners were provided plenty of time to correct the violations). initiated in the last few weeks for junk/trash in yards, long grass and inoperable vehicles

MAIN AVENUE STREET RECONSTRUCTION – The work to replace the street and storm sewer began about 3 weeks ago and is going well. The weather is likely the only foreseeable obstacle and dry weather will certainly help progress.

SUNSET AVENUE AND LINCOLN ROAD PAVING – The milling work on Sunset began on June 1st, and paving most likely will be done by the time of this meeting.

SUMMARY AND CONCLUSION – This is most likely my last City Council Meeting for the City of Highland Heights. I first began working for Highland Heights in the late 1980's when I worked with Joe Muhlenkamp to design/bid/inspect the new water and sewer system that served the areas of South Miller, Main, Harrison, Jefferson. I was named the Interim City Engineer in August 1991 and I became the official Engineer for the City in September 1991. My first big project was the design/bidding/inspection of the outfall sewer system that eliminated the sewage pump stations on Knollwood/Hilltop/Ridge Hill and transported the waste to the new sewer line on Pooles Creek Road. The list of the street paving/reconstruction projects that I designed/bid/inspected is long and it includes the water/sewer redesign work for the widening of US 27/Alexandria Pike that occurred in 1994. I believe that Old Alexandria Way and the old section of US 27/Alexandria Pike on the north end of town are likely the only streets that I have not designed and bid any repair work.

In 1999 I became the Zoning Administrator, and as the City Engineer/Zoning administrator I have been involved in the development of Lowes, all the businesses along Martha Layne Collins Boulevard, Klimat Master Pools, Highland Meadows, Highland Ridge, Highland Village, Bluegrass Center, Town Center, General Cable, Frisch's, Gateway West, Stock Yard Bank, Wesbanco, 5th/3Rd Bank, Pet Wow, General Electric Credit Union and the St. Elizabeth Medical Center.

Although the work was sometimes hard and long – I have very much enjoyed serving the residents and business owners in Highland Heights for the past 30+ years. The City employees, Mayor, City Council, Planning Commission and Police Officers are all hard working people dedicated to making Highland Heights the best it can be!

Public Works Department Report

June 7, 2022 Council Meeting

- We have done a lot of mowing and mulching in May. As of May 31st, we have Carmack Park and Tot Lot to mulch than all mulching will be completed.
- We are still in the process of hiring a Public Works Supervisor. We should have the process done by June 3rd.
- Pat and Brett have done a great job of keeping up with everything with only the two of them doing all of the work.
- Brett has trimmed all of the landscaping at the city building and has it looking better than it has in many years

Recreation

- The Memorial Day Ceremony had a much better attendance then past year. There were 30 people that honored our veterans. Most stayed and had some light refreshments after the event