

**CITY OF HIGHLAND HEIGHTS
COUNCIL MINUTES
JUNE 5, 2018**

On Tuesday, June 5, 2018 Mayor Pro Tem Jean Pettit called the Council meeting to order at 176 Johns Hill Road at 7:30 p.m.

PRESENT: Council Members: Deborah Ball, Gary Chinn, John Hoffert, A. J. Moermond, Jeanne Pettit and Dave Ramler. A quorum was present.

ALSO PRESENT: Attorney Patrick Walsh, Public Works Director Steve Lehman, and Jean A. Rauf, City Clerk/Treasurer.

ABSENT: Mayor Meyers, Attorney Steve Franzen and Zoning Administrator Dave Whitacre and Police Chief Birkenhauer.

Mayor Pro Tem Pettit announced that Mayor Meyers previously notified her that he would not be at the meeting. She also announced that in Attorney Franzen's absence, Attorney Walsh would be at this meeting; that Mr. Whitacre previously notified the City he would be absent and that Chief Birkenhauer's previously informed the Mayor that he would be absent and Lt. Amber Conrad would be at this meeting.

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

PRESENTATION OF THE REGULAR COUNCIL MEETING MINUTES OF MAY 15, 2018: These minutes had been previously distributed to the Mayor, Councilmembers and City Staff for review.

ACTION TAKEN: MEMBER HOFFERT MOVED TO APPROVE THE REGULAR COUNCIL MINUTES OF APRIL 17, 2018, SECONDED BY MEMBER MOERMOND. DISCUSSION: NONE. AYE: ALL. MAYOR MEYERS DECLARED THE MOTION PASSED.

ANNOUNCEMENT:

SCHEDULED GUEST/S:

CORRESPONDENCE:

STAFF REPORTS:

CHIEF OF POLICE: Lt. Amber Conrad presented the monthly report. Member Ball reminded citizens about the vacation checks. Lt. Conrad said they can call the office and report the information.

CLERK TREASURER: Mrs. Rauf announced she is continuing working on the Census for 2020.

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FINANCE DIRECTOR: NO REPORT.

CITY ENGINEER/ZONING ADMINISTRATOR: Mr. Whitacre's report was previously e-mailed to Mayor Meyers, the Councilmembers and City Staff. A copy thereof is attached to these minutes.

PUBLIC WORKS SUPERVISOR: Mr. Lehman distributed a copy of his monthly report to the Councilmembers and City Staff. A copy thereof is attached to these minutes. There was a brief discussion about Council wanting more detail being shown on the complaint log report that Mr. Lehman distributes. Mr. Lehman stated in order to prepare the report with details is time consuming, but he will work on a solution.

Mr. Lehman announced that he needs council to make three motions:

- #1. A motion to reject the low bid from Morton Sale of \$92.00 per ton for Road Salt to the City of Highland Heights,
- #2. A Motion to accept the low bid of 89.00 per ton to Northern Kentucky University and
- #3. A Motion to cancel the July 3, 2018 Council meeting due to the parking lot at the City being sealed.

ACTION TAKEN: MEMBER MOERMOND MOVED TO CANCEL THE COUNCIL MEETING OF JULY 3, 2018 DUE TO THE PARKING LOT BEING SEALED, SECONDED BY MEMBER HOFFERT. DISCUSSION: NONE. AYE, ALL. MAYOR PRO TEM PETTIT DECLARED THE MOTION PASSED UNANIMOUSLY.

ACTION TAKEN: MEMBER CHINN MOVED TO REJECT THE LOW BID FROM MORTON SALT OF \$92.00 PER TON FOR ROAD SALT TO THE CITY OF HIGHLAND HEIGHTS, SECONDED BY MEMBER MOERMOND. DISCUSSION: NONE. AYE, ALL. MAYOR PRO TEM PETTIT DECLARED THE MOTION PASSED UNANIMOUSLY.

ACTION TAKEN: MEMBER HOFFERT MOVED TO ACCEPT THE LOW BID FROM MORTON SALT OF \$89.00 PER TON TO NORTHERN KENTUCKY UNIVERSITY, SECONDED BY MEMBER BALL. DISCUSSION: NONE. AYE, ALL. MAYOR PRO TEM PETTIT DECLARED THE MOTION PASSED UNANIMOUSLY.

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Attorney Walsh read the First Reading of the following Ordinances:

ORDINANCE # 03-2018 - AN ORDINANCE AMENDING ORDINANCE #16-83, THE CITY OF HIGHLAND HEIGHTS ZONING ORDINANCE CHANGING 2622 ALEXANDRIA PIKE; 24 FAREN DRIVE, 28 FAREN DRIVE, 32 FAREN DRIVE, 40 FAREN DRIVE, 48 FAREN DRIVE, AN UNNUMBERED PARCEL BETWEEN FAREN DRIVE AND ALEXANDRIA PIKE, AND A PORTION OF AN UNNUMBERED PARCEL AT THE NORTHWEST CORNER OF LOUIS B. NUNN DRIVE AND ALEXANDRIA PIKE TO A MLU (MIXED LAND USE) ZONE.

ORDINANCE #04-2018 - AN ORDINANCE ADOPTING THE CITY OF HIGHLAND HEIGHTS KENTUCKY ANNUAL BUDGET FOR THE FISCAL YEAR 7/1/2018 THROUGH 6/30/2019 BY ESTIMATING REVENUES AND RESOURCES AND APPROPRIATING FUNDS FOR THE OPERATION OF CITY GOVERNMENT.

ORDINANCE #05-2018 - AN ORDINANCE AMENDING THE CITY OF HIGHLAND HEIGHTS, KENTUCKY ANNUAL BUDGET FOR THE FISCAL YEAR 7/1/2017 THROUGH 6/30/2018 BY ESTIMATING REVENUES AND RESOURCES AND APPROPRIATING FUNDS FOR THE OPERATION OF CITY GOVERNMENT.

ORDINANCE # 06-2018 - REQUEST TO READ IN SUMMARY

- **A FLOOD DAMAGE PREVENTION ORDINANCE FOR CITY OF HIGHLAND HEIGHTS, KENTUCKY**

Attorney Walsh read the following Resolution:

RESOLUTION # 02-2018 - A RESOLUTION OF INTENT OF THE CITY OF HIGHLAND HEIGHTS TO CONTINUE ITS PARTICIPATION IN THE NATIONAL FLOOD INSURANCE PROGRAM (NFIP).

ACTION TAKEN: MEMBER HOFFERT MOVED TO RESOLUTION #02-2018 SECONDED BY MEMBER MOERMOND. DISCUSSION: NONE, AYE, ALL. MAYOR PRO TEM PETTIT DECLARED THE MOTION PASSED UNANIMOUSLY.

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GOOD NEIGHBOR AWARD: NONE.

OLD BUSINESS: Member Hoffert reminded everyone about the Touch-A-Truck Sponsored Community Event and Fundraiser for the Pantry of Hope on June 30, 2018 from Noon – 2:00pm at the City of Highland Heights City Building parking lot. Details are on City's website.

A discussion ensued about the pothole at the entrance to 175 Johns Hill Road (Old City Building) now owned by NKU being a safety issue. Mr. Lehman reported that the City is not responsible for this repair; it is the responsibility of the State. He stated there are not any funds allotted for this repair by the City. He did suggest that someone get in touch with the University's Student Union.

NEW BUSINESS: Member Hoffert reported he saw the Highland Heights Citizens Survey on the website. He stated he would like to get this information in the Newsletter. Lieutenant Conrad stated this is a project of Lieutenant/Detective Greg Haigis. She will check with him about this matter.

CITIZENS TO ADDRESS COUNCIL: None.

There being no further business **MEMBER HOFFERT MOVED TO ADJOURN THE MEETING SECONDED BY MEMBER MOERMOND. DISCUSSION: NONE. AYE: ALL. MAYOR PRO TEM PETTIT DECLARED THE MOTION PASSED.**

The meeting adjourned at 8:20 pm.

SUBMITTED BY: 
JEAN A. RAUF, CITY CLERK/TREASURER

SIGNED BY: 
JEAN PETTIT, MAYOR PRO TEM

**COUNCIL MEETING
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CITY OF HIGHLAND HEIGHTS
CITY ENGINEER/ZONING ADMINISTRATOR REPORT

JUNE 5, 2018

NATIONAL FLOOD INSURANCE PROGRAM (NFIP) – Although I had planned to work on this later in the year as the Zoning Administration and Construction/Building Permit projects have slowed down - this project has been moved to the top of the list as NKU is applying for a grant to construct Emergency Shelters on their Campus. It is my understanding that they are not eligible for the grants unless Highland Heights is enrolled in the NFIP.

The Notice of Intent and First Reading of the Ordinance must occur tonight, and the Second Reading and adoption must occur at the June 19th meeting if the NKU Grant application is to be valid.

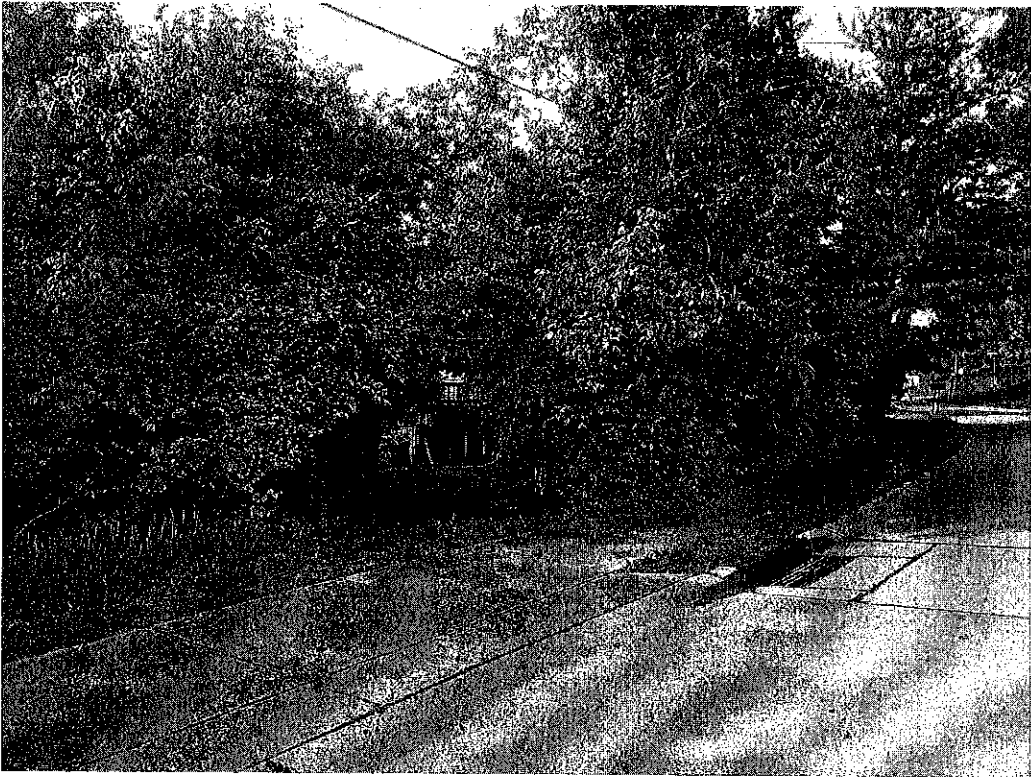
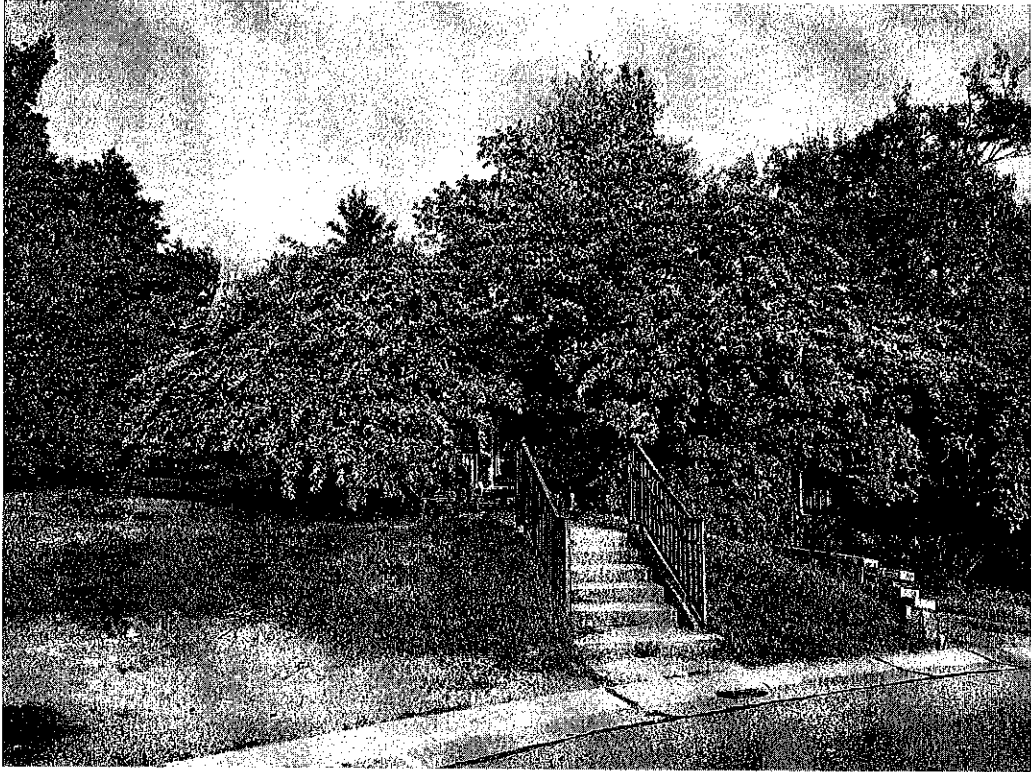
NOTICE TO RENTAL PROPERTY OWNERS – The letter was mailed out to approximately 300 owners. I received a lot of telephone calls from people who wanted to let me know they were not violating the requirements, or had questions. I believe the mailing will be effective in eliminating some violations that would have occurred without the mailing.

ZONING ENFORCEMENT – I am still working on several difficult Zoning Enforcement issues that have been going on for years. Some of these are proving to be very difficult to get resolved as the owners are not willingly complying. I have also begun to do enforcement on properties that have been ignoring the slow creep of Honeysuckle bushes into their yards and landscaping.

TESSENEER AVENUE RECONSTRUCTION – I was not able to get this out to bid. I will get the project out to bid this month.

Dave Whitacre, PE

NOTE: I had planned of taking my vacation last week so that I could be in town for the City Council meeting this week – unfortunately tropical storm Alberto made it undesirable to go to north Georgia last week and I postponed the trip a week.



Public Works Department Report

June 5, 2018

- **6 flags were placed along the west side of US27 before Memorial Day. 3 of them were destroyed during the storm that came through last week.**
- **I have included a recap of all the Code Enforcement complaints for 2016, 2017 and through May 2018 on the back of this report.**
- **The Recreation Committee's Memorial Day Ceremony, was held May 28th. There was a small turnout but Veterans were honored and afterwards everyone enjoyed rolls, drinks and conversation.**
- **The concrete wall on Wilson Ave. is completed and backfilled. The inlet box and drainage will be installed after Dave W. gets oks and permits from SD 1.**
- **The lettering and directional arrows are installed on our new directional sign. We will add landscaping in the next few weeks.**
- **Street cleaning was partially completed in May. Most of the north end of the city was not completed. After posting No Parking signs 4 times, we told Contract Sweepers not to return.**
- **The trees have been planted at the city building. Thanks to the Campbell County Conservation District for the grant to cover some of the costs.**
- **We have the fountain and benches for in front of the post office. We also have the urns and bases for the city building. All of these need to be painted before we get them placed. The inlet box we are using as a reservoir is in place at the post office.**

- **I need a motion to reject the low bid from Morton Salt of \$ 92.00 per ton for Road Salt to the city of Highland Heights and a motion to accept the low bid of \$ 89.00 per ton to Northern Kentucky University.**
- **On Tuesday afternoon July 3rd, we are having the parking lot at the city building sealed. Mayor Meyers is requesting a motion be made to cancel the council meeting that evening.**

Code Complaint Counts

	Active Records	In Progress	Completed Records	Totals
Jan-18	2	1	12	15
Feb-18	0	3	11	14
Mar-18	0	0	17	17
Apr-18	0	7	10	17
May-18	4	10	26	40
Jun-18				0
Jul-18				0
Aug-18				0
Sep-18				0
Oct-18				0
Nov-18				0
Dec-18				0
Total	6	21	76	103

	Active Records	In Progress	Completed Records	Totals
Jan-17	1	1	12	14
Feb-17	0	1	9	10
Mar-17	1	1	10	12
Apr-17	1	0	15	16
May-17	1	1	30	32
Jun-17	1	2	14	17
Jul-17	0	1	18	19
Aug-17	0	4	23	27
Sep-17	0	1	4	5
Oct-17	0	1	3	4
Nov-17	0	1	17	18
Dec-17	1	0	7	8
Total	3	14	165	182

Total 2016	1	3	116	120
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