

**CITY OF HIGHLAND HEIGHTS
COUNCIL MINUTES
NOVEMBER 1, 2016**

On Tuesday, November 1, 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, Lt. Amber Conrad, Public Works Director Steve Lehman, Building Inspector/Zoning Administrator Dave Whitacre and Jean Rauf, City Clerk/Treasurer.

ABSENT: Chief Bill Birkenhauer.

PRAYER/PLEDGE OF ALLEGIANCE TO THE FLAG: Mayor Meyers delivered the prayer, then the pledge of allegiance to the flag.

PRESENTATION OF THE REGULAR COUNCIL MEETING MINUTES OF OCTOBER 18, 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 OCTOBER 18, 2016, SECONDED BY MEMBER BALL. DISCUSSION: NONE. AYE: 6, NAY: 0. MAYOR MEYERS DECLARED THE MOTION PASSED.

ANNOUNCEMENT: Mayor Meyers announced Chief Birkenhauer is in training at the Chiefs Conference. Lt. Conrad is representing him tonight.

Mayor Meyers reported there is a barrel in the foyer for the Pantry of Hope. They will be collecting non-perishables to restock the pantry for Thanksgiving. You can bring the donations and they will pick them up the week of Thanksgiving.

SCHEDULED GUEST/S: NONE.

CORRESPONDENCE: Mayor Meyers reported the NKADD will hold a public meeting on the Regional Hazardous Migration Planning on Wednesday, November 16, 2016 at 3:00 p.m. at the NKADD offices.

STAFF REPORTS:

CHIEF OF POLICE: Lt. Conrad reported the monthly report was previously distributed to Mayor, Council and City Staff. Lt. Conrad reported the Department has had several different training sessions that Officers attended.

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CLERK TREASURER: Mrs. Rauf reported the auditors completed the field work on Thursday, October 26 and Friday, October 28. They will present the audit in January.

Mrs. Rauf reported the tax bills have been streaming in, all posted and up-to-date.

Mrs. Rauf reported there was a Continuing Education Session held on Saturday, September 13, by the City Planner Dave Geohegan and it was well attended by Planning and Zoning and the Board of Adjustment members.

Mrs. Rauf reported that on November 8, 2016 there will be a Public Hearing to propose an amendment to the 2012 Comprehensive Plan regarding the Sunset Drive intersection.

FINANCE DIRECTOR: Mayor Meyers reported the Bond Advisors gave a conservative estimate on the callable bonds for the soccer field of \$20,000. It actually came in at \$40,000. Mayor Meyers would like Councils approval to proceed with recalling the bonds and refinancing for the City Building.

ACTION TAKEN: MEMBER PETTIT MADE A MOTION TO HAVE MAYOR MEYERS PROCEED TALKING WITH ROSS SINCLAIR ON THE CALLABLE BONDS AND REFINANCING FOR THE CITY BUILDING SECONDED BY MEMBER SEDMAK. DISCUSSION: NONE. ROLL CALL VOTE: MEMBER REINCKE: AYE, MEMBER BALL: AYE, MEMBER PETTIT: AYE, MEMBER CHINN: AYE, MEMBER SEDMAK: AYE, MEMBER RAMLER: AYE. MAYOR MEYERS DECLARED MOTION PASSED UNANIMOUSLY.

CITY ENGINEER/ZONING ADMINISTRATOR: Mr. Whitacre reported the results of the Harriet Drive questionnaire's regarding the mailboxes. After considerable discussion, Mr. Whitacre reported he will save the responses and table the issue until a later time.

Mr. Whitacre reported the Katherine Court panel replacements are completed.

PUBLIC WORKS SUPERVISOR: Mr. Lehman presented his monthly report. Mr. Lehman presented an overhead presentation showing the projects they are completing. He reported the drainage problems on Lincoln and Hill Road that was reported by Ms Woodall have been repaired.

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Mr. Lehman further reported that, this week, they completed the drainage repairs at Carmack Park. He further reported they will start the restoration and complete the sidewalk next week.

CITY ATTORNEY: NO REPORT.

OLD BUSINESS: Member Pettit reported the 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.

Mayor Meyers reported the Veterans Day Ceremony will be held on Saturday, November 12, 2016 at 8:30 a.m. The Senior Breakfast and Bingo will follow the ceremony.

Member Ball reported the Halloween Party on Saturday, October 29 was well attended and lots of fun. Halloween Trick or Treat will be from 6:00pm to 7:30pm.

NEW BUSINESS: NONE

CITIZENS TO ADDRESS COUNCIL: NONE

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 8:30 pm.

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

SIGNED: Gregory V. Meyers
GREGORY V. MEYERS, MAYOR

**COUNCIL MINUTES
NOVEMBER 1, 2016**

November 1, 2016

TO: Mayor and Council

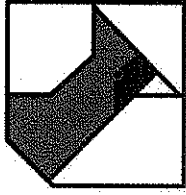
FROM: Jean A. Rauf, City Clerk Treasurer

The auditors were in the office on Wednesday October 26th and Friday October 28th. They have completed their field work in my office. Once they have compiled all information, they plan on presenting the audit at the January 2017 meeting.

We are up to date in processing our 2016 taxes. My staff has done an excellent job

A CONTINUING EDUCATION SESSION WAS HELD ON SEPTEMBER 13, 2016. THIS WAS A 1.5 HOUR CREDIT SESSION. MR. DAVID GEOHEGAN CITY PLANNER CONDUCTED THE SESSION. He discussed the Comprehensive Plan and how Chapter 5 of the Plan is special and what it means for our City's future. It was well attended by the P&Z commissioners and Board of Adjustment members.

Planning and Zoning is conducting a Public Hearing on November 8, 2016 at 7:00pm. Purpose of the meeting is for a proposed amendment to the Highland Heights Comprehensive Plan regarding the Sunset Drive intersection.



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www.cardinalengineering.net

HIGHLAND HEIGHTS CITY COUNCIL NOVEMBER 1, 2016

HARRIET MAILBOX RELOCATION

The property owner on Harriet were asked in a letter to approve or disapprove and comment on the proposal to have all the mailboxes moved to the north side of the street – which is the side where parking is prohibited. The proposal was to install 4 mailbox posts that would allow 2 mailboxes to be mounted next to each other, and a single post at the end of the street. The result are shown on the attached sheet, and 45% approve, 18% don't approve, and 36% didn't respond. Comments included 1 person that felt there is not any existing problem, 2 commented the City should pay the entire cost, and 1 suggested a gang (cluster) box.

I contacted the USPS about paying for the cluster box, and they said they used to pay for the cluster boxes in new subdivisions – but they no longer do that. The cost of a cluster box with 12 slots is approximately \$ 1,200, and the City would have to pour a concrete base and mount the box.

A commercially made double post is approximately \$ 200 each, and the city could likely make one from pressure treated wood with about \$ 100 in time and materials. It would take about an hour each post for 2 employees to dig the post, install and mount the mailboxes.

KATHERINE COURT CONCRETE PANEL REPLACEMENT

The work to remove and replace the damaged concrete is complete.

Dave Whitacre, Engineer/Zoning Administrator

Harriet Avenue Mailbox Relocation Reponses

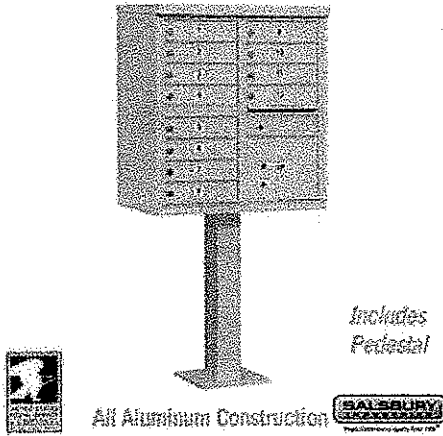
Address	Approve	Disapprove	Comments
128 Harriet		X	There is not a problem. City pay entire bill
129 Harriet		X	
130 Harriet	X		<i>Rental</i>
131 Harriet	X		<i>Rental</i>
132 Harriet			Confused
133 Harriet	X		What about Gang Box?
134 Harriet	X		City should pay entire bill
135 Harriet			No Response
137 Harriet			No Response
138 Harriet	X	<i>Rental</i>	
139 Harriet		<i>Rental</i>	No Response

45.5% - APPROVE

18.2% - DISSAPROVE

36.3% - NO COMMENT

Home > Commercial Mailboxes-USPS > Cluster Box Units (CBUs) > Standard CBU's > Cluster Box Unit (Includes Pedestal) - 12 A Size Doors - Type II - USPS Access



Cluster Box Unit (Includes Pedestal) - 12 A Size Doors - Type II - USPS Access

Model #: 3312SAN-U

List price: \$4,275.00

\$1,147.50 -10%

You save: \$127.50 (10%)

In stock

Color:

Sandstone

Includes Pedestal

All Aluminum Construction



ADD TO WISH LIST

Related Items Description



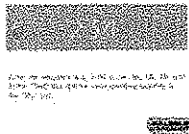
Replacement Pedestal - for CBU #3308 and CBU #3312

List price: \$425.00 **\$112.50**
You save: \$12.50 (10%)



Regency Decorative CBU Top

List price: \$300.00 **\$270.00**
You save: \$30.00 (10%)



Custom Door Engraving - Regular - for Gray Cluster Box Unit and CBU Parcel Locker Door

\$5.00



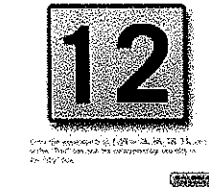
Regency Decorative Pedestal Cover - Tall (Option for Pedestal for CBU #3308 and CBU #3312)

List price: \$300.00 **\$270.00**
You save: \$30.00 (10%)



Custom Door Engraving - Black Filled - for Gray Cluster Box Unit and CBU Parcel Locker Door

\$5.00



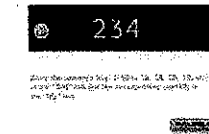
Custom Engraved Self Adhesive Placard - for Cluster Box Unit and Outdoor Parcel Locker Door

\$3.00



Custom Door Engraving - Regular - for Sandstone Cluster Box Unit and CBU Parcel Locker Door

\$5.00



Custom Door Engraving - Regular - for Bronze Cluster Box Unit and CBU Parcel Locker Door

\$5.00



CITY OF HIGHLAND HEIGHTS

176 Johns Hill Road Highland Heights, KY 41076-1498 P: 859-441-8575 F: 859-441-8293 www.hhky.com

HOME OF NORTHERN KENTUCKY UNIVERSITY

September 30, 2016

Paul J. & Tonya McClanahan
125 Harriet Avenue
Highland Heights, KY 41076

RE: PARKING AND MAIL ISSUES ON HARRIET AVENUE

Dear Mr. & Mrs. McClanahan:

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

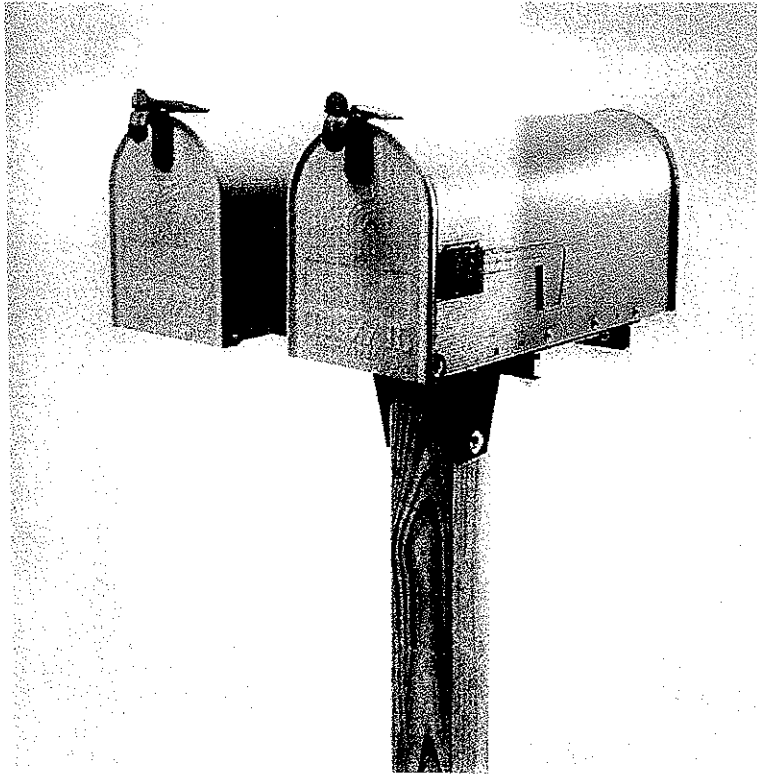
The current plan under consideration is for the Public Works Department to furnish and set the 5 new posts that are required, and the property owns can mount their boxes onto the new posts. (The City may even be willing to attach new boxes if you purchase them – I believe it will be too risky for them 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: _____