

**CITY OF HIGHLAND HEIGHTS**  
**Regular Council Meeting Minutes**  
**February 7, 2023**  
**Approved: March 7, 2023**

On Tuesday, February 7, 2023 at 7:00 p.m. Mayor Meyers called the regular Council meeting to order at 176 Johns Hill Road.

**Council Members Present:** Mayor Gregory Meyers, Councilmembers Deborah Ball, Gary Chinn, John Hoffert, John Braun, Alex Bramel, Eddie Fessler. A quorum was present.

**Staff Present:** Attorney, Steve Franzen; City Administrator, Michael Giffen; Police Chief, Bill Birkenhauer; City Clerk/Treasurer, Jeanne Pettit; Code Enforcement Officer, Will Hunt; Public Works Director, Steve Lehman.

**Minutes for Approval**

- **Public Hearing Minutes of January 13, 2023.** These minutes had been previously e-mailed to the Mayor, Council Members, and City Staff for review.
- **Action Taken:** Member Bramel made a motion to accept the minutes from the public hearing held January 17, 2023. Seconded by Member Braun. Discussion: None. Ayes: All. Mayor Meyers declared the motion passed.
- **Regular Meeting Minutes of January 13, 2023.** These minutes had been previously e-mailed to the Mayor, Council Members, and City Staff for review.
- **Action Taken:** Member Hoffert made a motion to accept the minutes from the regular council meeting held January 13, 2023. Seconded by Member Ball. Discussion: None. Ayes: All. Mayor Meyers declared the motion passed.

**Scheduled Guests**

- Pat Kilmer, Good Neighbor Award. Mayor Meyers presented the Good Neighbor Award to Pat and Brenda Kilmer.
- Kim and Allen Steffen, Christmas Outdoor Lighting Contest Winners. Mayor Meyers presented the Christmas Outdoor Lighting Contest plaque to Mr. Steffen and his daughter.

**Announcements:** None

**Correspondence:** None

**Staff Reports**

- City Administrator – Michael Giffen
  - **Action Taken:** Member Bramel made a motion to read ordinance 01-2023 in summary. Seconded by Member Hoffert. Discussion: None. Ayes: All. Mayor Meyers declared the motion passed.
  - **Ordinance – Second Reading**
    - **Ordinance 01-2023:** An ordinance amending the City of Highland Heights Code of Ordinances Chapter 36: Code of Ethics.
    - **Action Taken:** Member Chinn made a motion to accept ordinance 01-2023, an ordinance amending the City of Highland Heights Code of Ordinances chapter 39: Code of Ethics. Seconded by Member Fessler. Discussion: None.
    - **Roll Call:** Councilmember Braun, yes; Hoffert, yes; Ball, yes; Chinn, yes; Bramel, yes; Fessler, yes. Mayor Meyers declared the motion passed.

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- **Resolution**
  - **Resolution 05-2023:** A resolution allowing the Mayor to enter into an agreement with Taylor, Siefker, Williams Design Group to conduct a greenspace exploration study.
  - **Action Taken:** Member Hoffert made a motion to approve resolution 05-2023. Seconded by Member Chinn. Discussion: None. Voting – Yes: Councilmembers Braun, Hoffert, Ball, Chinn, Fessler; No: Councilmember Bramel. Mayor Meyers declared the motion passed.
  - Entrance sign should be installed by the end of February, early March.
  - Update on RFQ for engineering services.
  - Communication committee to meet to discuss a spring newsletter and scope of services for website.
  - Presented a report on the expenditures and remaining balance of the American Rescue Plan funds.
- Police Chief – Bill Birkenhauer
- City Clerk/Treasurer – Jeanne Pettit
  - Update on records destruction and property tax collections.
- Finance Director – Harry Barlage
  - Presentation and discussion of the six-month update on revenues and expenditures of the 2022-23 budget.
- Code Enforcement Officer – Will Hunt
  - Officer Hunt attended a virtual meeting with a Code Enforcement Management Software company.
- Public Works Supervisor – Steve Lehman
  - Update on employee training, recreation events, snow events, projects, and recent improvements to City parks.
- Attorney – Steve Franzen
  - **Municipal Order**
    - **Municipal Order 02-2023:** A municipal order appointing Janet Jackson to a four-year term on the Highland Heights Tree Board.
    - **Action Taken:** Member Hoffert made a motion to accept Municipal Order 02-2023 appointing Janet Jackson to a four-year term on the Tree Board. Seconded by Member Ball. Discussion: None. Ayes: All. Mayor Meyers declared the motion passed.

**Unfinished Business:** None

**New Business**

- **Action Taken:** Member Hoffert made a motion to cancel the February 21, 2023 meeting due to lack of business. Seconded by Member Ball. Discussion: None. Voting – Yes: Councilmembers Braun, Hoffert, Ball, Chinn, Fessler; No: Councilmember Bramel. Mayor Meyers declared the motion passed.

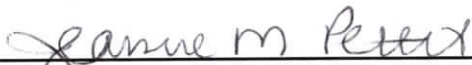
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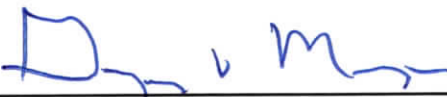
**Citizens to Address Council:** None

**Adjournment**

- **Action Taken:** Member Bramel made a motion to adjourn the February 7, 2023 meeting. Seconded by Member Hoffert. Discussion: None. Ayes: All. Mayor Meyers declared the motion passed.

Meeting adjourned at 7:51 p.m. on Tuesday, February 7, 2023.

**Submitted by:**   
\_\_\_\_\_  
**Jeanne M. Pettit, City Clerk/Treasurer**

**Signed:**   
\_\_\_\_\_  
**Gregory V. Meyers, Mayor**