

CITY OF HIGHLAND HEIGHTS
Regular Council Meeting Minutes
June 4, 2024
Approved: July 2, 2024

On Tuesday, June 4, 2024 at 7:00 p.m. Mayor Meyers called the regular Council meeting to order at 176 Johns Hill Road.

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

Council Members Absent: Council Member Heinrich was unable to attend.

Staff Present: City Administrator, Michael Giffen; Assistant Police Chief, Nick Love; City Clerk/Treasurer, Jeanne Pettit; Public Works Director, Steve Lehman; City Planner, Dave Geohegan; Attorney, Michelle Eviston.

Staff Absent: Dave Fornash, Code Enforcement Officer was unable to attend.

Minutes for Approval

- **Regular Meeting Minutes of May 7, 2024.** These minutes had been previously emailed to the Mayor, Council Members, and City Staff for review.
- **Action Taken:** Member Bramel made a motion to approve the minutes from the regular council meeting held May 7, 2024. Seconded by Member Ball. Discussion: None. Yes: 5. Mayor Meyers declared the motion passed.

Scheduled Guests: None

Correspondence: None

Staff Reports

- City Administrator – Michael Giffen
 - **Ordinances – Second Reading**
 - **Ordinance 03-2024:** An ordinance amending the City of Highland Heights, Kentucky annual budget for the fiscal year 7/1/2023 through 6/30/2024 by estimating revenues and resources and appropriating funds for the operation of city government.
 - **Action Taken:** Member Hoffert made a motion to accept ordinance 03-2024. Seconded by Member Braun. Discussion: None
 - **Roll Call:** Member Braun, yes; Hoffert, yes; Ball, yes; Chinn, yes; Bramel, yes. Mayor Meyers declared the motion passed.
 - **Ordinance 04-2024:** An ordinance adopting the City of Highland Heights, Kentucky annual budget for the fiscal year 7/1/2024 through 6/30/2025, by estimating revenues and resource and appropriating funds for the operation of city government.
 - **Action Taken:** Member Hoffert made a motion to accept ordinance 04-2024. Seconded by Member Chinn.
 - **Discussion:** Councilmember Ball asked about seven (7) raises have been included in the budget from last fiscal year. Mr. Giffen stated that all employees received raises, five (5) received an additional increase for achieving certain milestones, such as training, others were to stay competitive with other cities. A salary survey by City Managers/Administrators is used to determine competitive salaries.
 - Councilmember Bramel stated that there are several positions going over high end of the city's pay classification ordinance. He also stated there should not be a cushion in the budget and that if more money is needed, a request should come to council. Councilmember Hoffert indicated that a cushion can be necessary when

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negotiating salaries – instead of waiting for approval, the cushion allows that negotiation to move forward.

- **Roll Call:** Member Hoffert, yes; Ball, yes; Chinn, yes; Bramel, no; Braun, yes. Mayor Meyers declared the motion passed.

- **Resolution**

- **Resolution 02-2024:** A resolution supporting submission of an SNK grant for phase one sidewalk improvements on US-27 from I-471 to Renshaw Road.

- **Action Taken:** Member Bramel made a motion to accept resolution 02-2024. Seconded by Member Chinn.

- **Discussion:** This money will come out of the city's budget. ARPA money will expire before this project is underway. Member Hoffert indicated the city's financial contribution seems to be more than the city can cover in the budget every year. Mr. Giffen stated that projections indicate there will be enough money in the budget to cover the cost and the soccer field bond will be retired in 2029. The grant will cover both sides of sidewalk improvements and widening of the sidewalks. It was asked if sidewalk repairs could be done in the interim and if there are any liability risks. Attorney Eviston will research and report back to council.

- **Council Vote:** Yes: 5. Mayor Meyers declared the motion passed.

- **ARPA Update:** Need to earmark remaining fund balance of ARPA money by end of 2025 and spend by the end of 2026.
- **Website** is close to completion. Mailers will go out to direct residents to website and sign up for the newsletter.

- **Assistant Police Chief – Nick Love**

- Accreditation process is complete and the police department has been re-accredited.
- Citizen Police Academy received positive reviews.
- Register for vacation checks on the police website or by calling the police department.

- **City Clerk/Treasurer – Jeanne Pettit – No report.**

- **Code Enforcement Officer – Dave Fornash – report was distributed prior to the meeting.**

- **Public Works Supervisor – Steve Lehman**

- Memorial Day and City Clean-Up events were very successful.

- **Dave Geohegan – City Planner**

- Provided an overview of the process to develop the Goals and Objectives for the 2024 Comprehensive Plan.
- Next steps – Mr. Geohegan will draft the next sections of the plan, based on comments and the goals and objectives, followed by a series of public meetings. The final plan will be presented to the Planning Commission by the end of this year or early next year.

- **Attorney – Michelle Eviston**

- **Ordinance – First Reading**

- **Action Taken:** Member Bramel made a motion to read ordinances 05-2024 in summary. Seconded by Member Hoffert. Discussion: None. Yes 5. Mayor Meyers declared the motion passed.

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- **Ordinance 05-2024:** An ordinance amending, updating, and adopting the Statement of Goals and Objectives of the Comprehensive Plan for the City of Highland Heights.
- **Municipal Order**
 - **Municipal Order 06-2024:** A municipal order appointing Jean Rauf to the unexpired term of C. Dale Elifrits on the Highland Heights Board of Adjustment.
 - **Action Taken:** Member Chinn made a motion to accept municipal order 06-2024. Seconded by Member Ball. Discussion: None. Yes: 5. Mayor Meyers declared the motion passed.

Unfinished Business: None

New Business

- Yard of the Month Award needs a judge. Councilmember Chinn volunteered and will begin reviewing properties for a July award.
- **Action Taken:** Member Bramel made a motion to cancel the June 18, 2024 council meeting due to lack of business. Seconded by Member Hoffert. Discussion: None. Yes: 5. Mayor Meyers declared the motion passed.

Citizens to Address Council

- Don Childers, 2302 Alexandria Pike, shared his thoughts on the 2024-25 budget and discussed a skunk problem on his property.


Adjournment

- **Action Taken:** Member Bramel made a motion to adjourn the June 4, 2024 meeting. Seconded by Member Ball. Discussion: None. Yes: 5. Mayor Meyers declared the motion passed.

Meeting adjourned at approximately 8:32 p.m. on Tuesday, June 4, 2024.

Submitted by: 

Jeanne M. Pettit, City Clerk/Treasurer

Signed: 

Gregory V. Meyers, Mayor