

**CITY OF HIGHLAND HEIGHTS**  
**Regular Council Meeting Minutes**  
**March 3, 2026**  
**Approved: April 7, 2026**

On Tuesday, March 3, 2026 at 7:01 p.m. Mayor Meyers called the regular council meeting to order at 176 Johns Hill Road.

**Councilmembers Present:** Mayor Gregory Meyers. Councilmembers Deborah Ball, John Braun, Gary Chinn, Rene Heinrich, Patricia Hayley. A quorum was present.

**Councilmember Absent:** Councilmember Jesse Hockenbury.

**Staff Present:** City Administrator, Michael Giffen; Police Chief, Bill Birkenhauer; City Clerk/Treasurer, Jeanne Pettit; Code Enforcement Officer, Dave Fornash; Public-Works Director, Steve Lehman; Attorney, Michelle Eviston.

**Minutes for Approval**

- **Regular Meeting Minutes of February 3, 2026.** These minutes were previously emailed to the Mayor, Council Members, and City Staff for review.
- **Action Taken:** Member Heinrich made a motion to accept the minutes from the regular council meeting held February 3, 2026. Seconded by Member Chinn. Discussion: None. Yes: 5, No: 0, Abstain: 0. Mayor Meyers declared the motion passed.

**Scheduled Guests**

- Audrey Rowland was introduced by Chief Bill Birkenhauer as the city's new police officer and took the oath of office.
- Steve Crawford – Mayor Meyers presented Mr. Crawford with the Good Neighbor Award.

**Correspondence:** None

**Staff Reports**

- City Administrator – Michael Giffen
  - The revenue and expenditures to cover the cost of The Commons at Highland Heights Phase 1A project was reviewed as well as the project's amenities.
  - Fall of 2026 is the expected completion date of The Commons at Highland Heights Phase 1A project.
  - **Municipal Order**
    - **Municipal Order 04-2026:** A municipal order accepting "The Commons at Highland Heights" Phase One-A bid for construction of the community commons amenities surrounding the pickleball courts.
    - **Action Taken:** Member Braun made a motion to accept municipal order 04-2026, approving "The Commons at Highland Heights" Phase One-A bid for construction of the community commons amenities surrounding the pickleball courts. Seconded by Member Ball. Discussion: None. Yes: 5, No: 0, Abstain: 0. Mayor Meyers declared the motion passed.
- **Resolution**
  - **Resolution 01-2026:** A resolution of the City of Highland Heights, Kentucky allowing the mayor to execute an agreement with Enterprise Fleet Management.
  - **Action Taken:** Member Chinn made a motion to accept resolution 01-2026 allowing the mayor to execute an agreement with Enterprise Fleet Management.

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Seconded by Member Heinrich. Discussion: None. Yes: 5, No: 0, Abstain: 0. Mayor Meyers declared the motion passed.

- Police Chief – Bill Birkenhauer – reviewed his report
- City Clerk/Treasurer – Jeanne Pettit – no report
- Code Enforcement Officer – Dave Fornash – reviewed his report
- Public Works Director – Steve Lehman – reviewed his report
- Attorney – Michelle Eviston
  - **Municipal Orders**
    - **Municipal Order 05-2026:** A municipal order appointing Lucy Burns to the unexpired term of Maureen Wash on the Highland Heights Tree Commission.
    - **Action Taken:** Member Braun made a motion to accept municipal order 05-2026 appointing Lucy Burns to the unexpired term of Maureen Wash on the Highland Heights Tree Commission. Seconded by Member Hayley. Discussion: None. Yes: 5, No: 0, Abstain: 0. Mayor Meyers declared the motion passed.
  - **Resolution**
    - **Resolution 02-2026:** a resolution of the City of Highland Heights, Kentucky authorizing the mayor to execute an amendment to the Northern Kentucky Special Weapons and Tactics (S.W.A.T) Inc. interlocal agreement.
    - **Action Taken:** Member Heinrich made a motion to accept resolution 02-2026 authorizing the mayor to execute an amendment to the Northern Kentucky Special Weapons and Tactics (S.W.A.T) Inc. interlocal agreement. Seconded by Member Chinn. Discussion: Chief Birkenhauer and Attorney Eviston explained specific changes that have been made in the amendment. Yes: 5, No: 0, Abstain: 0. Mayor Meyers declared the motion passed.

**Unfinished Business**

- **Investment Policy**
  - **Action Taken:** Member Heinrich made a motion to take the discussion of an investment policy off the table. Seconded by Member Chinn. Discussion: None. Yes: 5, No: 0, Abstain: 0. Mayor Meyers declared the motion passed.
- **Discussion of Internal Controls Options**
  - Hire a financial advisor when considering aggressive investments.
  - Two people review investments to help prevent fraud.
  - Reports to council, either monthly or quarterly, so council can review investments.
  - Get a resolution from council before investing in more aggressive funds.
  - State statute outlines limits to the types of investments. Council has the option to vote to lower the threshold.
- **Action Taken:** Member Heinrich made a motion to table the discussion of an investment policy. Seconded by Member Ball. Discussion: None. Yes: 5, No: 0, Abstain: 0. Mayor Meyers declared the motion passed.

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- Northern Kentucky Water District is working on a design for new water mains on Bon Jan and possibly Towanda.

**New Business**

- **Action Taken:** Member Chinn made a motion to cancel the March 17, 2026 council meeting due to lack of business. Seconded by Member Ball. Discussion: None. Yes: 5, No: 0, Abstain: 0. Mayor Meyers declared the motion passed.

**Citizens to Address Council:** None

**Adjournment**


- **Action Taken:** Member Chinn made a motion to adjourn the March 3, 2026 council meeting. Seconded by Member Heinrich. Discussion: None. Yes: 5, No: 0, Abstain: 0. Mayor Meyers declared the motion passed.

Meeting adjourned at 7:54 p.m. on Tuesday, March 3, 2026.

**Submitted by:**

  
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**Jeanne M. Pettit, City Clerk/Treasurer**

**Signed:**

  
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**Gregory V. Meyers, Mayor**