

**CITY OF HIGHLAND HEIGHTS
MINUTES OF REGULAR COUNCIL MEETING
APRIL 5, 2005**

On April 5, 2005, Mayor Roettger opened the regular Council meeting at the Civic Center, 175 Johns Hill Road, at 7:30 p.m.

PRESENT: Council members, Harold Blocher, Steve Lehman, Greg Meyers, Rose Pfaff, Jeanne Pettit and Gene White. Also present. City Engineer Dave Whitacre.

ABSENT: Mayor Roettger announced that Attorney Franzen previously informed him that he would not be attending this meeting due to a prior commitment.

Mayor Roettger stated that, as part of Student Government Month, the following students from Campbell County Middle School and St. Joseph School, Cold Spring were selected, by their teachers, to participate in the Council meeting. These students will represent their school and will participate in the Council meeting.

Mayor Roettger announced that, before the meeting, each student drew his or her position. He asked that the students introduce themselves and state the name of the school they attend and their grade.

- ALYSON NEAL – St. Joseph School, Cold Spring, 7th grade -- Council member.
- MAX SULKEN – St. Joseph School, Cold Spring, 7th grade --Council member.
- LINDSEY REED – St. Joseph School, Cold Spring, 8th grade -- Council member.
 - NICHOLAS WALTER – Campbell County Middle School, 7th grade -- Council member.
 - MEGAN GREGORY – Campbell County Middle School, 7th grade -- Council member.

PRAYER: Lindsey Reed.

PLEDGE OF ALLEGIANCE TO THE FLAG: Everyone said the pledge of allegiance to the flag.

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Mayor Roettger also announced that, before the meeting, the students toured the City Building and Police Department.

Mayor Roettger gave a brief overview of the duties and responsibilities of the Mayor. He also gave a brief overview of the duties and responsibilities of the Council members, Police Chief, Clerk Treasurer, Public Works Director and City Engineer.

MINUTES: MARCH 15, 2005 – The unofficial draft of the regular minutes of March 15, 2005, had been previously distributed to the Mayor, Council members and City Staff for review.

ACTION: STUDENT COUNCIL MEMBER ALYSON NEAL MOVED TO ACCEPT THE MINUTES OF MARCH 15, 2005, SECONDED BY STUDENT COUNCIL MEMBER MAX SULKEN. DISCUSSION: NONE. ROLL CALL: BLOCHER, AYE; PFAFF, AYE; MEYERS, AYE; LEHMAN, AYE; PETTIT, AYE; WHITE, AYE. 6 -- AYES. MAYOR ROETTGER DECLARED THE MOTION PASSED UNANIMOUSLY.

SPECIAL COUNCIL MINUTES: None.

ANNOUNCEMENT/S: Member Pfaff announced that General Cable had contributed \$2,000 to help sponsor the 2005 Highland Heights City Fest. At this time, student council member Megan Gregory, read the letter from David W. Hills, Associate General Council for General Cable. A copy thereof is attached to these minutes.

Member Pfaff, on behalf of the Mayor and Council members, expressed their sincere appreciation to General Cable for this generous contribution.

CHANGES/ADDITIONS/DELETIONS TO THE AGENDA: NONE.

SCHEDULED GUEST/S: NONE.

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CORRESPONDENCE: Mayor Roettger read the following correspondence. This correspondence is attached to these minutes:

1. A letter from Municipal Government League regarding a dinner meeting on April 21, 2005
2. A thank you from Mary S. Falls, Vice President Relations Manger, Key Bank.
3. A notice regarding a Public Hearing to be conducted by the City of Fort Thomas on April 20, 2005, at 8:00 p.m. for the purpose of updating the Goals and Objectives Element of the Comprehensive Plan.
4. A letter from Insurance Services Office regarding the building code effectiveness grading schedule for City of Highland Heights
5. A letter from Jennifer Teipel stating that Judith Krebs' membership on the Campbell County Cable Board expires on June 30th.

OUTCOME: Mayor Roettger announced he would like to re-appoint Judith Krebs to continue to serve as Councils' Representative on the Campbell County Cable Board. He asked that Mrs. Rauf contact Judith Krebs to find out if she is willing to serve on this Board.

6. A letter from the Transportation Cabinet regarding a change in the Municipal Aid Law.

OUTCOME: Mayor Roettger recommended the City continue receiving their revenue on a monthly basis. There was no objection to the Mayor's recommendation.

7. A letter from Kentucky League of Cities regarding a seminar to be conducted on April 28th.
8. A letter from Homeland Security stating its appreciation for the letter from the City in support of Northern Kentucky Water District's Grant application for Homeland Security Funds.

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STAFF REPORTS: POLICE CHIEF – Mayor Roettger announced that Chief Mullen had previously taken the students on a tour of the Police Department and responded to their questions. Due to a prior work commitment, he could not attend the meeting.

CLERK/TREASURER – Mrs. Rauf announced that on April 19th Mr. Jerry Hensley, the City's auditor, will address the Mayor and Council members regarding the 2003-2004 audit.

Mrs. Rauf announced that on April 19th Mr. Don Secrest, Bank One, will address the Mayor and Council members and update them on the City of Highland Heights Water Fund account.

Mrs. Rauf announced that on May 3rd there would be a Public Hearing conducted regarding the Municipal Aid Road Fund for 2005-2006. She said this meeting would begin at 7:00 p.m. She also announced that following the Municipal Aid Road Fund Public Hearing; the regular Council meeting will begin.

FINANCE DIRECTOR: No report.

CITY ENGINEER/ZONING ADMINISTRATOR -- Mr. Whitacre previously distributed his report to the Mayor, Council members and City Staff. A copy thereof is attached to these minutes. Mr. Whitacre also addressed the following subjects:

COMPLAINT ABOUT 73 TOWANDA: Mr. Whitacre stated, as requested at the last council meeting, he sent a violation letter to the property owner of record.

TAMMY LANE & FIFTH AVENUE STREET RECONSTRUCTION: Member Lehman asked if JPS would be coming back to the Tammy Lane and Fifth Avenue Street to do the final work to the street construction. Mr. Whitacre responded he would follow up on this matter.

STATUS OF KNOLLWOOD DRIVE DRAIN: Student council member Nicholas Walter asked Mr. Whitacre about this matter. Mr. Whitacre gave a brief report about the problem. He further reported that the pipe on Knollwood Drive is in bad shape and needs to be replaced. He said he would prepare the plans and estimates for the reconstruction of this drain.

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PUBLIC WORKS DEPARTMENT -- Mayor Roettger announced that Matt Pleiman resigned as a part time laborer from the City. He stated that Mr. Pleiman is going to pursue furthering his education and other options.

Mayor Roettger stated that he and Mr. Little have discussed replacing this part time position with a full time position.

Mayor Roettger further stated as the City grows and as it takes on more maintenance and upkeep, that Mr. Little is confident that he could keep the full time person busy during the wintertime. He said it would also be beneficial because the Public Works Department could do street repairs and concrete replacement in-house as opposed to hiring out this work. He said this would offset the cost of the third person.

ACTION TAKEN: MEMBER WHITE MOVED TO HIRE A THIRD FULL TIME EMPLOYEE FOR THE PUBLIC WORKS DEPARTMENT, SECONDED BY MEMBER PETTIT. DISCUSSION: Member Pfaff stated she agrees with this decision.

There was also discussion that ranged from: if there were still going to be seasonal help hired, is the City going to advertise this position, may the Infrastructure Committee be part of the interviewing process to: Is there money in the budget for this position in this years' budget for wages, benefits, etc.

Mayor Roettger responded "yes" the City would continue to hire seasonal help.

Mayor Roettger stated the City is not going to advertise for this position. He said there is a person who has expressed an interest in this position. He said he would like to interview this person, and if it does not work out the City might advertise.

Mayor Roettger further stated he would like the Infrastructure Committee to be part of the interview process.

Mayor Roettger responded to Member Pettit's concern. Mayor Roettger stated there was money budgeted for the part time position and since the year has not

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ended, there should be money left in this years' budget for this expense.

OUTCOME: The Finance Committee will review the budget.

ROLL CALL: WHITE, AYE; PETTIT, AYE; LEHMAN, AYE; MEYERS, AYE; PFAFF, AYE; BLOCHER, AYE. 6 – AYES. MAYOR ROETTGER DECLARED THE MOTION PASSED.

CITY ATTORNEY: 2ND READING OF ORDINANCE/S -- None.

COMMITTEE REPORT:

SAFETY -- Member Lehman and Meyers gave a brief overview of the purpose of this committee and the duties they perform.

Student council member Max Sulken stated, based on a request from a resident, it is the recommendation of the Safety Committee to install a streetlight in the vicinity of 366 Knollwood Drive.

Member Lehman suggested sending a letter to the residents in the immediate vicinity and ask for their input about the streetlight. **OUTCOME:** A report will be submitted at the next Council meeting.

Student council member Max Sulken announced that Central Campbell County Fire District has requested the City's help, in the next year's budget, with the purchase of items and equipment. This request was referred to the Finance Committee for consideration for 2005-2006 budget.

OUTCOME: The Finance Committee will review this request and will submit their recommendation at the next Council meeting.

Member White stated he received a request from a Paul Pitzer, Sr. 101 Robin Lane, Campbell County. He said Mr. Pitzer expressed his concerns about the large tree on Ridge Hill. He said the tree is in the right-of-way.

Member White said the tree is dying and it is casting a very dark shadow behind it. He said Mr. Pitzer was concerned about the safety of little children in the

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area. He said Mr. Pitzer asked him to bring this concern to the attention of the Safety Committee. Member White said it would cost \$350 to cut down this tree and haul it away.

Mr. Whitacre stated the City maintains the public improvements that are in the right-of-way. He said these improvements are streets and storm sewers. He further stated the city does not regulate where people plant trees, nor are they required to obtain a permit to plant trees. He said the City does not cut trees down.

Mr. Whitacre stated the only exception, to this, would be if there were honeysuckle bushes in the right-of-way and the bushes were causing a sight distance.

OUTCOME: Mrs. Rauf will draft a letter to Mr. Pitzer informing him of this decision.

CITIZENS ACADEMY: Citizens Academy will begin on Thursday, April 21. If anyone is interested in attending this academy they should contact the Chief of Police or City office. A question was asked if kids are invited to the Citizens Academy. **OUTCOME:** Mrs. Rauf will contact the Police Chief to see if children are invited.

FINANCE COMMITTEE: Members Blocher and Pettit gave a brief overview of the purpose of this committee and the duties they perform.

Student council member Alyson Neal reported there is no report at this time.

INFRASTRUCTURE: Member White gave a brief overview of the purpose of this committee and the duties they perform.

Student council member Nichols Water asked about the Knollwood Drive repairs. Mr. Whitacre stated this project is almost completed.

PERSONNEL POLICIES AND PROCEDURES: Members Pettit and Lehman gave a brief overview of the purpose of this committee and the duties they perform.

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Student council member Alyson Neal reported there is no report at this time.

RECREATION: Member Pfaff gave a brief overview of the purpose of this committee and the duties she performs as Council representative.

Student council member Megan Gregory reported the Easter Egg Hunt was a great success.

Student council member Megan Gregory announced the following upcoming event:

- May 30th 9:00 a.m. Memorial Day Services at Veterans Park.

Mayor Roettger announced he received an application for Recreation commissioner. This will be discussed at the next council meeting.

AD HOC COMMITTEE: SIGN AT US 27 AND SUNSET: Member White gave a brief report of the purpose of this committee and the duties he performs.

Student council member Nicholas Walter reported the footer has been dug and the concrete will be poured in a few days. He said the footer needs to dry for approximately 7 days.

UNFINISHED BUSINESS: None.

CITIZENS TO ADDRESS COUNCIL: None.

NEW BUSINESS: FIRST READING/S OF ORDINANCE/S: None.

OTHER NEW BUSINESS: Mayor Roettger announced new picnic tables have been purchased and are in the park.

Mayor Roettger also announced there have been renovations to the Clerks office reception area. He also reported that new carpeting has been installed in the Police Department.



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Mayor Roettger stated he would like to go into Executive Session. He explained to the students the purpose of the Executive Session. He further announced that the students did not have to remain for the Executive Session.

Mayor Roettger thanked the students and their parents for their participating in this meeting.

EXECUTIVE SESSION: At 8:50 p.m., MEMBER BLOCHER MOVED TO CONVENE TO EXECUTIVE SESSION FOR THE SPECIFIC PURPOSE TO DISCUSS LAND ACQUISITION, SECONDED BY MEMBER PFAFF. AYE, ALL. MAYOR ROETTGER DECLARED THE MOTION PASSED UNANIMOUSLY.

At 9:30 p.m., MEMBER WHITE MOVED TO COME OUT OF EXECUTIVE SESSION AND RECONVENE TO THE REGULAR MEETING, SECONDED BY MEMBER PETTIT. AYE, ALL. MAYOR ROETTGER DECLARED THE MOTION PASSED UNANIMOUSLY.

ACTION TAKEN: MEMBER BLOCHER MOVED TO DIRECT CITY ATTORNEY FRANZEN TO PROCEED WITH THE LAND ACQUISITION AS DISCUSSED IN EXECUTIVE SESSION, SECONDED BY MEMBER PETTIT. DISCUSSION: NONE. AYE, ALL. MAYOR ROETTGER DECLARED THE MOTION PASSED UNANIMOUSLY.

Being no further business, MEMBER WHITE MOVED TO ADJOUR, SECONDED BY MEMBER PETTIT. AYE, ALL. MAYOR ROETTGER DECLARED THE MOTION PASSED UNANIMOUSLY .

The meeting adjourned at 9:35 p.m.

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

SIGNED BY: CHARLES W. ROETTGER III, MAYOR

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