

ORDINANCE NO. 8, 2025

AN ORDINANCE OF THE CITY COUNCIL OF THE CITY OF PARK HILLS, KENTUCKY REPEALING AND REPLACING SECTION 32.36 OF THE CODE OF ORDINANCES REGARDING MEETINGS AND ESTABLISHING THE ORDER OF BUSINESS AND CONDUCT OF MEETINGS

BE IT ORDAINED BY THE CITY COUNCIL OF THE CITY OF PARK HILLS, KENTUCKY, AS FOLLOWS:

SECTION I

That Section 32.36 of the Code of Ordinances shall be and is hereby repealed, in full, and replaced with the following:

SECTION 32.36 MEETINGS

(A)(1) The City Council shall meet for its regular Council meeting on the second Monday of each month, beginning at 6:00 p.m., prevailing time. However, in the event the second Monday shall fall on a recognized national or state holiday then its regular Council meeting shall instead take place on the Tuesday immediately following at 6:00 p.m., prevailing time, at the same location. Notice thereof shall be timely provided by the City Clerk.

(2) The City Council shall meet for its regular caucus meeting on the fourth Monday of each month, beginning at 6:00 p.m., prevailing time. However, in the event the fourth Monday shall fall on a recognized national or state holiday then its regular caucus meeting shall instead take place on the Tuesday immediately following at 6:00 p.m., prevailing time, in its usual location. Notice thereof shall be timely provided by the City Clerk.

(B) All regular, caucus and special meetings of Council and all committee meetings shall take place at the Park Hills City Building, 1106 Amsterdam Road, Park Hills, Kentucky or at any substitute location within the City and designated in advance on its published agenda or the City's meetings calendar.

(C) A majority of the members of City Council present at any meeting shall constitute a quorum.

(D) The City adopts Robert's Rules of Order for its parliamentary procedures and the conduct of all business at all meetings of Council.

(E)(1) The following Order of Business shall apply for all regular meetings of City Council:

- (a) Call to Order and Pledge of Allegiance;
- (b) Roll Call;
- (c) Presentations, Awards and Proclamations;
- (d) Approval of Minutes;

- (e) Consent Agenda (if indicated on the meeting Agenda);
 - (f) Legislation;
 - (g) Public Comment;
 - (h) Reports of Department Heads;
 - (i) Financial Report;
 - (j) Committee Reports;
 - (k) Old Business;
 - (l) New Business;
 - (m) Adjournment.
- Such sequence may be changed upon Motion.
- (2)(a) Council discussion on legislation shall occur before any vote is taken.
 - (b) Such comments shall be included in the Minutes.
 - (c) Once voting begins members of Council may not provide further commentary.
 - (d) Any Amendments shall be clearly stated and reflected in the Minutes.
- (3) Council may adopt a Consent Agenda containing items which are of a routine and non-controversial nature, without reading, and approved upon Motion to adopt. By request of any member of Council an item may be removed from the Consent Agenda.
 - (4) (a) Any person wishing to address Council during a regular or caucus meeting shall first be required to petition the City Clerk, by telephone, e-mail or other means, by 3:00 p.m., prevailing time, on the Friday preceding the date established for the meeting during the following week, for permission to address Council which may or may not be granted at the Mayor's discretion. The questions or comments shall, as a part thereof, be put in writing and presented to the City Clerk for prior review. Failure to timely petition shall prevent such person from making comment during the meeting. The same time limitations for presentation as set forth herein shall apply.
 - (b) Public comments regarding personnel issues or neighborhood disputes shall not be permitted.
 - (c) Permitted comments shall be limited to five (5) minutes, which may either be extended or immediately terminated at the discretion of the Mayor. The same shall apply to special meetings however any public comment permitted during special meetings shall be limited only to those matters listed on the published agenda for the special meeting.
 - (5) Residents and other persons attending Council meetings shall observe the same rules of propriety, decorum and good conduct applicable to members of Council. Any such person or persons making personal, impertinent, profane or slanderous remarks or who becomes boisterous or engages in disruptive behavior while addressing Council or during attendance at Council meetings shall be removed from the room if the designated sergeant-at-arms is so directed by the Mayor to do so, and such person or persons shall be barred from further audience before Council during that session.
 - (6) (a) With proper notice provided in advance, any regular or special meeting of Council may be conducted virtually to allow public observance in accordance with the provisions of KRS Chapter 61 and the Kentucky Open Meetings Act.

(b) Any member of Council who cannot physically attend any scheduled regular or special meeting for an emergency purpose, may instead attend and participate by means of video teleconference, in compliance with the provisions of the Kentucky Open Meetings Act. However, no more than two members of Council shall be permitted to attend and participate in such manner at any given time. the ability for such shall be indicated on the meeting agenda.

(7) With regard to caucus meetings, the agenda for such shall be established by the Mayor. The following Order of Business shall apply to all caucus meetings:

(a) Call to Order;

(b) Open discussion of matters to be placed on future agendas for consideration, proposed legislation, and general items or matters of City related business or concerns;

(c) Adjournment.

(8)(a) As a caucus meeting is primarily meant for the open discussion of Council on matters as set forth above, public comment shall only be permitted if set forth on the agenda or at the discretion of the Mayor.

(b) The same time limitations for presentation as set forth herein shall apply.

(c) When Council meets in live session, video streaming and providing a link for public observance of the caucus meeting may only be provided a link courtesy but shall not be mandated. However, should Council virtually conduct a caucus meeting, the link for public observance shall be provided.

(d) No final action shall be taken by Council during any caucus meeting.

(9)(a) The various City Committees shall meet as determined by the Chairperson on an as needed basis at a date, time and place set forth on the City's meeting calendar and posted on the website.

(b) No Committee shall be composed of a quorum of Council. Council members not serving on a Committee may attend but shall not vote or direct Committee action.

(c) Minutes may be maintained for all Committee meetings.

(F) Any other Ordinances or provisions in conflict herewith are hereby repealed.

SECTION II

That this Ordinance shall be signed by the Mayor, attested to by the City Clerk, recorded, published and effective upon publication.

1st Reading:

2nd Reading:

KATHY ZEMBRODT, MAYOR

ATTEST:

JULIE ALIG, CITY CLERK