

NOTICE OF A SPECIAL MEETING

As a result of the state of emergency declared by the President of the United States, Governor of Kentucky, and Mayor of the City of Covington due to the global COVID-19 pandemic, and in accordance with recommended and mandated precautions related thereto, 2020 KY SB150, Kentucky Opinion of the Attorney General 20-05, and other applicable Kentucky laws, the following Meeting Notice is issued:

The undersigned, as Chairperson of the Covington Urban Forestry Board for the City of Covington, Kentucky, hereby gives notice to all of the members of the Board of said City that a special meeting of the Board is hereby called and will be convened at 5:30 p.m., on Thursday, June 11, 2020 as a video teleconference meeting per KRS 61.826. Members of the Urban Forestry Board may participate via Zoom. An agenda is attached hereto and incorporated by reference.

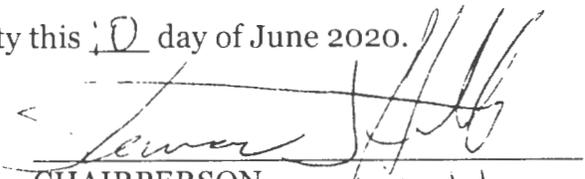
Per KY Attorney General Opinion 20-05, **public attendance will not be permitted** at this meeting because, due to the highly contagious nature of COVID-19, it is not feasible for the City to provide a central physical location for public viewing.

The meeting will be broadcast on the Telecommunications Board of Northern Kentucky (TBNK) live stream: www.bit.ly/3cfHbCK. If clicking on the link does not take you to the TBNK stream for the meeting, please copy the link and past it into your browser's window.

Please see the attached Executive Order (2020-EO-14) and www.covingtonky.gov for additional information.

WITNESS my hand and seal of said City this 10 day of June 2020.




CHAIRPERSON

Steven S Hill

Covington Urban Forestry Board
Agenda
Thursday June 11, 5:30 PM
Virtual Board meeting

OPENING AND INSTRUCTIONS:

After signing in to the meeting please check mute your microphone so that the speaker may continue without interruptions. If you have a question or wish to speak, unmute your microphone and wave your arms vigorously.

If joining by audio only, ...

Approval of Feb 2020 minutes as posted on the GDrive [Minutes 2/27 CUFB](#)

Note - While the minutes reflect expected action items, events, and timelines the novel Coronavirus pandemic has delayed and curtailed action items within the minutes.

Motion to approve minutes: 2nd

NEW BUSINESS:

- A. Revision of ByLaws: The current CUFB ByLaws need revision to allow for special and virtual meetings, and to modify the number required for a quorum. The following proposal is made. See [Link to ByLaw update](#) or Page 2 Motion to adopt changes: 2nd
- B. Discussion of Revision of Urban Forestry Ordinance
Motion to accept revisions and put before Commission: 2nd

Other Business

Adjourn

Next Meeting:

Hopefully, we can schedule an in-person meeting- Please check and respond to emails

**To foster health and appreciation of Covington’s urban forest to
improve the quality of life in, and for, the city.**

ARTICLE V. MEETINGS OF BOARD MEMBERS

Section 4. Special Meetings

Under certain circumstances, the Board may meet utilizing remote technology such as videoconferencing, teleconferencing, or similar, provided that the requirements for a public meeting have been satisfied.

Section 5. Quorum

A quorum shall be necessary at any meeting to transact business. The act of a majority of the members of the Board present at a meeting at which a quorum is present shall be the act of the Board, unless the act of a greater number is required by law or by these by-laws. A quorum of the Board members shall consist of one half ($\frac{1}{2}$) of currently appointed members of the Board rounded up. E.g. With 10 or 11 members, a quorum is 6; With 12 or 13 members, the quorum is 7.

Section 6. Voting

All issues to be voted on shall be decided by a quorum of those Board members present at the meeting in which the vote takes place.

Covington Urban Forestry Board
January 2020

| Board Members: | Contact | Email | Term expires | Num |
|-------------------------|----------------|--------------------------------|---------------------|------------|
| Steven Hill, Chair | 706.449.4422 | joseph.woodwerks@gmail.com | 5/22/2021 | 1 |
| Dave Custer, Vice Chair | 859.359.4507 | custerda@twc.com | 5/22/2021 | 2 |
| John Meiling | 859.655.9490 | johnmeiling@yahoo.com | 12/6/2019 * | 3 |
| Sue Puffenburger | 859.291.2024 | | 8/31/2021 | 4 |
| William Dickson | 859.786.7621 | secondstreet2@mac.com | 8/31/2021 | 5 |
| Jane Auge | 859.240.1873 | jsauge425@gmail.com | 8/19/2019 * | 6 |
| Jessica Spencer | | jessicaspencer@gmail.com | 6/10/2020* | 7 |
| Rob Farrell | 513.498.9008 | rob.farrell14@gmail.com | 8/14/2021 | 8 |
| Stan Nassano | 859.512.5634 | snassano@hotmail.com | 9/23/2019 * | 9 |
| Gus Wolf | 513.502.3399 | | 8/19/2019 * | 10 |
| Crystal Courtney | 859.206.6541 | courtneyc154@gmail.vom | 7/19/2022 | 11 |
| open pos. 1 | | | | 12 |
| open pos 2 | | | | 13 |
| Jason Roberts | | jroberts@covingtonky.gov | | Ex-Officio |
| Cassandra Homan | | cassandra.homan@covintonky.gov | | Ex-Officio |

* Term expires in current year; Please re-apply to Mayor for re-appointment

See front page of Drive for instructions



**OFFICE OF THE MAYOR
CITY OF COVINGTON**

Joseph U. Meyer
Mayor

Covington City Hall
jumeyer@covingtonky.gov

**EXECUTIVE ORDER
CITY OF COVINGTON, KENTUCKY**

EXECUTIVE ORDER NO. 2020-EO-14

CITY AGENCY (NON-BOARD OF COMMISSIONERS) MEETINGS

WHEREAS, on March 19, 2020, Mayor Joseph U. Meyer signed Executive Order 2020-EO-01, declaring a state of emergency in the City of Covington due to the outbreak of COVID-19 virus, a public health emergency; and

WHEREAS, applicable Kentucky laws authorize a mayor to exercise emergency powers to efficiently and effectively provide for the health, safety and welfare of citizens; and

WHEREAS, the City Manager previously wrote that all meetings of City boards, committees, panels, and task forces were suspended during the COVID-19 health crisis in a memo circulated to City staff dated March 13, 2020; and

WHEREAS, 2020 KY SB150 was recently adopted, and it provides alternative procedures for conducting public agency meetings notwithstanding KRS 61.826 during this public health emergency; and

WHEREAS, Covington Executive Orders 2020-EO-03 and 2020-EO-12 provide information and directives for City Board of Commissioners meetings during the COVID-19 health crisis; and

WHEREAS, in accordance with recent directives to reduce the spread of the COVID-19 virus, all City of Covington Board of Commissioner meetings are being conducted via video teleconference; and

WHEREAS, City staff have determined it may be necessary to move forward with meetings for certain City boards, committees, panels, and task forces during this health crisis, and that the procedures and precautions used for City Board of Commissioners meetings provide a good example of how public meetings can proceed; and

WHEREAS, certain City boards, committees, panels, and task forces will be able to hold meetings remotely via video teleconference if certain procedures are followed for any essential items upon approval by the City Manager.

NOW and therefore, I, Joseph U. Meyer, pursuant to the authority vested in me as Mayor of the City of Covington, Kentucky by KRS Chapter 39A, KRS 39B, and in furtherance of the declaration set forth in Executive Order 2020-EO-01, hereby order:

- No City board, committee, panel, or task force shall meet on any non-essential matters during the current COVID-19 health crisis.
- Any City board, committee, panel, or task force, except the City Board of Commissioners, (“City Agency”) that demonstrates a need to hold a remote meeting may be permitted to move forward upon approval to proceed given by the City Manager. Each City Agency that requests the ability to hold a remote meeting should make a request to the City Manager through the appropriate department director for the department that provides staff support to the City Agency. The City Manager shall make a determination of whether the City Agency must meet to discuss or take action on essential business.
- All City Agency meetings shall be closed to the public, but the public may access the meetings as detailed below.
- Any news media representatives may not attend the meetings in-person, but may access the meetings as detailed below.
- Each meeting will be broadcast live through the TBNK’s cable and streaming outlets and available at:

<https://tbnk.vod.castus.tv/vod/?nav=programs%2FCity%20of%20Covington>

<https://www.covingtonky.gov/government/mayor-commissioners>
(click on “latest videos” just under the photos of the commissioners)

Fioptics channel 815

Spectrum Channel 203

- Any City Agency meeting that is a regularly scheduled meeting must be noticed specially in accordance with applicable Kentucky law. Any City Agency meeting that is not regularly scheduled must be noticed as a special meeting of the City Agency in accordance with applicable Kentucky laws. City staff and legal counsel for City Agencies will provide guidance on appropriate meeting notices.
- During any meeting conducted under this Order the meeting shall be suspended in the event of any interruption in the video or audio broadcast.
- Public comments will still be accepted for City Agency meetings and hearings. Members of the public may submit their comments by emailing comments to the City Clerk Maggie Nyhan <MNyhan@covingtonky.gov> no later than noon on the day immediately before the day of a meeting. For example, public comments for a meeting on a Wednesday must be submitted no later than noon on Tuesday.

- Any members of a City Agency joining at one location during the broadcast of a meeting shall take all steps to remain the minimum recommended six (6) feet of social distancing.
- All members of each City Agency and necessary staff will attend the meeting via video teleconference rather than in-person.
- All meeting agenda and backup materials will be made available to the public on the usual schedule in accordance relevant City Agency rules, regulations, and past practices.
- The City Clerk, or appropriate City Agency member, shall include in all notices of the meeting notification in a prominent location that due to COVID-19 and the declared state of emergency that the meeting is closed to personal attendance by members of the public and is accessible for remote observation by members of the public through live streaming and the TBNK outlets listed above.
- The secretary of each City Agency shall memorialize the notification in the meeting minutes.

This Order shall remain in effect until terminated by the issuance of another Executive Order when I determine that a state of emergency no longer exists and the exercise of extraordinary measures are no longer required for the protection of the public health, safety and welfare.

THIS ORDER IS EFFECTIVE APRIL 17, 2020 AND SHALL REMAIN IN EFFECT UNTIL RESCINDED BY EXECUTIVE ORDER.

Signed on this the 17th day of April, 2020,

Joseph U Meyer
Joseph U. Meyer, Mayor

Attest:

Carolann Baughman
Carolann Baughman,
Notary Public-Kentucky
State-At-Large

4/17/2020
Date

