



# **Cold Spring City Council**

## **Special Meeting**

**October 13, 2025**  
**7:30pm**

1. Call Meeting to Order
2. Prayer & Pledge
3. Minute Approval
  - September 22, 2025 Council Meeting
4. Citizen Comments (*5 minutes per speaker*)
5. Ordinance 25-1103
  - 2<sup>nd</sup> reading to adopt an 1<sup>st</sup> reading to approve an ordinance prohibiting activities on public roadways with medians.
6. Approval of job description and inclusion of Director of Operations in the pay plan
7. Ordinance 25-1104
  - 1<sup>st</sup> reading to approve an ordinance amending the of the City of Cold Spring budget and pay plan for the fiscal year July 1, 2025 through June 30, 2026.
8. Ordinance 25-1105
  - 1<sup>st</sup> reading to approve an ordinance amending the City of Cold Spring's Code of Ordinances RE: Peddlers, Itinerant merchants, and solicitors.
9. Adjournment



## Cold Spring Council Minutes

### September 22, 2025

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The September 22, 2025 council meeting was called to order by Mayor Penque at 7:30pm.

Prayer and pledge were led by the city clerk.

#### Roll Call & Exit Instructions:

- Present: Mayor Penque, Lisa Cavanaugh, Steve Cunningham, Cindy Moore, Adam Sandfoss, Laura Vroegindewey, City Clerk Robin Morency, Public Works Director Ron Hitch, Police Chief Steve Collinsworth, and City Attorney Brandon Voelker.
- Not present: Chris Ampfer

#### Items of Interest to the Community:

- September 29: The last Yoga in the Park of the season will be held at the amphitheater at 10:00am.
- October 4: Movie in the Park starts at 6:30pm with Wicked starting at dusk. Smores, popcorn and drinks will be provided, just bring a chair or blanket.
- October 18: Boo Bash from 5:00pm to 7:00pm.

#### Approval of Minutes:

- September 8, 2025, special meeting minutes were reviewed by all. Steve Cunningham made a motion, seconded by Adam Sandfoss. All were in favor. **Motion passed.**
- September 8, 2025, caucus meeting minutes were reviewed by all. Adam Sandfoss made a motion, seconded by Steve Cunningham. All were in favor. **Motion passed.**

#### Old Business:

- Ordinance 25-1101, a 2<sup>nd</sup> reading to adopt an ordinance of the City of Cold Spring in Campbell County, Kentucky providing for the annual assessment of all real estate and personal/tangible property, including motor vehicles, subject to taxation with the City of Cold Spring for the fiscal year 2025-2026. Lisa Cavanaugh made a motion, seconded by Adam Sandfoss. Cindy Moore clarified the rates of .125 for personal property, .138 for tangible, and \$254.40 for the trash rate. Roll call vote shows 5 yeses and 0 noes. **Motion passed.**
- Ordinance 25-1102, a 2<sup>nd</sup> reading to adopt an ordinance amending the City of Cold Spring budget for the fiscal year July 1, 2025, through June 30, 2026. Lisa Cavanaugh made a motion, seconded by Adam Sandfoss. There was discussion about the pay plan. Roll call vote shows 5 yeses and 0 noes. **Motion passed.**
- Discussion: Solicitation ordinance –Brandon Voelker presented proposed revisions to the existing solicitation ordinance for council's review. Council engaged in a discussion regarding the purpose of the suggested changes, the appropriate time restrictions, and the enforcement measures, including penalties for non-compliance.
- Discussion: Comprehensive Plan Update – Mayor Penque asked council for input on how they would like to proceed with the project, noting that the quotes received were higher than originally anticipated. Council discussed their goals for the update, considering whether to conduct a comprehensive overhaul or a more limited review. Council wants to allow for public input and review topics such as aesthetics and traffic.



## Cold Spring Council Minutes

### September 22, 2025

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Brandon Voelker recommended that the Planning and Zoning Commission conduct a public hearing to obtain community input on the goals and objectives for the update. The results could then be presented to council for consideration on how to proceed with securing a vendor.

- Discussion: Playground Update – Ron Hitch provided an update on the playground projects at Municipal Park and Friendship Park. Renderings for each playground were presented, with a note that the swing design shown in the renderings for Municipal Park will be revised. The cost for these improvements is \$88,703.75. Steve Cunningham thanked the committee for their work on these projects.

#### Department Reports (in writing)

- Public Works: Ron Hitch gave an update on the bids that were received today for the Darlas project. Three bids were received with the highest being \$100,000 and the lowest was \$67,004. Steve Cunningham made a motion to authorize entering a contract with Jefferson Contracting for the Darlas culvert project, seconded by Adam Sandfoss. Roll call vote shows 5 yeses and 0 noes. **Motion passed.**
- Robin Morency informed Council that American Sound visited the city building to review potential upgrade options for the microphone system and will provide a quote for longer and wireless microphones.

#### Council Comments:

- Lisa Cavanaugh inquired about nightly road closures that were posted on US 27. Chief Collinsworth stated that he would get more information. She also shared concerns with signage being posted on telephone poles.
- Steve Cunningham discussed approaches used by other cities in addressing persons in the median asking for money. He also mentioned that nearly all surrounding cities contribute to social security. Mayor Penque added that this is an issue he also wishes to address and emphasized the importance of implementing it. Steve Cunningham added that there are multiple employees who deserve pay raises as well. There was also discussion about reviewing the business license tax.

#### Attorney Comments:

- Brandon Voelker presented an ordinance prohibiting activities on public roadways with medians.
  - Ordinance 25-1103 – 1<sup>st</sup> reading to approve an ordinance prohibiting activities on public roadways with medians. Lisa Cavanaugh made a motion, seconded by Steve Cunningham. Roll call vote shows 5 yeses and 0 noes. **Motion passed.**

#### Adjournment:

- Lisa Cavanaugh made a motion to adjourn the meeting at 9:29pm, second by Steve Cunningham. All were in favor. **Motion passed.**

Approved:

City Clerk:

Mayor:



**Cold Spring Council Minutes**  
**September 22, 2025**

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To view the meeting agenda, visit: <https://coldspringky.gov/city-council/meeting-agendas/>

To view the meeting video, visit: <https://coldspringky.gov/meeting-videos/>

DRAFT



**COMMONWEALTH OF KENTUCKY  
COUNTY OF CAMPBELL  
CITY OF COLD SPRING  
ORDINANCE NO. 25-1103**

**AN ORDINANCE PROHIBITING ACTIVITIES  
ON PUBLIC ROADWAYS WITH MEDIANS**

**Whereas**, the City of Cold Spring has received numerous complaints regarding traffic safety related to persons standing within medians of public roadways within the City of Cold Spring; and

**Whereas**, City of Cold Spring has public sidewalks and significant other public space that is outside of public roadway medians that allow for public gathering, speech and all other types of assembly; and

**Whereas**, the City of Cold Spring is desirous to ensure the safety of its residents, whether pedestrian or within an automobile or other means of travel.

**NOW, THEREFORE BE IT ORDAINED BY THE CITY OF COLD  
SPRING, COUNTY OF CAMPBELL, COMMONWEALTH OF KENTUCKY:**

**Section I**

**Prohibited activities on public roadways with medians.**

(A) The following words and phrases, as used herein, shall have the following meanings, unless a different meaning is plainly required by the context.

(1) ***Public roadway with a median*** means improved public right-of-way designed for use of vehicular travel with a median area in the middle of the roadway separating two (2) or more lanes of travel, including the shoulder of the road, but excluding any designated sidewalk.

(2) ***Median*** means any area in the middle of any roadway separating two or more lanes of travel, designed to provide a barrier to keep traffic on one (1) side of a roadway from going to the other side of the roadway. A median may be a raised concrete strip or a grass strip, with or without curbing, between any two (2) lanes of travel on a public roadway.

(B) For any public roadway with a median, it shall be illegal for any individual to sit or stand in or on any unpaved median, or any median forty-eight (48) inches or less in width, for any period of time.

(C) **Penalties.** Any person violating the provisions of this section shall be guilty of a Class B misdemeanor. Each separate incident may be considered a new violation.

## **Section II**

That any section, or part of any section, or any provision of this Ordinance which is declared invalid by a Court of appropriate jurisdiction, for any reason, such declaration shall not invalidate, or adversely affect, the remainder of this Ordinance.

## **Section III**

This Ordinance shall take effect and be in full force when passed, published, and recorded according to law.

1<sup>st</sup> Reading - \_\_\_\_\_, 2025.

Vote: \_\_\_\_\_, Yes, \_\_\_\_\_, No

2<sup>nd</sup> Reading - \_\_\_\_\_, 2025.

Vote: \_\_\_\_\_, Yes, \_\_\_\_\_, No

City of Cold Spring  
Campbell County, Kentucky

By: \_\_\_\_\_  
David Angelo Penque  
Mayor

Attest:

\_\_\_\_\_  
Clerk

# Director of Operations

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## Position Overview

The Director of Operations is responsible for managing and coordinating the essential day-to-day services of the city. This position oversees multiple departments and projects, often working directly alongside staff to ensure that operations run smoothly, efficiently, and in the best interest of residents. The Director serves as a key resource to the Mayor, Council, and community by providing practical leadership, ensuring compliance with regulations, and helping the City achieve both immediate needs and long-term goals.

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## Key Responsibilities

- Oversee daily operations of City services, which include Public Works, Streets, Stormwater, Parks, Buildings and grounds, all city facilities.
  - Acts as Project manager— overseeing projects, inspections, and problem-solving when needed.
  - Plan, coordinate, and monitor infrastructure and capital improvement projects.
  - Help develop, manage, and monitor departmental budgets, purchasing, and cost controls.
  - Supervise staff across departments, providing guidance, scheduling, training, and support.
  - Serve as point of contact for contractors, vendors, and utility providers.
  - Respond to resident inquiries and service requests with timely communication and solutions.
  - Ensure compliance with state, federal, and local regulations, safety standards, and city policies.
  - Work closely with the Mayor, and Council to develop policies, set priorities, and prepare reports or recommendations.
  - Support for grant applications and administration for city projects.
  - Collaborate with emergency management planning and response.
  - Creates relations and works with other government entities.
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## Qualifications

- Bachelor's degree in Public Administration, Business, Construction Management, or a related field preferred; equivalent experience may be considered.
  - Minimum of 3–5 years of supervisory or management experience, ideally in municipal operations, public works, or a related field.
  - Knowledge of small-city government functions, including public works, utilities, or community services.
  - Strong leadership, communication, and organizational skills.
  - Ability to work independently, handle multiple responsibilities, and adapt to shifting priorities.
  - Proficiency with basic office software; ability to learn municipal systems.
  - Valid driver's license required.
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## Working Conditions

- Full-time, exempt position.
- Office and field-based work; must be comfortable in both professional and outdoor/operational settings.
- Attendance at evening meetings and occasional weekend events required.
- Works for and answers directly to the Mayor.

*The above is intended to describe the general content of, and requirements for the performance of this job; It is not to be construed as an exhaustive statement of duties, requirements, or responsibilities.*

## Ordinance 25-1104

AN ORDINANCE ADOPTING THE CITY OF COLD SPRING, KENTUCKY AMENDED BUDGET FOR THE FISCAL YEAR  
July 1, 2025 through June 30, 2026

Whereas, an amended budget proposal and message have been prepared and delivered to the legislative body; and  
Whereas, the legislative body has reviewed such budget proposal and modifications have been made accordingly.

NOW, THEREFORE, BE IT ORDAINED BY the City of Cold Spring, Kentucky as follows:

SECTION ONE: That the annual budget for the fiscal year beginning July 1, 2025 and ending June 30, 2026 is adopted as set forth herein:

	General Fund		Municipal Road Fund		Stormwater fund	
	<i>As Passed</i>	<i>Amended</i>	<i>As Passed</i>	<i>Amended</i>	<i>As Passed</i>	<i>Amended</i>
Resources Available:						
FUND BALANCE BEGINNING OF YEAR	\$7,069,056		\$436,986		\$905,190	
Estimated Revenues:						
Other Financing Source DAV Property Sale	\$4,000,000					
Other Financing Source Investment CDs	\$0					
Property Tax	\$1,000,000					
Payroll Tax	\$1,500,000					
Insurance Premium Tax	\$1,100,000					
Licenses & Permits	\$306,700					
Other Taxes	\$285,329					
Intergovernmental	\$62,800		\$120,000			
Financing	\$0					
Charges for Services	\$626,052					
Penalties, Fines, Forfeitures	\$21,300					
Interest Income	\$12,000					
Miscellaneous	\$169,250					
Stormwater Fees					\$248,700	
Total Estimated Revenue	<u>\$9,083,431</u>		<u>\$120,000</u>		<u>\$248,700</u>	
Total Resources Available	\$16,152,487		\$556,986		\$1,153,890	
Appropriations						
General Government	<del>\$1,178,007</del>	\$1,195,007				
Police	<del>\$2,126,940</del>	\$2,247,940				
Public Works	<del>\$904,322</del>	\$1,039,322				
Enterprises	\$0					
Parks, Recreation	<del>\$268,417</del>	\$271,417				
Stormwater Funds	\$0				\$280,700	
Municipal Road Funds	\$0		\$478,370			
Debt Services	\$0					
Other Financing Use	\$5,500,000					
Total Appropriations	<u><del>\$9,977,686</del></u>	\$10,253,686	<u>\$478,370</u>		<u>\$280,700</u>	
Excess of Rev. Over (under) Approp.	<del>\$6,174,801</del>	\$5,898,801	\$78,616		\$873,190	
Interfund Transfers In	\$0		\$350,000			
Interfund Transfers Out	<del>(\$350,000)</del>		\$0			
Estimated Balance End of Year	<del>\$5,824,801</del>	\$5,584,801	\$428,616		\$873,190	

### SECTION TWO:

Any Section or provision of this Ordinance which is declared invalid by a court of competent Jurisdiction for any reason, such declaration shall not invalidate, or adversely affect, the Remainder of the Ordinance



SECTION THREE:

This ordinance shall be in full force and effect from and after its passage, publication and recoding, according to law.

Adopted this \_\_\_\_\_ day of \_\_\_\_\_, 2025

First Reading: \_\_\_\_\_

Votes Cast: \_\_\_\_\_ YES \_\_\_\_\_ NO

Second Reading: \_\_\_\_\_

Votes Cast: \_\_\_\_\_ YES \_\_\_\_\_ NO

City of Cold Spring

ATTEST: \_\_\_\_\_  
City Clerk

\_\_\_\_\_  
D. Angelo Penque  
Mayor

# City of Cold Spring Pay Plan

## July 1, 2025 - June 30, 2026

Ord 25-1104  
Exhibit A

Class / Range of Pay		Low	High
<b>Officials:</b>			
Mayor	Per Year		\$12,300.00
Council	Per Year		\$2,870.00
<b>Administration:</b>			
City Administration Officer	Per Year	\$50,000.00	\$66,950.00
Director of Operations	Per Year	\$65,000.00	\$95,000.00
City Clerk	Per Year	\$42,000.00	\$79,000.00
Asst. City Clerk	Per Hour	\$15.00	\$27.00
Event Coordinator	Per Year	\$45,000.00	\$63,000.00
Event Asst. Personnel	Per Hour	\$15.00	\$21.00
<b>Public Works:</b>			
Director	Per Year	\$42,000.00	\$79,000.00
Crew Leader	Per Hour	\$24.00	\$31.00
Laborer II	Per Hour	\$19.00	\$27.00
Laborer	Per Hour	\$15.00	\$24.00
<b>Police Department:</b>			
Police Secretary	Per Hour	\$10.50	\$25.00
Patrol Officer Recruit	Per Year	\$45,000.00	\$45,000.00
Patrol Officer	Per Year	\$47,000.00	\$76,000.00
Code Enforcement	Per Hour	\$15.00	\$20.00
Sergeant	Per Year	\$78,000.00	\$86,000.00
Investigator	Per Year	\$80,000.00	\$84,000.00
Lieutenant	Per Year	\$88,000.00	\$92,000.00
Chief of Police	Per Year	\$100,000.00	\$120,000.00
<b>Board Members:</b>			
P&Z Chair	Per Year		\$900.00
P&Z Member	Per Year		\$600.00
Board of Adjustments	Per Mtg.		\$25.00
Board of Ethics	Per Mtg.		\$10.00

**COMMONWEALTH OF KENTUCKY  
COUNTY OF CAMPBELL  
CITY OF COLD SPRING  
ORDINANCE NO. 25-1105**

**AN ORDINANCE AMENDING THE CITY OF COLD SPRING'S CODE OF  
ORDINANCES RE: PEDDLERS, ITINERANT MERCHANTS, AND  
SOLICITORS**

**Whereas**, the City of Cold Spring has established a Code of Ordinances, of which Title XI, Business Regulations, Chapter 111, Peddlers, Itinerant, Merchants, and Solicitors governing the City of Cold Spring.

**NOW, THEREFORE BE IT ORDAINED BY THE CITY OF COLD  
SPRING, COUNTY OF CAMPBELL, COMMONWEALTH OF KENTUCKY:**

*(Strikethrough portions are to be deleted, underlined portions are to be added  
as required by KRS 83A.060(3))*

**Section I**

The City of Cold Spring approves an amendment to the Code of Ordinances, Title XI, Business Regulations, Chapter 111, Peddlers, Itinerant, Merchants, and Solicitors as follows:

**CHAPTER 111: PEDDLERS, ITINERANT MERCHANTS, AND SOLICITORS**

**Section**

**General Provisions**

- 111.01 Definitions**
- 111.02 License requirement**
- 111.03 Application procedure**
- 111.04 Standards for issuance**
- 111.05 Revocation procedure**
- 111.06 Standards for revocation**
- 111.07 Appeal procedure**
- 111.08 Exhibition of identification**
- 111.09 House to house soliciting**

**Zero Knock List**

**111.15 Zero knock list; registration; availability of information on list**

**111.16 Prohibited home solicitation acts and practices**

**111.17 Claims alleging unsolicited home visits or calls made to persons on zero knock list - defenses**

**111.99 Penalty**

**§ 111.01 DEFINITIONS.**

For the purpose of this chapter the following definitions shall apply unless the context clearly indicates or requires a different meaning.

**BUSINESS.** The business carried on by any person who is an itinerant merchant, peddler, or solicitor as defined in this section.

**GOODS.** Merchandise of any description whatsoever, and includes, but is not restricted to, wares and foodstuffs. For purposes of this Section, “Goods” shall also include the offering of services.

**HOUSE TO HOUSE SOLICITATION.** House-to- house soliciting, selling, vending, peddling, or canvassing.

**ITINERANT MERCHANT.** Any person, whether as owner, agent, or consignee, who engages in a temporary business of selling goods within the city and who, in the furtherance of such business, uses any building, structure, vehicle, or any place within the city. This shall not apply to a person who has a valid lease and/or ownership to a parcel of property within the City for purposes of engaging in trade.

**PEDDLER.**

(1) Any person who travels from place to place by any means carrying goods for sale, or making sales, or making deliveries; or

(2) Any person who, without traveling from place to place, sells or offers goods for sale from any public place within the city.

A person who is a peddler is not an itinerant merchant.

**PERSON.** Every natural person, co-partnership, fiduciary, association, corporation, or self-employed person, firm, corporation, or other business entity without employees.

**SOLICITOR.** Any person who travels by any means from place to place, taking or attempting to take orders for sale of goods to be delivered in the future or for services to be performed in the future. A person who is a solicitor is not a peddler.

('82 Code, § 112.01) (Ord. 03-822, passed 10-27-03)

## **§ 111.02 LICENSE REQUIREMENT.**

(A) Any person who is an itinerant merchant, peddler, or solicitor shall obtain a license before engaging in such activity within the city.

(B) ~~The fee for the license required by this chapter shall be as set from time to time by the legislative body.~~ There shall be a single fee of \$25 for associated processing costs for each license obtained herein.

(C) No license issued under this chapter shall be transferable.

(D) All licenses issued under this chapter shall expire ninety (90) days after the date of issuance thereof.

('82 Code, § 112.02) Penalty, see § 111.99

## **§ 111.03 APPLICATION PROCEDURE.**

(A) All applicants for licenses required by this chapter shall file an application with the City Clerk. This application shall be signed by the applicant if an individual, or by all partners if a partnership, or by the president if a corporation. The applicant may be requested to provide information concerning the following items:

(1) The name and address of the applicant;

(2) (a) The name of the individual having management authority or supervision of the applicant's business during the time that it is proposed to be carried on in the city;

(b) The local address of such individual;

(c) The permanent address of such individual;

(d) The capacity in which such individual will act;

(3) The name and address of the person, if any, for whose purpose the business will be carried on, and, if a corporation, the state of incorporation;

(4) ~~The time period or periods during which it is proposed to carry on applicant's business~~ Verification that sales of goods shall only occur during the hours of 10:00 am and 6:00 pm;

~~—(5) (a) The nature, character, and quality of the goods or services to be offered for sale or delivered;~~

~~—(b) If goods, their invoice value and whether they are to be sold by sample as well as from stock;~~

~~—(c) If goods, where and by whom such goods are manufactured or grown, and where such goods are at the time of application;~~



~~—(6) The nature of the advertising proposed to be done for the business;~~

~~(7) (5) Certification that the applicant Whether or not the applicant, or the individual identified in division (A) (2) (a) above, or the person identified division (A) (3) have not been convicted of a felony. has been convicted of any crime or misdemeanor and, if so, the nature of each offense and the penalty assessed for each offense.~~

~~—(B) Applicants for peddler or solicitor licenses may be required to provide further information concerning the following items, in addition to that requested under division (A) above:~~

~~—(1) A description of the applicant;~~

~~—(2) A description of any vehicle proposed to be used in the business, including its registration number, if any.~~

~~—(C) All applicants for licenses required by this chapter shall attach to their application the following:~~

~~—(1) Two (2) letters of recommendation from any person residing or doing business in the city certifying the applicant's good moral character and business responsibility; or, in lieu of such letters, other evidence which may be used by the City Clerk to satisfy his duties under §§ 111.04;~~

~~—(2) If required by the city, copies of all printed advertising proposed to be used in connection with the applicant's business; and~~

~~—(3) If required by the city, credentials from the person, if any, for which the applicant proposes to do business, authorizing the applicant to act as such representative.~~

~~—(D) Applicants who propose to handle foodstuffs shall also attach to their application, in addition to any attachments required under division (C), a statement from a licensed physician, dated not more than ten (10) days prior to the date of application, certifying the applicant to be free of contagious or communicable disease.~~

~~—(E) Upon receipt of the application, the City Clerk shall cause a set of applicant's fingerprints to be taken and attached to the application, he shall also cause a picture of the applicant to be taken and to be attached to the application.~~

#### (6) Proof of valid City of Cold Spring Business License

('82 Code, § 112.03) Penalty, see § 111.99

### **§ 111.04 STANDARDS FOR ISSUANCE.**

(A) Upon receipt of an application, setting for all requirements set forth in Section 111.03, the City shall review an investigation of the applicant's business reputation and moral character shall be made.

(B) The application shall be approved upon compliance with Section 111.03 herein. ~~unless such investigation discloses tangible evidence that the conduct of the applicant's business would pose a substantial threat to the public health, safety, morals, or general welfare. In particular, tangible evidence that the applicant:~~

- ~~—(1) Has been convicted of a crime of moral turpitude; or~~
- ~~—(2) Has made willful misstatements in the application; or~~
- ~~—(3) Has committed prior violations of ordinances pertaining to itinerant merchants, peddlers, solicitors, and the like; or~~
- ~~—(4) Has committed prior fraudulent acts; or~~
- ~~—(5) Has a record of continual breaches of solicited contracts; or~~
- ~~—(6) Has an unsatisfactory moral character, will constitute valid reasons for disapproval of an application.~~

('82 Code, § 112.04)

#### **§ 111.05 REVOCATION PROCEDURE.**

Any license or permit granted under this chapter may be revoked by the City Clerk after notice and hearing, pursuant to the standards in § 111.06. Notice of hearing for revocation shall be given in writing, setting forth specifically the grounds of the complaint and the time and place of the hearing. Such notice shall be mailed to the licensee at his last known address, at least ten (10) days prior to the date set for the hearing.

('82 Code, § 112.05)

#### **§ 111.06 STANDARDS FOR REVOCATION.**

A license granted under this chapter may be revoked for any of the following reasons:

- (A) Any fraud or misrepresentation contained in the license application; or
- (B) Any fraud, misrepresentation, or false statement made in connection with the business being conducted under the license; or
- (C) Any violation of this chapter, or
- (D) Conviction of the licensee of any felony, ~~or conviction of the licensee of any misdemeanor involving moral turpitude; or~~
- (E) Conducting the business licensed in an unlawful manner or in such a way as to constitute a menace to the health, safety, morals, or general welfare of the public.

('82 Code, § 112.05)

#### **§ 111.07 APPEAL PROCEDURE.**

(A) Any person aggrieved by a decision under §§ 111.04 or 111.06 shall have the right to appeal to the legislative body. The appeal shall be taken by filing with the legislative body, within fourteen (14) days after notice of the decision has been mailed to such person's last known address, a written statement setting forth the grounds for appeal. The legislative body shall set the time and place for a hearing, and notice for such hearing shall be given to such person in the same manner as provided in § 111.05.

(B) The order of the City Council after the hearing shall be final.

('82 Code, § 112.07)

#### **§ 111.08 EXHIBITION OF IDENTIFICATION.**

(A) Any license issued to an itinerant merchant under this chapter shall be posted conspicuously in or at the place named therein. In the event more than one place within the city shall be used to conduct the business licensed, separate licenses shall be issued for each place.

(B) The City Clerk shall issue a license to each peddler or solicitor licensed under this chapter. The license shall contain the words "Licensed Peddler" or "Licensed Solicitor," the expiration date of the license, and the number of the license. The license shall be kept with the licensee during such time as he is engaged in the business licensed.

('82 Code, § 112.09) Penalty, see § 111.99

#### **§ 111.99 PENALTY.**

Whoever violates any provision of this chapter shall be guilty of a class B misdemeanor and/or fined not more than five hundred dollars (\$500). Each day's violation shall constitute a separate offense.

('82 Code, § 112.99)

#### **§ 111.09 HOUSE TO HOUSE SOLICITING.**

(A) All person(s) engaging in house-to-house solicitations within the city shall first register with the city prior to engaging in house-to-house solicitations within the city. A person may register on an annual basis. The application shall be set forth in Section 111.03. Solicitation as set forth herein, shall be defined as the sale of goods or services, consistent with Section 111.01 herein.

(B) No person shall engage in house-to-house solicitations in the city outside the hours of 910:00 a.m. to 76:00 p.m. ~~Monday through Friday~~.

(Ord. 03-822, passed 10-27-03)

## **ZERO KNOCK LIST**

### **§ 111.15 ZERO KNOCK LIST; REGISTRATION; AVAILABILITY OF INFORMATION ON LIST.**

(A) Any person may apply to the City Clerk in order to have his or her residential address listed on the zero-knock list, which shall be maintained by the City Clerk.

(B) The City Clerk may update the information on the list, but shall not remove the information unless requested to do so in writing by the applicant, or upon receiving notice that the given residential address is no longer held in the name of the applicant.

(C) Persons whose residential address appears on the zero-knock list shall not receive home solicitation except in accordance with the provisions herein.

(D) Information contained in a data base established for the purpose of administering a zero-knock list shall be used only for the purpose of implementing the zero-knock program in conformance herein.

(E) The zero-knock list shall be available at no cost to any person, firm, corporation, or other entity that is required to consult the list.

(1) The person, firm, corporation, or other entity requesting the list shall maintain the confidentiality of the information on the list.

(2) The person, firm, corporation, or other entity shall use the list only for the purpose of preventing home solicitation sales to persons whose residential address appears on the list.

(Ord. 04-829, passed 2-23-04)

### **§ 111.16 PROHIBITED HOME SOLICITATION ACTS AND PRACTICES.**

(A) Any person, company, firm, corporation or other entity is prohibited from making or causing to be made any unsolicited visit or call upon any residence in the city to peddle, sell, vend, solicit, promote, dispense, distribute, or otherwise convey any items or merchandise or offer to do any of the above acts at any residential address which appears in the current publication of the zero knock list maintained by the City Clerk. Any occupier of a residence in the city may notify the city and be placed on its zero-knock list, indicating the wish to not receive unsolicited home visits or calls by notification to the City Clerk.



(B) The zero-knock list shall be updated, published, and made available on a monthly basis. After each publication of the list, every person, company, firm, corporation or other entity who wishes to visit or call upon any residence in the city to peddle, sell, vend, solicit, promote, dispense, distribute, or otherwise convey any items or merchandise or offer to do any of the above acts at any residential address within the city shall be deemed to be on notice not to solicit any person whose address appears on the list, nor to make any unsolicited visit or call upon any listed residence.

(Ord. 04-829, passed 2-23-04)

#### **§ 111.17 CLAIMS ALLEGING UNSOLICITED HOME VISITS OR CALLS MADE TO PERSONS ON ZERO KNOCK LIST - DEFENSES.**

(A) Any claim or action alleging the making of an unsolicited home visit or call upon a person on the zero-knock list in violation of this subchapter shall be made in writing and verified by the claimant.

(B) In any action or claim alleging the making of an unsolicited home visit or call upon a person on the zero-knock list, it shall be a defense if the defendant obtains the current zero knock list in a timely manner and makes reasonable efforts to avoid calling on persons whose residential address appears on the list.

(C) It shall be a defense in any action or proceeding brought under this subchapter that the defendant has established and implemented, with due care, reasonable practices, and procedures to prevent home solicitation sales in violation with this subchapter.

(Ord. 04-829, passed 2-23-04)

#### **§ 111.99 PENALTY.**

(A) Whoever violates any provision of this chapter shall be guilty of a class B misdemeanor and/or fined not more than five hundred dollars (\$500). Each day's violation shall constitute a separate offense.

(B) Persons who fail to register and/or engage in house-to-house solicitations (§ 111.09) will be subject to a fine of \$100 per occurrence.

(C) Any person, company, firm, corporation or other entity including, but not limited to, a merchant, a salesperson, agent or representative of the merchant or salesperson, or any independent contractor, who violates §§ 111.15 through 111.17 shall be guilty of a Class B misdemeanor and shall be fined not more than fifty dollars (\$50) for the first offense and shall be fined not more than one hundred dollars (\$100) for any subsequent offense. Each unsolicited visit or call upon a listed residence shall constitute a separate offense. Each day upon which an unsolicited visit or call is made shall constitute a separate offense.



## Section II

That any section, or part of any section, or any provision of this Ordinance which is declared invalid by a Court of appropriate jurisdiction, for any reason, such declaration shall not invalidate, or adversely affect, the remainder of this Ordinance.

## Section III

This Ordinance shall take effect and be in full force when passed, published, and recorded according to law.

1<sup>st</sup> Reading - \_\_\_\_\_, 2025

Vote: \_\_\_\_\_, Yes, \_\_\_\_\_, No

2<sup>nd</sup> Reading - \_\_\_\_\_, 2025.

Vote: \_\_\_\_\_, Yes, \_\_\_\_\_, No

City of Cold Spring  
Campbell County, Kentucky

By: \_\_\_\_\_  
Angelo Penque  
Mayor

Attest:

\_\_\_\_\_  
Clerk



**Cold Spring City Council  
Caucus Agenda  
October 13, 2025  
Immediately following Special Council Meeting**

1. Call Meeting to Order and Emergency Exit Instructions
2. Prayer & Pledge
3. Additions/Deletions to Meeting Agenda
4. Citizen's Comments (*5 minutes per person*)
5. Recognition of Scheduled Guests –
6. Old Business
  - Discussion: Business Licenses and Occupational Taxes
7. New Business
8. Committee
9. Follow Up Citizen Comments (*5 minutes per person*)
10. Police Department Comment
11. Council Comments
12. Attorney Comment
13. Mayor Comments
14. Adjourn

**Figure 4. Business License & Occupational Tax Table 2025**

Locality	Tax/Fee Type	Tax Rate	Annual Tax "Cap"	Minimum License Tax/Fee	Maximum Annual Business License Tax/Fee
Campbell County	Fee	NA	NA	\$75	\$75
Alexandria City	Gross	.00075	\$33,333,333	\$100	\$25,000
Cold Spring City	Gross	See Fig. 5	\$5,000,000	\$25	\$1,500
Fort Thomas City	Net	.0125	NO "CAP"	\$25	NO MAXIMUM
Highland Heights City	Gross	.0035	\$2,857,143	\$75	\$10,000
Melbourne City	Fee	NA	NA	\$50	\$50
Southgate City	Gross	See Fig. 6	\$10,000,000	\$35	\$5,500
Wilder	Gross	.00075	\$53,333,333	\$50	\$40,000
Woodlawn City	Fee	NA	NA	\$50	\$50

**Figure 5. City of Cold Spring Business Tax Schedule 2025**

Total Gross Receipts		License Tax	
\$0.00	to	\$9,999.99	\$25.00
\$10,000.00	to	\$24,999.99	\$50.00
\$25,000.00	to	\$99,999.99	\$100.00
\$100,000.00	to	\$199,999.99	\$150.00
\$200,000.00	to	\$299,999.99	\$200.00
\$300,000.00	to	\$399,999.99	\$250.00
\$400,000.00	to	\$499,999.99	\$300.00
\$500,000.00	to	\$699,999.99	\$350.00
\$700,000.00	to	\$999,999.99	\$500.00
\$1,000,000.00	to	\$2,999,999.99	\$750.00
\$3,000,000.00	to	\$4,999,999.99	\$1,000.00
\$5,000,000.00	to	and over	\$1,500.00

**Figure 6. City of Southgate Business Tax Schedule 2025**

Total Gross Receipts		License Tax	
\$0.00	to	\$10,000.00	\$35.00
\$10,001.00	to	\$50,000.00	\$50.00
\$50,001.00	to	\$100,000.00	\$75.00
\$100,001.00	to	\$150,000.00	\$125.00
\$150,001.00	to	\$200,000.00	\$175.00
\$200,001.00	to	\$300,000.00	\$250.00
\$300,001.00	to	\$400,000.00	\$350.00
\$400,001.00	to	\$500,000.00	\$450.00
\$500,001.00	to	\$1,000,000.00	\$750.00
\$1,000,001.00	to	\$1,500,000.00	\$1,250.00
\$1,500,001.00	to	\$2,000,000.00	\$1,750.00
\$2,000,001.00	to	\$4,000,000.00	\$2,500.00
\$4,000,001.00	to	\$6,000,000.00	\$3,250.00
\$6,000,001.00	to	\$8,000,000.00	\$4,000.00
\$8,000,001.00	to	\$10,000,000.00	\$4,750.00
\$10,000,001.00		and over	\$5,500.00



**CAMPBELL COUNTY FISCAL COURT**  
**OCCUPATIONAL LICENSE OFFICE**

Website: [www.campbellcountky.gov](http://www.campbellcountky.gov) • Phone: (859) 292-3884 FAX 292-3827  
Office: 1098 Monmouth Street Rm. 319/320, Newport, KY • Hours: M-F 8:30 a.m. to 4:30 p.m.  
Mail correspondence to: P.O. Box 72958, Newport, KY 41072-9258

***Refer to "Tax Facts" for overview of Campbell County and Cities Occupational Tax rules:***

**CAMPBELL COUNTY & CITIES OCCUPATIONAL LICENSE**  
**2025 TAX RATES**

Campbell County Occupational License Office is the tax collection agent for Campbell County and the Cities of Alexandria, Cold Spring, Fort Thomas, Highland Heights, Melbourne, Southgate, Wilder, and Woodlawn (Refer to Figure 4).

***Figure 1. Quarterly Payroll Withholding Schedule***

Quarter End	Quarterly Payroll Return Due
March 31	April 30
June 30	July 31
September 30	October 31
December 31	January 31

***Figure 2. Locality Payroll Withholding Tax Table 2025***

Locality (All employees are subject to all 3 County Rates)	Tax Withholding Rate	Annual Wage "Cap"	Maximum Annual Tax Per Employee
<b>Campbell County Sr Citizens</b>	.0005	\$50,000	\$25
<b>Campbell County Mental Health</b>	.0010	\$176,100	\$176.10
<b>Campbell County General</b>	.0090	\$176,100	\$1,584.90
<b>Fort Thomas City</b>	.0125	NO "WAGE CAP"	NO MAXIMUM
<b>Alexandria City</b>	.0150	\$176,100	\$2,641.50
<b>Cold Spring City</b>	.0100	\$176,100	\$1,761
<b>Southgate City</b>	.0250	NO "WAGE CAP"	NO MAXIMUM
<b>Highland Heights City</b>	.0100	\$176,100	\$1,761
<b>Wilder</b>	.0225	\$176,100	\$3,962.25

***Figure 3. Business License & Occupational Tax Year Table***

Tax Year End	Annual CC-3 Return Due	License Renewal Year
January 31	May 15	May 16 to May 15
February 28	June 15	June 16 to June 15
March 31	July 15	July 16 to July 15
April 30	August 15	August 16 to August 15
May 31	September 15	September 16 to September 15
June 30	October 15	October 16 to October 15
July 31	November 15	November 16 to November 15
August 31	December 15	December 16 to December 15
September 30	January 15	January 16 to January 15
October 31	February 15	February 16 to February 15
November 30	March 15	March 16 to March 15
December 31	April 15	April 16 to April 15