

City of Crescent Springs
Regular Council Meeting Minutes
December 11, 2017 - 7:00 pm

The regular meeting of the Crescent Springs City Council was called to order by Mayor Lou Hartfiel at 7:00pm. The meeting began with a prayer led by Mayor Hartfiel followed by the pledge of allegiance.

Roll call showed the following council members present – Matt Zeck, Christie Arlinghaus, Mike Daugherty, Bob Mueller and Tom Vergamini. Also present were City Clerk Susan Laws, Assistant City Clerk April Robinson, City Administrator George Ripberger, City Attorney Joe Baker, and Dewey Krohman of Public Works. Councilman Carter Dickerson was not present for the meeting.

APPROVAL OF MINUTES

The minutes for the November 13, 2017 meeting were not approved due to the fact they were not distributed. These minutes will be approved at the next meeting.

FIRE AUTHORITY REPORT

No Report.

FINANCE REPORT

Revenues through November 2017 are 1.6 million which compares to last year's revenue of 1.5 million. Insurance Premium taxes are \$338,000 compared to \$188,000 last year due to taxes received from a couple of life insurance policies. Payroll gross receipts are down approximately \$40,000 leaving total revenue up about \$100,000.

Administration expenses are down from last year. 2016 – 2017 expenses were \$330,000 and expenses this year are \$229,000. Last year there were a number of one-time expenses such as \$50,000 in gross receipts the City received in error which had to be repaid to the City of Erlanger. \$42,000 was used for street projects and by last year this time the annual audit had been paid whereas this year's audit has yet to be paid.

Public Works expenses are \$23,000 which is down from last year's expenses of \$45,000.

Capital Improvements are \$0 and \$39,000 last year.

Safety Services are \$620,000 compared to \$599,000 last year due to the Police contract and the cost of services increase each year.

Debt is down \$20,000 in payments.

Overall expenses are \$1.1 Million compared to \$1.3 Million last year. Net Income is \$531,000 compared to \$282,000 last year. So far, through the first five months, the City is in good financial shape.

There was a meeting with BB&T Bank, the City's financial institution. The City's account structure was discussed during the meeting and improvement options were offered by BB&T. It was recommended that the Capital Improvement account be closed and the current balance of \$3480 be transferred to the General Fund.

A bank resolution will need to be written in order to remove Susan Laws from all banking and add April Robinson as soon as April is sworn in as City Clerk / Treasurer. The City's check signers

need to be updated as well. Susan Laws will be removed and April Robinson added. The new list of check signers will be Matt Zeck, Christie Arlinghaus, Lou Hartfiel and April Robinson. Investments were also discussed. Municipality funds must be collateralized. BB&T suggested other investment options that would benefit both the City and the bank. Certificates of deposit rates and insured cash sweeps were the two options discussed. Both are secure and agree with the City's Investment Policy.

Mr. Zeck spoke about fraud protection which would protect against check & ACH fraud. All information from the meeting with BB&T will be discussed at the next finance committee meeting and recommendations will then be presented to council.

Taxes Paid by Credit Card:

Bob Mueller presented council with "Website Pay Activity" detail. This paper was a recap of credit card transactions for items such as property taxes and shelter rentals. The card usage from this year to last was compared. Approximately 10% of transactions are made by credit card. Mr. Mueller stated he would like to see the payment method advertised more and an increase in these type of transactions.

PUBLIC WORKS REPORT

Dewey Krohman reported the following:

- The park has been closed
- Park water has been turned off
- Grills, tables and garbage cans have been placed in storage
- Furnaces been serviced at the park, public works garage and city building
- Leaves have been cleaned up on the streets and from the catch basins to prevent blockage.

CITY ADMINISTRATOR

Mr. Ripberger reported that the Planning Commission had met last Thursday. The City applied for a map and text amendment including the area of Hazelwood, Ritchie, and Schmidt Lane. The map amendment changed the Limited Highway Services Zone, Neighborhood Commercial Zone, Professional Office Zone in that area to a Mixed Commercial Use Zone. The zone change also allows for an estimated additional forty-four (44) uses. The text amendment changed the IP zone adding additional uses. A proposal is expected for the old Schmidt Poultry property. There were questions in the IP zone regarding portable storage units and this has been addressed in the text amendment.

The amendments were presented to the planning commission and they both passed unanimously. These changes will be presented to council by Andy Videkovich with PDS on January 8, 2017.

MAYOR'S REPORT

No Report.

OLD BUSINESS

Attorney Joe Baker conducted the second reading of **Ordinance 2017-13** amending section 114.40 regarding hours when alcoholic beverages may be sold. Matt Zeck motioned to approve Ordinance 2017-13. Christie Arlinghaus seconded the motion. **Motion passed unanimously.**

NEW BUSINESS

Mr. Baker conducted the reading of **Municipal Order 2017-17** appointing April Robinson as City Clerk/Treasurer. Mike Daugherty made a motion to approve the Municipal Order. Matt Zeck seconded the motion. All were in favor. **Motion carried.**

Mr. Baker conducted the reading of **Municipal Order 2017-18** appointing non-elected officers and members of city boards and authorities for 2018. Bob Mueller made a motion to approve the Municipal Order. Mike Daugherty seconded the motion. All were in favor. **Motion carried.**

Mr. Baker conducted the reading of **Municipal Order 2017-19** appointing representatives, boards and committees for 2018. Matt Zeck made a motion to approve the Municipal Order. Bob Mueller seconded the motion. All were in favor. **Motion carried.**

Mr. Baker conducted the reading of **Resolution 2017-9** authorizing the Mayor to enter into a contract with the State of Kentucky for the construction of sidewalks on Short Amsterdam Road. There was discussion the sidewalk grant. The grant is for approximately \$760,000. Resolution 2017-9 references the amount of \$85,000. The referenced funds are for the engineering designs, of the sidewalk only, in phase I. Phase II will require another resolution in order to appropriate the required funds needed for construction.

The grant has been awarded to Crescent Springs, Villa Hills and Kenton County combined. Crescent Springs is the lead agency for the project. Funds will be received from Villa Hills and Kenton County for their share of the project.

Crescent Springs, as lead agency, will put out needed "RFP" Request for Proposals. A committee will be formed from representatives of the three involved agencies. This committee will review incoming "RFP's", score and select the needed service providers, and then seek approval of the provider from Frankfort.

Mike Daugherty made a motion to approve the Resolution. Christie Arlinghaus seconded the motion. All were in favor. **Motion carried.**

COMMENTS

Mike Daugherty questioned the police contract. He asked if Villa Hills was now recommending six (6) officers as Mayor Callery had mentioned in the newspaper or was it a misquote. Mr. Daugherty's understanding was that the contract stated five (5) officers were required. It was determined that Mayor Callery was misquoted in the article.

ADJOURNMENT

Tom Vergamini made a motion to adjourn. Christie Arlinghaus seconded the motion. All were in favor. **Motion passed.** The meeting was adjourned at 7:36pm.

ATTESTED BY:



April C. Robinson, Assistant City Clerk/Treasurer



Lou Hartfiel, Mayor

Approved: January 8, 2018