

**City of Crescent Springs**  
**Regular Council Meeting Minutes**  
**January 8, 2018 - 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, Carter Dickerson and Tom Vergamini. Also present were City Clerk April Robinson, City Attorney Mike Baker, and Dewey Krohman of Public Works.

**APPROVAL OF MINUTES**

Christie Arlinghaus made a motion to approve the minutes of the **December 11, 2017 Regular Council Meeting**. Mike Daugherty seconded the motion. **Motion passed unanimously.**

Matt Zeck made a motion to approve the minutes of the **December 18, 2017 Special Meeting Minutes**. Mike Daugherty seconded the motion. **Motion passed unanimously.**

**CITY AUDIT PRESENTATION**

Matt Zeck introduced Jim Sparrow with Rankin & Rankin.

Mr. Sparrow discussed the audit report for fiscal year ending June 30, 2017 with Council. He directed Council to page one of the report being the “*Independent Auditor’s Report*”. He stated the following from this report listed on page one.

- We have audited the accompanying financial statements of the governmental activities as of and for the year ended June 30, 2017.
- Management is responsible for the preparation and fair presentation of these financial statements in accordance with accounting principles generally accepted in the United States of America.
- Our responsibility is to express opinions on these financial statements based on our audit.
- We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our audit opinions.

Mr. Sparrow then read the *Opinions* paragraph on page three which is a continuation of the same report.

In our opinion, the financial statements referred to above present fairly, in all material respects, the respective financial position of the governmental activities, each major fund and the aggregate remaining fund information of the City of Crescent Springs, Kentucky, as of June 30, 2017, and the respective changes in financial position, and, where applicable, cash flows thereof for the year then ended in conformity with accounting principles generally accepted in the United States of America.

Mr. Sparrow stated, “This is an unqualified opinion which means there are no qualifications or exceptions to our opinion on your financial statements. It is the highest level of opinion that a CPA firm renders on financial statements.”

Page 5 shows financial highlights for the city.

- The City's cash balances decreased \$119,022 compared to the prior year and the total fund balances decreased \$30,210.
- Revenue from taxes increased by \$4,128 whereas revenue from payroll, insurance and license fees decreased by \$27,058.
- Overall expenditures decreased \$221,465, primarily in the public works/capital outlay department.

Page 8 gives a comparison of the last two fiscal years.

- Total revenues for fiscal year ending 2016 were \$2,647,222
- Total revenues for fiscal year ending 2017 were \$2,506,859
- Revenues were less for 2017 due to the 2016 loan being considered revenue
- Charges for services increased for 2017 due to a special event the city held (Music Fest)
- Total expenditures for fiscal year ending 2016 were \$2,758,534
- Total expenditures for fiscal year ending 2017 were \$2,537,069
- Expenditures decreased in 2017 due to a reduction in expenses such as street repairs

Page 9 discusses the City's debt

- The City does not have any long term debt.
- An equipment loan for a public works truck will be paid off in 2017-2018 and at that time the City will have no debt.

Page 11 Statement of Net Position

- The statement is intended to present the City's financial statements in a businesses like presentation.
- Capital assets are shown which generally include City Buildings, Parks, Police and Fire Equipment.
- Liabilities shown generally include mortgages which the City does not have.
- The City does have a net pension liability in the amount of \$601,541. This is the City's allocated share of the CERS (County Employee Retirement System) pension fund. This number is low compared to other cities because Crescent Springs does not have hazardous employees. Police and Fire are contracted out.
- It is not anticipated that the City would have to pay this amount but it could represent the fact that the City's contribution amount to CERS (County Employee Retirement System) may increase.

Pages 13 & 14 are traditional government financial statements that do not include fixed assets and long term debt.

Page 13

- Cash is \$1,650,934
- The fund balance was \$1,810,905

Page 14

- Total revenues were \$2,506,859
- Total expenditures were \$2,537,069
- Fund Balance beginning 2016-2017 was \$1,944,102
- Fund balance ending 2016-2017 was \$1,913,892
- The expenditures and income were very close to what was budgeted for the year.

Matt Zeck commented on page 37 of the report listed as Schedule of Findings and Responses. Mr. Zeck stated the City is small with limited staff. The City does take measures to ensure segregation of duties and checks and balances. The City does require two signatures on checks and has a member of the finance committee review the books at the end of each month.

### **FIRE AUTHORITY REPORT**

Mike Daugherty reported that he is the chair for the Fire Authority this year. The chair position rotates between Villa Hills and Crescent Springs each year.

A contract was signed for a new ambulance at a cost of \$205,000.

A report should be received in January regarding the billing for the unincorporated areas.

### **FINANCE REPORT**

Matt Zeck commented on the audit presentation. He said the audit report continues to show the City is in good financial shape and essentially debt free due to the council being good stewards of the taxpayer's money.

The finance committee is looking at small, short term investments. Information regarding possible investments will be shared with council in the near future.

### **PUBLIC WORKS REPORT**

Dewey Krohman reported the following:

- Christmas trees are being collected for recycling at the park and ride. Approximately 200 trees have already been collected
- Christmas decorations are being taken down
- There have been a couple of snowfall which have presented no issues
- Approximately 75 tons of salt have been used
- Some minor repairs had to be made on a couple of trucks

### **CITY ADMINISTRATOR**

No report.

### **MAYOR'S REPORT**

Information was given to Council regarding being a Kentucky Veterans Hall of Fame City. Mayor Hartfiel explained that the City would nominate a Veteran to go into the Hall of Fame once a year.

The Mayor expressed that he would like for the City to become a Kentucky Hall of Fame City.

Christie Arlinghaus asked for the nomination deadline and stated the information could be placed in the City's newsletter. Matt Zeck agreed with being a Hall of Fame City considering a Veterans Memorial was located in the City park.

**OLD BUSINESS**

Zone change on small area study – Alex Kopelman, PDS

Mr. Kopelman reported the text amendment was heard before the Kenton County Planning Commission. There was no one in opposition to the text amendment and the Planning Commission gave a unanimous recommendation to approve the text amendment.

Attorney Mike Baker requested clarification on the changes. It was determined that churches are permitted in the zone as well as residents being permitted to keep their houses or sell them as private residences. Residents are not required to sell their property commercially.

Tom Vergamini questioned whether businesses coming into the new zone would have to submit a development plan before proceeding. This issue will be reviewed and added to the text amendment if necessary.

Attorney Mike Baker conducted the first reading of **Ordinance 2018-1**, which adopts the approval of the Kenton County Planning Commission regarding the text amendment, adopting the proposed changes to the small area study, changes to the IP-1 zone and creating a MC zone.

Villa Hills Police Chief Bryan Allen addressed Council.

Christie Arlinghaus questioned the availability of spots for new recruits at DOCJT for training. Chief Allen stated there were spaces available in April and the new recruit will be scheduled for that time as soon as a drug test can be provided by DOCJT. This individual will fill the first opened position in the department and three applicants will be testing January 10<sup>th</sup> for the second position. These two applicants will be hired January 17<sup>th</sup>. There are two more officers the department is considering. One is a Military police officer, who may be hired in April, as a lateral and will not have to attend the academy. The other is a lateral who will most likely be hired in May. Due to availability of academy spaces the department may be short one officer July 1<sup>st</sup>. This will be covered by scheduling and overtime.

Chief Allen requested the police service changeover be conducted beginning at 10am Wednesday, June 27<sup>th</sup> due to July 1<sup>st</sup> being a Sunday. Not everyone involved is available on a Sunday. 911 lines will need to be moved from Erlanger Dispatch to Kenton County Dispatch. Cincinnati Bell needs to be involved as well.

Attorney Mike Baker conducted the second reading of **Ordinance 2017-14** authorizing the Mayor to execute a contract with the City of Villa Hills, Kentucky to provide Police Services.

Matt Zeck motioned to approve **Ordinance 2017-14**. Bob Mueller seconded the motion.

Roll Call Vote Taken.

Mr. Dickerson	Yes	Mr. Zeck	Yes
Mr. Mueller	Yes	Ms. Arlinghaus	No
Mr. Vergamini	No	Mr. Daugherty	No

3 Yes, 3 No, Mayor Hartfiel broke the tie with a yes vote and the **Motion passed**.

## NEW BUSINESS

Attorney Mike Baker stated his office conducted a title exam on three lots to be donated to the City by Robert & Michelle Marshall. The property addresses are 734 Riverwatch, 738 Riverwatch and 1779 Highwater Road. There were no issues found.

Mike Baker conducted the reading of **Municipal Order 2018-1** authorizing the Mayor to acquire a donation of approximately four (4) acres of property (734 Riverwatch, 738 Riverwatch and 1779 Highwater Road) to be used as a recreational area.

Mike Daugherty made a motion to approve **Municipal Order 2018-1** with the amendment of the property use being for a “conservation or recreational area”. Carter Dickerson seconded the motion. **Motion passed unanimously.**

## COMMENTS

Christie Arlinghaus questioned the status of the City’s economic development. Bob Mueller stated the City received a statement of work from Jim Parsons which had been reviewed by the attorney, signed by the Mayor and returned.

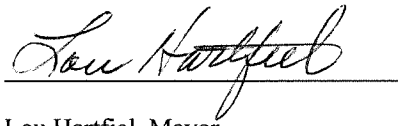
## ADJOURNMENT

Mike Daugherty made a motion to adjourn. Carter Dickerson seconded the motion. All were in favor. **Motion passed.** The meeting was adjourned at 8:04pm.

### ATTESTED BY:



April C. Robinson, Clerk/Treasurer



Lou Hartfiel, Mayor

Approved: February 12, 2018