

**City of Crescent Springs**  
**Regular Council Meeting Minutes**  
**January 14, 2019 - 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 – Patrick Hackett, Chad Longbons, Christie Arlinghaus and Bob Mueller. Carter Dickerson and Vincent Albanese were not in attendance. 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 10, 2018 Regular Council Meeting**. Chad Longbons seconded the motion. **Motion passed unanimously.**

**CITY AUDIT PRESENTATION**

Jim Sparrow with Rankin & Rankin presented council with the 2016-2017 city audit.

Mr. Sparrow discussed the audit report for fiscal year ending June 30, 2018 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, 2018.
- 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, 2018, 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 increased \$68,472 compared to the prior year and the total fund balances increased \$95,975.
- Revenue from taxes increased by \$39,810 as well as revenue from payroll, insurance and license fees increased by \$194,057.
- Overall expenditures increased \$107,937, spread over all departments but decreased in capital outlay and debt payment.

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

- Total revenues for fiscal year ending 2017 were \$2,506,859
- Total revenues for fiscal year ending 2018 were \$2,740,981  
This reflects an increase of revenue of \$240,000. Taxes accounted for \$40,000 of that increase and licenses and permits \$183,000. Licenses and permits are primarily your payroll and earnings tax. The insurance premium tax is in that category as well.
- Total expenditures for fiscal year ending 2017 were \$2,537,069
- Total expenditures for fiscal year ending 2018 were \$2,645,006  
This is an increase of \$108,000 which is about a 5% increase from the prior year. The debt service went from \$61,000 down to \$39,000.

Page 9 discusses the City's debt

- Revenues were \$72,000 more than the budget mainly due to the increases in licenses and permits.
- Expenditures were \$17,000 less than the budget which ended with an increase in the fund balance of \$89,784.
- Expenditures were less than the year budgeted and revenues more. That is a good outcome.
- The City at the end of 6/30/2018 had \$34,816 in outstanding debt. The debt was for vehicles purchased. The city is very fortunate that you have no significant debt.

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

Page 13

- Cash is \$1,719,676
- The fund balance was \$1,925,474. Most of your fund balance is made up of cash with a small amount of receivables and payables.

Page 14

- Total revenues were \$2,740,981
- Total expenditures were \$2,645,006  
There was an excess of expenditures over revenues of \$95,975
- Fund balance ending 2017-2018 was \$2,009,867

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The city is small and has a small number of people working in the finance area. As always in this circumstance there is a lack of ability to have segregation of duties. The auditor said he spoke to the finance committee last month and they discussed this. The Mayor and two council members currently sign checks and a finance member reviews the books.

## **FIRE AUTHORITY REPORT**

Fire Chief Jeff Wendt reported that the yearly report had been distributed.

- There were 1406 dispatches for 2018. That was an increase of 112. Runs increase about 10% every year.

- There was a \$1.3 million dollar loss this year. The average is \$600,000. Villa Hills had a \$1.2 million dollar house that was struck by lightning. The house burned for two hours before the fire department was notified resulting in a total loss. There was also a house fire on River Road which was a total loss due to lack of water. If it would not have been for those two fires the department would have been at a normal yearly loss of about \$70,000.
- Average dispatch to on scene time is 4 minutes.
- There were seventy-seven ambulance calls to Bromley. The fire department contracts with that city.
- St Elizabeth announced a statistic that in the first time in five or six years drug overdoses have gone down. While this is true, the department has noticed that they treat an overdose patient on scene with narcan and then the patient refuses to go to the hospital. These refusals would explain why the statistics are showing the number decreasing. Overdoses are still a problem.
- Chief Wendt discussed the staffing of the second ambulance. From 6am to 6pm there are two paramedics at the fire department and six to eight EMT's. During this time the staffing of both ambulances is covered. There is a problem with the staffing during the night time hours. The second ambulance is covered by volunteers and most of the time there is not a volunteer paramedic to cover. \$90,000 in increased funding has been requested to obtain coverage for the second ambulance.
- Chief Wendt discussed the need for a new firehouse and said the current building needs some serious work. He said that Patrick Hackett and Christie Arlinghaus recently toured the current building. A new building would cost approximately \$4.5 million dollars. Land is not a problem due to the fire department owning a lot behind the current building. Most of the damage done to the trucks over the past thirty years has been due to backing them into the garages. The plan for a new firehouse would include entering from Western Reserve and pulling into the building. When call are received trucks would then exit the firehouse and pull out onto Overlook. This will reduce the damage to equipment quite a bit.

Mayor Hartfiel asked if there were any further discussions on the fire authority moving to a fire district. Chief Wendt stated they had looked at doing so but the cities would lose their control. Currently Villa Hills and Crescent Springs have a majority of the say. If they moved to a fire district a board would be created and the members would be appointed by the judge.

Christie Arlinghaus asked if someone was pushing the issue. Chief Wendt stated no one was pushing the issue and that the problem was finding a way to fund a new fire house. He said they could triple their budget, and tax \$2 per \$1000 as a fire district, but once you reach the \$2 per \$1000 tax you cannot charge anymore. He said there are fire districts in Kenton County that are struggling because they have reached the maximum and cannot get any more money.

Mr. Mueller asked if bond sales could fund the project. Mr. Jim Cahill (fire authority board member) approached council and responded that the cities of Crescent Springs and Villa Hills need to form a committee to discuss funding of a new building and the option of a fire district. He also stated that the City of Villa Hills did not want to give up their control and move to a fire district.

Chief Wendt mentioned that Crescent Springs could use their franchise fee to fund the new firehouse and Villa Hills could set up the same type fee. The cities could also raise their insurance premium tax rates.

Christie Arlinghaus told council members they should see the firehouse if they had not recently. She stated that there were holes in the ceilings and holes in the walls. The tracks for the garage doors look like they are rusted and the shower facilities are lacking.

Chief Wendt said that the six employees that are in the building at night sleep in a meeting room where their beds flip up into the walls. He said it was not ideal and that the fire department in 1975 was designed for volunteers; not for a large department.

## **FINANCE REPORT**

Matt Zeck stated he would give a six month finance report at caucus. He discussed the use of the franchise fee to pay for new LED lighting on Buttermilk and Anderson Roads. Duke Energy has provided a proposal for these two projects, however, Mr. Zeck is not finished with his cost analysis. He stated he needed more information since he did not know the number of light poles that would be replaced compared to the number that currently exist. In order to find the time period for payback you need to know what you are replacing and the information has not been provided. Mr. Zeck will contact Duke Energy to inquire on the poles that will be replaced.

## **POLICE REPORT**

Chief Bryan Allen reported the following:

- There was an increase in calls this month but nothing major stood out.
- The closing rate of the departments cases is 92.5%
- Working with the owner/landlord of a house on Terra Cotta to have the house and property cleaned up. There has also been another arrest connected with the case involving this property. This arrest brings the total for this case to six.
- The department has located a K-9 which should arrive in the next couple of weeks. The dog is coming from Czechoslovakia. It is a 22 month old black German Sheppard. It is a dual purpose dog that will be used for patrol work and drugs.

Bob Mueller added that when the city was looking for proposals for a police contract, Villa Hills said they would like to be able to provide a K-9, and the department has come through.

Christie Arlinghaus questioned why the dog had to come from Czechoslovakia. Chief Allen responded that the dog is from a really good blood line and the chances of something going wrong with the dog is very slim. Sheppards usually have problems with their hips. This dog has already been certified in Germany and will be an outstanding dog. Chief Allen said he also has experience with other dogs from the same provider. None of the dogs acquired from the provider have ever had an issues.

Chief Allen said the dog would be certified as a German working dog and in the National Working Dog Association. The more certifications a dog has the better the outcome of court cases.

## **PUBLIC WORKS REPORT**

Dewey Krohman reported the following:

- Christmas decorations are all down and put away for the season
- Christmas tree recycling is taking place at the park and ride until January 16th

- Duke Energy will notified public works that they are going to take out some trees in the park that have the ash borer issue free of charge due to the proximity of them to the power lines. This will be done in the next couple of weeks
- There have been a couple of snowfalls in which we had trucks slide off the road. They had to be towed out.
- Two of the trucks had lines break and need to be repaired

## **MAYOR'S REPORT**

The Mayor said that a list of projects in the city was sent to council via email. He asked them to call if there were any questions regarding any of the projects.

## **OLD BUSINESS**

Craig Bohman (City Administrator for Villa Hills) addressed council. During the last budget process Villa Hills requested \$20,000 from the City of Crescent Springs to assist them in the replacement and re-signalization of the traffic lights at the intersection of Buttermilk and Collins Roads. This is a very busy intersection and it is not entirely in the City of Villa Hills. A portion of this intersection is within the City of Crescent Springs so Villa Hills cannot do the project by themselves. A traffic impact study was done in connection with the Sanctuary development showed 20% of the projected future traffic that flows through the intersection is going to be coming from Meadowood and the back of Sierra which is all located in Crescent Springs. There are a lot of side impact accidents at this intersection. The proposed reconstruction would have each side of the intersection move at different times and allow a double left hand turn from Collins to Buttermilk. Villa Hills request was approved in Crescent Spring's budget contingent on Crescent Spring's council making an actual authorization for the expense closer to the project taking place. A timeline for reconstruction was distributed by Mr. Bohman. Bayer-Becker is the engineer for the project which can be completed in six months' time. Mr. Bohman once again asked council to support Villa Hills in completing this project.

Mayor Hartfiel asked what the projected start date was. Mr. Bohman replied the project is scheduled to begin in May.

Mr. Mueller asked for the total project cost and the sources of funding. The original quote for the project was \$100,000. Villa Hills was responsible for \$80,000 and Crescent Springs \$20,000. The cost has gone up but Villa Hills is not requesting more from Crescent Springs. Engineering costs have risen \$35,000 and additional costs maybe incurred for lane striping. Villa Hills has asked the state for \$50,000 in discretionary support but have not received an answer.

Mayor Hartfiel asked Bob Mueller to fill the new council members in on the past council's discussions of this topic. Bob Mueller commented that the traffic accident reports are lower than you would think but if you added in the "near misses" the numbers would be through the roof. Traffic studies were conducted in order to figure the cost for each city. He stated the last council felt this was a fair estimate and a fair request. Council approved the line item expense in the budget but agreed that when the time came a vote would be needed to expense the funds for the project. Christie Arlinghaus questioned the flow of traffic going into Villa Hills and whether or not that traffic backup had been considered. Craig Bohman will look into this.

Patrick Hackett asked if the City of Crescent Springs would be required to maintain the lights if something were to go wrong. Mr. Bohman responded that because KYTC standards and equipment the state will take over maintenance.

Patrick Hackett will attend any meetings involving the traffic light reconstruction in order to be inform of how Crescent Springs would be affected.

Bob Mueller asked when the City would need to remit payment for the reconstruction. Mr. Bohman responded that it would be most likely by the end of the fiscal year.

The \$20,000 request for traffic light reconstruction will be on the February agenda.

### NEW BUSINESS

Mr. Wessels from Wessels Properties Inc. has requested the City to vacate right-a-way at 2516 Sierra due to the extension of Crescent Ridge Court having being eliminated.

A house is being built on lot 19 and excess right-of-way can be vacated. Mr. Baker stated an order would have to be drafted for a vote after a legal description and plat are obtained.

Attorney Mike Baker discussed the US Bank property on Buttermilk Pike. Starbucks is looking into purchasing the building and they have been in contact with PDS in order to see what needed to be done in order to make the property work for their business. A text amendment is needed in order for them to have a small dining area outside. Also, changes will be made so the zone will compare with the MC zone of the Ritchie and Hazelwood area in regards to parking. An application will need to be made for this text amendment.

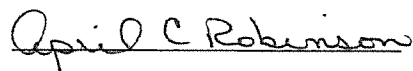
### COMMENTS

Notes: 1/16 Finance Meeting  
1/21 Economic Development  
1/28 Caucus Meeting  
2/6 Events & Recreation

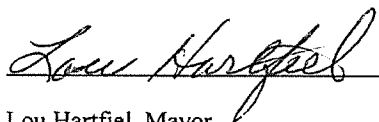
### ADJOURNMENT

Christie Arlinghaus made a motion to adjourn. Patrick Hackett seconded the motion. All were in favor. **Motion passed.** The meeting was adjourned at 7:53pm.

### ATTESTED BY:



April C. Robinson, Clerk/Treasurer



Lou Hartfiel, Mayor

Approved: February 11, 2019