

City of Crescent Springs
Regular Council Meeting Minutes
March 11, 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, Carter Dickerson, Christie Arlinghaus, Vincent Albanese and Bob Mueller.

Also present were City Clerk April Robinson, City Attorney Mike Baker, and Dewey Krohman of Public Works.

Fire Chief Jeff Wendt, Police Chief Bryan Allen and Finance Chair Matt Zeck were present to give monthly reports.

APPROVAL OF MINUTES

Patrick Hackett questioned the February 11, 2019 minutes. The February 4, 2019 Special Meeting is listed as a Regular Meeting. “Regular Meeting” will be changed to “Special Meeting”.

Carter Dickerson made a motion to approve the minutes of the **February 11, 2019 Regular Council Meeting** as amended. Patrick Hackett seconded the motion. **Motion passed unanimously.**

FIRE AUTHORITY REPORT

Fire Chief Jeff Wendt reported the following:

- 81 squad calls for February, 155 year to date which is up 16 from last year
- 50 fire calls for February, 112 year to date which is up 16 from last year
- The fire department’s budget was sent to the City. The increase this year is due to the addition of a full time paramedic. Crescent Springs increase will be \$38,257, Villa Hills \$57,386, Bromley \$3700 and the assessment for unincorporated areas will increase from 61 cents per thousand to 75 cents per thousand.
- There was a structure fire on Enid in February which was mentioned at the last meeting. The department also assisted Erlanger and Edgewood with fires in February.

Carter Dickerson asked if the number of heroin overdoses has changed. Chief Wendt replied that the number has not changed.

Chief Wendt and Assistant Chief Foltz will be attending a conference in Chicago on fire station design. They have visited firehouses in Cincinnati and plan on visiting some others for ideas.

Chief Wendt asked the Mayors of both Crescent Springs and Villa Hills to form a committee for the discussions of a new firehouse.

FINANCE REPORT

Matt Zeck distributed a draft version of the eighth month financials to council.

Revenues to date were \$1.9 million versus \$2 million the prior year. The insurance premium taxes are down about \$157,000. There was a large receipt from an insurance premium tax last year that was not anticipated for this year. Gross receipts are down about \$50,000. The utilities franchise fee is up roughly 10 percent.

Health/life/dental insurance shows expenses for February and March. The March expense will be removed. Public Works expenses are up this year due to purchases of a bobcat, lawnmower, radar units and the restroom project in the park.

There is savings in safety services due to the contract with the Villa Hills Police Department. The dispatch expense has moved off of the City's expense statement since a fee is now being charged to the residents on their county tax bills. Total revenue year to date is \$203,000 compared to \$274,000 the prior year. Administration and public works payroll is up \$44,000 which is 12% year over year.

The budget process will begin soon. Mr. Zeck stated that during this process we will have to keep greater payroll expenses and the \$38,000 fire department increase in mind since there is no adjustment to be made to increase revenue.

POLICE REPORT

Chief Bryan Allen reported the following:

- There were 586 calls for the city. 15 crimes, 26 accidents, 56 citations and 85 warnings
- A new page has been added to the monthly report. This is the case offense crime summary
- The department has begun heavier patrols on Buttermilk, for the school zone, and Western Reserve for speeding
- Most of the accidents that occur in Crescent Springs are located between Anderson Road and the interstate. The traffic lights have been changed out at the intersection of Anderson and Buttermilk but it is not known when the state plans to install the proposed median barrier in the area of Walgreens.
- There was a federal investigation of a doctor in town for prescribing a large amount of a certain drug

Christie Arlinghaus asked about the drug activity in the apartment complexes. Chief Allen stated that they are still monitoring the areas and did have another arrest last week. He said that when arrests are made the department notifies the landlords. Chief Allen went on to explain that it would be a huge help if the city would adopt regulation that would require landlords to register with the city.

The new K-9 will be on the street around May 1st.

Chad Longbons asked about the new radios. Chief Allen responded that there are towers that need to be built and towers that need to be rebuilt. They need to test the radios with leaves on the trees and solve the issues of no reception inside of schools. Once the new system is turned on the old radio system will no longer be functional.

PUBLIC WORKS REPORT

Dewey Krohman reported the following:

- The department repaired a concrete slab in front of the doors at the firehouse
- They are getting ready to open the park
- A list of street projects is being compiled.

MAYOR'S REPORT

A listing of the City Improvements Survey results was distributed to council.

The Mayor asked if there were any comments about the resident survey results.

Carter Dickerson replied that it was a wide variety of feedback and asked if council would include any of the ideas for this coming year's budget.

Christie Arlinghaus suggested the use of the survey results at a strategy session before the budget process begins.

Bob Mueller mentioned needed street repairs on Riverwatch. Dewey Krohman said Riverwatch would have been repaired this year but a couple of major repairs came up that needed to be handled instead.

Christie Arlinghaus said there were a lot of survey comments requesting the city to take over the roads in Emerald Springs. She went on to say that those roads are not up to subdivision standards. Ms. Arlinghaus asked if the city has ever made any repairs on a street that was not up to standards. The answer was no. Carter Dickerson asked if the city had ever taken over any streets that were not up to standards. The answer was no. The Mayor stated that the rule has always been that if a private street is brought up to standards then the city would take it over. Ms. Arlinghaus said she believed a lot of work was going to be needed on the streets in Emerald Springs. Patrick Hackett said he lives in Emerald Springs and does not believe they want the city to take over all of the streets. They want the city to take over the streets but they want to continue plowing them. Vince Albanese asked why the city would want to incur the expense of taking over the streets in Emerald Springs. Mr. Hackett said Emerald Spring's argument is that the residents there pay taxes and should have police, fire and street services. He asked if there was a compensation mechanism for the residents since they are not receiving street services but paying for them. Villa Hills because of their car tax picked up all of Steamboat with no conditions and offered the same thing to Prospect. Prospect allowed the city of Villa Hills to take over the major drive. Mr. Hackett said these were private streets that have been picked up by a city and that Emerald Springs has heard about it because the properties have the same management company. Mr. Hackett said he would attend one of the Emerald Springs HOA meetings to see if he can find out exactly what they are looking for the city to do.

OLD BUSINESS

Attorney Mike Baker stated he had spoken to the developer of the US Bank site. There is still interest in the site by a company although there are a few details they need to sort through that have to do with the fact that the state will soon be placing a median barrier on Buttermilk in front of the US Bank property. Mike Baker asked the developer to let the city know when their client makes a decision so the city can act on a text amendment to be approved for this property's zone. If a decision is made, and the client decides to move forward, it has been requested that the plans for the site be presented to council at a meeting.

Mike Baker attended a Planning Commission meeting last week regarding new cell tower regulations. Kenton County has adopted changes to their cell tower policy in response to the FCC

ruling. One of the changes is a very limited time frame in which to approve/disapprove applications under the ruling. Mr. Baker stated it would be a good idea to forward any applications the city receives to PDS for review.

NEW BUSINESS

Mike Baker read **Municipal Order 2019-4** APPROVING A MARKETING AGREEMENT WITH UTILITY SERVICE PARTNERS PRIVATE LABEL, INC., DBA SERVICE LINE WARRANTIES OF AMERICA

Vince Albanese asked if the agreement could be terminated at any time. Mike Baker stated the term of the agreement was three years. Mr. Albanese asked if we really wanted the city's logo on the advertising materials. Carter Dickerson asked what the city's compensation was for the agreement. The city will be compensated fifty cents per warranty product purchased per month. Vince Albanese asked what the city's liability was and Mike Baker responded that there was an indemnification clause in the contract.

Christie Arlinghaus made a motion to approve **Municipal Order 2019-4**. Chad Longbons seconded the motion. All were in favor. **Motion passed.**

Mike Baker conducted the **first reading of Ordinance 2019-1** ADOPTING THE 2019 S-28 SUPPLEMENT FROM AMERICAN LEGAL PUBLISHING CORPORATION OF CINCINNATI, OHIO OF THE CODE OF ORDINANCES TO THE CITY OF CRESCENT SPRINGS, KENTUCKY

Mike Baker conducted the **first reading of Ordinance 2019-3** VACATING 1,305.7191 SQUARE FEET PARCEL TO RESERVE AT MEADOWOOD, LLC, ON SIERRA DRIVE

Mayor Lou Hartfiel stated that the Mayor form of government allows the Mayor to hire and fire anyone in the administration section of the city. He stated he did hire someone and then found that the consent of council was needed. The Mayor asked for the Municipal Order to be read before Ordinance 2019-2 on the chance that council does not approve the appointment of Mike Daly. If the Municipal Order is not approved then there would be no reason to change the Ordinance.

Carter Dickerson questioned whether or not we needed a part-time city administrator and if a part-time position was best for the city. He said, "You have to spend money to make money and that someone needed to be at the wheel full-time to be on top of your potential. A part-time position seems less beneficial." Mayor Hartfiel responded that he had talked to George Ripberger about the position before he retired. Mayor Hartfiel explained that the city is about 95% built out. George Ripberger was the full-time city administrator and he didn't believe the city needed a full-time administrator going forward. Christie Arlinghaus mentioned discussions about hiring a consultant and asked how the administrator and consultant would work together. Mayor Hartfiel stated that his plans were to hire George Ripberger as a consultant but he cannot talk to him about it until sometime in April. Carter Dickerson said it made sense to bring back the person that did the job previously. Christie Arlinghaus asked what job duties the administrator and consultant would have and if the consultant would be training the new administrator. Mayor Hartfiel responded that the consultant would be training the new administrator on zoning but other than that Mike Daly (new administrator) could handle the rest. He also stated that Mr. Daly had managed twenty-two police officers and a budget of 3.5 million dollars. The Mayor stated Mr. Daly was capable of it and that

he had a Masters degree and a Bachelors degree. Ms. Arlinghaus asked if Mr. Daly had experience with zoning, code enforcement and things like that. The Mayor responded, no. Ms. Arlinghaus asked if the consultant would be training the new administrator on all of these tasks and if the consultant's position would cease when finished. The Mayor responded that he wanted the consultant to take care of zoning and special projects. Carter Dickerson asked the Mayor if he was trying to break the full-time administrator's position into two part-time positions. The Mayor responded, yes and stated that George Ripberger's pay with benefits was \$104,000 per year. Mr. Dickerson asked if the idea was to match that amount with the two new people. The Mayor responded, no, that it would be \$40,000 less than that so he was saving the city \$40,000. Vince Albanese stated that he agreed with the Mayor in that having a part-time guy was a great idea and if the job gets too big you are not out anything. He said that you only call a consultant when you need them so it won't cost the city anything to have a consultant. It will cost you when you need them and it won't cost you when you don't need them.

Christie Arlinghaus asked if the consultant would be for an as needed basis or if the consultant would be signing a contract with the city for X amount of hours during a certain period of time. The Mayor responded, "right, he will work so many hours per week". Ms. Arlinghaus asked if the administrator was going to work five hours a day, five days a week. The answer was yes. Ms. Arlinghaus stated that there were meetings at night and the city would have to keep track of those hours because only 100 hours can be worked in a month. The Mayor said he felt the hours would be easy to manage because Mike Daly cannot work more than that because it would affect his pension. Carter Dickerson asked what would happen if more hours were needed. The Mayor responded that if it got to that point the city would have to look at a full-time administrator but he feels that Mike Daly will be able to handle everything in twenty-five hours a week.

Ms. Arlinghaus mentioned discussions of the small area study and the need for someone to market the city. She wanted to know who would take on this task. The Mayor responded that the small area study would fall under special projects. Carter Dickerson asked who would run the special projects. The Mayor responded that George Ripberger would. He said that both Mike Daly and George Ripberger can do special projects but he intends to ask George Ripberger to do it. The Mayor said he would have Mr. Ripberger work two days a week. Both Mr. Dickerson and Ms. Arlinghaus asked if there would be any issues with communication between the two positions. Ms. Arlinghaus asked if the consultant position was completely freelance. The Mayor responded that the consultant would be paid hourly. Ms. Arlinghaus asked if he would be paid by the hour and handle his own taxes like all consultants do. The Mayor confirmed this. She then asked if someone would be setting his hours and the Mayor stated he would set the hours. Ms. Arlinghaus informed council that the city cannot set the hours for a consultant because at that point they would be considered an employee. Carter Dickerson asked what the city was going to do if the consultant we hire decides to retire again and the city cannot find a replacement. Vince Albanese asked that council try it and if there are issues they can work it out down the road.

Christie Arlinghaus said that up until December she thought the City already had a full-time administrator named. The Mayor asked why she thought that and she stated that was what she was told. Carter Dickerson stated George (Ripberger) told them. Ms. Arlinghaus said that in December it was a full-time position and now all of the sudden it is part-time. She said that "if George said it is part-time, then I guess it is part-time".

Mike Baker read **Municipal Order 2019-3** APPOINTING MICHAEL DALY AS CITY ADMINISTRATOR OF THE CITY OF CRESCENT SPRINGS, KENTUCKY

Chad Longbons asked if the ordinance had to be approved before the municipal order. Attorney Mike Baker responded that Mike Daly cannot begin employment until the ordinance is passed and is effective. Christie Arlinghaus stated the municipal order should be tabled until the ordinance is passed and asked why it was being done in this order. The Mayor said he wanted to get him (Mike Daly) started working. Mr. Baker stated Mr. Daly could not begin work until after the second reading and passage of the ordinance. Christie Arlinghaus explained that in order to keep the normal processes in place she felt that the municipal order should be tabled. She said that the second reading of the ordinance should be approved before reading and voting on the municipal order. A special meeting could take place in order to achieve this. The Mayor then called for a consensus on a date for a special meeting.

Christie Arlinghaus made a motion to **table Municipal Order 2019-3** until the next special meeting and have that on the agenda of the special meeting. Carter Dickerson seconded the motion. All were in favor. **Motion passed.**

Mike Baker conducted the **first reading of Ordinance 2019-2** AMENDING THE CITY'S PERSONNEL POLICY AND PROCEDURES TO MODIFY THE SALARY RANGE AND STATUS FOR THE POSITION OF CITY ADMINISTRATOR

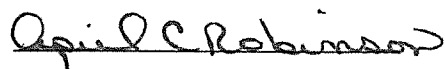
COMMENTS

Notes: 3/20 Finance Meeting
3/25 Caucus Meeting
4/3 Events & Recreation

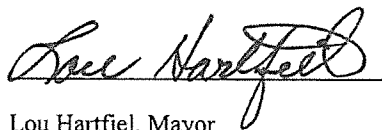
ADJOURNMENT

Vince Albanese made a motion to adjourn. Patrick Hackett seconded the motion. All were in favor. **Motion passed.** The meeting was adjourned at 8:35pm.

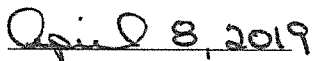
ATTESTED BY:



April C. Robinson, Clerk/Treasurer



Lou Hartfiel, Mayor

Approved:  8, 2019