

City of Crestview Hills, Kentucky  
Special Council Meeting  
2021 Goal Setting (Go-To Virtual Meeting)

Saturday, January 23, 2021

9:00-12:00 Noon

Agenda

- I. Call to Order- Mayor Paul W. Meier called the meeting to order with the Pledge of Allegiance and silent prayer.
- II. Roll Call- The roll was called to determine a quorum.
  1. Mr. Kramer-present (4) Mr. McKinley-present
  2. Ms. Luebbe-present (5) Mr. Wise-present
  3. Mr. Dorsey-present (6) Mr. Ruehl-present
- III. Introductions of Elected Officials and City Staff
- IV. Approval of Council Committee Assignments-the Council Committee assignments have been made, the Mayor advised members can switch if they would like. Ms. Luebbe made a motion to accept the Committee assignments, Mr. Wise seconded. Motion carried with all ayes and no opposing votes.
- V. Updates
  - a. 2020 Goals and Objectives – a presentation was made on this subject.
  - b. KYTC and Turkeyfoot Road-Mayor, Ms. Luebbe, Mr. McKinley; Kentucky Transportation Cabinet (KYTC) identified the need to improve the traffic flow on Turkeyfoot Road at the intersection of Thomas More Parkway and Town Center Boulevard. KYTC initially hired Gresham Smith to look at the intersection and come up with some plans. OKI had also presented drawings that indicated the removal of several homes. KYTC held a public meeting in December 2019 where residents were able to provide input, however the COVID-19 pandemic necessitated virtual meetings. KYTC is looking at moving Thomas More Parkway north into the lake area and installing a new Town Center Boulevard between the residents of College Park Dr. and the rear of the bank and office building. This option has been met with some opposition because residents don't wish to have that in their backyards. Genie Wambaugh and Tim McKinley have gone out to residents to provide information. Residents are not happy with having a connecting road between the end of Campus Drive and the new road. There is a website for anyone that would like to review the proposed changes, it is [www.improvingturkeyfootroad.org](http://www.improvingturkeyfootroad.org).
  - c. City Finances-Mr. TJ Holtman, Finance Officer
    - i. Current State of City Finances-The current position of the City's finances shows revenue streams are still coming in very strong even though there were concerns due to COVID-19. The City was projecting revenues being down 25 to 30%; however, as of now the City is only down between 7 and 8%. The net profits will be received at the end of the fiscal year; there is a potential that businesses' net income may be reduced due to COVID. Mr. Holtman noted that he is not getting any indication these numbers will be down from

previous years. The City will be renegotiating contracts in the near future for Fire/EMS services with Edgewood and Fort Mitchell which could potentially mean the increase of public safety costs. Mayor Meier noted the contract will be up in a year and that it usually is a 4% increase, but that has changed to 12% in recent years.


- ii. Business Taxes and County Collections-Mr. Holtman noted revenue streams appear to be strong compared to what was projected due to COVID-19 and the business taxes have also been strong. Mr. Holtman noted difficulties with Kenton County Occupational Licensing and their systems; indicating the technology is not up to date and the information has to be collected through two different systems making the collection of data more difficult for analytical review. The City cannot see or does not have access to certain information. Incoming City Administrator Mattingly acknowledged the difficulties and hopes that future collections will be more efficient and noted that Kenton County has promised to make improvements in this area.
  - iii. Net Profits vs. Gross Receipts-Through the gross receipt evaluations, it was noted that retail and medical offices were going to be paying more than small businesses. Through the analysis of this information, Mr. Holtman noted gross receipts would require businesses paying their fair share under gross receipts versus net profits. It is Mr. Holtman's position is that gross receipts capture every business to ensure that they will be contributing based on their gross revenues. The Mayor noted that State and County are based on net profits, however Cities are allowed to do gross receipts.
  - iv. Accounting Software Update - Mr. Holtman noted the current system used for property taxes (Quickbooks) is not the ideal system to use; noting the City is need of a new accounting software. He will present the two options to incoming City Administrator Alex Mattingly to review and to determine the appropriate path to go down for the new accounting software. This might be a budget amendment for this year with a potential of this being an item for next year's budget. Mr. Dorsey inquired whether this new software will allow the City to break away from the County Occupational License Collections, if necessary; Mr. Holtman noted the software does have the capability of doing that.
  - v. Financial Management Policies- Mr. Holtman and Mr. Klein have reviewed some of the accounting policies and investment policies. Mr. Holtman noted that the City of Florence has a robust finance policy guide that that can be used as a template for the City of Crestview Hills.
- d. Management Partners Report of Funding on Police Authority – Mayor Meier noted the current model used to fund the Police Authority was implemented in the 1990s. At the City's request, Management Partners reviewed multi-jurisdictional boards and did interviews in which it was concluded the current funding formula is not optimal. The key factor is calls for service; Management Partners felt that calls for service, administration costs and investigation costs as well as overhead costs should be equally paid by Lakeside Park and Crestview Hills. The proposed formula indicates an increased cost for Lakeside Park. Mr. Kramer noted that he would like to preserve the Police Authority and does not wish to contract with bigger agencies in the area. Both Mr. Kramer and Mr. Dorsey noted the formula from thirty years is outdated and proposes the new model be shared with Lakeside Park. Mr. Dorsey also noted

because of the partnership with Lakeside Park, the department has access to more services such as crime scene investigation.

- e. City Building HVAC System – Mayor Meier noted the current HVAC System is over fifteen years old. The current system is difficult to regulate in which the heat regulators on the rooftop units have been replaced approximately six to ten years ago. In the early part of January, KLH Engineers did an analysis of the HVAC system to determine whether or not it needs to be replaced. Larry Klein noted that a report recommendation is expected at the end of January. Ms. Luebbe inquired about the process of paying for such a project, the Mayor noted there are proper procedures in place the City has to follow, such as bidding for projects.
- f. Centre View Park Completion- Former City Administrator Tim Williams collaborated with St. Elizabeth to come up with land that St. Elizabeth was not utilizing. Centre View Park was created and completed at the end of last year through donations from St. Elizabeth and several other companies. Donations did not cover the first phase costs, and the Mayor noted the next phase of the plan was to also include a shelter, a few picnic tables and electric access. Mr. Holtman reported on the amounts due to the contractor that constructed the park. Mr. Dorsey noted that he would not have an issue with spending money from the recreation account however he would like to see projected numbers of the costs. TJ Holtman noted the recreation budget is a little over \$100,000, however \$50,000 of that budget is for the summer concerts.
- g. City Concert-The City is planning on moving the concerts to Thomas More University. Republic Bank and other sponsors indicated they will stay on as sponsors for 2021. TJ Holtman noted he has received an email from the production company inquiring about what they have been doing at their venues during COVID-19. The company sent back a video showing their plans for concerts; layouts of six feet separation sections that are partitioned off throughout the site. In the past, the concerts have been from 8pm to 11pm; the Mayor proposed the concerts start at 7pm and end at 10pm due to the lack of lighting at the new location. Ms. Luebbe suggested if food will be offered that the concerts, that they should start even an hour earlier than suggested time. Mr. Wise inquired whether or not the City would consider doing one or two concerts instead of three. Mr. Kramer inquired about crowd control and whether or not we will have issues with that. Mr. Dorsey noted that if a younger crowd is drawn to the concerts then the beer tents will be a major change to the concerts. Mr. Klein also noted the beer tents will have to be discussed with Thomas More University due to their policies from the Diocese. Mr. Wise noted his concern with the beer tents; however, the Mayor noted that beer was brought in the coolers when the concerts were held at the Town Center and there were no issues. Mr. McKinley also discussed the idea of drive-up concerts. Mr. Mattingly inquired whether or not deposits would be lost if the concerts would be cancelled. TJ Holtman noted that it would be about \$15,000.00 of deposits lost and the City is also under contract with Republic Bank for a sponsorship. Mr. Dorsey recommended that Holtman should contact the companies to see if they will extend their deposits to next year. Several Council members expressed concerned of the safety of those attending and asked the City to contact the companies to see if they will extend their commitments to 2022. Mr. Dorsey asked that final discussions on the concerts for 2021 take place at the February City Council meeting.

- h. Additional CARES Act Funds-The City received the first disbursement of CARES Act money in July in the amount of \$235,000, and the second disbursement was received in December for \$75,000. Mayor Meier has instructed City to staff to possibly purchase three MAC laptops for members to use for remote work by staff. Mr. Wise inquired if the City will receive additional funds in which TJ noted that it depends on future legislation.
  - i. Change Date for Business Appreciation Luncheon from Spring to Fall-Mr. Dorsey recommended that this event be postponed to the fall. Mr. Holtman recommended the possibility of having individuals picking up lunch from the Pocket Park and returning back to work.
  - j. Vehicular and Pedestrian Lighting for Dixie Highway-This recommendation as presented by former City Administrator Tim Williams; the costs of this project was approximated at \$200,000 in total. Mr. Wise is in support of the project moving forward; Mr. Dorsey would like to receive feedback from the State.
- VI. Mayor's State of the City Address and 2021 Goals and Objectives
- VII. Other Issues and Ideas to Discuss and Consider
- a. Additional Sidewalk Repair-The City has maintained the sidewalks over the last few years. There are no upcoming projects slated in the budget, the Mayor recommends any issues be reported to the City.
  - b. Long Term Plan for Street Maintenance-The City is looking at hiring CT Consultants to come up with a long range street plan for maintenance.
  - c. Turkeyfoot Road Project Amenities- KYTC has requested the City make decisions of what type of lighting will be placed on the street after the completion of the project. The City will be responsible for cost for the lighting.
  - d. RKG Economic Development Strategy Report- The timeline to receive the results of this study was discussed.
- VIII. Process of Ranking of Priorities (gives City staff direction for 2021)
- IX. Adjournment at 11:40 a.m. Mr. Kramer made a motion to adjourn, Mr. Dorsey seconded. Motion moved with all ayes and no opposition.

APPROVED:

  
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Paul W. Meier, Mayor

ATTEST:

  
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Sanela Dautovic, City Clerk