



**Florence City Council
Special Meeting
Tuesday, December 7, 2021
6:00 p.m.**

MINUTES

The City Council of the City of Florence, Kentucky, met in special session on Tuesday, December 7, 2021, at 6:00 p.m. at the Florence Government Center, 8100 Ewing Boulevard, Florence, Kentucky, with Mayor Diane E. Whalen presiding as chair.

CALL TO ORDER & WELCOME:

Mayor Diane E. Whalen called the special meeting to order and declared the meeting open for the presentation of items on the special meeting agenda.

ROLL CALL:

The roll was called, and the following five (5) members of council were registered present: Mel Carroll, J. Kelly Huff, David A. Osborne, Patricia Wingo and Gary Winn. Absent was Dr. Julie Aubuchon (Vice-Mayor) (present at 6:03 p.m.).

Staff members present were: Assistant City Attorney, Dale T. Wilson; CFO/HR, Linda Chapman; Chief of Police, Tom Grau; Fire/EMS Chief, Rodney Wren; Business & Community Development Director, Joshua Hunt; Public Services Director, Eric Hall; City Clerk, Melissa Kramer; and Police Officer, Derrick Lynn.

The following were also present in the audience: The River City News Reporter, Trisha Scheyer; and observer, Thomas Judd.

APPROVAL OF MINUTES:

Mayor Whalen called for a motion to approve the minutes of the November 16, 2021, special meeting. Councilmember Huff motioned to approve the minutes with a second from Councilmember Winn. **All councilmembers present voted aye.**

**DISCUSSION AND POSSIBLE ACTION – BUDGET AMENDMENT & AUDIT REPORT:
ORDINANCE O-23-21:**

Mayor Whalen called upon Linda Chapman, CFO/HR, with regard to the Budget Amendment. Ms. Chapman provided an update with regard to the Budget Amendment #2 and noted that there were several changes mainly due to carryovers for budgeted operating and capital items and incorporation of the prior year audited fund balance amounts from the fiscal year 2021 year-end audit.

Ms. Chapman identified the General Fund including revenues and increase in the grants receipts for the ARPA grant funds received. The next adjustment was in the departmental expenditures for personnel services which were increased due to the pay plan adopted in September. Additionally, there were increases in capital outlay in all departments and city projects for carryover amounts from the FY 2021 budget which were not completed due to COVID-19 or placed on hold in 2021.

With regard to the Infrastructure Fund, Ms. Chapman noted an increase of \$489,000 for the Center Street Sidewalk grant project which was reflected in both the revenues and expenditures. The increases for the Houston Road and Weaver Road projects were carryovers. Additionally, the Water and Sewer Fund, were adjusted to reflect the changes due to the pay plan adopted in September.

Councilmember Carroll inquired with regard to the purchase and use of the Church of Scientology Parking Lot. Business and Community Development Director, Joshua Hunt, stated an appraisal had been performed and discussions are ongoing.

No further discussion or questions were needed. Therefore, Councilmember Wingo made a motion to take action on Ordinance O-23-21 with a second from Councilmember Aubuchon. **All councilmembers present voted aye.**

Mayor Whalen read Ordinance O-23-21. An Ordinance of the City of Florence, Kentucky, amending the budget for the 2021-2022 Fiscal Year of the City (Amendment #2).

The purposes of this amendment are: (a) to reflect an increase in General Fund Revenues for the ARPA grant funds received; (b) to reflect an increase in General Fund Expenditures for an increase in personnel services due to the new pay plan adopted in September; (c) to reflect an increase in General Fund Capital Outlay for all departments and city projects due to carryover amounts from the FY 2021 Budget; (d) to reflect an increase in Infrastructure Fund Revenues for the Center Street sidewalk grant project; (e) to reflect an increase in Infrastructure Fund Expenditures for the Center Street sidewalk grant project, Houston Road project, and Weaver Road project; (f) to reflect an increase in Water/Sewer Fund Expenditures for personnel services due to the new pay plan adopted in September; and (g) to reflect an increase in Fund Balances to reflect the ending fund balance amounts per the June 30, 2021 year-end audit report.

Mayor Whalen called for a motion to approve the first reading of Ordinance O-23-21. Councilmember Winn motioned to approve, with a second from Councilmember Huff. **All councilmembers present voted aye.**

With regard to the Comprehensive Annual Financial Report – Year-end June 30, 2021, Ms. Chapman referenced page 2 of the report, the Auditor’s opinion, which stated: “In our opinion, the financial statements...present fairly, in all material respects, the respective financial position of the City of Florence as of June 30, 2021...in accordance with accounting principles generally accepted in the United States of America”.

Ms. Chapman referenced the auditor's report documenting the Internal Controls and Compliance: Internal, no material weakness or significant deficiencies noted; Compliance – no instances of non-compliance. Additionally, Internal Control and Compliance over the Expenditure of Federal Funds noted no instances of lack of internal controls or non-compliance with Uniform Guidance requirements over the expenditure of Federal Funds.

The auditor's correspondence to those in charge of governance stated that there were no audit adjustments, no disagreements with management or difficulties in performing the audit, significant accounting estimates for depreciation and CERS noted, and no comments to provide to management.

The City Wide Debt Comparison included all fund types identified as current liabilities, debt for pension and OPEB liabilities, and long term debt. The long term debt decreased as a result of paying off two bonds the previous year.

Ms. Chapman identified the Revenues and Expenditures for the Governmental Funds and the Proprietary Funds. She noted expenses continue to increase in the health and dental claims. Revenues by all Governmental Funds and Proprietary Funds were reviewed. Expenditures by Department of all Government Funds including Admin had a decrease of 18%; Police increased 3%; Fire increased 23%; Public Services decreased 6% and the debt service increased. Expenditures of all Proprietary Funds included a Water and Sewer increase of 1%; Health and Dental increased 31%; and Golf Course increased 21% which was a result of their 64% increase in revenues which caused an increase in expenditures.

DISCUSSION AND POSSIBLE ACTION – OKI REAPPOINTMENT:
MUNICIPAL ORDER MO-15-21:

Mayor Whalen advised that Councilmember Winn had agreed to continue to serve on the board and she thanked him for his willingness to continue to serve. Councilmember Huff made a motion to take action on Municipal Order MO-15-21 with a second from Councilmember Aubuchon. **All councilmembers present voted aye.**

Mayor Whalen read Municipal Order MO-15-21 approving the reappointment of Gary Winn to the Board of Directors of Ohio, Kentucky, and Indiana Regional Council of Governments (OKI).

Mayor Whalen called for a motion to approve Municipal Order MO-15-21. Councilmember Osborne motioned to approve Municipal Order MO-15-21 with a second from Councilmember Wingo. **Council approved 5-0, with an abstention by Councilmember Winn.**

DISCUSSION AND POSSIBLE ACTION – BOONE COUNTY PLANNING COMMISSION REAPPOINTMENTS:

Mayor Whalen advised that Janet Kegley, Charlie Rolfsen and Tom Szurlinski have served on the commission and have agreed to continue to serve. Councilmember Wingo made a motion to take action on Municipal Order MO-16-21, Municipal Order MO-17-21, and Municipal Order MO-18-21, with a second from Councilmember Osborne. **All councilmembers present voted aye.**

MUNICIPAL ORDER MO-16-21:

Mayor Whalen read Municipal Order MO-16-21. A Municipal Order approving the reappointment of Janet Kegley to the Boone County Planning Commission as a member appointed by the City of Florence, Kentucky for a four (4) year term.

Mayor Whalen called for a motion to approve Municipal Order MO-16-21. Councilmember Carroll motioned to approve Municipal Order MO-16-21 with a second from Councilmember Aubuchon. **All councilmembers present voted aye.**

MUNICIPAL ORDER MO-17-21:

Mayor Whalen read Municipal Order MO-17-21. A Municipal Order approving the reappointment of Charlie Rolfsen to the Boone County Planning Commission as a member appointed by the City of Florence, Kentucky for a four (4) year term.

Mayor Whalen called for a motion to approve Municipal Order MO-17-21. Councilmember Carroll motioned to approve Municipal Order MO-17-21 with a second from Councilmember Huff. **All councilmembers present voted aye.**

MUNICIPAL ORDER MO-18-21:

Mayor Whalen read Municipal Order MO-18-21. A Municipal Order approving the reappointment of Tom Szurlinski to the Boone County Planning Commission as a member appointed by the City of Florence, Kentucky for a four (4) year term.

Mayor Whalen called for a motion to approve Municipal Order MO-18-21. Councilmember Huff motioned to approve Municipal Order MO-18-21 with a second from Councilmember Osborne. **All councilmembers present voted aye.**

Mayor Whalen stated she appreciated the commission appointments willingness to continue to serve.

**DISCUSSION AND POSSIBLE ACTION – FLORENCE BOARD OF ADJUSTMENT
AND ZONING APPEAL APPOINTMENT:**
MUNICIPAL ORDER MO-19-21:

Mayor Whalen advised as a result of Kenny Vaught’s appointment as a Florence appointee on the Boone County Planning Commission, a vacancy was created on the Florence Board of Adjustment and Zoning Appeals. Lila Huff expressed an interest in filling the vacancy and the term would expire on June 30, 2024. Mayor Whalen advised she consulted with the Assistant City Attorney, Dale Wilson, and Lila’s appointment would create no conflict of interest.

No further questions or discussion were needed. Councilmember Winn made a motion to take action on Municipal Order MO-19-21 with a second from Councilmember Wingo. **All councilmembers present voted aye.**

Mayor Whalen read Municipal Order MO-19-21. A Municipal Order approving the appointment of Lila Huff to the Florence Board of Adjustment and Zoning Appeals to fill the unexpired term of Kenny Vaught.

Mayor Whalen called for a motion to approve Municipal Order MO-19-21. Councilmember Winn motioned to approve Municipal Order MO-19-21 with a second from Councilmember Carroll. **Council approved 5-0, with an abstention by Councilmember Huff.**

ADJOURNMENT:

There being no further business to come before Council, Mayor Whalen called for a motion to adjourn the Special Meeting. Councilmember Huff so moved, with a second from Councilmember Winn. **Councilmembers present voted aye**, the time being 6:24 p.m.

APPROVED:

/s/ Diane E. Whalen
Diane E. Whalen, Mayor

ATTEST:

/s/ Melissa Kramer
Melissa Kramer, City Clerk

