

**CAMPBELL COUNTY, KENTUCKY, FISCAL COURT
MINUTES**

May 24, 2023

The Campbell County Fiscal Court held a public hearing and a special meeting, on Wednesday, May 24, 2023, at 5:30 PM, at the Campbell County Administration Building, 1098 Monmouth Street, Newport, Kentucky. Campbell Media recorded the public hearing and the special meeting and broadcasted both on the Campbell Media website.

In Attendance:

County Judge/Executive, Steve Pendery
County Commissioner, Geoff Besecker
County Commissioner, Tom Lampe
County Commissioner, Brian Painter

County Attorney, Steve Franzen
County Administrator, Matt Elberfeld
Fiscal Court Clerk, Janie Patterson
Finance Director/Treasurer, Laura Lewis
Assistant County Administrator, Kim Serra
Police Chief, Craig Sorrell

Public Hearing

Judge/Executive, Steve Pendery called the Public Hearing to order at 5:30 PM.

The purpose of the Public Hearing was to obtain public comments about the possible uses of County Road Aid (CRA) and Local Government Economic Assistance (LGEA) funds.

Finance Director/Treasurer, Laura Lewis lead the Public Hearing. She asked the court if there were any comments to make about possible uses of County Road Aid (CRA) funds, and there were none. She then asked if there were any comments to make about possible Local Government Economic Assistance (LGEA) funds, and there were none.

Being as there were no public comments, Finance Director/Treasurer, Laura Lewis adjourned the Public Hearing at 5:32 PM.

Special Meeting

Judge/Executive, Steve Pendery asked for a moment of silence followed by the Pledge of Allegiance.

Roll Call

Following roll call, a quorum was declared present.

Minutes

Judge/Executive, Steve Pendery requested a motion to approve the minutes from the Fiscal Court regular meeting on May 3, 2023. Motion was made to approve the regular meeting minutes from May 3, 2023 by Commissioner Geoff Besecker, seconded by Commissioner Brian Painter. All voted “Aye” and the motion passed.

Guests

Judge/Executive, Steve Pendery introduced special guest, Finance Director/Treasurer, Laura Lewis to present the budget for Fiscal Year 2024.

Finance Director/Treasurer, Laura Lewis introduced members of the Finance Department who were also present: Financial Systems Analyst, Travis Lilley and Business Analyst, Greg Fassler. She reviewed the outline of topics that she would be covering in detail which included:

- Budget Themes / Assumptions
- Fiscal Year 2023 Budget vs. Projection
- Fiscal Year 2024 Budget Overview
 - Fiscal Year 2024 Budget vs. Fiscal Year 2023 Budget
 - Key Budget Assumptions
 - Future Financial Considerations
 - Fiscal Year 2024 Budget by Fund

Finance Director/Treasurer, Laura Lewis stated that government is a service business, therefore the largest expense for the Fiscal Court is personnel.

Finance Director/Treasurer, Laura Lewis stated there are many factors that cause the Fiscal Court budgeted expenditures to grow each year, but it is mostly driven by market conditions.

Finance Director/Treasurer, Laura Lewis stated the Finance Department has strict internal controls in place to prevent fraud. She explained there is a transparency tool called Open Gov that is available and accessible to the public, and that current and past budget information are both available on the Campbell County website campbellcountky.gov.

Judge/Executive, Steve Pendery stated that Campbell County does not have an exclusive pension program for employees. He explained that we are participants in a state-run pension arrangement that is controlled by a pension board who determines the amount of money that is actuarially required to properly run the pension plan. This board decided to reduce the pension contribution both this year and next year for a fund

that is short of cash. Judge/Executive Steve Pendery wanted to make it clear that this decision is not the County's doing. He thanked the Finance Director/Treasurer Laura Lewis and her staff.

Finance Director/Treasurer, Laura Lewis thanked Judge/Executive Steve Pendery, Commissioners, elected County officials, County Administrator, Assistant County Administrator, the Finance Department, and her predecessor.

Commissioner Geoff Besecker thanked Finance Director/Treasurer, Laura Lewis and her staff for their countless hours. He stated her narrative spoke truth in the fact costs are rising, we don't know when we will get the things that have already been purchased, and we need to hire good quality staff.

Commissioner Tom Lampe thanked Finance Director/Treasurer Laura Lewis and her staff and said he may have comments and questions for the second reading of the budget ordinance.

New Business

Fiscal Court Clerk, Janie Patterson presented new business.

R-50-23

Fiscal Court Clerk, Janie Patterson read Resolution R-50-23 which adopts and approves the execution of a County Road Aid Coop Program Contract between the Fiscal Court and the Commonwealth of Kentucky, Transportation Cabinet, Department of Rural and Municipal Aid, for the Fiscal Year beginning July 1, 2023, as provided in the Kentucky Revised Statutes and accepting all roads and streets referred to therein as being a part of the County Road System. Commissioner Geoff Besecker made a motion to adopt Resolution R-50-23, seconded by Commissioner Tom Lampe. All voted "Aye" and Resolution R-50-23 passed.

R-51-23

Fiscal Court Clerk, Janie Patterson read Resolution R-51-23 which authorizes the Judge/Executive to apply for funding from the Kentucky Division of Waste Management for the recycling or disposal of waste tires in Fiscal Year 2024. Commissioner Geoff Besecker made a motion to adopt Resolution R-51-23, seconded by Commissioner Brian Painter. All voted "Aye" and Resolution R-51-23 passed.

Personnel

Fiscal Court Clerk, Janie Patterson read a motion to advance Daniel Peters from Road Maintenance Specialist Level I to Road Maintenance Specialist Level II in accordance with the current AFSCME working agreement effective May 21, 2023. Motion was made by Judge/Executive, Steve Pendery, seconded by Commissioner Tom Lampe.

Fiscal Court Clerk, Janie Patterson read a motion to appoint Kennedy Combs to the part-time Kennel Technician position at Campbell County Animal Services effective May 25, 2023. Motion was made by Judge/Executive, Steve Pendery, seconded by Commissioner Tom Lampe.

Fiscal Court Clerk, Janie Patterson read a motion to appoint Billie Herald to a seasonal Park Ranger position for the 2023 Facilities Maintenance, Parks, and Golf season, at a pay rate of \$13.25 per hour, effective May 25, 2023. Motion was made by Judge/Executive, Steve Pendery, seconded by Commissioner Tom Lampe.

Fiscal Court Clerk, Janie Patterson read a motion to appoint Kaytlin Lake to the full-time Administrative Assistant/Planning and Zoning position in the Planning and Zoning Department effective June 5, 2023. Motion was made by Judge/Executive, Steve Pendery, seconded by Commissioner Tom Lampe.

Fiscal Court Clerk, Janie Patterson read a motion to accept the resignation of part-time Senior Center Assistant, Theresa Connaughton effective July 14, 2023. Theresa will be retiring with just under 10 years of service at the Campbell County Senior Center. Motion was made by Judge/Executive, Steve Pendery, seconded by Commissioner Tom Lampe.

Fiscal Court Clerk, Janie Patterson read a motion to authorize staff to advertise, interview, and make a hiring recommendation for a part-time Senior Center Assistant to fill the vacancy created by the retirement of Theresa Connaughton. Motion was made by Judge/Executive, Steve Pendery, seconded by Commissioner Tom Lampe.

County Administrator Report

County Administrator, Matt Elberfeld requested a motion to appoint reapportionment commissions. He stated pursuant to KRS 67.045, the Campbell County Fiscal Court is required to initiate reapportionment proceedings every 10 years following the census data. Legal notices were published in the Cincinnati Enquirer on May, 10, 2023. Motion was made by Judge/Executive, Steve Pendery, seconded by Commissioner Geoff Besecker.

Finance Director/Treasurer Report

Finance Director/Treasurer, Laura Lewis presented the Finance Director/Treasurer's Report.

R-52-23

Finance Director/Treasurer, Laura Lewis requested a motion to adopt Resolution R-52-23, which authorizes the filing of Kentucky House Bill (HB) 1 Jail Arraignment Equipment Grant Application for up to \$100,103 in HB 1 project funds with the Department for Local Government (DLG); Authorizing and directing the Campbell County Judge/Executive to execute any documents which are deemed necessary by DLG to carry out this project; and authorizing the Judge/Executive to act as the authorized correspondent for this project. Commissioner Geoff Besecker made a motion to adopt Resolution R-52-23, seconded by Commissioner Tom Lampe. All voted "Aye" and Resolution R-52-23 passed.

O-03-23 First Reading

Finance Director/Treasurer, Laura Lewis presented the first reading of Ordinance O-03-23 which is to adopt the annual budget and appropriations of Campbell County, Kentucky for the Fiscal Year 2023 – 2024 (FY24). There will be a request for a motion to adopt O-03-23 after the second reading.

Finance Director/Treasurer, Laura Lewis requested a motion to adopt the Fiscal Year 2024 Annual Standing Order pursuant to KRS 68.275 to preapprove certain recurring expenses in a timely manner without additional Fiscal Court approval such as payroll, benefits, utilities, contractual obligations previously approved by the Fiscal Court, election workers, and insurance. The current standing order expires on July 1, 2023 and must be adopted for each Fiscal Year. Motion was made by Commissioner Geoff Besecker, seconded by Judge/Executive Steve Pendery. All voted “Aye” and the motion passed.

Finance Director/Treasurer, Laura Lewis requested a motion to authorize staff to issue a proposal for the provision of hardware, software, and technical support for an interactive kiosk to enhance the Administration Building’s front lobby experience and reduce the coverage burden on existing staff. Motion was made by Commissioner Geoff Besecker, seconded by Judge/Executive, Steve Pendery. All voted “Aye” and the motion passed.

Finance Director/Treasurer, Laura Lewis requested a motion to approve a change order, not to exceed \$40,000, for emergency repairs, for the Summit/Royal Road Reconstruction Project. Motion was made by Judge/Executive, Steve Pendery, seconded by Commissioner Brian Painter. All voted “Aye” and the motion passed.

Finance Director/Treasurer, Laura Lewis requested a motion to authorize staff permission to advertise for bids to resurface various roads in Campbell County. These projects would begin in the fall of Fiscal Year 2024. Motion was made by Judge/Executive, Steve Pendery, seconded by Commissioner Geoff Besecker. All voted “Aye” and the motion passed.

Finance Director/Treasurer, Laura Lewis requested a motion to accept the lowest bid, which was submitted from Smith Construction, for slip repairs and guard rail installations, on Covert Run Pike. Motion was made by Judge/Executive, Steve Pendery, seconded by Commissioner Brian Painter. All voted “Aye” and the motion passed.

Finance Director/Treasurer, Laura Lewis requested a motion to approve the Claims and Claims Paid per Standing Order dated: May 10, 2023; May 17, 2023; May 24, 2023. County Attorney, Steve Franzen commented that he had reviewed the Claims, and Claims Paid per Standing Order, and determined that the information appeared appropriate. Motion was made by Commissioner Geoff Besecker, seconded by Commissioner Brian Painter. All voted “Aye” and the motion passed.

Adjournment

There being no further business to come before the Fiscal Court, Commissioner Geoff Besecker made a motion to adjourn the meeting; Commissioner Tom Lampe offered a second to the motion. All voted "Aye" and the meeting adjourned at 6:23 PM.

Attachments

- Resolution R-50-23 Road Aid Cooperative Program Agreement
- Resolution R-51-23 Tire Waste Disposal
- Resolution R-52-23 Jail Video Arraignment Equipment
- Ordinance O-03-23 First Reading: Fiscal Year 2024 Budget Ordinance
- Claims & Claims Paid per Standing Order Dated: 05/10/2023, 05/17/2023, 05/24/2023

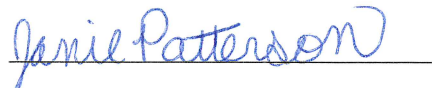
Approved:



STEVE PENDERY

Judge/Executive

Attest:



JANIE PATTERSON

Fiscal Court Clerk