

**CAMPBELL COUNTY, KY FISCAL COURT
MINUTES**

SEPTEMBER 7, 2022

A regular meeting of the Campbell County Fiscal Court was held on Wednesday, September 7, 2022, 7:00 p.m. at the Campbell County Courthouse, 8352 East Main Street, Alexandria, Kentucky.

In attendance were:

COUNTY JUDGE/EXECUTIVE
STEVE PENDERY
COUNTY COMMISSIONERS
GEOFF BESECKER
TOM LAMPE
BRIAN PAINTER

Assistant County Attorney Pat Walsh,
County Administrator Matt Elberfeld,
Fiscal Court Clerk Paula Spicer,
Assistant County Administrator Kim Serra,
Finance Director/Treasurer Laura Lewis,
Police Chief Craig Sorrell,
Assistant County Attorney Michelle Eviston

The meeting was called to order at 7:00 p.m. by Judge Pendery. Cable Access was present to film the meeting. The meeting was also broadcast live on the Campbell Media website.

Judge Pendery asked for a moment of silence followed by the Pledge of Allegiance

Following roll call, a quorum was declared present.

Judge Pendery requested a motion to approve the minutes from the Fiscal Court regular meeting of August 17, 2022. Motion was made by Commissioner Painter, seconded by Commissioner Besecker to approve the minutes. All voted "Aye" and the motion passed.

Judge Pendery called on Ray Baumann of Alexandria who had signed in to address the Fiscal Court. Mr. Baumann recently noticed some billing irregularities with SD1, i.e. the bill says it is for 30 days, but they have a 28-day billing cycle. Because of that, he was charged a late fee. He pays his bill the same date every month. He wondered why it is a 28-day billing cycle but says it's for a month. He added that with a 28-day billing cycle, there are 13 payments in a year. Judge Pendery stated that they'll get an answer to his question and thanked him for calling this to the Fiscal Court's attention.

County Administrator Matt Elberfeld announced that at its August 8, 2022 special meeting, the Campbell County Public Library Board of Trustees adopted the following tax rates: 7.1 cents per \$100 of real property, 7.1 cents per \$100 of personal property and 2.6 cents per \$100 of motor vehicles. This is a decrease from the 2021 real property tax rate of 7.4 cents. The Fiscal Court is not required to take any action on these rates. J C Morgan, Library Director was present to answer any questions.

Judge Pendery then proceeded with the agenda.

There being no old business, Paula Spicer presented new business by requesting a motion to authorize the Judge/Executive to enter into an affiliation agreement with Northern Kentucky Regional Hazmat/WMD Unit, Inc. for provision of hazmat services in Campbell County. Motion was made by Commissioner Besecker, seconded by Commissioner Lampe. Commissioner Besecker stated that this is a regional approach to consolidate resources, best practices. Mr. Elberfeld explained that there are 12 counties that participate in this team; it avoids duplication of equipment, consolidates training and resources and has proved to be effective for the County to be a part of this regional team rather than operating its own. All voted "Aye" and the motion passed.

Resolution R-70-22 was read by title. R-70-22 authorizes the Judge/Executive to execute a Memorandum of Agreement with Gateway Community and Technical College to provide an intern for the Police Social Worker program. Commissioner Lampe made a motion to adopt R-70-22, seconded by Commissioner Besecker. All voted "Aye" and the motion passed.

A motion was requested to advance Christopher Moore from Road Maintenance Specialist I (\$24.82/hour) to Road Maintenance Specialist II (\$28.98/hour) effective September 8, 2022 in accordance with the current AFSCME working agreement. Motion was made by Judge Pendery, seconded by Commissioner Besecker. All voted "Aye" and the motion passed.

A motion was requested to advance Eric Richie from Road Maintenance Specialist I (\$24.82/hour) to Road Maintenance Specialist II (\$28.98/hour) effective September 8, 2022 in accordance with the current AFSCME working agreement. Motion was made by Judge Pendery, seconded by Commissioner Besecker. All voted "Aye" and the motion passed.

A motion was requested to appoint Jack Shurley to the full-time Mechanic III position at the Road Department effective September 12, 2022 with compensation set at \$33.42/hour in accordance with the current AFSCME working agreement. Motion was made by Judge Pendery, seconded by Commissioner Besecker. All voted "Aye" and the motion passed.

A motion was requested to appoint Daniel Peters to the full-time Road Maintenance Specialist Level I position at the Road Department effective September 26, 2022 with compensation set at \$22.77/hour in accordance with the current AFSCME working agreement. Motion was made by Judge Pendery, seconded by Commissioner Besecker. All voted "Aye" and the motion passed.

A motion was requested to appoint Lilith Gerner as a full-time Kennel Technician at the Campbell County Animal Shelter effective September 8, 2022 with compensation set at pay

grade 2, \$15.72/hour. Motion was made by Judge Pendery, seconded by Commissioner Besecker. All voted “Aye” and the motion passed.

A motion was requested to authorize staff to advertise, interview and make a hiring recommendation for a part-time Kennel Technician to fill the vacancy created by the promotion of Lilith Gerner. Motion was made by Judge Pendery, seconded by Commissioner Besecker. All voted “Aye” and the motion passed.

Resolution R-71-22 was read by title. R-71-22 authorizes the addition of a Building Inspector Trainee position and further authorizes corresponding amendments to the Administrative Code. Judge Pendery made a motion to adopt R-71-22, seconded by Commissioner Besecker. All voted “Aye” and the motion passed.

Resolution R-72-22 was read by title. R-72-22 authorizes the addition of a temporary, part-time Audit Accountant position in the Finance Department effective September 10, 2022 through December 2, 2022 and authorizes corresponding amendments to the Administrative Code. The resolution further authorizes the appointment of Marie Schenkel to the temporary, part-time Audit Accountant position with compensation set at \$65.00/hour effective September 10, 2022 through December 2, 2022. Judge Pendery made a motion to adopt R-72-22, seconded by Commissioner Besecker. Mr. Elberfeld explained that the County is in the process of wrapping up three years of audits – the auditors got behind due to COVID-19 issues and field work. It was hoped that they would be finished by the time that Ms. Schenkel departed; her official full-time last day is this Friday. However, they aren’t finished, so staff proposes retaining Ms. Schenkel on a part-time, no benefits, as-needed basis through December 2 to wrap up the audits. She has been working on them this past year, there a lot of other things going on in the Finance Department and he thinks this is the most efficient way to handle it. Commissioner Besecker stated that this position is being created to fulfill those obligations, not because of something that the Finance Department or Fiscal Court did. Mr. Elberfeld agreed – it is just the normal financial statement audit. All voted “Aye” and the motion passed.

A motion was requested to accept the resignation of Police Officer Robert Boody effective September 16, 2022. Motion was made by Judge Pendery, seconded by Commissioner Lampe. All voted “Aye” and the motion passed.

A motion was requested to reappoint Tom Lampe as a citizen representative to the Northern Kentucky Area Development District Board of Directors for a three-year term effective September 26, 2022 through September 25, 2025. Motion was made by Judge Pendery, seconded by Commissioner Painter. All voted “Aye” and the motion passed.

A motion was requested to appoint Sarah Cameron as a citizen representative to the Northern Kentucky Area Development District Board of Directors for a three-year term effective October 1, 2022 through September 30, 2025. Ms. Cameron replaces John Muller who does not wish to be reappointed to the Board. Motion was made by Judge Pendery, seconded by Commissioner Besecker. All voted “Aye” and the motion passed.

Assistant County Attorney Walsh had no report but understands that the Court may want to meet in executive session. Mr. Elberfeld then requested a motion to meet in executive session pursuant to KRS 61.810(1)(c) to discuss proposed or pending litigation against or on behalf of the public agency. Motion was made by Commissioner Besecker, seconded by Commissioner Painter. All voted “Aye” and the motion passed.

Judge Pendery, Commissioners Besecker, Lampe and Painter, Mr. Walsh, Ms. Eviston and Mr. Elberfeld convened in executive session at 7:15pm. Commissioner Painter made a motion to exit the executive session, seconded by Commissioner Lampe. All voted “Aye” and the Fiscal Court reconvened in open session at 7:26pm.

Mr. Elberfeld then requested a motion to approve an agreement with the Kentucky Public Pensions Authority (KPPA) to resolve outstanding litigation. Motion was made by Commissioner Lampe, seconded by Commissioner Besecker. All voted “Aye” and the motion passed.

Commissioner Besecker stated that prior to the meeting, the official ribbon-cutting was held for the immersive and inclusive playground. He recognized the Parks Department and staff. It is nice to celebrate new additions to the park.

Commissioner Besecker recognized the Fair Board for an outstanding fair despite the rainy weather.

Commissioner Lampe agreed with Commissioner Besecker’s reports. He also thanked the Fair Board, the many volunteers and sponsors and the entire community. He noted that the Fair was very crowded and well-attended. The parade was the largest one that he’s seen. It is a really good community event.

Commissioner Painter recognized the efforts of Doug Carmack. Everybody looks forward to the horse show and after Saturday night’s rain it almost looked impossible to have, but Mr. Carmack had the course in good enough condition that they were able to start Saturday night’s horse show at 9:00am Sunday morning and the show was able to be concluded on time on schedule Monday. Judge Pendery added that Mr. Carmack does a great job. He knows everybody that attends the fair. He agreed that that was the most people that he’s seen in the parade. A good time was had by all.

Judge Pendery made the following announcements:

1. The 11th Annual Kentucky Dragon Boat Festival *Paddling for the Pink* will be held at AJ Jolly Park on Saturday, September 10, 2022 from 8:00am to 2:00pm.
2. Music Night @ AJ Jolly Park is also on Saturday, September 10 from 7:00-10:00pm at the Stapleton Pavilion. This free show features the band Jet Dress. Food and drinks, including adult refreshments will be available for purchase – no outside food or coolers, please.
3. The 55th Annual Campbell County Senior Citizens’ Picnic will be held on Wednesday, September 28th at Pendery Park from 11:00am to 3:00pm.

4. The Boone, Campbell, and Kenton County Fiscal Courts / NKSWM (Northern Kentucky Solid Waste Management Area) proposes to adopt the area's Solid Waste Management Plan update per 401 KAR 49:011, Section 5. The plan will serve as the basis for handling solid waste management issues in the NKSWM for the years 2023-2027. The proposed plan is available for public inspection through September 23rd at the Campbell County Administration Building during normal business hours.
5. The fall Campbell County Clean-Up event will be held on Friday, September 30 and Saturday, October 1 from 8:00am to 5:00pm. Residents are encouraged to review the event flyer on the County's website at www.campbellcountky.gov for a list of accepted items at participating locations as well as other guidelines.

Finance Director/Treasurer Laura Lewis began her report by requesting a motion to authorize staff to solicit bids for the following Road Department projects which are included in the FY23 budget:

- Resurface Fiscal Court maintained parking lots:
 - a. Road/Golf Maintenance
 - b. Golf Course parking lot and Terry Jolly Way
 - c. AJ Jolly Park – Parklake Road and “Horse” Campground adjacent to Flatwoods
 - d. OEM Annex – gravel lot to be replaced with asphalt and concrete
 - e. North and south parking lots of 35 East 11th Street (across John Street from 1098 Monmouth Street)
- Rebuild Summit Lane and Royal Avenue. These two streets make a small subdivision off of US 27 surrounded by the City of Cold Spring. The need to rebuild is due to the age and conditions of the streets being beyond further maintenance. This project will benefit all the residents of Summit and Royal.

Motion was made by Commissioner Lampe, seconded by Commissioner Besecker. All voted “Aye” and the motion passed.

A motion was requested to authorize staff to solicit bids to replace the existing boat ramp at AJ Jolly Park. The AJ Jolly Park boat ramp has presented safety concerns for patrons who are loading and unloading boats on trailers in water that is too shallow. The ramp was surveyed by Cardinal Engineering and a professional opinion was issued that the ramp needs replacement. This project is included in the FY23 budget. Motion was made by Commissioner Besecker, seconded by Commissioner Lampe. All voted “Aye” and the motion passed.

A motion was requested to authorize staff to solicit bids for janitorial services at the County Administration building, 1098 Monmouth Street. Janitorial services for the County Administration building were last bid in November 2019 for calendar year 2020 and a two-year contract extension extended the contract to 2021 and 2022. The janitorial services need to be bid in October to allow time to have the new contract approved by the Fiscal Court and in place by January 1, 2023. The current service costs \$2,550 per month or \$30,600 per year. Motion was made by Commissioner Lampe, seconded by Commissioner Besecker. All voted “Aye” and the motion passed.

A motion was requested to authorize staff to solicit bids for snow removal services for the 2022/2023 winter season. Snow removal services for the north and south county locations was

last bid in August 2020. The contracts were extended with the awarded vendors Professional Lawn (north) and Jackpots (south) in FY2021 and FY2022. Snow removal commences when accumulation reaches 1 ½ inches or more without notification. The snow will be removed by 7:30am Monday through Saturday at County locations. This contract needs to be accepted and awarded in October 2022 to ensure full winter coverage. Motion was made by Commissioner Painter, seconded by Commissioner Lampe. Commissioner Besecker clarified that these services are just for lots and properties owned by the County. Mr. Elberfeld agreed that this is not for County roads, it is for parking lots, sidewalks at locations such as the Senior Center and the County Administration Building in Newport. If it is under 1 ½ inches it is only as needed. The County tries to clear those itself but if there is a lot of snow we want to have these arrangements in place. The contractors are only paid when snow is actually removed – there is no minimum or retainer. All voted “Aye” and the motion passed.

A motion was requested to authorize the Judge/Executive to enter into a professional services agreement with PCA Architecture to prepare permit and construction drawings for the new addition at the Campbell County Animal Shelter. The construction drawings are needed in order to bid out the project which is included in the FY23 budget. Permission to bid this project was granted in FY22. Motion was made by Commissioner Lampe, seconded by Judge Pendery. All voted “Aye” and the motion passed.

Resolution R-73-22 was read by title. R-73-22 grants Sheriff Mike Jansen his Quietus for collection of 2021 taxes. This certifies that Mike Jansen, Sheriff has paid into Campbell County, Kentucky, the full amount of County Revenue collected by him as Sheriff of Campbell County from April 15, 2021 through April 15th, 2022 and therefore is entitled to receive his Quietus. Commissioner Painter made a motion to adopt R-73-22, seconded by Commissioner Besecker. All voted “Aye” and the motion passed.

A motion was requested to authorize staff to purchase a 2023 Chevrolet Silverado 3500 4WD regular cab with snowplow prep package from the state master agreement for the Facilities/Maintenance Department. This vehicle will replace a 2003 Ford F-150 that is 19 years old with significant wear and with over 200,000 miles. The vehicle will be used for County maintenance and park grounds. The quoted price is \$41,347 and the purchase was included in the FY23 budget. The expected lead time is 20-25 weeks. Motion was made by Commissioner Besecker, seconded by Commissioner Lampe. All voted “Aye” and the motion passed.

Ms. Lewis advised that the next item on the agenda was for interfund transfers dated August 31, 2022, however none were required, and budget transfers dated August 31, 2022. Ms. Lewis stated that the transfers don’t increase the total size of the budget, but reallocate funds to different line items. Motion was made by Commissioner Besecker, seconded by Commissioner Painter. All voted “Aye” and the motion passed.

Ms. Lewis then requested a motion to approve the claims and claims paid per standing order dated August 24 and 31 and September 7, 2022 and employee benefit claims dated September 1, 2022.

Commissioner Painter asked about the budget transfers. Ms. Lewis requested a motion to adopt the budget transfers dated August 31, 2022. She stated that the transfers don’t increase the total

size of the budget, but reallocate funds to different line items. Motion was made by Commissioner Painter, seconded by Commissioner Besecker. All voted “Aye” and the motion passed.

Assistant County Attorney Walsh advised that the County Attorney has reviewed the claims, claims paid per standing order and employee benefit claims and determined that they all appear appropriate. Commissioner Besecker made a motion to approve the claims, seconded by Commissioner Painter. Commissioner Lampe agreed with payment of the claims however, recused himself from approving any claims related to employee benefits due to his employer’s relationship with those companies. All voted “Aye” and the motion passed.

There being no further business to come before the Fiscal Court, Commissioner Besecker made a motion to adjourn, seconded by Judge Pendery. All voted “Aye” and the meeting adjourned at 7:45p.m.

Attachments:

Resolution R-70-22 Agreement with Gateway College for Intern

Resolution R-71-22 Add Building Inspector Trainee Position

Resolution R-72-22 Add Temporary PT Audit Accountant Position & Make Appointment
Budget Transfers dated August 31, 2022

Claims and Claims Paid Per Standing Order dated August 24 and 31 and September 7, 2022 and
Employee Benefits Claims dated September 1, 2022

Approved:

STEVE PENDERY
Judge/Executive

Attest:

Paula K. Spicer, Fiscal Court Clerk