

CAMPBELL COUNTY FISCAL COURT MINUTES

A special (change of date) meeting of the Campbell County Fiscal Court was held on Wednesday, July 9, 2003, at 7:00 p.m. at the Alexandria Courthouse, Main Street, Alexandria, Kentucky. In attendance at the meeting were:

**COUNTY JUDGE/EXECUTIVE
STEVE PENDERY**

**COUNTY COMMISSIONERS:
DAVID OTTO
WILLIAM VERST**

County Commissioner Kenneth Rechtin was absent from the meeting.

Robert Horine	County Administrator
Jim Seibert	Fiscal Director
Justin Verst	County Attorney
Chief David Sandfoss	Chief, Campbell County Police Department
Ken Knipper	Director, Office of Emergency Management
Peter Klear	Planning & Zoning Director
Darlana Brown	Housing Director
Andy Kuykendall	IT Manager
Pat Dressman	Human Services Director
Melissa Williams	Director of Administration
Sandra Mulligan	Fiscal Court Clerk

The meeting was called to order at 7:00 p.m. by Judge Penderly. A moment of silence was called for by Judge Penderly, followed by the Pledge of Allegiance. Following roll call, a quorum was declared present.

Judge Penderly presented the minutes from the special Fiscal Court meeting of June 25, 2003. It was moved by Commissioner Verst and seconded by Judge Penderly that the minutes of the Fiscal Court meeting of June 25, 2003 be approved. All voted "AYE" and the motion passed unanimously.

Judge Penderly then asked if there were any public officials or citizens in attendance at the meeting who desired to address the Court. There were none.

Judge Penderly then requested Officer Mickey Collins to come forward for his swearing in to the Campbell County Police Department. Judge Penderly issued the Oath of Office and welcomed Officer Collins as the newest member of the Police Department.

Judge Penderly next requested items of Old Business be brought before the Court. Ms. Williams presented for second reading and passage consideration Ordinance O-09-03. She explained that this ordinance adopts Supplement 2003 S-7 to the Code of Ordinances of Campbell County relating to ordinances enacted from July 1, 2002 through January 8, 2003. There being no

further discussion, Commissioner Otto made a motion and Commissioner Verst seconded, to approve Ordinance O-09-03. All voted "AYE" and the motion passed unanimously.

Judge Pendery then requested items of New Business be brought before the Court.

Planning & Zoning Director, Peter Klear gave an update on the progress of the readdressing project. Mr. Klear advised that the readdressing for zip code 41006 had begun by letters being sent out the previous week to residents whose addresses would be affected. He stated that very little feedback had been given due largely in part to the Independence Day holiday. He thanked the central post office in Cincinnati for its part in arranging to have the voluminous amount of letters delivered to the individual post office locations who in turn would deliver them to the residents at no charge. He noted that there were some concerns from some of the fire districts, but that their concerns were addressed satisfactorily. He advised that the PVA office, the Post Office and the Central Dispatch Center have all received the information on the readdressing and are in the process of incorporating the information into their existing data centers.

Human Services Director, Pat Dressman, then gave information on the upcoming Senior Picnic. The picnic will be held on September 17, 2003 at Pendery Park. All senior citizens, age 60 years plus, are invited. Sale of tickets for the picnic will begin on July 21 and can be purchased at the Campbell County Senior Center and the Campbell County Fiscal Court office between 9:00 and 3:00 p.m. The cost for seniors will be \$6.00 presale and \$8.00 at the gate. Ms. Dressman noted that a contest was held to determine a theme for the picnic, with this being the 50th anniversary of the Corvette. Two employees came up with the same theme of "Seniors Rock" and will receive gift certificates for their theme.

Ms. Williams next presented Resolution R-87-03, which she read by title and provided a summary to the Court for its consideration. She stated that this resolution authorizes the County to accept and submit a budget for the FY 2003 OJDP Congressional Earmark for a drug education program in the amount of \$34,773. There being no further discussion, Commissioner Otto made a motion and Commissioner Verst seconded, to approve Resolution R-87-03. All voted "AYE" and the motion passed unanimously.

Ms. Williams then presented Resolution R-89-03, which she read by title and provided a summary to the Court for its consideration. She stated that this resolution authorizes the County Judge/Executive to execute a Master Agreement with the Commonwealth of Kentucky, Division of Emergency Management to secure \$40,877 in a homeland security grant for the purchase of specialized equipment. Ms. Williams advised that Ken Knipper, Director of Office of Emergency Management, was present to answer any questions. Mr. Knipper advised the Court that the emphasis on this grant would be for police equipment, in particular communications and personal protective equipment. He also noted that a Committee needed to be set up to study the disbursement of the grant funds with the cities. There being no further discussion, Commissioner Verst made a motion and Commissioner Otto seconded, to approve Resolution R-89-03. All voted "AYE" and the motion passed unanimously.

Ms. Williams next presented Resolution R-94-03, which she read by title and provided a summary to the Court for its consideration. She stated that this resolution authorizes the awarding of a contract to Global Business Solutions for the purchase of a countywide telephone system in the amount of \$166,299, and authorizes the Judge/Executive to execute said contract.

She advised that Andy Kuykendall, IT Manager, was present to answer any questions. Mr. Kuykendall stated that a proposal was made to accept bids for a new phone system for the County by a Committee of members from the Clerk's office, the PVA office, the Sheriff's office, and the Jailer's office. Global Business Solutions was chosen for the award of the contract because of its ability to be able to tie all the County phones together, including being able to transfer and receive calls throughout the County offices. The system that will be installed should yield a return on our investment of approximately \$67,000 per year from reduced operational costs. He thanked everyone who served on the Committee for their hard work. Judge Pendery expressed his thanks to the Committee also and asked Mr. Kuykendall to explain some of the features of the new system. Mr. Kuykendall stated that call forwarding, caller ID, and individual extensions were a few of the features that the new system afforded the County, which were not on the present system. He advised that communications throughout the County should become more efficient with the installation of the new system. Commissioner Otto asked if the new system would be easily transferred if offices moved to new buildings, to which Mr. Kuykendall replied that the system basically just gets picked up and moved and plugged in. Commissioner Verst asked if the new technology would allow the County to keep future expenses down, and Mr. Kuykendall explained that the Voice-Over-IP system is expandable and upgradeable and easily modified, which will allow the County to keep future costs at a minimum. Mr. Kuykendall also advised that the County would be responsible for 70% of the overall cost of replacing the existing telephone system and 30% of that cost would be the responsibility of the County Clerk's office, the PVA office and the Sheriff's office. Commissioner Otto expressed his gratitude to the Committee and to Mr. Kuykendall for finalizing this project and stated that the replacing of the old system was an important integration of the County offices. There being no further discussion, Commissioner Otto made a motion and Commissioner Verst seconded, to approve Resolution R-94-03. All voted "AYE" and the motion passed unanimously.

Ms. Williams then presented Resolution R-95-03, which she read by title and provided a summary to the Court for its consideration. She stated that this resolution authorizes the County Judge/Executive to execute a contract with the City of Alexandria to trim trees and do weed cutting along a list of Alexandria roads. Terms of the contract state that the City will assist the County with their equipment to seal cracks on County roads. There being no further discussion, Commissioner Verst made a motion and Commissioner Otto seconded, to approve Resolution R-95-03. All voted "AYE" and the motion passed unanimously.

Ms. Williams next requested a motion to create the position of Administration Intern in the Department of Administration, Grade 6, at \$8.53 – \$11.76 per hour, for 15-20 hours per week. She noted that this position would be supported and paid for by the Congressional Earmark discussed earlier in the meeting, if awarded. There being no further discussion, Judge Pendery made a motion and Commissioner Otto seconded, to approve the motion. All voted "AYE" and the motion passed unanimously.

Ms. Williams then presented Resolution R-91-03, which she read by title and provided a summary to the Court for its consideration. She stated that this resolution amends the Administrative Code Organizational Chart and Authorized Position List to add the position of Administration Intern in the Department of Administration. There being no further discussion, Judge Pendery made a motion and Commissioner Verst seconded, to approve Resolution R-91-03. All voted "AYE" and the motion passed unanimously.

Ms. Williams next requested a motion to authorize staff to advertise, interview and hire for the position of Administration Intern. She noted that the position would be appointed after the County received authority by the U.S. Department of Justice approving the grant funds. There being no further discussion, Judge Pendery made a motion and Commissioner Verst seconded, to approve the motion. All voted "AYE" and the motion passed unanimously.

Ms. Williams then requested a motion to create two positions of Building Inspector III in the Planning and Zoning Department, Grade 13, at \$36,257 - \$49,981 per year. There being no further discussion, Judge Pendery made a motion and Commissioner Verst seconded, to approve the motion. All voted "AYE" and the motion passed unanimously.

Ms. Williams next presented Resolution R-92-03, which she read by title and provided a summary to the Court for its consideration. She stated that this resolution amends the Administrative Code Organizational Chart and Authorized Position List to create two positions of Building Inspector III in the Planning and Zoning Department. There being no further discussion, Judge Pendery made a motion and Commissioner Otto seconded, to approve Resolution R-92-03. All voted "AYE" and the motion passed unanimously.

Ms. Williams then requested a motion to authorize staff to advertise, interview and hire for the position of Building Inspector III in the Planning and Zoning Department. There being no further discussion, Judge Pendery made a motion and Commissioner Verst seconded, to approve the motion. All voted "AYE" and the motion passed unanimously.

Ms. Williams next requested a motion to abolish the position of Assistant Housing Director in the Campbell County Housing Department. There being no further discussion, Judge Pendery made a motion and Commissioner Otto seconded, to approve the motion. All voted "AYE" and the motion passed unanimously.

Ms. Williams then requested a motion to upgrade the job title, job description and grade level of Sarah Collins from Housing Specialist to Section 8 Coordinator/Senior Housing Specialist to more accurately reflect the job responsibilities of her position. There being no further discussion, Judge Pendery made a motion and Commissioner Verst seconded, to approve the motion. All voted "AYE" and the motion passed unanimously.

Ms. Williams next requested a motion to adjust the compensation of Sarah Collins, Section 8 Coordinator/Senior Housing Specialist to Grade 12E, to \$36,019.00, effective June 29, 2003. There being no further discussion, Judge Pendery made a motion and Commissioner Otto seconded, to approve the motion. All voted "AYE" and the motion passed unanimously.

Ms. Williams then requested a motion to upgrade the job title, job description and grade level of Joseph Clevenger from Housing Specialist to Housing Specialist/FSS Coordinator to more accurately reflect the job responsibilities of his position. There being no further discussion, Judge Pendery made a motion and Commissioner Verst seconded, to approve the motion. All voted "AYE" and the motion passed unanimously.

Ms. Williams next requested a motion to adjust the compensation of Joseph Clevenger, Housing Specialist/FSS Coordinator to Grade 11G, to \$34,058.00, effective June 29, 2003. There being

no further discussion, Judge Pendery made a motion and Commissioner Otto seconded, to approve the motion. All voted "AYE" and the motion passed unanimously.

Ms. Williams then presented Resolution R-93-03, which she read by title and provided a summary to the Court for its consideration. She stated that this resolution amends the Administrative Code Organizational Chart and Authorized Position List to reflect the following changes: (1) abolishment of the Assistant Housing Director position; (2) changing a Housing Specialist I position to Section 8 Coordinator/Senior Housing Specialist; and (3) changing a Housing Specialist I to Housing Specialist/FSS Coordinator. There being no further discussion, Judge Pendery made a motion and Commissioner Otto seconded, to approve Resolution R-93-03. All voted "AYE" and the motion passed unanimously.

Ms. Williams next requested a motion to appoint Jeff Schlosser to the Tri-ED Board of Directors for a 3-year term, effective July 13, 2003 through July 12, 2006. There being no further discussion, Judge Pendery made a motion and Commissioner Verst seconded, to approve the motion. All voted "AYE" and the motion passed unanimously.

Ms. Williams then requested a motion to appoint Jim Callahan to the Northern Kentucky Convention and Visitors Bureau for a 3-year term, effective August 1, 2003 through July 31, 2005. She advised that this was a legislative appointment. There being no further discussion, Judge Pendery made a motion and Commissioner Otto seconded, to approve the motion. All voted "AYE" and the motion passed unanimously.

Ms. Williams next requested a motion to appoint William Donnermeyer to the Northern Kentucky Convention and Visitors Bureau for a 3-year term, effective August 1, 2003 through July 31, 2005. She advised that this was a citizen appointment. There being no further discussion, Judge Pendery made a motion and Commissioner Verst seconded, to approve the motion. All voted "AYE" and the motion passed unanimously.

Ms. Williams then requested that a motion to make an appointment to the Campbell County Cable Board be tabled, until such time as a recommendation by staff could be made.

Judge Pendery stated that although the previous personnel and appointment items had been approved in a quick fashion, these were very good developments for the County to have these people serve in their approved capacities. Commissioner Verst noted that the reason items such as these appointments go smoothly is because the support from staff and behind the scenes work on these types of items is an effective tool to making the meetings run so smoothly. Commissioner Otto expressed his thanks to the staff for their hard work on these items and other projects such as the telephone system replacement.

Judge Pendery next requested reports from Staff. Mr. Horine, County Administrator, presented Resolution R-90-03, which he read by title and provided a summary. He explained that this resolution approves the acquisition of property at 1040 Monmouth Street, Newport, Kentucky and authorizes the Judge/Executive to execute any documents relating to said acquisition. He noted that the purchase price for the property would be \$335,000, \$310,000 of which will be paid to the owner and \$25,000 of which will be paid to the current tenant to terminate the current long-term lease. The closing of the property will be scheduled no earlier than December 31, 2003 and the tenant will be allowed to continue operations until that date. There being no further

discussion, Commissioner Otto made a motion and Commissioner Verst seconded, to approve Resolution R-90-03. All voted "AYE" and the motion passed unanimously.

Judge Pendery then requested a report from the County Attorney. County Attorney Justin Verst reported that everything was going very well at the County Attorney's office.

Judge Pendery next requested reports from the Commissioners. Commissioners Otto and Verst stated that they had nothing more to report at this meeting than what they had already commented on.

Judge Pendery then reported that a Mayors' Meeting would be held on Tuesday, July 15, 2003 at 7:30 a.m. at the Campbell County Extension Center. He then reminded everyone that the second meeting in the month of July for the Fiscal Court had been moved from July 15 to July 23 at 5:30 p.m., at the Fiscal Court offices in Newport. He also reminded everyone that Kentucky dog licenses are now due for any dog over 6 months of age. The license is \$5.00 and can be purchased at the Campbell County Animal Shelter or the Fiscal Court offices in Newport, and the dog must have had its rabies vaccine. He noted that in 2003 only 1,514 dogs were licensed in our County, and advised that failure to obtain a license carries a fine of not less than \$5.00 nor more than \$100 and/or imprisonment for not less than 5 days nor more than 60 days. Judge Pendery then advised that the "State of Northern Kentucky" program would be held on July 22, 2003, at 7:15 a.m. at Reception's in Erlanger, Kentucky. Commissioner Verst noted that Judge Pendery would be participating in the program.

Judge Pendery next asked for a report from the Fiscal Director. Mr. Seibert advised the Court that bids had been opened on July 9 for road resurfacing, and that staff would review the bids received and make a recommendation for the project at the July 23 meeting.

Mr. Seibert then requested the Court's consideration of a motion to authorize bids for replacement of the District Court roof, which will be funded by the State Administrative Office of the Courts. He advised that funds were in the current budget to replace the roof at the jail and it had come to the County's attention that it would be cost advantageous to replace both roofs and save approximately 10-15% on the total cost. There being no further discussion, Commissioner Verst made a motion and Commissioner Otto seconded, to approve the motion. All voted "AYE" and the motion passed unanimously.

Mr. Seibert next presented Resolution R-88-03, which he read by title and provided a summary to the Court for its consideration. He stated that this resolution approves an amendment to the FY 04 budget for the Campbell County Housing Department, and noted that the budget prepared in March needed to be amended by increasing the amount of reimbursements due to paying out more funds to unemployed clients. There being no further discussion, Commissioner Otto made a motion and Judge Pendery seconded, to approve Resolution R-88-03. All voted "AYE" and the motion passed unanimously.

Mr. Seibert then requested approval of the Claims being presented at this meeting. County Attorney Verst advised that he had reviewed the claims and that they appeared to be appropriate. There being no further discussion, Commissioner Otto made a motion that the claims be approved and paid. Commissioner Verst seconded the motion. All voted "AYE" and the motion passed unanimously.

There being no further business to come before the meeting, it was moved by Commissioner Verst, seconded by Commissioner Otto, that the meeting be adjourned. All voted "AYE" and the meeting was adjourned at 7:52 p.m.

Attachments:

Ordinance O-09-03: Adopts Supplement to Code of Ordinances
Resolution R-87-03: FY 2003 OJJDP Congressional Earmark
Resolution R-88-03: Amendment to FY 03 Budget for Housing Department
Resolution R-89-03: Homeland Security Grant with Kentucky Division of Emergency Mgmt
Resolution R-90-03: Approval of Acquisition of Property
Resolution R-91-03: Amendment to Administrative Code Organizational Chart and Authorized Position List
Resolution R-92-03: Amendment to Administrative Code Organizational Chart and Authorized Position List
Resolution R-93-03: Amendment to Administrative Code Organizational Chart and Authorized Position List
Resolution R-94-03: Countywide Telephone System Contract
Resolution R-95-03: Addendum to Contract with City of Alexandria
Claims: July 9, 2003

Approved:

STEVE PENDERY
Campbell County Judge/Executive

Attest:

Sandra L. Mulligan
Fiscal Court Clerk