

**CAMPBELL COUNTY FISCAL COURT
MINUTES**

JANUARY 7, 2020

A special meeting of the Campbell County Fiscal Court was held on Tuesday, January 7, 2020 at 4:00 p.m. at the Campbell County Administration Building, 1098 Monmouth Street, Newport, Kentucky.

In attendance at the meeting were:

COUNTY/JUDGE EXECUTIVE
STEVE PENDERY

COUNTY COMMISSIONERS
GEOFF BESECKER
TOM LAMPE
BRIAN PAINTER

County Attorney Steve Franzen,
County Administrator Matt Elberfeld,
Assistant County Administrator Kim Serra,
Fiscal Court Clerk Paula Spicer,
Finance Director/Treasurer Marie Schenkel,
Police Chief Craig Sorrell,
Police Officer Alex Turner

The meeting was called to order at 4:00 p.m. by Judge Pendery. Cable access was present to film the meeting.

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

Following roll call, a quorum was declared present.

Minutes from the Fiscal Court regular meeting of December 18, 2019 were presented. Commissioner Besecker made a motion to approve the minutes, seconded by Commissioner Painter. All voted "AYE" and the motion passed.

Finding that no one had signed in to address the Fiscal Court, Judge Pendery proceed with the agenda.

There being no old business, Paula Spicer presented new business with Resolution R-01-20 by title. R-01-20 approves an Infrastructure Maintenance Memorandum of Understanding with the Campbell County Conservation District to assist with maintenance of St. Anne's Woods and Wetland Area and Hawthorne Crossing Area. Judge Pendery made a motion to adopt R-01-20, seconded by Commissioner Besecker. All voted "Aye" and the motion passed.

Resolution R-03-20 was read by title. R-03-20 authorizes the Judge/Executive to execute a Service Contract with Jennifer Zaccheus-Miller to serve as an Administrative Hearing Officer for the Campbell County Housing Department. Commissioner Painter made a motion to adopt R-03-20, seconded by Judge Pendery. In response to Commissioner Besecker's question, Mr. Elberfeld explained that certain decisions made by the Housing Department are subject to appeal as required by HUD. In the past, the Housing Department has used people from other housing authorities or the County Attorney's office as hearing officers. Staff would like to have one person in place who is a neutral party and familiar with the HUD regulations to oversee hearings. Ms. Zaccheus-Miller will be paid per hearing, there is no minimum or retainer fee. All voted "Aye" and the motion passed.

Resolution R-02-20 was read by title. R-02-20 adopts revised position description for the Senior Animal Control Officer, authorizes the creation of an Animal Control Officer position description and amends the Administrative Code to reflect these changes. Judge Pendery made a motion to adopt R-02-20, seconded by Commissioner Lampe. All voted "Aye" and the motion passed.

A motion was requested to accept the resignation of Bob Cooper from the Campbell County Economic Progress Authority Inc. board. Motion was made by Judge Pendery, seconded by Commissioner Lampe. Mr. Elberfeld explained that Mr. Cooper had also served on the Northern Kentucky Port Authority Board and his resignation from that board was accepted at the last meeting. All voted "Aye" and the motion passed.

Judge Pendery then made a motion to appoint Jacob Holbrook to the Campbell County Economic Progress Authority, Inc. board to fill the vacancy created by the resignation of Bob Cooper effective January 8, 2020 through June 30, 2022. Commissioner Besecker seconded the motion. All voted "Aye" and the motion passed.

A motion was requested to appoint James Morgan Jr., Alisha Schweitzer and Michael Sutton to the Campbell County Ethics Commission for a one-year term effective February 1, 2020 through January 31, 2021. Motion was made by Judge Pendery, seconded by Commissioner Besecker. All voted "Aye" and the motion passed.

Judge Pendery made the following announcements:

1. The annual Christmas Tree Recycling Program continues through January 10, 2020. Live, undecorated trees may be dropped off in the designated area at Pendery Park. The KY Department of Fish and Wildlife will use the trees to improve fish habitat in lakes across the Commonwealth.
2. Organizations interested in receiving Campbell County Payroll Tax Funds to service the citizens of Campbell County in the areas of mental health, intellectual disabilities, or aging services must download, complete, and email the FY 2021 application available at www.campbellcountyky.gov by 11:59pm on January 15, 2020.
3. The Campbell County Fiscal Court and Mayors will meet on Tuesday, January 28, 2020 at 6:00pm at the Campbell County Administration Building, 1098 Monmouth Street, Newport, Kentucky.

Marie Schenkel presented the Finance Director/Treasurer's report by requesting a motion to accept the proposal from Terracon Consultants, Inc. for geotechnical engineering services on the AJ Jolly Park dam spillway and authorizing the Judge/Executive to execute any documents related to such services. Fees for the base scope of services are \$38,350. Additional fees may be charged for this project depending on the findings. Hourly rates apply to specific tasks. Motion was made by Judge Pendery, seconded by Commissioner Painter. Commissioner Painter stated that a lot of money is at risk with this project and it is always wise to get a second opinion. This company has served the area for a long time. This proposal includes additional drilling and other work to get a thorough examination of the spillway and dam to determine the extent of damage. It is not cheap but it is needed. All voted "Aye" and the motion passed.

Resolution R-04-20 was read by title. R-04-20 declares County-owned personal property (the metal tower at the Police/OEM Building) as surplus and authorizes the Finance Director/Treasurer to dispose of said property. An appraisal from Paul See of the Northern Kentucky Regional Communications System estimates the value of the tower at about \$1,400. Commissioner Lampe made a motion to adopt R-04-20, seconded by Commissioner Painter. All voted "Aye" and the motion passed.

A motion was requested to accept the bid of Installtek Communications, LLC in the amount of \$10,080 for removal of the metal tower at the Police/OEM Building. This was the lowest of several bids received. Motion was made by Judge Pendery, seconded by Commissioner Painter. Commissioner Painter thanked staff for getting an expert opinion on the value and scrap value of the tower. With that information, staff was able to save some money. All voted "Aye" and the motion passed.

A motion was requested to acknowledge for the record that the 2020 bonds are in place for the County Judge/Executive and the Sheriff. Motion was made by Judge Pendery, seconded by Commissioner Lampe. All voted "Aye" and the motion passed.

A motion was requested to acknowledge that the 2020 bonds are in place for the elected and appointed officials and employees of Campbell County. Motion was made by Judge Pendery, seconded by Commissioner Besecker. All voted "Aye" and the motion passed.

Ms. Schenkel requested a motion authorizing the Judge/Executive to send a letter to the Auditor of Public Accounts requesting approval to hire a CPA firm for the fiscal year 2020 County audit and Housing Choice Voucher program audit. Once approved by the Auditor, staff shall solicit bids for the two FY2020 audits. Motion was made by Judge Pendery, seconded by Commissioner Besecker. All voted "Aye" and the motion passed.

A motion was requested to approve the interfund transfers dated December 27, 2019. Motion was made by Commissioner Besecker, seconded by Commissioner Painter. All voted "Aye" And the motion passed.

A motion was requested to approve budget transfers dated December 30, 2019 to close out the fourth quarter and dated January 2, 2020. The budget transfers dated January 2, 2020 will be

posted upon approval by the Fiscal Court. Motion was made by Judge Pendery, seconded by Commissioner Painter. All voted “Aye” and the motion passed.

Ms. Schenkel then requested a motion to approve the claims and supplemental claims dated January 2, 2020. She stated that the checks are dated January 2 but have not been sent out and will only go out upon the Fiscal Court’s approval. County Attorney Steve Franzen advised that he has reviewed the claims and supplemental claims and determined that they all appear appropriate. Commissioner Lampe made a motion to approve the claims, seconded by Commissioner Painter. All voted “Aye” and the motion passed.

There being no further business to come before the Fiscal Court, Commissioner Painter made a motion to adjourn, seconded by Judge Pendery. All voted “AYE” and the meeting adjourned at 6:21 pm.

Attachments:

Resolution R-01-20 MOU Campbell County Conservation District
Resolution R-03-20 Service Contract for Administrative Hearing Officer
Resolution R-02-20 Revised Job Description & New Position for Animal Shelter
Resolution R-04-20 Accept Proposal for Geotechnical Engineering Services
Interfund Transfers
Budget Transfers
Claims and Supplemental Claims

Approved:

STEVE PENDERY
Judge/Executive

Attest:

Paula K. Spicer, Fiscal Court Clerk