

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

NOVEMBER 4, 2020

A special meeting of the Campbell County Fiscal Court was held on Wednesday, November 4, 2020, at 5:30 p.m. through a live broadcast on Campbell Media and the Fiscal Court Facebook Page.

COUNTY JUDGE/EXECUTIVE
STEVE PENDERY

COUNTY COMMISSIONERS
GEOFF BESECKER
TOM LAMPE
BRIAN PAINTER

County Attorney Steve Franzen,
Assistant County Administrator Kim Serra,
Fiscal Court Clerk Paula Spicer,
Finance Director/Treasurer Marie Schenkel,
Police Chief Craig Sorrell,
Planning and Zoning Director Cindy Minter

The meeting was called to order at 5:30 p.m. by Judge Pendery.

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 special meeting of October 21, 2020 were presented. Motion was made by Commissioner Painter, seconded by Commissioner Besecker to approve the minutes. All voted "Aye" and the motion passed.

At this time, Judge Pendery asked Ms. Serra if any comments or questions had been submitted by the public. Ms. Serra replied that there were none yet. After a brief wait, Ms. Serra reported that no comments had been received.

Ms. Serra presented old business beginning with a second reading of Ordinance O-14-20 by title. O-14-20 enacts and adopts the 2020 S-41 supplement to the Campbell County Code of Ordinances including certain resolutions and ordinances adopted between January 1, 2020 and June 30, 2020. Commissioner Lampe made a motion to adopt O-14-20, seconded by Commissioner Besecker. All voted "Aye" and the motion passed.

New business was then presented by requesting a motion to adopt the 2021 holiday schedule for Campbell County Fiscal Court employees. Motion was made by Judge Pendery, seconded by Commissioner Lampe. All voted “Aye” and the motion passed.

Resolution R-75-20 was read by title. R-75-20 amends certain sections of Chapter 3 of the Administrative Code (Personnel Policies and Procedures). Ms. Serra stated that staff conducted a strategic planning process last year and determined that several sections of Chapter 3 needed to be changed. Some of the more substantive changes are: how employee performance evaluations and employee engagement are handled, clarified language regarding how and when to pay employee portions of insurance premiums while employees are on unpaid leave and how and when to open an employee Health Savings Account (HSA). Judge Pendery made a motion to adopt R-75-20, seconded by Commissioner Painter. All voted “Aye” and the motion passed.

Ms. Serra advised and the next several items were related to the Planning and Zoning Department and pointed out that Cindy Minter, Planning and Zoning Director was available to answer questions.

A motion was requested to accept the resignation of Mark Brant from the full-time position of Building Inspector III effective November 25, 2020. Motion was made by Judge Pendery, seconded by Commissioner Lampe. All voted “Aye” and the motion passed.

Ms. Serra explained that Mr. Brant had been the designated “Chief Building Official” with the Commonwealth of Kentucky. Due to his resignation a motion was requested to designate Dave Rodgers, Building Inspector III as the Chief Building Official with the Commonwealth of Kentucky effective November 25, 2020. Motion was made by Judge Pendery, seconded by Commissioner Lampe. Ms. Minter explained that the Planning and Zoning Department staff work as a team, so she does not believe that the public will notice a difference in service. Mr. Rodgers is a Building Inspector III, the same level as Mr. Brant. This has been a succession plan for a number of years; it is just being implemented earlier than expected. Ms. Serra added that this motion also includes a slight pay increase for Mr. Rodgers for the additional duties, but is still within his current pay range. Judge Pendery pointed out that this action and the next few items related to the Planning and Zoning Department will result in a savings to the County.

Ms. Serra presented Resolution R-77-20 authorizing the elimination of one Building Inspector II position and creating a Building Permit Clerk position and a part-time Administrative Assistant position and further authorizing corresponding amendments to the Administrative Code to update the Authorized Position List. With the changes, the Planning & Zoning Department will still have two Building Inspectors who will concentrate on actual inspections and field work. The Building Permit Clerk position will be the support person for those two positions. The part-time Administrative Assistant will provide customer service, freeing up the current Administrative Assistant to support the planning division of the Department. If all of these changes are approved, there will be a savings to the Department budget of about \$13,000. Judge Pendery stated that Building Inspector III’s are in short supply; Ms. Minter has planned for this situation for some time. Putting this plan in place will meet the needs of the community and save some money and be more efficient. Ms. Minter added that the Building Inspectors perform both plan review and field inspections. For the past year, the Building Inspector I has been both

training as a Building Inspector and acting as a permit clerk. The Department has transitioned to accepting all plans online and the volume of work has been very steady over the summer and peaked several times. The extra administrative help is needed so that Building Inspectors can focus on plan review and inspections.

Judge Pendery then called for a vote on the designation of Dave Rodgers as the Chief Building Official. All voted “Aye” and the motion passed.

Judge Pendery then made a motion to adopt R-77-20, seconded by Commissioner Lampe. Commissioner Painter asked Ms. Minter if she was worried that if Mr. Rodgers left she may have a hard time finding a Building Inspector III. Ms. Minter stated that the Department will continue to grow and eventually the person who is a Building Inspector I will promote themselves to a Building Inspector III. There will always be two dedicated building inspectors. There are a lot of administrative duties done by building inspectors that can be filled with some administrative help. She pointed out that the Department has always had a contract for engineering services when needed. With the savings from these changes, she would do the same for building inspections when they get in high demand or for highly technical items. Ideally, she would like to have three building inspectors and a permit clerk, but felt that at this time it was not fiscally responsible. Judge Pendery called for a vote on R-77-20, all voted “Aye” and the motion passed.

A motion was requested to authorize staff to advertise, interview and hire for a full-time Building Permit Clerk. Ms. Serra explained that staff is not seeking authorization to immediately advertise and fill the part-time Administrative Assistant position as there are staff from other departments available to assist due to changes in workload resulting from the COVID-19 pandemic. Motion was made by Judge Pendery, seconded by Commissioner Lampe. All voted “Aye” and the motion passed.

Resolution R-76-20 was read by title. R-76-20 authorizes the creation of a Police Social Worker position and further authorizes corresponding amendments to the Administrative Code. Judge Pendery made a motion to adopt R-76-20, seconded by Commissioner Lampe. Commissioner Besecker stated that this is becoming an increasing issue across the country, Commonwealth and in our County. Chief Sorrell advised that many agencies across the country are incorporating social worker positions. Policing has evolved and when they are called, police try to be customer service oriented and do their best even though it may be outside their expertise. By bringing in a social worker position, they hope to have access to address more issues by having a trained person who has knowledge about resources and entities to help people deal with a variety of issues. The Department became aware of grant funding through the State, conversed with Highland Heights Police Chief Birkenhauer and decided to create a position to be shared by both Police Departments. Commissioner Besecker pointed out that now Alexandria has two social workers in its department. He assumes that this will be a great asset as well. Chief Sorrell pointed out that his Department added a Victim’s Advocate position a year or so ago. That position is affiliated with the County Attorney’s office and Commonwealth Attorney’s office. All of these entities work together to provide the best services that they can. All voted “Aye” and the motion passed.

Ms. Serra then requested a motion to authorize staff to advertise, interview and hire a full-time Police Social Worker. Motion was made by Judge Pendery, seconded by Commissioner Besecker. All voted “Aye” and the motion passed.

A motion was requested to appoint Troy Cover as a part-time Kennel Technician at the Campbell County Animal Shelter with compensation set at Pay Grade 2, \$14 per hour, effective November 5, 2020. Motion was made by Judge Pendery, seconded by Commissioner Lampe. All voted “Aye” and the motion passed.

A motion was requested to reappoint Joseph Williams to the Campbell County & Municipal Board of Adjustments for a four-year term effective March 7, 2020 through March 6, 2024. Motion was made by Judge Pendery, seconded by Commissioner Lampe. All voted “Aye” and the motion passed.

A motion was requested to reappoint CJ Peters and Mark Turner to the Campbell County & Municipal Planning & Zoning Commission for a four-year term effective July 1, 2020 through June 30, 2024. Motion was made by Judge Pendery, seconded by Commissioner Lampe. All voted “Aye” and the motion passed.

The last item of new business was a motion to reappoint members to the Campbell County Police Force Merit Board for your-year terms as follows:

Victor A. Needham III August 5, 2020 through August 4, 2024

William C. Voelker April 1, 2020 through March 31, 2024

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

Steve Franzen acknowledged County Clerk Jim Luersen, his staff and poll workers for the extraordinary efforts during yesterday’s presidential election. There were many changes this year i.e. mail-in ballots and drop-off ballots. The election went off without a hitch. He is proud of all of the people in Campbell County.

Mr. Franzen then stated that since Campbell has become a “red” county, the Chief Justice has issued recommendations as to how to conduct business. It is up to the individual judges whether they are going to implement the recommendations. If they do, it will slow things down, if not it will be business as usual. So far, the judges have allowed business to continue as normal. Judge Pendery asked Mr. Franzen if he would address that subject tomorrow on the weekly conference call with Campbell County Mayors/Administrators when Dr. Saddler of the Northern Kentucky District Health Department explains the significance of Campbell County being designated “red”.

Commissioner Besecker echoed Mr. Franzen’s comments about the County Clerk and the hard-working poll workers to ensure a smooth election.

Commissioner Lampe also thanked the County Attorney and his staff.

Commissioner Painter stated that it was a great election and he can not believe the speed with which everything was reported. County Clerk Luersen did a great job. He also complimented Mr.

Franzen on participating in the poll workers training. He guesses that there were many new poll workers with many questions.

Judge Pendery stated that the election process was carefully thought out so that there would be very little worry about the accuracy of the results here. Mr. Franzen agreed and added that when he meets with the poll workers he encourages them to tell the public all that is involved in putting on the elections to ensure that they are free and fair.

Ms. Serra announced that residents of Campbell County are welcome to dispose of household hazardous waste for FREE at the 2020 Household Hazardous Waste Collection event on Saturday, November 7th from 9AM to 2PM at UC Health Stadium 7950 Freedom Way, Florence, KY. Participants should visit www.nkyhhw.org to print & complete a registration form prior to attending the event.

Judge Pendery stated that the County's "red" status means that there is a certain number of infections per 100,000 people in the County that could trigger greater precautions being taken if it gets any worse. A redoubling of the efforts already being taken like social distancing, wearing masks and being careful should be enough to get us through and if so, recommendations that would probably become an order could be avoided. He requested that everybody watching redouble their efforts and be careful because the curve is headed in the wrong direction. There are more infections by the week now than throughout the course of the pandemic. If precautions are taken in sufficient numbers, we will flatten the curve and get through this spike before more uncomfortable measures are recommended. He added that flu season is ahead which may worsen the curve.

Judge Pendery thanked candidates for public office – whether they won or lost in the election, competition and discussion invigorates our democracy and makes America great.

Marie Schenkel presented Resolution R-78-20 by title. R-78-20 declares County-owned personal property as surplus and authorizes the County Finance Director/Treasurer to sell or otherwise dispose of such property. The current list of surplus property was provided by the various County departments. Commissioner Lampe made a motion to adopt R-78-20, seconded by Judge Pendery. Ms. Schenkel confirmed that items of any value are sold through govdeals.com. All voted "Aye" and the motion passed.

A motion was requested to approve interfund transfers dated October 30, 2020. Motion was made by Commissioner Painter, seconded by Commissioner Besecker. All voted "Aye" and the motion passed.

A motion was requested to approve budget transfers dated October 30, 2020. Ms. Schenkel stated that the transfers don't increase the total size of the budget, but reallocates funds to different line items. Motion was made by Commissioner Painter, seconded by Commissioner Besecker. All voted "Aye" and the motion passed.

Ms. Schenkel then requested a motion to approve the claims and claims paid per standing order dated October 28 and November 1 and 4, 2020. County Attorney Steve Franzen advised that he

has reviewed the claims and determined that they all appear appropriate. Commissioner Besecker made a motion to approve the claims, seconded by Commissioner Painter. Commissioner Lampe recused himself from approving any claims related to employee benefits due to his employer's relationship with those companies. Otherwise he agrees with the other claims. 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 Commissioner Lampe. All voted "Aye" and the meeting adjourned at 6:12 p.m. Judge Pendery thanked everybody for joining the meeting. The next Fiscal Court meeting will be on November 18, 2020.

Attachments:

Ordinance O-14-20 Adopt 2020 S-41 Supplement to the Code of Ordinances
Resolution R-75-20 Amend Personnel Policies and Procedures
Resolution R-77-20 Eliminate and Create Positions in the Planning/Zoning Department
Resolution R-76-20 Create Police Social Worker Position
Resolution R-78-20 Authorize Sale of County-owned Surplus Property
Interfund Transfers dated October 1, 2020
Budget Transfers dated October 30, 2020
Claims and Claims Paid Per Standing Order dated October 28 and November 1 and 4, 2020

Approved:

STEVE PENDERY
Judge/Executive

Attest:

Paula K. Spicer, Fiscal Court Clerk