

**CAMPBELL COUNTY, KENTUCKY FISCAL COURT  
MINUTES**

**July 19, 2023**

A regular meeting of the Campbell County Fiscal Court was held on Wednesday, July 19, 2023, 5:30 PM, at the Campbell County Administration Building, 1098 Monmouth Street, Newport, Kentucky. Campbell Media recorded the regular meeting and broadcasted it live on the Campbell Media website.

**Present:**

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

**Regular Meeting**

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

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

**Roll Call**

Following the roll call, a quorum was declared present.

**Minutes**

Judge/Executive, Steve Pendery requested a motion to approve the minutes from the Special Fiscal Court Meeting on June 30, 2023.

Motion was made to approve the minutes from the Special Fiscal Court Meeting on June 30, 2023 by Commissioner Geoff Besecker, seconded by Commissioner Tom Lampe. All voted "Aye" and the motion passed.

### **Recognition of Citizens/Public Officials**

Judge/Executive, Steve Pendery asked if there was anyone who would like to address the court. No one came forward, and the meeting moved to new business.

### **New Business**

County Administrator, Matt Elberfeld presented new business.

#### ***First Reading: Ordinance O-08-23***

County Administrator, Matt Elberfeld read the title for the first reading of Ordinance O-08-23, “An Ordinance of the Campbell County Fiscal Court enacting and adopting the S-46 Supplement to the Code of Ordinances of the County of Campbell, Kentucky (July 1, 2022 through April 30, 2023).”

There will be a request for a motion to adopt Ordinance O-08-23 after the second reading.

#### ***First Reading: Ordinance O-09-23***

County Administrator, Matt Elberfeld read the title for the first reading of Ordinance O-09-23, “An Ordinance updating the official zoning map for unincorporated Campbell County to rezone approximately 3.7 acres located at 10442 Pleasant Ridge Road from rural residential estate phased (R-RE (P)) to residential one C (R-1C).”

There will be a request for a motion to adopt Ordinance O-09-23 after the second reading.

#### ***Resolution R-64-23***

County Administrator, Matt Elberfeld read the title of Resolution R-64-23, “A Resolution of the Campbell County Fiscal Court authorizing the Judge/Executive to execute a contract with Rumpke of Kentucky Inc. to provide recyclable collection services at designated sites.”

Commissioner Tom Lampe made a motion to adopt Resolution R-64-23, seconded by Commissioner Brian Painter.

Commissioner Geoff Besecker inquired if moving the recycle bins to new locations has made things better. Assistant County Administrator, Kim Serra responded that the new locations in addition to hiring a Solid Waste Coordinator has helped to reduce issues.

All voted “Aye” and Resolution R-64-23 passed.

#### ***Resolution R-65-23***

County Administrator, Matt Elberfeld read the title of Resolution R-65-23, “A Resolution of the Campbell County Fiscal Court authorizing the Judge/Executive to execute a contract with Rumpke of Kentucky Inc. to provide trash disposal services for county cleanup events.”

Commissioner Tom Lampe made a motion to adopt Resolution R-65-23, seconded by Commissioner Geoff Besecker. All voted “Aye” and Resolution R-65-23 passed.

***Resolution R-66-23***

County Administrator, Matt Elberfeld read the title of Resolution R-66-23, “A Resolution of the Campbell County Fiscal Court authorizing the Judge/Executive to execute a contract with the Ohio-Kentucky-Indiana Regional Council of Governments to provide services to the Campbell County Fiscal Court for Fiscal Year 2024.”

Commissioner Geoff Besecker made a motion to adopt Resolution R-66-23, seconded by Commissioner Brian Painter. All voted “Aye” and Resolution R-66-23 passed.

***Resolution R-67-23***

County Administrator, Matt Elberfeld read the title of Resolution R-67-23, “A Resolution of the Campbell County Fiscal Court amending Chapter 3 “Personnel Policies and Procedures” of the Campbell County Administrative Code.” It includes the addition of new Section 362 “Solicitation.”

Commissioner Geoff Besecker made a motion to adopt Resolution R-67-23, seconded by Commissioner Tom Lampe. All voted “Aye” and Resolution R-67-23 passed.

***Motion***

County Administrator, Matt Elberfeld read a motion requesting to adopt “Terms and Conditions for Users of Campbell County Fiscal Court Social Media Sites.”

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

**Personnel**

***Executive Order***

County Administrator, Matt Elberfeld read a motion requesting to appoint Douglas Eglian to the part-time Camping & Concessions Worker position effective July 1, 2023.

Motion was made by Judge/Executive, Steve Pendery, seconded by Commissioner Geoff Besecker. All voted “Aye” and the motion passed.

***Executive Order***

County Administrator, Matt Elberfeld read a motion requesting to appoint Amy Conway to the seasonal Park Ranger position effective July 20, 2023.

Motion was made by Judge/Executive, Steve Pendery, seconded by Commissioner Brian Painter. All voted “Aye” and the motion passed.

***Executive Order***

County Administrator, Matt Elberfeld read a motion requesting to appoint Michelle Braun to the part-time Senior Center Assistant position effective July 24, 2023. Michelle Braun meets the definition of “immediate family” as set forth in Section 35.01 of the Campbell County Code of Ordinances and Section 35.03 of the Code states “if the hiring of a member of immediate family takes place, the county officer shall notify the Campbell County Ethics Commission of his/her action.” The County Administrator, Matt Elberfeld will notify the Ethics Commission via email that an immediate family member has been hired.

Motion was made by Judge/Executive, Steve Pendery, seconded by Commissioner Brian Painter. All voted “Aye” and the motion passed.

***Motion***

County Administrator, Matt Elberfeld read a motion requesting to accept the retirement resignation of Police Sergeant, Ryan Markus effective July 31, 2023. Sergeant Ryan Markus will be retiring with over 16 years of service at the Campbell County Police Department.

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

***Executive Order***

County Administrator, Matt Elberfeld read a motion requesting to enter into a contract with Thomas Lakes to provide Police Officer services for the 2024 Fiscal Year.

Motion was made by Judge/Executive, Steve Pendery, seconded by Commissioner Geoff Besecker. All voted “Aye” and the motion passed.

**Board Appointments**

***Executive Order***

County Administrator, Matt Elberfeld read a motion requesting to appoint Police Captain, Thomas Nitschke to the Campbell County Consolidated Dispatch Board of Directors for a two-year term effective July 1, 2023 through June 30, 2025.

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

***Executive Order***

County Administrator, Matt Elberfeld read a motion requesting to appoint Keith Daniels to the Campbell County Fire Protection District No. 6 Board of Trustees as a County representative for the remainder of a three-year term effective July 20, 2023 through June 30, 2025.

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

### **County Commissioners' Reports**

Commissioner Geoff Besecker commented that over the past couple nights he had attended the Cincinnati Red's Games, at Great American Ballpark, and the community was well represented. He stated it was awesome to see the Campbell County High School Band play the National Anthem on Monday evening, and then the Campbell County Police Department Honor Guard presented the colors for the National Anthem on Tuesday evening.

Commissioner Brian Painter commented the recent Campbell County Farm Tour was a fun event and it was well attended.

### **Judge/Executive Report**

Judge/Executive, Steve Pendery announced The Waste Tire Collection Event will be held at the Campbell County Road Department, located at 1175 Racetrack Road in Alexandria, on August 10 – 11, from 8:00 AM to 3:00 PM, and on August 12, from 8:00 AM to 12:00 PM. This is a free event for all Kentucky residents hosted by the Kentucky Division of Waste Management. There are no limits on the number of tires individuals can bring; however, commercial haulers, contractors, businesses, scrap yards, recycling centers, and tire retailers are prohibited from participating. This event only comes to Campbell County once every three years, and residents are encouraged to attend.

Judge/Executive, Steve Pendery announced The Festival on the Lake at AJ Jolly Park will be held on Saturday, August 19, 2023 from 4:00 – 11:00 PM. Admission is just \$5 with kids 12 and under free. In addition to a fantastic line up featuring Borderline 360, there will be food and craft vendors and children's activities. This year's festival marks the 60<sup>th</sup> Anniversary of AJ Jolly Park.

Judge/Executive, Steve Pendery announced the 2023 Citizens' Academy Program is scheduled to begin September 11, 2023 and will run through November 6, 2023 on Monday evenings from 6:00 – 8:30 PM. This nine-week program is designed to improve civic education and increase citizen engagement in the workings of county government. Those interested can apply online no later than August 25, 2023.

### **Finance Director/Treasurer Report**

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

#### ***Resolution R-68-23***

Finance Director/Treasurer, Laura Lewis read the title of Resolution R-68-23, "A Resolution of the Campbell County Fiscal Court granting Sheriff Mike Jansen his quietus for 2022 taxes."

Finance Director/Treasurer, Laura Lewis stated that she certified Sheriff, Mike Jansen has paid into Campbell County, Kentucky, the full amount of County Revenue collected by him as Sheriff of Campbell County from April 15, 2022 through April 15th, 2023 and therefore is entitled to receive his Quietus payment from the state of Kentucky.

Judge/Executive, Steve Pendery made a motion to adopt Resolution R-68-23, seconded by Commissioner Geoff Besecker. All voted “Aye” and Resolution R-68-23 passed.

***Motion***

Finance Director/Treasurer, Laura Lewis read a motion requesting to acknowledge the receipt of transfer from the Sheriff for the tax year 2022 delinquent 911 service fee bills to the County Treasurer.

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

***Motion***

Finance Director/Treasurer, Laura Lewis read a motion to authorize the Judge/Executive to execute wrecker service agreements for use by the Campbell County Police Department on an as-needed basis for a two-year period from July 19, 2023 – July 19, 2025. She stated there is no cost associated with the agreements unless services are utilized.

Motion was made by Judge/Executive, Steve Pendery seconded by Commissioner Brian Painter. All voted “Aye” and the motion passed.

***Motion***

Finance Director/Treasurer, Laura Lewis read a motion requesting the Fiscal Court to purchase an Interactive Kiosk Display System and enter into a five-year full technical support agreement with US Hospitality Publishers, Inc. dba Uniguest.

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

***Motion***

Finance Director/Treasurer, Laura Lewis read a motion requesting to accept the bid from Mago Construction for Fall Resurfacing Projects in Fiscal Year 2024. This is for 10 residential county roads.

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

***Motion***

Finance Director/Treasurer, Laura Lewis read a motion to request proposals for a Community Development Block Grant (CDBG) consultant. Applications for the award of CDBG funds are required to be administered by CDBG certified administrators. Staff are requesting permission to issue the RFP from qualified consultants for the application preparation, environmental assessment preparation, and project administration services for any CDBG projects to be awarded to Campbell County Fiscal Court in the Fiscal Year 2023 funding cycle.

Motion was made by Judge/Executive, Steve Pendery, seconded by Commissioner Geoff Besecker. All voted “Aye” and the motion passed.

***Motion***

Finance Director/Treasurer, Laura Lewis read a motion to request bids for a utility vehicle for AJ Jolly Golf Course. The 4WD Gasoline Fuel Injected Utility Vehicle with Dump Bed will be replacing a 1997 Cushman Truckster with 9,353 hours (561,180 miles equivalent). The new vehicle is estimated to cost about \$50,000 and is included in the Fiscal Year 2024 Budget.

Motion was made by Judge/Executive, Steve Pendery, seconded by Commissioner Geoff Besecker. All voted “Aye” and the motion passed.

***Claims & Claims Paid per Standing Order and Benefits Claims***

Finance Director/Treasurer, Laura Lewis requested a motion to approve the Claims and Claims Paid per Standing Order dated:

- July 01, 2023 – Benefits Claims
- July 05, 2023 – Claims per Standing Order Claims
- July 12, 2023 – Claims, Including per Standing Order Claims
- July 19, 2023 – Claims, Including per Standing Order Claims

Motion was made to approve the claims by Commissioner Brian Painter, seconded by Commissioner Geoff Besecker.

County Attorney, Steve Franzen commented that he had reviewed the Claims, Claims Paid per Standing Order, and had determined that everything appeared appropriate.

Commissioner Tom 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.

**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 5:55 PM.

## Attachments

- Resolution R-64-23 Contract, Rumpke Recyclables Collection
- Resolution R-65-23 Contract, Rumpke Trash Disposal
- Resolution R-66-23 Agreement, OKI Fiscal Year 2024
- Resolution R-67-23 Amend Administrative Code, Personnel Policies & Procedures – Solicitation
- Resolution R-68-23 Sheriff's Settlement & Quietus for Tax Year 2022
- Claims & Claims Paid per Standing Order:
  - July 01, 2023 – Benefits Claims
  - July 05, 2023 – Claims per Standing Order Claims
  - July 12, 2023 – Claims, Including per Standing Order Claims
  - July 19, 2023 – Claims, Including per Standing Order Claims

Approved:

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STEVE PENDERY  
Judge/Executive

Attest:

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JANIE PATTERSON  
Fiscal Court Clerk