

**CAMPBELL COUNTY, KENTUCKY FISCAL COURT
MINUTES**

May 15, 2024

The Campbell County Fiscal Court held two public hearings and a regular meeting on Wednesday, May 15, 2024, at 5:30 PM, at the Campbell County Administration Building, 1098 Monmouth Street, Newport, Kentucky. Campbell Media recorded the public hearings and the regular meeting and broadcasted both on the Campbell Media website.

Present:

Assistant County Attorney, Pat Walsh
County Judge/Executive, Steve Pendery
County Commissioner, Geoff Besecker
County Commissioner, Tom Lampe
County Commissioner, Brian Painter

County Administrator, Matt Elberfeld
Fiscal Court Clerk, Janie Patterson
Finance Director/Treasurer, Laura Lewis
Assistant County Administrator, Kim Serra
Police Chief, Craig Sorrell

Absent:

County Attorney, Steve Franzen

Public Hearings

Public Hearing on Possible Uses of County Road Aid and Local Government Economic Assistance Funds

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

The purpose of the Public Hearing was to discuss the possible uses of County Road Aid and Local Government Economic Assistance Funds.

Judge Pendery lead the Public Hearing and asked the court if there were any questions or comments about the possible uses of County Road Aid and Local Government Economic Assistance Funds and there were none.

The Public Hearing was adjourned at 5:32 PM.

Public Hearing on Land Water Conservation Fund Grant Application

Judge/Executive, Steve Pendery called the second Public Hearing to order at 5:32 PM.

The purpose of the Public Hearing was to obtain comments and suggestions from the public pertaining to the county's Land and Water Conservation Fund Grant Application, which if attained, will be used to replace the play area located in the main campground at AJ Jolly Park.

Judge Pendery lead the Public Hearing and asked the court if there were any questions or comments, and there were none.

The Public Hearing was adjourned at 5:33 PM.

Regular Meeting

Judge/Executive, Steve Pendery called the meeting to order at 5:33 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 Mayor's Meeting on April 23, 2024 and the Regular Fiscal Court Meeting on May 1, 2024.

Motion was made to approve the minutes from the Special Mayor's Meeting on April 23, 2024 and the Regular Fiscal Court Meeting on May 1, 2024 by Commissioner Geoff Besecker, seconded by Commissioner Brian Painter. All voted "Aye" and the motion passed.

Guests

Finance Director/Treasurer, Laura Lewis – Presented the Annual Budget for Fiscal Year 2025

Judge/Executive, Steve Pendery introduced special guest, Finance Director/Treasurer, Laura Lewis to present the budget for Fiscal Year 2025.

Finance Director/Treasurer, Laura Lewis introduced Financial Systems Analyst, Travis Lilley, who would be assisting her. Throughout the presentation, Ms. Lewis went into detail about the following topics:

- Budge Themes/Assumptions
- Fiscal Year 2024 Budget vs. Projection

- Fiscal Year 2025 Budget Overview: Fiscal Year 2025 Budget vs Fiscal Year 2024 Budget, future considerations, Fiscal Year 2025 Budget by Major Funds.

Ms. Lewis stated that government is a service business, therefore the largest expense for the Fiscal Court is personnel and health insurance expense is increasing 8.5%.

Finance Director/Treasurer, Laura Lewis stated there are many factors that cause the Fiscal Court budgeted expenditures to grow each year, but it is mostly driven by market conditions.

Finance Director/Treasurer, Laura Lewis stated the Finance Department has strict internal controls in place to prevent fraud. She explained Open Gov is a transparency tool that is available and accessible to the public, and current and past budget information are both available on the Campbell County website.

Commissioner Brian Painter asked for clarification about what information is made available on Open Gov and if it is being used. Ms. Lewis responded that yes, it is used on a daily basis.

Ms. Lewis thanked Judge/Executive Steve Pendery, the Commissioners, and the Finance Department.

Judge/Executive, Steve Pendery thanked Ms. Lewis and said Campbell County is very well served.

New Business

County Administrator, Matt Elberfeld presented new business.

Ordinance O-05-24

County Administrator, Matt Elberfeld read the title summary for the first reading of Ordinance O-05-24, “An Ordinance relating to the prohibition of cannabis business operations in Campbell County.”

There will be a request for a motion to adopt Ordinance O-05-24 after the second reading.

R-37-24

County Administrator, Matt Elberfeld read the title summary of Resolution R-37-24, “A Resolution adopting and approving the execution of a County Road Aid Coop Program Contract between the Fiscal Court and the Commonwealth of Kentucky Transportation Cabinet Department of Rural and Municipal Aid for the fiscal year beginning July 1, 2024, as provided in the Kentucky Revised Statutes and accepting all roads and streets referred to therein as being a part of the County Road System.”

Motion was made to adopt Resolution R-37-24 by Commissioner Brian Painter, seconded by Commissioner Tom Lampe. All voted “Aye” and Resolution R-37-24 passed.

R-38-24

County Administrator, Matt Elberfeld read the title summary of Resolution R-38-24, “A Resolution of the Campbell County Fiscal Court authorizing the Judge/Executive to apply for Land and Water Conservation

fund assistance for a playground replacement at AJ Jolly Park.” The total cost of the proposed project is \$150,000. If awarded the grant would cover 50% of the project cost.”

Motion was made to adopt Resolution R-38-24 by Commissioner Tom Lampe, seconded by Commissioner Geoff Besecker. All voted “Aye” and Resolution R-38-24 passed.

R-39-24

County Administrator, Matt Elberfeld read the title summary of Resolution R-39-24, “A Resolution of the Campbell County Fiscal Court authorizing Matt Elberfeld to sign KYTC application 62-8 and any related documents and forms regarding the acquisition of excess right of way.”

Motion was made to adopt Resolution R-39-24 by Commissioner Geoff Besecker, seconded by Commissioner Tom Lampe. All voted “Aye” and Resolution R-39-24 passed.

R-40-24

County Administrator, Matt Elberfeld read the title summary of Resolution R-40-24, “A Resolution of the Campbell County Fiscal Court authorizing the Judge/Executive to apply for funding from the Kentucky Division of Waste Management for the recycling or disposal of waste tires in Fiscal Year 2025.”

Motion was made to adopt Resolution R-40-24 by Commissioner Brian Painter, seconded by Commissioner Geoff Besecker.

R-41-24

County Administrator, Matt Elberfeld read the title summary of Resolution R-41-24, “A Resolution of the Campbell County Fiscal Court approving the updated Northern Kentucky Solid Waste Management Area Interlocal Cooperation Agreement and Cooperative Partnership Agreement between Campbell, Boone and Kenton Counties.” These cooperative agreements originally established the Northern Kentucky Solid Waste Management Area in 1995 and the counties desire to update these agreements in order to continue to provide an efficient and regional approach to addressing solid waste and recycling issues in Northern Kentucky.

Motion was made to adopt Resolution R-41-24 by Commissioner Geoff Besecker, seconded by Judge/Executive, Steve Pendery.

All voted “Aye” and Resolution R-41-24 passed.

Personnel

Executive Order

County Administrator, Matt Elberfeld read a motion to appoint John Merson Jr. as a Police Officer Grade PO5 with the Campbell County Police Department effective May 16, 2024. Officer Merson is a lateral police officer hire and as such will be granted 5 years and 9 months of service credit.

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 to appoint Kaya Hill as the full-time Kennel Technician at Campbell County Animal Services effective May 16, 2024.

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 to appoint the following seasonal employees for the 2024 Facilities Maintenance, Parks and Golf season effective May 16, 2024.

- Mark Mercer, Park Ranger (SBE), \$14.25 Hourly Rate
- Harrison Smith, Camping & Concessions Worker (PTNB), \$14.25 Hourly Rate
- Kathleen Steffen, Clubhouse Concession Worker (PTNB), \$12.00 Hourly Rate

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 to appoint Sharon Snowden as the full-time Payroll Specialist in the Campbell County Finance Department effective June 3, 2024.

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

County Administrator Report

County Administrator, Matt Elberfeld requested a motion to appoint the below initial board members of the Campbell Fire/Rescue Fire District Board of Trustees effective July 1, 2024.

- Judge/Executive Appointment 7/1/2024 through 6/30/2025: Bernard Henke
- Judge/Executive Appointment 7/1/2024 through 6/30/2026: George Kees
- Judge/Executive Appointment 7/1/2024 through 6/30/2027: Michael Cooney
- Firefighter Appointment 7/1/2024 through 6/30/2025: Phillip Tarvin
- Firefighter Appointment 7/1/2024 through 6/30/2027: Joseph Strange
- Property Owner Appointment 7/1/2024 through 6/30/2026: Michael Borman
- Property Owner Appointment 7/1/2024 through 6/30/2028: Charles Taylor

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

County Administrator, Matt Elberfeld requested a motion to enter into executive session pursuant to KRS 61.810(C) for discussions of proposed or pending litigation against or on behalf of the public agency.

Motion to enter into executive session at 6:27 PM was made by Commissioner Geoff Besecker, seconded by Commissioner Brian Painter. All voted “Aye” and the motion passed.

Motion to come out of executive session at 6:30 PM was made by Commissioner Geoff Besecker, seconded by Commissioner Brian Painter. All voted “Aye” and the motion passed.

R-42-24

County Administrator, Matt Elberfeld read the title summary of Resolution R-42-24, “A Resolution of the Campbell County Fiscal Court authorizing counsel to file an amended complaint.”

Motion was made to adopt Resolution R-42-24 by Commissioner Geoff Besecker, seconded by Commissioner Tom Lampe. All voted “Aye” and Resolution R-42-24 passed.

County Commissioners’ Report

Commissioner Geoff Besecker said that it was Law Enforcement Appreciation week and he thanked the people who protect and serve our community, region, and the country. He said he appreciated each and every one of them. Commissioner Besecker also shined a spotlight on the Alexandria community for organizing the inaugural Alexandria Business Showcase. He said it was well attended and it was nice to see the business community spotlighted and given the opportunity to engage with the public and be showcased. Commissioner Besecker also congratulated the graduating students at Newport Central Catholic and wished all the upcoming graduates over the next few weeks a bright future.

Commissioner Brian Painter said the Conservation District and Cooperative Extension Office hosted a Farm Expo at the Alexandria Fair Grounds. He said there were a variety of demonstrations and auctions for farm equipment. He thanked the Conservation District and Cooperative Extension Office for raising awareness of the agriculture community.

Judge/Executive Report

Summer Music Series

Judge/Executive, Steve Pendery announced the Jay Jesse Johnson Band will be opening the summer music series at AJ Jolly Park on Saturday, June 1st. He said admission and parking were free, and the music will start at 7:30 PM. He said more information could be found online at www.ajjollypark.com.

Finance Director/Treasurer Reports

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

Ordinance O-06-24

Finance Director/Treasurer, Laura Lewis read the title summary for the first reading of Ordinance O-06-24, “An Ordinance of the Campbell County Fiscal Court relating to the annual budget and appropriations of Campbell County, Kentucky for the Fiscal Year 2024 – 2025 (FY25).”

There will be a request for a motion to adopt Ordinance O-06-24 after the second reading.

Motion

Finance Director/Treasurer, Laura Lewis requested a motion to adopt the fiscal year 2025 Annual Standing Order. She explained this is pursuant to KRS 68.275 to preapprove certain recurring expenses such as payroll, benefits, utilities, contractual obligations previously approved by the Fiscal Court, election workers and expense, grants with a disbursement requirement, banking or credit card charges, and insurance in a timely manner without additional Fiscal Court approval. The standing order will expire on July 1, 2024 and must be adopted for each fiscal year.

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 requested a motion for OEM to apply for supplemental EMPG funding remaining from Fiscal Year 2022 and for the Judge/Executive to execute any grant documents if awarded. She explained the OEM is seeking funds to purchase three Surface Pro computers, and four personal flotation devices for office staff, and a base radio for the Alternate EOC. She said the total cost is about \$16,000 and the grant is a 50/50 state/local match, or \$8,000 cost to the county and \$8,000 grant reimbursement.

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

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

- May 8, 2024
- May 15, 2024

Assistant County Attorney, Pat Walsh commented that the County Attorney had reviewed the Claims, and everything appeared to be appropriate.

Motion was made to approve the claims by Commissioner Geoff Besecker, seconded by Tom Lampe. All voted “Aye” and the motion passed.

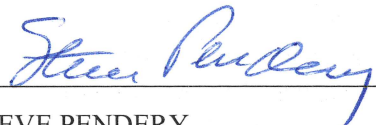
Adjournment

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 6:40 PM.

Attachments

- R-37-24 County Road Aid Cooperative Program Agreement
- R-38-24 Land Water Conservation Fund 2024
- R-39-24 KYTC Authorized Signer, Matt Elberfeld
- R-40-24 Waste Tire Grant Funds FY 2025
- R-41-24 Interlocal Agreement, Northern Kentucky Solid Waste Management Area (NKSWMMA)
- R-42-24 Opioid Litigation PBM
- O-06-24 Budget Fiscal Year 2025, 1st Reading
- Claims & Claims Paid per Standing Order:
 - May 8, 2024
 - May 15, 2024

Approved:



STEVE PENDERY
Judge/Executive

Attest:



JANIE PATTERSON
Fiscal Court Clerk