

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

**MAY 20, 2020**

A special meeting of the Campbell County Fiscal Court was held on Wednesday, May 20, 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,  
County Administrator Matt Elberfeld,  
Assistant County Administrator Kim Serra,  
Fiscal Court Clerk Paula Spicer,  
Finance Director/Treasurer Marie Schenkel,  
Police Chief Craig Sorrell,  
Community Services Manager Allyn Reinecke

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

Judge Pendency 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 May 6, 2020 were presented. Motion was made by Commissioner Lampe, seconded by Commissioner Painter to approve the minutes. Commissioner Besecker noted that in his comments about Sgt. Heiert's evening Facebook broadcast, the name of one of the charities he raised money for is "Barracks Project" not "Barrett's Project" and asked that it be changed. With that change noted, all voted "Aye" and the motion passed.

At this time, Judge Pendency asked Ms. Serra if any comments or questions had been submitted by the public. After a brief wait, Ms. Serra reported that none had been received.

There being no old business, Matt Elberfeld announced that Ms. Schenkel would give her budget presentation first. He requested that any questions from the public be submitted via Facebook and staff would respond to them. He pointed out that this is a first reading and no action would be taken at this meeting.

Ms. Schenkel stated that she would review budget themes, general assumptions, the Fiscal Year 2020 budget projection and an overview of the Fiscal Year 2021 budget. She stated that the County budgets very conservatively; it has very little control over revenue streams and the needs

of the departments define the budget not necessarily the available resources. Ongoing expenditures need to be funded by ongoing revenues. There are no material increases in department operating expenses, although the costs of operating the Jail increases due to the impact of substance abuse issues and employee attraction and retention. Projections for the current year are used as a basis for the next year's budget. Ms. Schenkel presented figures for the FY20 budget and the latest projections for FY20 budget explaining the reasons for favorable and unfavorable variances and addressed the estimated economic impact of the COVID-19 crises. She then moved on to a comparison of the FY20 budget and proposed FY21 budget which includes a \$5.6 million deficit, \$1.5 million more than FY20 deficit, and explained the variances in revenues and expenditures. She explained that some of the effects of the COVID-19 crises will not be felt until April/May of 2021 when the net profits tax returns come in. She went into more detail on the real property and payroll tax receipts, the two biggest sources of revenue for the County. Ms. Schenkel displayed a pie chart showing the sources of revenue for the proposed FY21 budget. She then reviewed capital investments noting the use of grant funding where possible and significant recurring costs/projects (roads/infrastructure, police vehicles) and non-recurring projects that were left in the budget (Alexandria Clerk Annex roof replacement and Alexandria Courthouse driveway repaving). Ms. Schenkel stated that as a service business, personnel costs are the Fiscal Court's largest expenditure, explaining increases and decreases in certain expenses. She next explained the non-discretionary expenditures including pass-through funding, TANK contribution, debt service, non-recurring/grant funded capital projects and statutory obligations. Some future financial considerations of the County are: short and long-term impact of the COVID-19 crises, decreasing federal and state funding, attracting/retaining employees, future capital needs, unfunded pension liability and cash flow/operating reserves. She talked in more detail about the impact of pension increases and recommended operating reserves. Ms. Schenkel ended her presentation by displaying the proposed FY21 budget by fund in the format which will be submitted to the Kentucky Department of Local Government. She acknowledged the assistance of her staff and the cooperation of all of the department heads and announced that the proposed budget will be on the County's website tomorrow for public review. This is a first reading of the ordinance and the second reading will be scheduled after review by the Department of Local Government. Judge Pendery pointed out that each Commissioner has had a chance to review the budget documents individually with Ms. Schenkel. He complimented Ms. Schenkel on the organization of her presentation. While the County is required to produce a budget and send it to the State for approval, this year will be impossible to predict right now and hard to predict in the future. The effects of COVID-19 on the County's revenue will not be apparent until July when tax receipts roll in. Every year there is some uncertainty because property taxes depend upon assessments and calculations based on those assessments. The Fiscal Court only has the opportunity to adjust its property tax rates in August each year. He reiterated that this is a first reading and the ordinance will be acted upon at a future meeting. Commissioner Besecker thanked Ms. Schenkel for her presentation. He asked Mr. Elberfeld to address the golf course and why its opening was delayed. Mr. Elberfeld replied that when the COVID-19 hit in March, the State recommended that local government should not engage in face-to-face public services. He stated that staff has done an awesome job adapting how it delivers services. The State previously issued guidance on recreation and not allowing groups of more than two people. Since the golf course is owned by County, staff felt that it was under a different set of circumstances than some other golf courses and tried to set an example. As the State has updated its guidelines, so has the County and the golf course is now open. It first

opened without use of carts as recommended by the Health Department, but will allow one rider per cart beginning Friday. A phased-in plan includes the sale of concessions, availability of carts and the start of league play next week. The County's operations have updated as the State's guidance allows to generate as much revenue and make up as much as it can all while being safe. He has a lot of confidence in Brian Lambdin and Tim Mason that they will do everything they can to operate the course well and safely.

Mr. Elberfeld presented new business with a first reading of Ordinance O-07-20 by title. O-07-20 enacts and adopts the 2020 S-40 Supplement to the Code of Ordinances of Campbell County. Updates to the Code are made twice a year. This is not new legislation, it simply codifies ordinances and some resolutions adopted between July 1, 2019 and December 31, 2019 into our standard Code of Ordinances. No vote was taken on the first reading.

Resolution R-36-20 was read by title. R-36-20 allocates Mental Health/Intellectual Disability Tax Funds for fiscal year 2021. This is an annual allocation. Part of the payroll tax is dedicated to funding mental health and intellectual disability agencies. Staff goes through a procurement process at the same time as Boone and Kenton Counties to evaluate the agencies. Each County then makes their own decisions about funding. Ms. Reinecke was present to answer any questions. Mr. Elberfeld stated that these are substantially the same agencies/programs funded last year however the amounts are different. Staff is not sure what the payroll tax receipts are going to be until July, and therefore recommends that the Fiscal Court approve a guarantee of 80% of the funding to the agencies and set aside 20% that can be issued if the payroll tax comes in better than staff anticipates. Commissioner Besecker made a motion to adopt R-36-20, seconded by Commissioner Painter. All voted "Aye" and the motion passed.

Resolution R-37-20 was read by title. R-37-20 allocates Senior Citizens tax funds for fiscal year 2021. The same conditions for the Mental Health/Intellectual Disability allocations apply to these funds. These funds are from the payroll tax that fund the Senior Center and other agencies serving senior citizens. There are no real substantial changes from last year. Commissioner Lampe made a motion to adopt R-37-20, seconded by Commissioner Besecker. All voted "Aye" and the motion passed.

Resolution R-38-20 was read by title. R-38-20 authorizes 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 2021. The County routinely applies for this grant. It is eligible for up to \$4,000 and there is no local match. The grant funds are used to offset the costs of disposing of waste tires from the County's clean-up events. Commissioner Painter made a motion to adopt R-38-20, seconded by Commissioner Lampe. All voted "Aye" and the motion passed.

Mr. Elberfeld addressed the next three items on the agenda which are related. The Human Resources Director position has been vacant for a couple of months and staff evaluated the position to determine if it was needed, could be handled differently or if there was a way to save money. Ms. Serra and Ms. Schenkel have agreed to split the duties of the HR Director at no additional compensation to them. Ms. Schenkel will take over payroll-related, benefits, etc. and Ms. Serra will take over the traditional HR duties such as hiring and personnel policy oversight. In order for them to do that, the workload and salary for the HR Specialist and Payroll Specialist

need to be increased. Overall these actions will result in a savings of \$103,000 per year and we will still have a high functioning HR Department to service the County employees.

Resolution R-39-20 was read by title. R-39-20 authorizes the restructuring of the Human Resources/Payroll Department and further authorizes corresponding amendments to the Administrative Code. Judge Pendery made a motion to adopt R-39-20, seconded by Commissioner Lampe. All voted “Aye” and the motion passed.

A motion was requested to set the annual salary for Laurie Forrester, Payroll Specialist at \$56,000 effective May 25, 2020. This is about a \$10,000 increase including benefit costs. In addition, the position will be moved from 35 to 40 hours per week. Motion was made by Judge Pendery, seconded by Commissioner Lampe. All voted “Aye” and the motion passed.

A motion was requested to promote Millie Mullaguru from Human Resources Specialist I to Human Resources Specialist II with an annual salary set at \$55,000 effective May 25, 2020. Including benefits, this is about a \$6,500 increase. Motion was made by Judge Pendery, seconded by Commissioner Lampe. Commissioner Besecker stated that this whole process and the savings to the County and taxpayers is a wonderful thing. He thanked Ms. Serra and Ms. Schenkel and the other employees for agreeing to take on the additional duties. Judge Pendery stated that staff has been operating this way for a while and it has worked well. However, if it becomes a burden to the point where other arrangements need to be made, he will be willing to hear about it. All voted “Aye” and the motion passed.

A motion was requested to advance Police Officer Amanda Lindle from PO3 (\$22.5102/hour or \$46,821.17 annually) to PO4 (\$23.8608/hour or \$49,630.44 annually) effective May 28, 2020 in accordance with the current Fraternal Order of Police working agreement. Motion was made by Judge Pendery, seconded by Commissioner Lampe. All voted “Aye” and the motion passed.

A motion was requested to accept the resignation of Police Officer Robert Houpp effective May 7, 2020. Motion was made by Judge Pendery, seconded by Commissioner Lampe. All voted “Aye” and the motion passed.

A motion was requested to reappoint Clarence Martin to the Central Campbell Fire District Board of Trustees for a three-year term effective July 1, 2020 through June 30, 2023. Motion was made by Judge Pendery, seconded by Commissioner Lampe. All voted “Aye” and the motion passed.

Mr. Franzen complimented Ms. Schenkel on the excellent budget presentation. He added that the courts are still scheduled to reopen on June 1, although they are still working on the logistics for that. It will take a while to get through the backlog, especially child support cases.

Commissioner Besecker thanked staff and especially Ms. Schenkel for the budget presentation. He realizes that they and many of the directors have worked diligently to come up with it. He then asked that the community keep the Whitney Craig family in their prayers after her untimely death this week. Engineer Craig served as a paramedic on Central Campbell Fire District and has young children. He stated that there are some fundraisers in progress and a Go-Fund-Me

account. Also, Sgt. Heiert will be having an auction this week on his Facebook program to raise money. Commissioner Besecker stated that he is thinking of those who have been affected by flooding from this week's rain and praying for a quick recovery, especially to our neighbors in Pendleton County. Commissioner Besecker then congratulated all of the high school seniors who are graduating this year. He hardly remembers his high school graduation, but they will certainly remember theirs during these strange times. He hopes that the circumstances do not drag them down, but lift them and give them power and strength. He wished them all the best in their future endeavors adding that the community is behind them and wants them to succeed and continue to strive forward.

Commissioner Lampe thanked Ms. Schenkel, her staff, the department heads and their staff for the collective effort with putting the budget together. It is always a challenging exercise and is made more so this year with the COVID-19 situation. It is not just getting together, preparing and getting a consensus on the budget, but also anticipating the next fiscal year which may be quite different than anything they've seen. He wished everybody in the community continued health and safety during these crazy times.

Commissioner Painter asked how often an organization can save \$100,000 – between the Staff Accountant position being absorbed into the Finance Department, the efficiencies with the computers and then to divide the work of the Human Resources Director to other administrative staff is amazing. He commends both Ms. Serra and Ms. Schenkel for initiating this idea and for Mr. Elberfeld for recognizing good management when he sees it. It could not have come at a better time. He is really impressed by staff at this time, and has been for a long time. He stated that the Fiscal Court has the best staff of any of the counties in the region. The County spends less than anybody and delivers services right on time and now when we need it we have a savings. Commissioner Painter stated that the churches are starting to reopen, retail reopens today and restaurants reopen on Friday, May 22. People need to take heart – as the weather gets better we will economically get through this. Fortunately, we were in a strong economy and a lot of people came back into the workforce, they like working and want to work. He acknowledged that some businesses have closed permanently.

Judge Pendery named some websites where residents can get information: the NKY Health Department website where they will find that there are 1,000 cases in the four counties (Boone, Campbell, Grant and Kenton) served by the Health Department. 132 of those cases are in Campbell County. There is no national consensus on how statistics are supposed to be created. In our case these are not people who presumptively have COVID virus, but those who have tested positive. There were a lot of people who could not be tested in the beginning because there were not enough test kits and those needed to be reserved for people who had a need through their medical diagnosis. We have been fortunate in Campbell County to have only 132 cases so far. The death toll in northern Kentucky is up to 57, and of those 11 are Campbell Countians. One death is too many but fortunately we are not suffering quite as badly as some other jurisdictions. Those statistics are on the Northern Kentucky Health Department website. Those wanting to see the worldwide picture can just type in "Corona Virus" and they will get a selection of various sites with information. The best one that he has found is Johns Hopkins University which is well thought out and has easily understood graphics. Even though Campbell County has been lucky in the number of infections, we will not be so fortunate when it comes to

the budget. We will likely have a deficit that will be solidified by the close of this fiscal year, with the prospect of a bigger deficit next year because the main financial effects of the Corona virus will be felt during the coming fiscal year. He reassured everyone that the County has prudently added to the surplus regularly over the years. It has adequate money for cash flow and to cover shortfalls as they appear during the Corona virus. Reserve accounts are created for just this sort of purpose. This is an emergency and you would not expect to fund it out of the regular revenue stream.

Ms. Schenkel began her report by presenting Resolution R-40-20. R-40-20 requests the Kentucky Transportation Cabinet to reimburse the Fiscal Court for transportation of non-public school students for the 2019-2020 school year. This request is made each year. The County contributed \$316,701.60 to the transportation of non-public school students and upon approval will submit a request to the State for reimbursement. The funds were paid to the Campbell County School District. Commissioner Besecker made a motion to adopt R-40-20, seconded by Commissioner Painter. All voted “Aye” and the motion passed.

A motion was requested to adopt the fiscal year 2021 annual standing order to preapprove certain recurring expenses such as payroll, benefits, insurance and contractual obligations for the next fiscal year. Motion was made by Commissioner Lampe, seconded by Commissioner Painter. All voted “Aye” and the motion passed.

Ordinance O-08-20 was presented for a first reading. O-08-20 relates to the annual budget and appropriations of Campbell County, Kentucky for the fiscal year 2020-2021. The budget will now be sent to the Department of Local Government for review and once approved it will be returned and a second reading of the ordinance will be scheduled.

A motion was requested to approve budget transfers dated May 20, 2020. Ms. Schenkel explained that the transfers do not increase the overall budget they only reallocate certain funds. Motion was made by Commissioner Painter, seconded by Commissioner Lampe. All voted “Aye” and the motion passed.

Ms. Schenkel then requested a motion to approve the claims and claims per standing order dated May 13, May 14 and May 20, 2020. County Attorney Steve Franzen advised that he has reviewed the 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.

Judge Pendery announced that people can find out when certain businesses will reopen by googling “healthy at work”. This is the State’s website that sets forth specific requirements for given industries and general requirements that everybody is supposed to follow. He added that some of this is guidance and not an ironclad requirement. As Commissioner Painter mentioned earlier, restaurants can open at 33% capacity and unlimited number of outdoor seats on May 22. There are also dates for reopening of a number of industries on the site.

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 6:50 p.m.

Attachments:

Ordinance O-07-20 First Reading to Adopt 2020 S-40 Supplement to Code of Ordinances  
Resolution R-36-20 Allocate FY21 Mental Health/Intellectual Disability Tax Funds  
Resolution R-37-20 Allocate FY21 Senior Citizen Tax Funds  
Resolution R-38-20 Application for Waste Tire Grant Funds  
Resolution R-39-20 Restructure Human Resources/Payroll Department  
Resolution R-40-20 Application for Reimbursement of Student Transportation Costs  
Ordinance O-08-20 First Reading to Adopt FY21 Fiscal Court Budget  
Budget Transfers dated May 20, 2020  
Claims and Claims Paid Per Standing Order dated May 13, May 14 and May 20, 2020

Approved:

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STEVE PENDERY  
Judge/Executive

Attest:

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Paula K. Spicer, Fiscal Court Clerk