

**CAMPBELL COUNTY, KENTUCKY FISCAL COURT  
MINUTES**

**December 6, 2023**

The Campbell County Fiscal Court held a regular meeting on Wednesday, December 6, 2023, at 9:00 AM, at the Campbell County Courthouse, 8352 East Main Street, Alexandria, Kentucky. Campbell Media recorded the regular meeting and broadcasted it 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  
Human Resources Director, Ashley Murray

**Regular Meeting**

Judge/Executive, Steve Pendery called the meeting to order at 9:00 AM.

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 Regular Fiscal Court Meeting on November 15, 2023.

Motion was made to approve the minutes from the Regular Fiscal Court Meeting on November 15, 2023 by Commissioner Geoff Besecker, seconded by Commissioner Brian Painter. 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.

Campbell County resident, Daniel Murrell, expressed his concerns about Boyd Road Bridge being permanently closed and not being able to drive across it. Judge Pendery explained research is still being conducted but only a small number of vehicles utilize the bridge and to fix it could cost up to \$1.5 million.

Daniel Murrell asked if Boyd Road Bridge could be turned into a pedestrian bridge. County Administrator, Matt Elberfeld said that was something the engineering firm would look into.

## Old Business

### ***Ordinance O-15-23***

County Administrator, Matt Elberfeld read the title summary for the second reading of Ordinance O-15-23, “An Ordinance of the Campbell County Fiscal Court amending Title VII, Chapter 72 entitled Parking Regulations of the Campbell County Code of Ordinances to prohibit parking on a Portion of Alexandria Pike West.” The first reading occurred at the Regular Fiscal Court Meeting on November 15, 2023.

Motion was made to adopt Ordinance O-15-23 by Commissioner Geoff Besecker, seconded by Commissioner Tom Lampe. All voted “Aye” and Ordinance O-15-23 passed.

## New Business

County Administrator, Matt Elberfeld presented new business.

### ***R-83-23***

County Administrator, Matt Elberfeld read the title summary of Resolution R-83-23, “A Resolution of the Campbell County Fiscal Court authorizing the Judge/Executive to enter into an updated Memorandum of Understanding with the Northern Kentucky Horse Network, Inc. for the purpose of maintaining horse back riding trails at AJ Jolly Park.” Mr. Elberfeld stated there were not any significant changes and it is just to reflect the current practices.

Motion was made to adopt Resolution R-83-23 by Commissioner Geoff Besecker, seconded by Commissioner Tom Lampe. All voted “Aye” and Resolution R-83-23 passed.

### ***R-84-23***

County Administrator, Matt Elberfeld read the title summary of Resolution R-84-23, “A Resolution of the Campbell County Fiscal Court approving AJ Jolly Golf Course Rates for the 2024 Golf Season.” Mr. Elberfeld stated each rate is going up \$1 – 2 to keep up with inflation, but that our prices are still competitive with the services and product we offer.

Motion was made to adopt Resolution R-84-23 by Commissioner Tom Lampe, seconded by Judge/Executive, Steve Pendery. All voted “Aye” and Resolution R-84-23 passed.

***R-85-23***

County Administrator, Matt Elberfeld read the title summary of Resolution R-85-23, “A Resolution of the Campbell County Fiscal Court amending the Campbell County Police Policy and Procedure Manual.”

Motion was made to adopt Resolution R-85-23 by Commissioner Geoff Besecker, seconded by Commissioner Tom Lampe. All voted “Aye” and Resolution R-85-23 passed.

**Personnel**

***R-86-23***

County Administrator, Matt Elberfeld read the title summary of Resolution R-86-23, “A Resolution of the Campbell County Fiscal Court modifying section 340 (Leaves of Absence) contained in chapter 3 (Personnel Policies and Procedures) of the Administrative Code.” Mr. Elberfeld stated Columbus Day is being recommended as an additional paid holiday to remain competitive. He stated it is also recommended to update short term sick from 6 to 8 days per year to remain competitive, because we are currently behind the market. Long term sick we are competitive but want to change to accrual based on the employee’s anniversary date instead of January 1<sup>st</sup>.

Motion was made to adopt Resolution R-86-23 by Judge/Executive, Steve Pendery, seconded by Commissioner Tom Lampe. All voted “Aye” and Resolution R-86-23 passed.

***Executive Order***

County Administrator, Matt Elberfeld read a motion requesting to adopt the 2024 holiday schedule for employees of the Fiscal Court.

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

***R-87-23***

County Administrator, Matt Elberfeld read the title summary of Resolution R-87-23, “A Resolution of the Campbell County Fiscal Court adopting pay rates and authorized positions for 2024 variable staff of the Fiscal Court and authorizing corresponding amendments to the Administrative Code.”

Motion was made to adopt Resolution R-87-23 by Judge/Executive, Steve Pendery, seconded by Commissioner Brian Painter. All voted “Aye” and Resolution R-87-23 passed.

***Executive Order***

County Administrator, Matt Elberfeld read a motion requesting to adjust the pay rates of current variable part time staff to reflect the updated 2024 Facilities Maintenance, Parks and Golf seasonal pay rates effective January 1, 2024.

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

***Motion***

County Administrator, Matt Elberfeld read a motion authorizing staff to advertise, interview, and make a hiring recommendation for variable staff for the 2024 Facilities Maintenance, Parks, and Golf season.

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 Storm Painter to the position of Police Officer (PO1) with the Campbell County Police Department effective December 29, 2023.

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 Erik Schnitzler to the position of Police Officer (PO1) with the Campbell County Police Department effective December 29, 2023.

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 advance Justin Faul from Building Inspector II to Building Inspector III effective December 17, 2023.

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

**County Commissioners’ Reports**

**Commissioner Geoff Besecker** thanked the Genealogy and Historical Society, President Steve Battistone, and County resident Mark Thomas for the Christmas Tree display in front of the Campbell County Courthouse in Alexandria. He stated there were over 50 trees presented this year and it beautified the City and the FC Property. He also said he had attended Campbell County High School Board Meeting as they are in the process of updating CDIP. He said there were 75 – 80 community members present and it was a pleasant evening being able to watch the students embark on life after high school.

**Commissioner Tom Lampe** commented the Christmas Trees looked wonderful.

**Commissioner Brian Painter** commented he was not really closely related at all to the newly appointed Police Officer, Storm Painter but said he’s a fine young man.

## **Judge/Executive Report**

### ***New Trash Voucher Program***

Judge Executive, Steve Pendery announced that Campbell County Solid Waste is introducing a new trash voucher program. He explained that residents of Campbell County can now obtain up to two trash disposal vouchers per household per year. Vouchers will cover the cost of one truckload or one 8-ft trailer load of household and yard waste to drop off for free at either the Rumpke Covington Transfer Station or the Rumpke Pendleton County Landfill.

County Administrator, Matt Elberfeld commented that the cost of the two County provided cleanup events is approximately \$50,000 each but for the voucher program, we will only be charged when vouchers are utilized. Mr. Elberfeld stated this voucher program will allow residents complete flexibility and four County sponsored disposal opportunities each year.

Campbell County resident, Jerry Neltner stood up and thanked the Fiscal Court for the new trash voucher program.

### ***AJ Jolly Golf Course Survey***

Judge Executive, Steve Pendery announced AJ Jolly Golf Course would like feedback from 2023 customers and that the survey link is available on the AJ Jolly Park website. People who complete the survey by December 31st will be entered into a drawing for a chance to win a round of 18 holes with a cart.

### ***Christmas Tree Recycling Program***

Judge/Executive, Steve Pendery announced the Campbell County Christmas Tree Recycling Program will begin Tuesday, December 26th, and run through Sunday, January 14th. He explained residents can drop off natural Christmas trees at the designated area in Pendery Park during daylight hours, and the Kentucky Department of Fish and Wildlife will collect the trees to be used as fish habitats in lakes throughout the Commonwealth.

### ***Holiday Light Recycling Program***

Judge/Executive, Steve Pendery announced Campbell County Solid Waste is partnering with Cohen Electronics to host the Holiday Light Recycling Program from December 1<sup>st</sup> – February 1<sup>st</sup>. He explained, residents can drop off unwanted string lights at six convenient locations: Campbell County Administration Building (1098 Monmouth Street, Newport), Campbell County Clerk's Office (8330 W Main Street, Alexandria), and all Campbell County Public Library locations.

## **Finance Director/Treasurer Report**

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

### ***R-88-23***

Finance Director/Treasurer, Laura Lewis read the title summary of Resolution R-88-23, "A Resolution declaring County-owned personal property as surplus and authorizing the County Finance Director/Treasurer to sell or otherwise dispose of such property."

Motion was made to adopt Resolution R-88-23 by Commissioner Brian Painter, seconded by Judge/Executive, Steve Pendery. All voted “Aye” and Resolution R-88-23 passed.

***R-89-23***

Finance Director/Treasurer, Laura Lewis read the title summary of Resolution R-89-23, “A Resolution of the Campbell County Fiscal Court approving submission for use of flex funds to the Kentucky Transportation Cabinet, Rural Secondary Road Program.”

Motion was made to adopt Resolution R-89-23 by Commissioner Brian Painter, seconded by Commissioner Geoff Besecker. All voted “Aye” and Resolution R-89-23 passed.

***Motion***

Finance Director/Treasurer, Laura Lewis read a motion requesting permission for the Judge/Executive to execute a lease agreement with Quadient for a new postage machine at the County Administration Building. She stated the 60-month lease is for \$14,770.80 and is a \$1,684 increase from the previous lease that began on 2/28/19 and will end on 2/29/24. The monthly cost is \$246.18 to be billed on a quarterly basis. The new postage machine will include an update to the stamping process called “intelligent mail indicia” (IMI) that will be required by USPS in 2024.

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 authorize staff to extend the contract with SLCS Cleaning LLC through calendar year 2024 for janitorial services at the County Administration Building. The vendor has agreed to offer janitorial services for the currently contracted amount of \$3,950 monthly, or \$47,400 annually. The cost of these services is included in the FY24 budget.

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 to approve a change order for purchase order 33290 in the amount of \$27,060.61 for the re-mobilization of labor and equipment for the Barr’s Branch Bridge project due to an unforeseen construction delay. The delay was not due to any fault of the awarded contractor.

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

***Interfund Transfers***

Finance Director/Treasurer, Laura Lewis requested a motion to acknowledge there were not any Interfund Transfers the month of November 2023.

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

***Budget Transfers***

Finance Director/Treasurer, Laura Lewis requested a motion to approve Budget Transfers dated November 30, 2023

Motion was made by Judge/Executive, Steve Pendery, seconded by Commissioner Brian Painter. 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:

- November 17, 2023 (General Election)
- November 22, 2023
- November 29, 2023
- December 6, 2023
- December 1, 2023 (Employee Benefits Claims)

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

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

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 Brian Painter made a motion to adjourn the meeting; Commissioner Geoff Besecker offered a second to the motion. All voted “Aye” and the meeting adjourned at 9:35 AM.

**Attachments**

- Ordinance O-15-23: Prohibit Parking on a Portion of Alexandria Pike West
- Resolution R-83-23: MOU, Northern Kentucky Horse Network
- Resolution R-84-23: AJ Jolly Golf Rates 2024
- Resolution R-85-23: Amend Police Policy and Procedure Manual, Merit Board
- Resolution R-86-23: Administrative Code, Personnel Policies and Procedures, Leave of Absence
- Resolution R-87-23: Adopting Pay Rates, Facilities Maintenance, Parks and Golf Season 2024
- Resolution R-88-23: Winter Surplus 2023
- Resolution R-89-23: Flex Funds FY24
- Budget Transfers: November 30, 2023
- Claims & Claims Paid per Standing Order:
  - November 17, 2023 (General Election)
  - November 22, 2023
  - November 29, 2023
  - December 6, 2023
  - December 1, 2023 (Employee Benefits Claims)

Approved:

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STEVE PENDERY  
Judge/Executive

Attest:

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JANIE PATTERSON  
Fiscal Court Clerk