

**CAMPBELL COUNTY FISCAL COURT
MINUTES**

March 21, 2012

A regular meeting of the Campbell County Fiscal Court was held on Wednesday, March 21, 2012, 5:30 p.m. at the Campbell County Administration Building, Fiscal Court Chambers, 1098 Monmouth Street, Newport, Kentucky.

Preceding the opening of the Fiscal Court meeting, a public hearing was held at 5:15 p.m. for the purpose of receiving public comments on the Annual Agency Plan for the Campbell County Housing Department. Present at the hearing were:

Pete Garrett, County Commissioner
Brian Painter, County Commissioner
Kenneth Rechtin, County Commissioner
Steve Franzen, County Attorney
Robert Horine, County Administrator
Melissa Williams, Director of Administration
Paula Spicer, Fiscal Court Clerk
Jim Seibert, Director of Fiscal Affairs
Colonel Keith Hill, Campbell County Police Department
Greg Buckler, Jailer
Sarah Collins, Director of Housing
William Turner, Director of Office of Emergency Management
Kim Serra, Human Resources Director
Steve Penrod, IT Director
David Plummer, Solid Waste Coordinator/Administrative Analyst

Sarah Collins opened the public hearing on the Annual Agency Plan. She explained that the annual plan sets out the goals and strategies for the agency including documentation on the Family Self-Sufficiency Program, Section 8 Management Assessment Program and other certification requirements for the year beginning July 1, 2012 through June 30, 2013. The plan has been available for public inspection in the Housing Department since January 27, 2012. The Plan will be forwarded to HUD upon approval of the Fiscal Court. Ms. Collins asked if there were any questions or comments. There being none, the public hearing was closed at 5:22 p.m.

In attendance at the meeting were:

COUNTY COMMISSIONERS:

**PETE GARRETT
BRIAN PAINTER
KENNETH RECHTIN**

Robert Horine
Steve Franzen
Melissa Williams

County Administrator
County Attorney
Director of Administration

Jim Seibert	Fiscal Director
Paula Spicer	Fiscal Court Clerk
Colonel Keith Hill	Campbell County Police Chief
Kim Serra	Human Resources Director
Sarah Collins	Housing Director
William Turner	Office of Emergency Management Director
Steve Penrod	IT Director
Greg Buckler	Campbell County Jailer
David Plummer	Solid Waste Coordinator/Administrative Analyst

The meeting was called to order at 5:30 p.m. by Commissioner Rehtin. Cable Access was present to film the meeting.

Commissioner Rehtin asked for a moment of silence followed by the Pledge of Allegiance.

Commissioner Painter made a motion to appoint Commissioner Rehtin to preside over the meeting in the absence of Judge Pendery, seconded by Commissioner Garrett. All voted "AYE" and the motion passed.

Following roll call, a quorum was declared present. Judge Pendery was absent.

Minutes from the regular meeting of March 7, 2012 were presented. Motion was made by Commissioner Painter, seconded by Commissioner Garrett. All voted "AYE" and the motion passed.

William Turner introduced Graham Bingham, Community Affairs representative for FEMA, who has spent the last two weeks visiting residents, schools and churches in the County to inform them of assistance that may be available to them through FEMA. Mr. Bingham thanked Mr. Turner and his staff for the support that they've provided while he was here. He then introduced Mr. Ron Cormier of FEMA. Mr. Bingham explained the process of registering with and applying for assistance from FEMA, and the role that the SBA plays in determining eligibility for low-interest loans. Commissioner Rehtin thanked Mr. Bingham for coming to the meeting.

David Plummer opened the public hearing on the application to the Kentucky Department of Local Government Recreational Trails Program Grant for the purpose of receiving public comments on the grant application. Mr. Plummer explained that the funds would be used to: construct a multipurpose pathway in A. J. Jolly Park, install ADA-compliant playground equipment and to repair the multi-purpose trail at Pendery Park. The project cost is estimated at \$70,000 and the County's share of \$35,000 will be provided with in-kind services of County staff and equipment. Mr. Plummer addressed questions from the Fiscal Court and the public hearing was closed at 5:50 p.m.

Robert Koehler, Deputy Executive Director of OKI Regional Council of Governments, began his presentation to the Fiscal Court by giving a summary of the mission of OKI, the eight counties that it serves and the composition of its board. Mr. Koehler explained that long range

transportation plans are required to be eligible for federal funds. He then highlighted some of the goals of the 2040 transportation plan. The Plan is updated every four years and Mr. Koehler explained what has been done since 2008. Maps were shown indicating the most congested routes in the region and the routes with the most accidents. Mr. Koehler then talked about the Brent Spence Bridge replacement and the fact that the Bridge carries twice the number of vehicles daily than it was designed to. Finally, Mr. Koehler announced that one of several public hearings on the 2040 Regional Transportation Plan will be held on April 25, 2012 at the Disabled American Veterans National Headquarters in Cold Spring.

There being no old business, Melissa Williams presented new business with a first reading of Ordinance O-02-12 by title and summary. O-02-12 amends the text of the official zoning ordinance for unincorporated Campbell County, Article XIV Sign Regulations by modifying Sections 14.1 M and 14.7.2.b(2). This is a first reading of the ordinance and no vote was required.

Resolution R-25-12 was read by title and summary given. R-25-12 adopts the Agency Annual Plan for the Department of Housing. The US Department of Housing and Urban Development (HUD) requires that this plan be adopted annually. The required public hearing was held prior to this meeting. Commissioner Painter made a motion to adopt R-25-12, seconded by Commissioner Garrett. All voted "AYE" and the motion passed.

Resolution R-24-12 was read by title and summary given. R-24-12 sets the fees for A. J. Jolly Park for 2012. The Park fee schedule for 2012 is recommended by Mike Mullen, Interim Recreation Director. Commissioner Painter made a motion to adopt R-24-12, seconded by Commissioner Garrett. All voted "AYE" and the motion passed.

Resolution R-28-12 was read by title and summary given. R-28-12 authorizes the Judge/Executive to apply for grant funding from the Recreational Trails Program for the construction of a multipurpose trail and recreation equipment within A. J. Jolly Park and repairs to the trail in Penderly Park. The County's share of the cost of this project will be paid with in-kind services. A public hearing on this application was held at the beginning of this meeting. Commissioner Garrett made a motion to adopt R-28-12, seconded by Commissioner Painter. All voted "AYE" and the motion passed.

Resolution R-29-12 was read by title and summary given. R-29-12 authorizes the Judge/Executive to apply for an Emergency Dump Grant from the Kentucky Division of Waste Management. The grant is in the amount of \$50,000 with no match required. The funds will be used for dumpsters for the disposal of solid waste as a result of the March 2, 2012 tornado. Commissioner Garrett made a motion to adopt R-29-12, seconded by Commissioner Painter. David Plummer advised that private citizens can also apply for funds for expenses incurred in disposing of storm debris. All voted "AYE" and the motion passed.

Resolution R-27-12 was read by title and summary given. R-27-12 authorizes the Judge/Executive to execute a Memorandum of Understanding with Kentucky eScrap to supply electronics recycling at the 2012 Campbell County Spring Clean Up. There is no charge to the

County for this service. Commissioner Garrett made a motion to adopt R-27-12, seconded by Commissioner Painter. All voted "AYE" and the motion passed.

Resolution R-30-12 was read by title and summary given. R-30-12 authorizes the Judge/Executive to execute a contract with the Alexandria VFW Post 3205 to assist with the hauling and grading of soil for ball field maintenance. In exchange for the work on the ball field, the VFW will allow Campbell County residents to use its ball field and allow the Fiscal Court to use its meeting hall. Commissioner Painter made a motion to adopt R-30-12, seconded by Commissioner Garrett. All voted "AYE" and the motion passed.

Resolution R-31-12 was read by title and summary given. R-31-12 accepts the Kentucky Highway Department's recommendations for the FY2013 Rural Secondary Road Program and approves submission for Flex Funds. Melissa Williams named the State roads to be resurfaced with the Rural Secondary Road Funds and stated that the Flex Funds will be used on County roads to be named at a later date. Commissioner Garrett made a motion to adopt R-31-12, seconded by Commissioner Painter. All voted "AYE" and the motion passed.

A motion was requested to proclaim April 6, 2012 as Arbor Day in Campbell County, Kentucky. Motion was made by Commissioner Garrett, seconded by Commissioner Painter. All voted "AYE" and the motion passed.

A motion was requested to extend the deadline for using 2011 vacation days from April 1, 2012 until July 1, 2012 for certain employees. Motion was made by Commissioner Rehtin, seconded by Commissioner Painter. All voted "AYE" and the motion passed.

A motion was requested to appoint Alyson Mills, Dan Lynn, Michael Tilet, Gayle Karr and Jacob See as Camping and Concession Workers at \$9.54/hour and to appoint Nathan Roach and Gary Sperry as Park Maintenance Workers at \$9.91/hour effective March 26, 2012 through the 2012 Park Season. Motion was made by Commissioner Rehtin, seconded by Brian Painter. All voted "AYE" and the motion passed.

A motion was requested to appoint Katrina Bray to the position of Police Clerk with the Campbell County Police Department with compensation set at Grade 7L, \$15.0385 per hour (\$27,370.07 annually) effective March 26, 2012. Motion was made by Commissioner Rehtin, seconded by Commissioner Garrett. All voted "AYE" and the motion passed.

A motion was requested to appoint Emily Clayton to the position of part time Administrative Assistant with the Campbell County Fiscal Court with compensation set at Grade 9K, \$18.1131 per hour, effective April 16, 2012. Motion was made by Commissioner Rehtin, seconded by Commissioner Painter. Kim Serra advised that 145 applications were received for this part time position which has no benefits. All voted "AYE" and the motion passed.

A motion was requested to accept the resignation of David Lusher, Information Technology (IT) Specialist, effective March 30, 2012. Motion was made by Commissioner Rehtin, seconded by Commissioner Garrett. All voted "AYE" and the motion passed.

Resolution R-32-12 was read by title and summary given. R-32-12 updates the Information Technology (IT) Specialist position job description and authorizes corresponding amendments to the Administrative Code. Upon learning that the current IT Specialist was resigning, the IT Director determined that the job description needed revision before filling the position. Commissioner Rehtin made a motion to adopt R-32-12, seconded by Commissioner Painter. Commissioners Garrett and Painter voted "AYE", Commissioner Rehtin voted "NAY" and the motion passed.

A motion was requested to authorize staff to advertise, interview and hire for the position of IT Specialist. Motion was made by Commissioner Rehtin, seconded by Commissioner Garrett. All voted "AYE" and the motion passed.

A motion was requested to appoint Jason Strayer on an interim basis to the position of full time IT Specialist with compensation adjusted to Grade 11A, \$17.4688 per hour, effective March 26, 2012. No benefits will be paid to Mr. Strayer since this is a temporary appointment. Motion was made by Commissioner Rehtin, seconded by Commissioner Painter. In response to Robert Horine's question, Steve Penrod requested that the effective date of the appointment be changed from March 26 to March 22, 2012. Commissioner Painter made a motion to approve the appointment with a new effective date of March 22, 2012, seconded by Commissioner Garrett. All voted "AYE" and the motion passed.

A motion was requested to authorize staff to solicit proposals for medical insurance coverage for eligible employees of the Fiscal Court for the plan year July 1, 2012 through June 30, 2013. Motion was made by Commissioner Rehtin, seconded by Commissioner Garrett. Kim Serra stated that she recently attended a presentation by Sherill Morgan and Associates on shared risk pools for insurance for local jurisdictions. Her understanding is that this is a self-insurance arrangement. Ms. Serra believes that this arrangement may be more beneficial for jurisdictions with fewer employees. The proposals for insurance for the Fiscal Court are due on March 23, 2012. Commissioner Rehtin stated that he'd like the Fiscal Court to continue discussion with other jurisdictions regarding insurance. All voted "AYE" and the motion passed.

A motion was requested to approve the annual compensation set by the Department for Local Government in accordance with KRS 64.5275 for Judge/Executive Steve Pendery and for Jailer Greg Buckler for calendar year 2012, retroactive to January 1, 2012. The salary for 2012 is \$102,254.22 based on the CPI of 2.96%. Motion was made by Commissioner Rehtin, seconded by Commissioner Painter. All voted "AYE" and the motion passed.

A motion was requested to set the annual compensation for the positions of County Commissioner, County Coroner and County Attorney for calendar year 2012 as provided in Resolution R-18-94. Melissa Williams advised that the County Commissioners have declined any increase for the calendar year 2012. The compensation for Mark Schweitzer, County Coroner is set at \$42,842.07 annually based on the CPI rate of 2.96%, and the compensation for Steve Franzen, County Attorney is set at \$43,548.99 annually based on the CPI rate of 2.96%, both retroactive to January 1, 2012. Motion was made by Commissioner Rehtin, seconded by Commissioner Garrett. All voted "AYE" and the motion passed.

A motion was requested to appoint Ken Perry to the Campbell County Board of Assessment Appeals for a three year term effective June 5, 2012 through June 4, 2015. Motion was made by Commissioner Rehtin, seconded by Commissioner Painter. All voted "AYE" and the motion passed.

A motion was requested to recommend to the Campbell County Local Board of Health the appointment of Dan Sheridan DMD to the Northern Kentucky Independent Health Board for a two year term effective July 1, 2012 through June 30, 2014. Dr. Sheridan will fill the vacancy in the consumer/appointment at large position on the Board. Motion was made by Commissioner Rehtin, seconded by Commissioner Garrett. All voted "AYE" and the motion passed.

A motion was requested to appoint Pat Dressman as an alternate for Judge/Executive Steve Pendery on the Northern Kentucky Independent Health District Board effective July 1, 2012. Motion was made by Commissioner Rehtin, seconded by Commissioner Painter. All voted "AYE" and the motion passed.

Robert Horine presented Resolution R-22-12 by title and summary given. R-22-12 authorizes the Judge/Executive to execute an agreement with Brandstetter Carroll Inc for architect services. This agreement is for designing the reuse of the District Court Building for use by the Detention Center after the District Court moves into the new Justice Center. The architect's fee is 7% of the construction cost with an initial payment of \$15,000 for the schematic design phase. Commissioner Garrett made a motion to adopt R-22-12, seconded by Commissioner Rehtin. Commissioners Garrett and Painter stated that they met with Jailer Greg Buckler last week and he showed them how the District Court building and other spaces will be altered. Commissioner Painter stated that due to the size of the project, he thinks that it is best to have an architect involved to make best use of the space. All voted "AYE" and the motion passed.

Resolution R-26-12 was read by title and summary given. R-26-12 authorizes the Judge/Executive to execute a concession agreement with Thaxton's South Fork Canoe Trails, Inc. for canoe and kayak rentals at A. J. Jolly Park. Mr. Horine explained that because they do not know how much interest there will be in the boat rentals, the concession fees due to the Fiscal Court would be waived for the first year of the agreement. If the concession is successful, an agreement will be negotiated for the next three years. It is anticipated that the concession will be open sometime in April. Commissioner Painter made a motion to adopt R-26-12, seconded by Commissioner Garrett. Commissioner Painter is pleased that the County is offering this recreation opportunity, and asked how the public will be informed of this new feature at the park. Mr. Horine stated that it could be put on the County's website and likely be reported in the newspaper. Thaxton's is a good company to work with has trained staff to operate the concession. All voted "AYE" and the motion passed.

Steve Franzen advised that they are still refining the Used Property Business ordinance and would like to table it to the next Fiscal Court meeting.

Commissioner Rehtin announced three upcoming events in Campbell County: (1) a Weather Spotters Class will be held on March 26, 2012 at the Alexandria Fire Department, (2) the

Campbell County Clean-up days are March 30, 31 and April 1, 2012, and (3) a Shred Day will be held on April 28, 2012 at the DAV in Highland Heights.

Commissioner Rehtin advised that Tri-ED Economic Development Corporation recognized 27 companies that are new or have expanded business in Northern Kentucky. He named seven of the businesses honored that are located in Campbell County. He also mentioned the expansion of the DHL which now employs over 2,000 people at its Boone County facility.

Commissioner Rehtin stated that he received comments from a Campbell County builder regarding preferences given to local companies when bidding on projects. He asked that staff explore establishing such a policy. He suggested looking at Boone County's policy as an example.

Commissioner Rehtin stated that he is not opposed to using architectural services, but suggested that the County explore using a design/build process and not use an architect for smaller projects. Commissioner Garrett stated that while visiting the District Court building he talked to Greg Buckler about this. Mr. Buckler advised that after the design work is completed, most of the first phase of the renovation will be done in-house.

Commissioner Rehtin referred to a portion of Robert Koehler's presentation where he showed maps pinpointing crash sites in southern Campbell County. He asked if the County could get someone from the Kentucky Department of Transportation to review those particular sites with regard to safety issues. Robert Horine advised that the County's Planning and Zoning Department recently performed a study on some roads and in the instances where there was an extreme curve, grant funds were used to purchase and install additional signage alerting drivers to the road conditions. These grant funds were obtained through OKI.

Jim Seibert requested a motion to authorize staff to solicit bids for the purchase of road salt in conjunction with the Kentucky Association of Counties (KACo) via a Reverse Online Auction. Motion was made by Commissioner Garrett, seconded by Commissioner Painter. All voted "AYE" and the motion passed.

A motion was requested to authorize staff to solicit sealed bids for the construction of a bridge located on Uhl Road in unincorporated Campbell County. Funding for this project will come from the State. Motion was made by Commissioner Garrett, seconded by Commissioner Painter. All voted "AYE" and the motion passed.

A motion was requested to approve budget transfers for March 21, 2012. Motion was made by Commissioner Garrett, seconded by Commissioner Painter. All voted "AYE" and the motion passed.

Mr. Seibert then requested a motion to approve the claims and supplemental claims as presented for March 21, 2012. He pointed out that the check listed on page 24 of the claims for payment on the golf cart lease has been cancelled. Under the terms of the golf cart lease, the vendor is waiving the first four payments for 2012. County Attorney Steve Franzen stated that he has reviewed the claims and all appear appropriate. Motion was made by Commissioner Garrett,

seconded by Commissioner Painter. Commissioner Rehtin recused himself from voting to approve any payments made to Senior Services of Northern Kentucky, his employer. 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 Garrett. All voted "AYE" and the meeting adjourned at 7:00 p.m.

Attachments:

Ordinance O-02-12 Zoning Text Amendment
Resolution R-25-12 Adopt Housing Department Annual Agency Plan
Resolution R-24-12 2012 A J Jolly Park Fees
Resolution R-28-12 Application for Kentucky Recreational Trails Program Grant
Resolution R-29-12 Application for Emergency Dump Grant
Resolution R-27-12 Agreement with Kentucky eScrap for Electronics Recycling
Resolution R-30-12 Contract with Alexandria VFW for Ball Field
Resolution R-31-12 Accept FY13 Rural Secondary Road Recommendations
Proclamation Arbor Day
Resolution R-32-12 Amend Job Description
Resolution R-22-12 Agreement with Brandstetter Carroll Inc.
Resolution R-26-12 Agreement with Thaxton's South Fork Canoe Trails, Inc.
Transfers of March 21, 2012
Claims of March 21, 2012

Approved:

STEVE PENDERY
Judge/Executive

Attest:

Paula K. Spicer
Fiscal Court Clerk