

**CAMPBELL COUNTY FISCAL COURT  
MINUTES**

**April 17, 2013**

A regular meeting of the Campbell County Fiscal Court was held on Wednesday, April 17, 2013, 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 5:30 p.m. for the purpose of receiving public comments on an application for a Land and Water Conservation Fund Grant. Present at the hearing were:

Steve Pendery, Judge Executive  
Pete Garrett, County Commissioner  
Brian Painter, County Commissioner  
Kenneth Rechtin, County Commissioner  
Steve Franzen, County Attorney  
Melissa Williams, Director of Administration  
Paula Spicer, Fiscal Court Clerk  
Matt Elberfeld, Director of Fiscal Affairs  
David Plummer, Solid Waste Coordinator  
Colonel Keith Hill, Chief of Police  
Pat Dressman, Director of Human Services  
Kim Serra, Director of Human Resources  
Sarah Collins, Director of Housing

David Plummer opened the public hearing on the Land and Water Conservation Fund (LWCF) grant application. He advised that the Fiscal Court has used LWCF grants in the past for improvements to its parks. The competitive grant, administered by the U.S. Department of the Interior, has a \$75,000 limit and requires a 50% match. Mr. Plummer stated that the Recreation Department would like to resurface the road from the Ranger Station to the dam in A J Jolly Park which is estimated to cost \$206,000. If received, the grant funds would be used to resurface a portion of the roadway. He anticipates that the funds would not be available until October or November 2014 so it can be budgeted. Mr. Plummer stated that the County must match any amount that it receives; the match can be made with in-kind services. Mr. Plummer answered questions from the public and Fiscal Court members. The public hearing was closed at 5:40 p.m.

In attendance at the regular meeting were:

COUNTY JUDGE/EXECUTIVE  
STEVE PENDERY

COUNTY COMMISSIONERS  
PETE GARRETT  
BRIAN PAINTER  
KENNETH RECHTIN

Steve Franzen	County Attorney
Melissa Williams	Director of Administration
Matthew Elberfeld	Finance Director
Paula Spicer	Fiscal Court Clerk
David Plummer	Solid Waste Coordinator
Colonel Keith Hill	Chief of Police
Pat Dressman	Director of Human Services
Kim Serra	Director of Human Resources
Sarah Collins	Director of Housing

The meeting was called to order at 5:40 p.m. by Judge Pendery. Cable Access was present to film the meeting.

Judge Pendery 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 special meeting of April 10, 2013 were presented. Motion was made by Commissioner Painter, seconded by Commissioner Garrett to approve the minutes. All voted "AYE" and the motion passed.

Judge Pendery invited comments from the public.

Steve Trauth thanked the Fiscal Court for including in the agenda the cost of benefits for the new Housing Specialist as a result of his request at the last meeting. He figures that the Fiscal Court is adding about \$100,000 to its administrative costs due to the hiring of two new employees. Mr. Trauth asked why another Housing Specialist is needed in light of the closing of Lakeside Terrace Apartments. Sarah Collins explained that the new Housing Specialist will replace a Housing Specialist that resigned. She then explained that the residents of Lakeside Terrace were on a different kind of housing assistance, however with the closing of that building, they are now added to Campbell County's Housing voucher program resulting in an increase in the number of vouchers administered by Campbell County. She further stated that the salaries of the Housing Department employees are paid by federal funds. Kim Serra pointed out that the new Housing Specialist will be making less money than the one that resigned.

Kevin Gordon asked how the amount of this year's Senior Citizen Tax compares to last year's amount. Judge Pendery stated that Mr. Gordon's questions will be answered when this item comes up on the agenda.

Kevin Gordon asked if the change order to the contract for California Crossroad Bridge is due to something that was overlooked by the engineers in the beginning of the process. Melissa Williams stated that the Road Supervisor recommended the additional rip rap for stabilization, however the additional guardrail was overlooked when the project was estimated. She stated that the project should have been completed in the winter when they could not do the paving. Now they will be able to proceed with paving which will result in a deduct for the gravel which is not needed.

Kevin Gordon asked if there is a fee for early termination of the contract with Sprint when switching service to Verizon. Melissa Williams explained that Sprint is letting the Fiscal Court out of the contract early without penalty because it was proven that some County departments could not get wireless service in the unincorporated areas of the County.

Kevin Gordon again requested that the Fiscal Court adopt a resolution in opposition to the use of tolls on the Brent Spence Bridge replacement. Judge Pendery stated that he would be glad to talk to Mr. Gordon in private about this issue.

Drew Flynn addressed the Fiscal Court regarding a business license tax being imposed on taxpayers who really do not operate a business but are required by the IRS to file a Schedule C because they receive a 1099 form. Some of these occupations include bartenders, police officers, real estate brokers, maintenance workers and hair dressers. Ms. Flynn stated that these workers must file with the Fiscal Court as a business, but they are not businesses, they work for people who have a business license. She agreed that they owe payroll taxes and most would comply with that. Ms. Flynn suggested that a new form be available for people in these types of jobs to complete at the end of the year. She also requested that this issue be addressed before the new tax season. Judge Pendery stated that employees receive a 1099 because the employer does not want to withhold taxes. He then suggested that Ms. Flynn meet with the Fiscal Court's occupational tax division.

There being no old business, Melissa Williams presented new business with Resolution R-42-13. R-42-13 allocates Mental Health/Intellectual Disability Tax Funds for FY 2014. The total amount to be allocated to various agencies is \$748,416.00. Commissioner Rehtin made a motion to adopt R-42-13, seconded by Commissioner Garrett. All voted "AYE" and the motion passed. Judge Pendery stated that the Fiscal Court has had much success by having Pat Dressman review applications and made recommendations on the MH/ID Tax allocations. He stated that this payroll tax fund, like other payroll tax collections has been static over the last few years. Pat Dressman stated that the amount of MH/ID and Senior Citizen tax funds allocated this year are the same as last year. Over 40 programs from 36 different agencies have been funded this year.

Resolution R-43-13 was read by title and summary given. R-43-13 allocates Senior Citizens' Tax Funds for FY 2014. The total amount to be allocated to various agencies is \$373,719.00. Commissioner Garrett made a motion to adopt R-43-13, seconded by Commissioner Painter. Commissioner Rehtin recused himself from voting to approve any allocations made to Senior Services of Northern Kentucky, his employer. All voted "AYE" and the motion passed.

Resolution R-44-13 was read by title and summary given. R-44-13 authorizes the Judge/Executive to apply for grant funding from the Land and Water Conservation Fund for the resurfacing of A J Jolly Campground roadways. A public hearing regarding this application was held prior to this meeting. This is a 50-50 matching grant to be used for resurfacing Lakeview Drive between the Ranger Station and the dam as far as the grant money will allow. The project is estimated to cost \$150,000 and the County will apply for \$75,000.00 in grant funds. Commissioner Rehtin made a motion to adopt R-44-13, seconded by Commissioner Garrett. All voted "AYE" and the motion passed.

Resolution R-45-13 was read by title and summary given. R-45-13 authorizes the County Judge/Executive to approve and execute a change order in the amount of \$10,769.00 to the contract with Lonkard Construction Company for the California Crossroad Bridge project located at Gubser Mill Road. The Change Order will cover the following: extension of rip rap for additional stabilization to the existing roadway, extension of guardrail, removal of two additional trees, accept Lonkard's original Bid Alternates C & D to pave the approaches to the bridge, and a credit for stone not needed since the bridge approaches will now be paved instead of gravel. Commissioner Garrett made a motion to adopt R-45-13, seconded by Commissioner Rehtin. All voted "AYE" and the motion passed.

Resolution R-46-13 was read by title and summary given. R-46-13 approves submission for flex funds to the Kentucky Transportation Cabinet, Rural Secondary Road Program. Flex funds may be used on County roads or State roads. Upon the recommendation of Luke Mantle, Road Supervisor, the County chooses to use the flex funds to resurface CR 1102 – Dead Timber Road. The estimated cost of the project is \$91,400.00; flex funds in the amount of \$82,008.00 are available for the project. Commissioner Rehtin made a motion to adopt R-46-13, seconded by Commissioner Garrett. All voted "AYE" and the motion passed.

R-47-13 was read by title and summary given. R-47-13 authorizes the Judge/Executive to execute a contract with Verizon Wireless for cellular phone service effective April 18, 2013. This service will be for the Golf, OEM, Parks, Police and Road Departments since the current carrier Sprint has not been able to provide reliable service to these departments for the last six months. Staff anticipates that the cost will be less than the current contract. Commissioner Garrett made a motion to adopt R-47-13, seconded by Commissioner Painter. All voted "AYE" and the motion passed. Ms. Williams added that staff has looked at switching all service to Verizon in order to save money, but some phones are still under contract to Sprint.

A motion was requested to appoint April Sullivan to the position of Housing Specialist with the Campbell County Housing Department effective April 29, 2013 with compensation set at Grade 11D, \$19.3763 per hour (\$35,265.00 annually). Motion was made by Judge Pendery, seconded by Commissioner Garrett. All voted "AYE" and the motion passed.

A motion was requested to appoint Chelsea Williams as a Clubhouse Concessions Worker and Jerry Bowman as a Clubhouse Maintenance Worker both at \$8.96 per hour effective April 18, 2013 through the 2013 Golf Course season. Motion was made by Judge Pendery, seconded by Commissioner Painter. Kim Serra explained that these are new appointees but ultimately there will be the same number of Golf Course employees as last year. All voted "AYE" and the motion passed.

Judge Pendery announced that the Campbell County Shred Day will be held on April 20, 2013 at the Disabled American Veterans parking lot at US 27 and Rt. 1998 in Cold Spring.

Judge Pendery announced that the "Players' for the Planet E-Scrap Event" will be held on Sunday, April 21, 2013 from 10:00 AM to 3:00 PM at the Newport Pavilion near the Kroger gas

station. All electronics will be accepted for free, but donations are appreciated. The first 100 participants will receive a free pair of tickets to the Cincinnati Reds ball game.

Judge Pendery announced that the next Campbell County Mayors' meeting will be held on Tuesday, April 23, 2013 at 6:00 PM in the Fiscal Court Chambers, County Administration Building, 1098 Monmouth Street, Newport, Kentucky.

Judge Pendery announced that the Campbell County Fiscal Court will be attending a special meeting of the Sanitation District No. 1 along with the Fiscal Courts of Boone and Kenton, on Tuesday, April 30, 2013 at 6:00PM at the Sanitation District Offices, 1045 Eaton Drive, Ft. Wright, Kentucky. The Sanitation District staff will provide an orientation session for the Fiscal Court members; no action will be taken.

Judge Pendery announced that the Campbell County Drug Free Alliance and City of Dayton are sponsoring a Town Hall Meeting about drug abuse on Monday, April 29, 2013 from 6:30PM to 8:30PM at the Dayton High School Gymnasium.

Matt Elberfeld presented Resolution R-49-13 by title and summary. R-49-13 authorizes the Judge/Executive to execute a professional services agreement with ADP to serve as the provider of integrated software solutions for Payroll, Human Resources and time keeping for Fiscal Court and Detention Center Departments. Mr. Elberfeld explained that the Fiscal Court sought RFP's to replace the 16-year old software that it has been using. Staff reviewed the six RFP's received and selected the proposal of ADP. The cost of the service is approximately \$52,118.00 per year and he recommends a five-year agreement to lock in the price. The new services will increase efficiency in all departments. Motion was made by Judge Pendery, seconded by Commissioner Rechtin. Commissioner Rechtin challenged staff to use all of the functions available with the new software and get it implemented as soon as possible. Commissioner Painter noted the employee performance evaluation module in the software and asked if performance evaluations are done now. Kim Serra stated that evaluations were performed last year and that they now intend to use the module in this system. She further stated that staff will be meeting soon to discuss performance based pay reviews. All voted "AYE" and the motion passed.

Resolution R-48-13 was read by title and summary given. R-48-13 requests the Kentucky Transportation Cabinet to reimburse the Fiscal Court for transportation of non-public school students for the 2012-2013 school year. The County's expenditures for the 2012-2013 school year amounted to \$388,379.73 and it normally is reimbursed about 70% of the cost. Commissioner Rechtin made a motion to adopt R-48-13, seconded by Commissioner Garrett. All voted "AYE" and the motion passed.

Mr. Elberfeld then requested a motion to approve the claims as presented for April 17, 2013. County Attorney Steve Franzen stated that he has reviewed the claims and that they all appear appropriate. Motion was made by Commissioner Garrett, seconded by Commissioner Rechtin. All voted "AYE" and the motion passed.

There being no further business to come before the Fiscal Court, Commissioner Rechtin made a motion to adjourn, seconded by Commissioner Garrett. All voted "AYE" and the meeting adjourned at 6:35 p.m.



Attachments:

Resolution R-42-13 MH/ID Tax Fund Allocations  
Resolution R-43-13 Senior Citizen Tax Fund Allocations  
Resolution R-44-13 Application for Land and Water Conservation Fund Grant  
Resolution R-45-13 Change Order to Contract with Lonkard Construction  
Resolution R-46-13 Submission for Use of Flex Funds  
Resolution R-47-13 Contract with Verizon Wireless  
Resolution R-49-13 Contract with ADP for Payroll Services  
Resolution R-48-13 Reimbursement for Transportation of Non-Public School Students  
Claims April 17, 2013

Approved:

---

STEVE PENDERY  
Judge/Executive

Attest:

---

Paula K. Spicer, Fiscal Court Clerk