

**CAMPBELL COUNTY FISCAL COURT
MINUTES**

January 8, 2014

A regular meeting of the Campbell County Fiscal Court was held on Wednesday, January 8, 2014, 7:00 p.m. at the Campbell County Courthouse located at 8352 East Main Street, Alexandria, Kentucky.

**COUNTY JUDGE/EXECUTIVE:
STEVE PENDERY**

**COUNTY COMMISSIONERS:
PETE GARRETT
BRIAN PAINTER
KENNETH RECHTIN**

Steve Franzen	County Attorney
Robert Horine	County Administrator
Melissa Williams	Director of Administration
Matt Elberfeld	Finance Director
Paula Spicer	Fiscal Court Clerk
Keith Hill	Campbell County Police Chief
Jeff Kidwell	Campbell County Sheriff

The meeting was called to order at 7:00 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 regular meeting of December 18, 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. There being none, he proceeded with the agenda.

Judge Pendery administered the Oath of Office to Campbell County Police Officer William McGohan.

Melissa Williams presented old business with a second reading of Ordinance O-19-13 by title and summary. O-19-13 updates the official list of roads in Campbell County, Kentucky that will be controlled and maintained by the Campbell County Fiscal Court and amending Ordinance O-13-13 to add the following road to said official list: Willow Creek Drive. The road meets all requirements. Cindy Minter, Planning and Zoning Director, and Luke Mantle, Road Supervisor

recommend accepting the road for maintenance. Commissioner Rehtin made a motion to adopt O-19-13, seconded by Commissioner Garrett. All voted "AYE" and the motion passed.

New business was presented beginning with a first reading of Ordinance O-01-14 by title and summary. O-01-14 establishes the minimum regulating and governing the conditions and maintenance of all property, buildings and structures, by providing the standards for supplied utilities and facilities and other physical things and conditions essential to ensure that structures are safe, sanitary and fit for occupation and use, and the condemnation of buildings and structures unfit for human occupancy and use, and the demolition of such existing structures, providing for the issuance of permits and collection of fees therefor, known as the Property Maintenance Code. The County is currently operating under the 2003 International Property Maintenance Code and Cindy Minter, Planning and Zoning Director recommends that the County adopt the 2012 version of the International Property Maintenance Code as its code enforcement standards. No vote is required on this first reading.

Resolution R-01-14 was read by title and summary given. R-01-14 sets the 2014 park opening and closing dates and camping dates for the Campbell County Park system. The dates for 2014 were recommended by Larry Harrod, Recreation Manager. Commissioner Rehtin made a motion to adopt R-01-14, seconded by Commissioner Garrett. All voted "AYE" and the motion passed.

Resolution R-02-14 was read by title and summary given. R-02-14 sets the 2014 fees for A J Jolly Park and Pendery Park. Larry Harrod, Recreation Manager recommended that the fees remain the same as last year with two exceptions: an increase for Horse Park Camping to include one horse stall and a rental fee for the large shelters at A J Jolly and Pendery Parks. Commissioner Rehtin made a motion to adopt R-02-14, seconded by Commissioner Garrett. Commissioner Garrett stated that the public should be made aware that they will have to reserve the shelters at Pendery and A J Jolly Parks since it was not required before. All voted "AYE" and the motion passed.

Resolution R-03-14 was read by title and summary given. R-03-14 authorizes the Judge/Executive to execute a planned equipment maintenance agreement with Cummins Bridgeway, LLC for maintenance of the generator located at 1098 Monmouth Street, Newport, Kentucky. The annual cost of this service is \$1,873.26. Commissioner Garrett made a motion to adopt R-03-14, seconded by Commissioner Rehtin. All voted "AYE" and the motion passed.

Resolution R-04-14 was read by title and summary given. R-04-14 amends the Campbell County Police Policy and Procedure Manual. Police Chief Keith Hill recommends amendments to the Manual to bring the policies up to date with technology, departmental changes and current legislation. The amendments have been reviewed by the County Attorney. Commissioner Rehtin made a motion to adopt R-04-14, seconded by Commissioner Garrett. All voted "AYE" and the motion passed.

A motion was requested to promote Michael Carpenter to Building Inspector III, assigned to pay grade 15 with compensation set at \$58,572 annually effective January 13, 2014. Mr. Carpenter was certified as a Level III Building Inspector in December 2013, and Cindy Minter, Planning

and Zoning Director recommends his promotion. Motion was made by Judge Pendery, seconded by Commissioner Garrett. Robert Horine explained that the only change in benefits is an increase in the pension contribution due to the increase in salary. All voted "AYE" and the motion passed.

A motion was requested to increase the compensation of David Kean to \$58,572 per year effective January 13, 2014. Motion was made by Judge Pendery, seconded by Commissioner Garrett. All voted "AYE" and the motion passed.

Resolution R-07-14 was read by title and summary given. R-07-14 approves changes to the Personnel Section of the Campbell County Administrative Code. The changes are at Section 340 Benefits and Leaves. Employees receive two weeks' vacation after one year of service. The amendment will allow one week to be taken after the first six months of service. Judge Pendery made a motion to adopt R-07-14, seconded by Commissioner Painter. Commissioner Painter stated that this keeps someone from cashing out vacation time after six months of employment. Commissioner Rehtin asked if an accrual system was used when calculating administrative leave. Robert Horine explained that after six months of employment, five days of vacation is awarded and at the end of the full year the other week is awarded. Thereafter vacation is awarded on January 1 of each year and must be used by the following June. Mr. Horine stated that employees hired at the director level are eligible for vacation from day one. Vacation time is tracked on the payroll system. All voted "AYE" and the motion passed.

Commissioner Rehtin asked if all administrative offices in the Courthouse follow the same holiday schedule. Melissa Williams stated that the PVA, Sheriff and County Clerk's offices follow the State holiday schedule which differs slightly from the County's schedule. She stated that they try to ensure that the doors are unlocked/locked according to holidays. Commissioner Rehtin stated that he was told that a person came to pay their tax bill and the door was locked on a day that the office was open; he did not know what day it was. Ms. Williams stated that the County Clerk's office was closed in the afternoon on the last business day of the year for inventory while other offices in the building were open. She stated that they occasionally have a problem with the computer locking system and it could have been one of those days. Commissioner Rehtin asked Sheriff Kidwell if a person could get an extension on paying their taxes if they could not get in the building due to the doors being locked. It was pointed out that all offices were closed on December 31 and the County Clerk's office was also closed half a day on December 30.

Judge Pendery reminded those present that the Fiscal Court's second meeting of the month will take place on Wednesday, January 22, 2014 at 5:30pm at the Fiscal Court Chambers, 1098 Monmouth Street, Newport, Kentucky.

Judge Pendery announced that the Campbell County Mayors' meeting will be held on Tuesday, January 28, 2014 at 6:00pm in the Fiscal Court Chambers, 1098 Monmouth Street, Newport, Kentucky.

Matt Elberfeld presented Resolution R-05-14 by title and summary given. R-05-14 approves the County Clerk's budget as submitted for calendar year 2014. Staff recommends that the budget

be approved. Commissioner Garrett made a motion to adopt R-05-14, seconded by Commissioner Painter. All voted “AYE” and the motion passed.

Resolution R-06-14 was read by title and summary given. R-06-14 approves the County Sheriff’s budget as submitted for calendar year 2014. Staff recommends that the Sheriff’s budget be approved as well. Commissioner Rehtin made a motion to adopt R-06-14, seconded by Commissioner Garrett. Commissioner Rehtin stated that the County Clerk has a 12% increase in insurance costs; he thinks that both the County Clerk and Sheriff have very rich plans. He would like to see more cooperation and pooling of resources to provide similar health, dental and vision insurance benefits to employees. Judge Pendery stated that they have talked to the Sheriff and plan to explore alternatives to secure insurance. Commissioner Garrett pointed out that the Sheriff was \$335,000 under budget; he hopes that they can do that again next year. Sheriff Kidwell stated that he plans to reduce the budget further. All voted “AYE” and the motion passed.

A motion was requested to acknowledge for the record that the 2014 bonds are in place for the County Judge/Executive, the Sheriff and the Position Bond for positions within the County that require bonding. Motion was made by Commissioner Rehtin, seconded by Commissioner Garrett. All voted “AYE” and the motion passed.

A motion was requested to approve budget transfers for the Campbell County Sheriff. Motion was made by Commissioner Garrett, seconded by Commissioner Painter. All voted “AYE” and the motion passed.

Mr. Elberfeld then requested a motion to approve the claims and supplemental claims as presented for January 8, 2014. County Attorney Steve Franzen stated that he has reviewed the claims and determined that they 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 Rehtin made a motion to adjourn, seconded by Commissioner Garrett. All voted “AYE” and the meeting adjourned at 7:30 p.m.

Attachments:

- Ordinance O-19-13 Update County-Maintained Road List
- Ordinance O-01-14 Adopt the International Property Maintenance Code
- Resolution R-01-14 Set the Park Opening, Closing and Camping Dates for 2014
- Resolution R-02-14 Set Fees for A J Jolly Park and Pendery Park for 2014
- Resolution R-03-14 Maintenance Agreement for Generator at 1098 Monmouth Street
- Resolution R-04-14 Amend Police Policy and Procedure Manual
- Resolution R-07-14 Amend Administrative Code – Benefits and Leaves

Resolution R-05-14 Adopt 2014 Budget for Campbell County Clerk
Resolution R-06-14 Adopt 2014 Budget for Campbell County Sheriff
Claims and Supplemental Claims January 8, 2014

Approved:

STEVE PENDERY
Judge/Executive

Attest:

Paula K. Spicer
Fiscal Court Clerk