

MINUTES
BOONE COUNTY FISCAL COURT
Boone County Administration Building
Fiscal Courtroom (1st Floor)
Burlington, Kentucky
June 23, 2020
6:30 P.M.

ITEM I.

CALL TO ORDER

- A. Judge/Executive Gary W. Moore Called to Order the meeting of the Boone County Fiscal Court.
- B. Commissioner Cathy H. Flaig presented the Invocation and the Pledge to the Flag.

Present:

Gary W. Moore, County Judge/Executive
Cathy H. Flaig, Commissioner, District 1
Charles E. Kenner, Commissioner, District 2
Jesse A. Brewer, Commissioner, District 3
Robert Neace, County Attorney

Staff:

Jeffrey S. Earlywine, County Administrator/Deputy Judge/Executive
Matthew H. Webster, Assistant County Administrator
Robert Franxman, County Engineer
Benjamin T. Reece, Treasurer
Lori Zombek, Director of Human Resources
Sharon Burcham, Fiscal Court Clerk - Absent
Maj. Tom Scheben, Sheriff Department

ITEM II.

APPROVAL OF MINUTES

A. Judge Moore presented the Minutes from the June 9th, 2020 Fiscal Court Meeting for approval. Commissioner Flaig moved, seconded by Commissioner Brewer, to approve the Minutes from the June 9th, 2020 Fiscal Court Meeting, with no changes or corrections. Judge Moore called for a vote on the motion, ALL PRESENT VOTING - AYE 4-0.

Judge Moore stated that Matthew Webster, Assistant County Administrator, would be filling in as the Fiscal Court Clerk.

ITEM III.

PRESENTATIONS

- A. There were no Presentations.

ITEM IV.

PERSONNEL MATTERS

A. Judge Moore asked Matthew Webster to read into the record Item IV. A: A RESOLUTION RELATING TO THE BOONE COUNTY FISCAL COURT AUTHORIZING THE APPOINTMENT, BY GARY W. MOORE, COUNTY JUDGE/EXECUTIVE, OF NEW AND RETURNING SEASONAL EMPLOYEES FOR THE BOONE COUNTY PARKS DEPARTMENT. Lori Zombek, Director of Human Resources, presented the candidate. Commissioner Kenner moved, seconded by Commissioner Flaig, to approve the Resolution. Judge Moore called for a vote on the motion, ALL PRESENT VOTING - AYE 4-0.

ITEM V.

ORDINANCES

A. Judge Moore asked Matthew Webster to read into the record the First Reading of Item V. A: AN ORDINANCE RELATING TO THE BOONE COUNTY FISCAL COURT, KENTUCKY, AMENDING ITS CODE OF ORDINANCES AND SPECIFICALLY SECTION 95.40 OF CHAPTER 95, TO REFLECT THE CORRECT REFERENCE TO THE KENTUCKY ADMINISTRATIVE REGULATION AND LOCATION OF THE DEPARTMENT OF HOUSING, BUILDINGS AND CONSTRUCTION. Judge Moore stated that the Second Reading of this Ordinance will be July 28, 2020. Matthew Webster, Assistant County Administrator, stated this updates the provision of our Code Ordinance adopting the Fire Prevention Code referencing the wrong code citation and also reflect the appropriate address.

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B. Judge Moore asked Matthew Webster to read into the record the Second Reading of Item V. B: AN ORDINANCE RELATING TO THE BOONE COUNTY FISCAL COURT, KENTUCKY, OF THE ANNUAL BUDGET AND APPROPRIATIONS FOR FISCAL YEAR 2021. Jeff Earlywine, County Administrator, stated this Budget is in proper form and order from DLG. Nothing has changed, some adjustments throughout the year due to COVID. House Bill 351, has some tax implications. Judge Moore introduced Mark Jacobs from the Conservation District. He requested \$393,000 to continue to provide financial assistance to the public, including stream and wetland mitigation funds. He also requested an additional employee position of a Forest Health Plan Officer. Judge Moore explained the process of finalizing the Budget and timelines. Robert Neace, County Attorney, commented. Commissioner Brewer moved, seconded by Commissioner Kenner, to approve the Ordinance. Judge Moore called for a vote on the motion, ALL PRESENT VOTING - AYE 4-0.

ITEM VI.

JUDGE'S REPORT

A. Judge Moore asked Matthew Webster to read into the record Item VI. A: A RESOLUTION RELATING TO THE BOONE COUNTY FISCAL COURT AUTHORIZING THE RE-APPOINTMENT, BY GARY W. MOORE, COUNTY JUDGE/EXECUTIVE, OF HEATHER BAILEY TO THE NORTHERN KENTUCKY AREA DEVELOPMENT DISTRICT COUNCIL ON AGING. Judge Moore stated Heather works with Seniors every day. Commissioner Kenner moved, seconded by Commissioner Flaig, to approve the Resolution. Judge Moore called for a vote on the motion, ALL PRESENT VOTING - AYE 4-0.

B. Judge Moore asked Matthew Webster to read into the record Item VI. B: A RESOLUTION RELATING TO THE BOONE COUNTY FISCAL COURT AUTHORIZING THE APPOINTMENT, BY GARY W. MOORE, COUNTY JUDGE/EXECUTIVE, OF PAT GUTZEIT, ANGELA GREENE AND NANCY COLLINS TO THE NORTHERN KENTUCKY AREA DEVELOPMENT DISTRICT COUNCIL ON AGING. Commissioner Flaig moved, seconded by Commissioner Brewer, to approve the Resolution. Judge Moore called for a vote on the motion, ALL PRESENT VOTING - AYE 4-0.

C. Judge Moore asked Matthew Webster to read into the record Item VI. C: A RESOLUTION RELATING TO THE BOONE COUNTY FISCAL COURT AUTHORIZING THE RE-APPOINTMENT, BY GARY W. MOORE, COUNTY JUDGE/EXECUTIVE, OF CAROL LAMPL TO THE BOONE COUNTY AGRICULTURAL GRIEVANCE BOARD. Judge Moore explained the process of this Board. Commissioner Flaig moved, seconded by Commissioner Kenner, to approve the Resolution. Judge Moore called for a vote on the motion, ALL PRESENT VOTING - AYE 4-0.

D. Judge Moore asked the Matthew Webster to read into the record Item VI. D: A RESOLUTION RELATING TO THE BOONE COUNTY FISCAL COURT AUTHORIZING THE APPOINTMENT, BY GARY W. MOORE, COUNTY JUDGE/EXECUTIVE, OF GUY WALSTON TO FILL THE UNEXPIRED TERM OF FRANK HITZFIELD ON THE PETERSBURG FIRE PROTECTION DISTRICT BOARD OF TRUSTEES. This applicant is to fill the vacancy left by Frank Hitzfield. Commissioner Brewer moved, seconded by Commissioner Kenner, to approve the Resolution. Judge Moore called for a vote on the motion, ALL PRESENT VOTING - AYE 4-0.

ITEM VII.

ADMINISTRATIVE MATTERS

A. Judge Moore asked Matthew Webster to read into the record Item VII. A: A RESOLUTION RELATING TO THE BOONE COUNTY FISCAL COURT APPROVING THE ANNUAL STANDING ORDER SETTING THE MAXIMUM NUMBER OF JAIL PERSONNEL FOR FISCAL YEAR 2020-21. Judge Moore stated this is an annual occurrence that goes along with the Budget. Commissioner Brewer asked a question, Judge Moore responded. Commissioner Brewer moved, seconded by Commissioner Flaig to approve the Resolution. Judge Moore called for a vote on the motion, ALL PRESENT VOTING - AYE 4-0

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B. Judge Moore asked Matthew Webster to read into the record Item VII. B: A RESOLUTION RELATING TO THE BOONE COUNTY FISCAL COURT APPROVING THE ANNUAL STANDING ORDER TO PRE-APPROVE CERTAIN RECURRING EXPENSES FOR FY 2020-21. Ben Reece, County Treasurer, this is another annual item for pre-pays. We pay certain bills ahead of time. Commissioner Brewer moved, seconded by Commissioner Flaig, to approve the Resolution. Judge Moore called for a vote on the motion, ALL PRESENT VOTING - AYE 4-0.

C. Judge Moore asked Matthew Webster to read into the record Item VII. C: A RESOLUTION RELATING TO THE BOONE COUNTY FISCAL COURT ADOPTING THE GOLF COURSE BUDGET FOR FISCAL YEAR 2020-21. Jeff Earlywine, County Administrator, stated this is a separate Budget from our All Funds Budget. It reflects the reduced revenue. Financial support from the General Fund not to exceed \$250,000 plus payment of debt service is proposed. Commissioner Brewer asked a question, Jeff Earlywine responded. Commissioner Kenner moved, seconded by Commissioner Brewer, to approve the Resolution. Judge Moore called for a vote on the motion, ALL PRESENT VOTING - AYE 4-0

D. Judge Moore asked Matthew Webster to read into the record Item VII. D: A RESOLUTION RELATING TO THE BOONE COUNTY FISCAL COURT APPROVING A TEMPORARY EXTENSION OF A LEASE AGREEMENT WITH THE COMMUNITY ACTION COMMISSION FOR COUNTY PROPERTY LOCATED AT 3261 MAPLEWOOD DRIVE Jeff Earlywine, County Administrator, stated this is a temporary extension of the Lease Agreement not to exceed 6 months and recognize a plan to issue a RFP to determine if there is any interest to acquire the real property asset from the County. CAC operates a Head-Start program at this facility. Commissioner Brewer asked a question, Jeff Earlywine responded. Commissioner Brewer moved, seconded by Commissioner Kenner to approve the Resolution. Judge Moore called for a vote on the motion, ALL PRESENT VOTING - AYE 4-0

E. Judge Moore asked Matthew Webster to read into the record Item VII. E: A RESOLUTION RELATING TO THE BOONE COUNTY FISCAL COURT AUTHORIZING GARY W. MOORE, BOONE COUNTY JUDGE/EXECUTIVE TO RENEW AN AGREEMENT WITH GREATER CINCINNATI CRIME STOPPERS, FOR THE PURPOSE OF PROVIDING FUNDING FOR THAT ORGANIZATION THROUGH A ONE DOLLAR (\$1.00) FEE ADDED TO COURT COSTS COLLECTED IN BOONE COUNTY FOR A TWO (2) YEAR TERM. Judge Moore stated this is a program we have supported for many years, we collect from Court fees and forward. Commissioner Flaig moved, seconded by Commissioner Brewer to approve the Resolution. Judge Moore called for a vote on the motion, ALL PRESENT VOTING - AYE 4-0

F. Judge Moore asked Matthew Webster to read into the record Item VII. F: A RESOLUTION RELATING TO THE BOONE COUNTY FISCAL COURT UPDATING AND AMENDING THE ADMINISTRATIVE CODE FOR BOONE COUNTY. Lori Zombek, Director of Human Resources, stated we have a couple changes. Some personnel changes about overtime and call back. Also changes regarding technology and security. Some Procurement sections were also updated. Commissioner Kenner moved, seconded by Commissioner Flaig to approve the Resolution. Judge Moore called for a vote on the motion, ALL PRESENT VOTING - AYE 4-0

G. Judge Moore asked Matthew Webster to read into the record Item VII. G: A RESOLUTION RELATING TO THE BOONE COUNTY FISCAL COURT AUTHORIZING THE FILING OF A CORONAVIRUS RELIEF FUND ("CRF") APPLICATION FOR REIMBURSEMENT OF INCURRED EXPENSES IN CRF FUNDS WITH THE DEPARTMENT FOR LOCAL GOVERNMENT ("DLG"). Judge Moore explained the funds distributed by Federal and State governments. A formula was created by population for money set aside to Counties for COVID-related expenses. Jeff Earlywine, County Administrator, stated the DLG will administer to grant funding. We are submitting an application form to DLG. Commissioner Flaig asked a question, Judge Moore responded. Commissioner Brewer asked a question, Judge Moore responded. Commissioner Brewer moved, seconded by Commissioner Flaig to approve the Resolution. Judge Moore called for a vote on the motion, ALL PRESENT VOTING - AYE 4-0

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H. Judge Moore asked Matthew Webster to read into the record Item VII. H: A RESOLUTION RELATING TO THE BOONE COUNTY FISCAL COURT AWARDING THE BID FOR GROUND SUPPLIES AND CUSTODIAL SUPPLIES FOR FISCAL YEAR 2020-21 TO VARIOUS VENDORS. Ben Reece, County Treasurer, stated these bids are for custodial supplies for the Property Maintenance Department for building maintenance and fertilizers and sand for the Golf Course. Commissioner Kenner moved, seconded by Commissioner Flaig, to approve the Resolution. Judge Moore called for a vote on the motion, ALL PRESENT VOTING - AYE 4-0

I. Judge Moore asked Matthew Webster to read into the record Item VII. I: A RESOLUTION RELATING TO THE BOONE COUNTY FISCAL COURT DECLARING VEHICLES AND MISCELLANEOUS EQUIPMENT AS SURPLUS FROM VARIOUS COUNTY DEPARTMENTS. Robert Franxman, County Engineer, stated this list is of miscellaneous equipment and vehicles that will be on GovDeals.com. Commissioner Flaig asked a question, Rob Franxman responded. Commissioner Flaig moved, seconded by Commissioner Brewer to approve the Resolution. Judge Moore called for a vote on the motion, ALL PRESENT VOTING - AYE 4-0

ITEM VIII. **FISCAL MATTERS**

A. Judge Moore presented the Invoice Reports dated June 23rd, 2020 and pre-paid invoice reports dated June 12th, June 18th and June 19th, 2020. Commissioner Kenner moved, seconded by Commissioner Brewer to approve the Invoice Reports. Judge Moore called for a vote on the motion, ALL PRESENT VOTING - AYE 4-0.

B. Judge Moore presented the Golf Invoice Reports dated June 23rd, 2020 and pre-paid Golf invoice reports dated June 12th, June 18th, and June 19th, 202. Commissioner Brewer moved, seconded by Commissioner Kenner to approve the Golf Invoice Reports. Judge Moore called for a vote on the motion, ALL PRESENT VOTING - AYE 4-0.

ITEM IX. **OLD BUSINESS**

A. Judge Moore asked if there was any Old Business to come before the Court, none presented.

ITEM X. **NEW BUSINESS**

A. Judge Moore asked if there was any New Business to come before the Court, none presented.

Judge Moore announced a Special Meeting for June 30th, 2020 to pay all bills and make line item transfers. Commissioner Flaig mentioned the passing of Marjorie McGlasson, a long-time Boone County resident.


ITEM XI. **ADJOURNMENT**

Judge Moore called for adjournment of the Fiscal Court Meeting. Commissioner Flaig moved, seconded by Commissioner Kenner, to adjourn the meeting. ALL PRESENT VOTING - AYE 4-0.

NEXT FISCAL COURT MEETING – Tuesday, July 14, 2020 at **8:30 AM**

CLERK CERTIFICATION

The Fiscal Court Clerk does hereby certify that this is a true and accurate record of the actions taken during the Boone County Fiscal Court meeting of June 23rd, 2020.


Fiscal Court Clerk

Date: 14 July 2020