

**KENTON COUNTY FISCAL COURT**  
**Kenton Chambers**  
**1840 Simon Kenton Way**  
**Covington, KY 41011**

**MEETING MINUTES**  
**September 28, 2021**  
**5:30 P.M.**

**Call to Order**

Judge Knochelmann called to order the September 28, 2021, meeting of the Kenton County Fiscal Court. Judge Knochelmann led the invocation and the Pledge of Allegiance.

Present: Judge/Executive Kris Knochelmann  
Commissioner Beth Sewell, District 1  
Commissioner Jon Draud, District 2  
Commissioner Joe Nienaber, District 3  
County Attorney, Stacy Tapke

Staff: Joe Shriver, County Administrator/Deputy Judge  
Scott Gunning, Assistant County Administrator  
Roy Cox, County Treasurer  
Sue Kaiser, Fiscal Court Clerk

**Approval of Minutes**

**A. Approval of the Minutes from the meeting of September 14 , 2021.**

Commissioner Sewell made the motion for approval; seconded by Commissioner Nienaber. Judge Executive Knochelmann called for a voice vote, and the motion passed unanimously 4-0.

**Citizens Address**

No citizens came before the Fiscal Court.

**General Business**

**A. Presentation of the 911 Hero Award to “John” Yianni Koullias .**

Emergency Communications Director Ashley Hawks spoke about the qualifications for the 911 Hero Award. Yianni Koullias was nominated by the Kenton County Emergency Communications Department for the award. Mr. Koullias was working on the I-75 bridge, and a man got out of his car and climbed on the bridge wall to attempt to jump off. Mr. Koullias ran to him, held onto him and talked to him until emergency personnel came to help. He truly saved the man’s life, and showed what true character is. Sadly, Mr. Koullias passed away in August. Ms. Hawks presented his family with the 911 Hero Award.

Mrs. Koullias introduced her family, and thanked the Fiscal Court for recognizing her late husband.

**B. Request approval of the Kenton County Sheriff ’s amended term order.**

Jerry Knochelmann stated that the Sheriff's Term Order is being amended, as they have an opportunity to get another vehicle. The dealership had an extra one. They want to move the money from wages to cover the expense.

Commissioner Draud made the motion for approval; seconded by Commissioner Sewell. Judge Executive Knochelmann called for a voice vote, and the motion passed unanimously 4-0.

### **C. Request approval of the revisions to the Administrative Code.**

Treasurer Roy Cox stated that the change will include the use of Sourcewell. Sourcewell is a service cooperative created by Minnesota State law to establish purchasing contracts on behalf of itself and its participating agencies, which include all eligible government, education and nonprofit agencies nationwide and in Canada. There is no cost to be a participating agency. Kenton County is already a registered participating agency.

Mr. Cox then stated that Sourcewell follows the competitive contracting law process to solicit, evaluate and award cooperative purchasing contracts for goods and services, with approximately 500 current vendors in good standing. In Kentucky, KRS 45A.300 permits cooperative purchasing. The staff has reviewed Sourcewell's procurement process including RFP's, solicitation, advertisement, evaluation and selection processes and therefore, recommend the change to the Administrative Code that will add Sourcewell contracts as another method of source selection.

County Administrator Joe Shriver stated that the sexual abuse policy that was adopted will also be added to the Administrative Code.

Commissioner Draud made the motion for approval; seconded by Commissioner Sewell. Judge Executive Knochelmann called for a voice vote, and the motion passed unanimously 4-0.

### **D. Request from Jailer Marc Fields on an adjustment to the pay scale for Deputy Jailers.**

Jailer Marc Fields stated that there are help wanted signs everywhere. He should have 86 Deputies if they were fully staffed, and he only has 52. They are losing people to other places that aren't jails, because they will be making more money. Even people with 3-5 years in are quitting. Hopefully, this bump will keep that to a minimum. That is what they are asking for, and hopefully the applicants increase.

Judge Knochelmann stated that this is an additional cost, which would allow for some of the pay rates to be adjusted and be able to recruit and retain employees in a better way. He wants to make sure everyone understands that we are not losing them to other Correctional Facilities.

Jailer Fields stated that the only recent losses that we have had to other facilities have been to the Butler County Sheriff's Office. They have done an active recruiting on our staff, and they are starting out deputies at more than what our scale is topping out at right now.

Commissioner Draud asked if this will make us the highest paid in Northern Kentucky?

Jailer Fields answered that yes it will as far as he knows.

Commissioner Draud stated that he doesn't know if that will necessarily solve the unemployment issue, but he is in favor of this because it is such a difficult job.

Jailer Fields stated that it is a very difficult job. He thinks that what we are asking our people to do to keep the community safe well deserves this new pay.

Commissioner Sewell stated that to the credit of Jailer Fields and past Jailers, many creative solutions have been used to tackle this. She was reading that this is nationwide, and we have done an incredible amount of training to try to keep them onboard and encourage them that they are helping to reform and correct people. She supports this as well. It is basic services in County government. She then asked if there are technical advances coming out in the future, such as drones and such?

Jailer Fields answered that he thinks that there are changes coming to this. He thinks that we will have to look at technology to do it, because the bodies don't exist. They have 18 posts that need to be staffed every day. Theoretically, when the jail opened that should have been a staffing of about 24 and they have already cut it down to that. There has to be a body there, and unless they can replace that body with some kind of technology, they will always have to have someone there. The whole profession is going to have to do something.

Judge Knochelmann stated that this Fiscal Court has shown support for the team, and he hopes they know the great work they are doing. He hopes that the seeds that have been planted will help bring people back into the facility.

Jailer Fields stated that they are working hand in hand with Northern Kentucky University now. They have created a Micro-Credential in Corrections for those in the Human Services and Criminal Justice fields. That just kicked off this semester. That even includes an internship inside the jail. Hopefully, it will gather some more interest from a different applicant pool.

Commissioner Nienaber stated that he has always been a big proponent of trying to feed people with Criminal Justice degrees to the Jail. If they don't have a pathway to a career, it is useless. He used to think that you would bring people through Criminal Justice, and have a pathway to the jails and then into the Police Department. He used to think the Police Department was the lure. He is 100% supportive of this. He would not want to be in the Jailer or Police Chief's position. He thinks the media has made this so difficult. The most critical roles we have as a County are the hardest to fill, and it is a real problem if these positions aren't filled.

Commissioner Draud stated that he feels strongly about the media. He heard on the radio that Cincinnati is short 100 Police Officers. He thinks it is primarily because of the media, and how the Police have been treated.

Jailer Fields thanked the Fiscal Court for the support, and he thinks it will go a long way with the staff.

Treasurer Roy Cox stated that this will be effective as of September 26, 2021.

Commissioner Nienaber made the motion for approval; seconded by Commissioner Sewell. Judge Executive Knochelmann called for a voice vote, and the motion passed unanimously 4-0.

#### **E. Claims List dated September 24, 2021.**

There were no questions on the Claims List.

### **Resolutions**

- A. Resolution No. 21-010  
A Resolution for the Kenton County Fiscal Court concerning Fiscal Year Budget Adjustments.**

Treasurer Roy Cox stated that the budget adjustments are as follows: \$5,100 for Police services for some invoices that we did not receive from Crescent Springs/Villa Hills in a timely fashion, and then \$15,000 for some items that need to be done in the Riedlin Schott Room.

Commissioner Sewell asked if the Riedlin Schott Room is over the donation budget?

Judge Knochelmann answered that this is for security doors, security cameras and monitoring of cabinets where the memorabilia is in the room.

County Administrator Joe Shriver stated that it is items that we could keep regardless of what is there.

Commissioner Draud made the motion for approval; seconded by Commissioner Sewell. Judge Executive Knochelmann called for a voice vote, and the motion passed unanimously 4-0.

**B. Resolution No. 21-27**

**A Resolution authorizing, adopting, approving, accepting and ratifying the execution of grant agreements between the granting authority, the County of Kenton, Kentucky, and the Kenton County Airport Board that may be received pertaining to fiscal years 2022 -2024 Federal, State or local grant funding for the Cincinnati/Northern Kentucky International Airport.**

Joseph Huber from the CVG Airport stated that this is a Resolution to authorize the Judge/Executive to sign off on any grants. It saves a lot of time in the process of receiving grants.

Commissioner Sewell made the motion for approval; seconded by Commissioner Nienaber. Judge Executive Knochelmann called for a voice vote, and the motion passed unanimously 4-0.

**Ordinances**

**A. Ordinance No. 1010.2 - Second Reading An Ordinance prohibiting camping and storing personal property on certain public property.**

Commissioner Sewell made the motion for approval; seconded by Commissioner Nienaber. Judge Executive Knochelmann called for a voice vote, and the motion passed unanimously 4-0.

**Consent Agenda**

**A. Exhibit No. 21-127**

**Request approval of the agreement between the Kenton County Fiscal Court and QCHC of Kentucky, Inc. for the provision of healthcare services for the inmates of the Kenton County Detention Center.**

**B. Exhibit No. 21-128**

**Request Approval of Fiscal Year 2022 Light Duty Proposed Vehicle Purchases and designate signatory authority for the Public Works Department**

**C. Exhibit No. 21-129**

**Request Approval of Fiscal Year 2022 Police Duty Proposed Vehicle Purchases and designate signatory authority for the Public Works Department.**

- D. Exhibit No. 21-130**  
Request Authorization for the Judge/Executive to negotiate and execute an agreement with the Kentucky Transportation Cabinet for additional county forces for Snow and Ice response in the 2021-2022 winter season.
- E. Exhibit No. 21-131**  
Request approval to award the commercial front mower bid to Kubota Tractor of the Tri State for the Kenton County Parks and Recreation Department.
- F. Exhibit No. 21-132**  
Request approval of a proposal from Burgess and Niple for professional design services for improvements to the intersection of US 25 and KY 14.
- G. Exhibit No. 21-133**  
Request approval of the implementation of the HR and Recruiting modules of our current UKG Ready system for the Kenton County Technology Services Department.
- H. Exhibit No. 21-134**  
Request approval of a statement of work from Seven Hills for the development, testing, and deployment of a Realtor Tax Calculator module for the Community Portal (public facing County Occupational License Application).
- I. Exhibit No. 21-135**  
Request approval of Fiscal Year 2022 Police Duty Surplus Vehicles/Equipment.
- J. Exhibit No. 21-136**  
Request approval of Fiscal Year 2022 Light Duty Surplus Vehicles/Equipment.
- K. Exhibit No. 21-137**  
Request authorization for the Judge/Executive to negotiate and execute an agreement with Brandstetter/Carroll for design services for the Police Department Property not to exceed \$100,000.
- L. Exhibit No. 21-138**  
Request approval of the extension contract amendment for the research partner at the University of Kentucky to continue with the MAT project at the Kenton County Detention Center.

All Consent Agenda items were voted on together, except for Exhibit 21-137.

Commissioner Draud made the motion for approval; seconded by Commissioner Sewell. Judge Executive Knochelmann called for a voice vote, and the motion passed unanimously 4-0.

County Administrator Joe Shriver stated that ever since we received a bid for the property across 17 from the Police Department, staff and the Judge have been working on how to account for that space and what can be done with that. What has been settled on is that they will place that similar sized pole barn on our property, but allow for future growth. BCI has been working with us to develop those options. We are now at a point where we have to start work on this, because the new property owner is allowing us to stay until the end of the year. We need to vacate that property. In order to vacate that, and not feel like we have Police property all over the County, we need to start working on this right away. The first item of business is to get BCI under retainer, and doing some clearing of that property. They have a not to exceed clause, so in order to start

clearing the property we need to encumber some funds. Where we would like to go is south of the current police building. It is the most economical place to put this.

The second motion was to allow the Treasurer to move the money, not to exceed \$100,000.

Commissioner Draud made the motion for approval; seconded by Commissioner Sewell. Judge Executive Knochelmann called for a voice vote, and the motion passed unanimously 4-0.

### **Executive Orders**

#### **A. Executive Order 21-121**

**An Executive Order relating to the Fiscal Court approving the appointment of Nick Winnike to the Northern Kentucky Water District Board.**

Commissioner Sewell made the motion for approval; seconded by Commissioner Nienaber. Judge Executive Knochelmann called for a voice vote, and the motion passed unanimously 4-0.

#### **B. Executive Order 21-122**

**An Executive Order relating to the Fiscal Court approving the promotion of Darrin Gilvin from Network Administrator to Network Engineer for the Technology Services Department.**

Commissioner Sewell made the motion for approval; seconded by Commissioner Nienaber. Judge Executive Knochelmann called for a voice vote, and the motion passed unanimously 4-0.

#### **C. Executive Order 21-123**

**An Executive Order relating to the Fiscal Court approving the resignation of Bennett Nelson as a Seasonal Trustee for the Parks and Recreation Department.**

Commissioner Nienaber made the motion for approval; seconded by Commissioner Sewell. Judge Executive Knochelmann called for a voice vote, and the motion passed unanimously 4-0.

#### **D. Executive Order 21-124**

**An Executive Order relating to the Fiscal Court approving the promotion of Dustin Brown from Technology Administrator to Network Administrator for the Technology Services Department..**

Commissioner Nienaber made the motion for approval; seconded by Commissioner Sewell. Judge Executive Knochelmann called for a voice vote, and the motion passed unanimously 4-0.

#### **E. Executive Order 21-125**

**An Executive Order relating to the Fiscal Court approving the promotion of John Davis from Animal Technician to Assistant Director for the Animal Services Department.**

Commissioner Draud made the motion for approval; seconded by Commissioner Nienaber. Judge Executive Knochelmann called for a voice vote, and the motion passed unanimously 4-0.

#### **F. Executive Order 21-126**

**An Executive Order relating to the Fiscal Court approving the discretionary increases for 2021-2022.**

Commissioner Nienaber made the motion for approval; seconded by Commissioner Sewell. Judge Executive Knochelmann called for a voice vote, and the motion passed unanimously 4-0.

- G. Executive Order 21-127**  
**An Executive Order relating to the Fiscal Court approving the reorganization of the Treasury Department to reclassify the License Inspector/Human Services position .**

Commissioner Nienaber made the motion for approval; seconded by Commissioner Sewell. Judge Executive Knochelmann called for a voice vote, and the motion passed unanimously 4-0.

- H. Executive Order 21-128**  
**An Executive Order relating to the Fiscal Court approving the reorganization of the Treasury Department to reclassify the Assistant Treasurer position .**

Commissioner Draud asked if we created that Assistant Treasurer position?

County Administrator Joe Shriver stated that this is just a reclassification of the position. When the two positions in Treasury were looked at, they are out of market pay for the duties that we are asking of them. Their pay grade has been adjusted.

Commissioner Sewell made the motion for approval; seconded by Commissioner Draud. Judge Executive Knochelmann called for a voice vote, and the motion passed unanimously 4-0.

- I. Executive Order 21-129**  
**An Executive Order relating to the Fiscal Court approving the resignation of Todd Redman as a Crew Leader for the Public Works Department.**

Commissioner Sewell made the motion for approval; seconded by Commissioner Nienaber. Judge Executive Knochelmann called for a voice vote, and the motion passed unanimously 4-0.

- J. Executive Order 21-130**  
**An Executive Order relating to the Fiscal Court approving the appointment of Dylan Hinkel as a Seasonal Public Service Technician for the Public Works Department.**

Commissioner Nienaber made the motion for approval; seconded by Commissioner Sewell. Judge Executive Knochelmann called for a voice vote, and the motion passed unanimously 4-0.

- K. Executive Order 21-131**  
**An Executive Order relating to the Fiscal Court approving the appointment of Rickey Vickers as a Fleet Services Co-op for the Public Works Department.**

Commissioner Draud made the motion for approval; seconded by Commissioner Sewell. Judge Executive Knochelmann called for a voice vote, and the motion passed unanimously 4-0.

- L. Executive Order 21-132**  
**An Executive Order relating to the Fiscal Court rescinding the Burn Ban.**

Commissioner Sewell made the motion for approval; seconded by Commissioner Nienaber. Judge Executive Knochelmann called for a voice vote, and the motion passed unanimously 4-0.

### Administrative Reporting

### Technology Services

Jessica Ramsey stated that due to Joe Pflum's retirement, effective October 1<sup>st</sup>, she is promoting Darrin Gilvin to Network Engineer, and Dustin Brown to Network Administrator. Dustin's current role, Technology Administrator, will be posted immediately for hire. She is also working on the work proposal from Seven Hills for a Realtor Tax Calculator is the first step is an overhaul of the current Community Portal occupational license tax collection system, aimed at streamlining the process for tax filers, reducing redundant data entry, guiding filers through the questions and filing process, and increasing the number of people who file online, which would significantly reduce staff time on data entry. This portion of the project is focused with realtors as the test group, and after deployment and gathering feedback from users, will be expanded to serve all business tax filers in Kenton County.

Ms. Ramsey then stated that the UKG Ready - HR & Recruiting module will expand on our current timekeeping system, allowing for more stream lined on-boarding of new hires through the application process, to all the forms and benefit information necessary for new hires, and directly into our timekeeping system. It will replace our current online application system (NeoGov) once implemented. Also, October is Cybersecurity Awareness month, and they will be launching a campaign with their Tuesday Tech tips to remind people of responsible security practices.

### **Public Works**

Nick Hendrix thanked Roy Cox, Kurt Greivenkamp, Joe Shriver and Scott Gunning for working through the Sourcewell issue with him. The amendment of the code will really move the dial for us in terms of procurement. He then stated that the Dixie Highway and KY 14 realignment has been approved. The design contract is with Burgess and Niple, and he thanked the Court for the approval. This helps people in the south end with the number of accidents that have been seen in the area. Lastly, he thanked Todd Redman for all of his work for the County. He has taken a position with the City of Covington, but he will be missed. He thanked the Fiscal Court for all of the support that they continue to give his department.

Commissioner Draud asked when the Bromley/Crescent Springs Rd. project will be finished?

Nick Hendrix answered that the entire project should be complete as of October, 2022.

### **Parks/Buildings and Grounds/Golf Course**

Scott Gunning stated that he wanted to give an update on the New County Park and the progress that is being made with the masterplan. Back in August, we hosted our 2<sup>nd</sup> public meeting, and he is happy to report that we received over 600 survey responses. We met with Human Nature a few weeks ago to review those results, and will be scheduling a third and final public meeting in the upcoming weeks before the plan is finalized and presented to the Court. He wanted to thank the Fiscal Court for approving the design phase for the connection of the sidewalk from the Meadow Glenn subdivision to the new park at the last meeting. Integrated Engineers is working on that plan to allow us to go out to bid.

Mr. Gunning then stated that in regards to projects, our Crews are in the process of installing a new Playground at Richardson Road Park along with preparing for the Senior Picnic this Thursday. As always, this should be a great event and a special thanks to Sue Kaiser and to all the staff that are working the event.

Mr. Gunning then stated that for Building and Grounds, it was great to get back out at the Historic Courthouse last meeting. We are still working on some water mitigation issues near the entrance of the clerk's office, but should have it complete soon which will allow Nick Hendrix and his crews to finish up the parking lot before winter. Lastly, on the golf course, we are working on the repaving of the cart paths on holes #10-14 on the willows. We received the bids back last week and should have a recommendation to the court at our next meeting.

Commissioner Draud asked if we ever got a financial report on how much the golf course made?

Mr. Gunning answered that we get a monthly revenue report from them. They are exceeding their revenue at this point.

Commissioner Draud asked if we get an end of the year report?

Mr. Gunning answered that we will at the end of the calendar year.

Commissioner Draud asked how much longer the contract is with us?

Mr. Gunning answered that the initial contract was for five years, and they have the option to renew for two additional five year terms.

Commissioner Draud asked if they are happy that they are with us?

Judge Knochelmann answered that he has heard nothing but good things from them and the public. They worked through COVID, and continue to work hard.

Commissioner Nienaber stated that he played in the Covington Catholic Alumni Outing there, and it was far and above better than it was in past years. He can't speak highly enough about the courses.

### **External Affairs**

John Stanton stated that the Pioneer Award recommendations are in. A Resolution will be presented at the next meeting to make the honorees official. There are more nominations each year, and the experience and talent of the people is phenomenal. He thanked Sara Sgantas and Sue Kaiser for their help on this project.

Mr. Stanton then stated that the draft report is in hand for the Licking River Project. They are in the midst of starting seven tabletop reviews. They have working committees in each of the five involve counties, as well as a working group at NKU and Frankfort. Starting on Thursday, there will be five of those tabletop reviews where they sit down with the working group in each county to begin the process of reviewing the document. Once the tabletop review is completed, they will go into the public presentation process. The hope is that the COVID surge cooperates.

Mr. Stanton then stated that he has sent out the first round of videos that came out as part of the Randolph initiative. It is predominantly a project with St. Elizabeth Healthcare, but is also with about 15 other entities. This is to help increase the flow of underrepresented people into the health care science and medicine fields. Sara Sgantas has done a great job with the videos. It is nice to have someone at the County who can present a very professional product.

Lastly, Mr. Stanton then stated that they have been working on polishing up the news release announcing Ralph Bailey's retirement. Mr. Bailey is present here for his last Fiscal Court meeting before retirement. It was hard to condense all his accomplishments into a page and a half.

### **County Attorney 's Report**

County Attorney Stacy Tapke stated that she handed out a formalization of having herself and others that do County work to be included on the Fiscal Court's insurance policy. It has been a bit more informal, so this will formalize it. Whenever they are prosecutors, they enjoy prosecutorial immunity and are defended by the Attorney General. When they are working on behalf of the Fiscal Court, they do not have that. This document takes care of that for them.

Commissioner Sewell made the motion for approval; seconded by Commissioner Nienaber. Judge Executive Knochelmann called for a voice vote, and the motion passed unanimously 4-0.

### **Commissioners ' Reports**

#### **Commissioner Jon Draud**

Commissioner Draud asked if vaccines will be available at the Senior Picnic?

Fiscal Court Clerk Sue Kaiser answered that she will have to check on it, and will get back with him.

#### **Commissioner Beth Sewell**

Commissioner Sewell had nothing to report.

#### **Commissioner Joe Nienaber**

Commissioner Nienaber thanked Ralph Bailey for showing the County and community was a true man is, and he is a class act.

#### **Judge/Executive 's Report**

Judge Knochelmann had nothing to report.

#### **Adjournment**

Having completed all business before the Court, Commissioner Draud offered a motion to adjourn which was seconded by Commissioner Sewell. Judge Executive Knochelmann requested a voice vote whereupon all members present voted in the affirmative with a 4-0 vote.

Text for all proposed and recently passed ordinances may be acquired by accessing the Fiscal Court web page at <http://www.kentoncounty.org> or by contacting the administrative offices at 859.392.1400.

### **CLERK CERTIFICATION**

I, Sue J. Kaiser, having been appointed to the office of Fiscal Court Clerk, do hereby certify that this is a true and accurate record of the actions taken by the Kenton County Fiscal Court at the meeting of September 28, 2021.



---

Sue J. Kaiser  
Fiscal Court Clerk