

HENDERSON COUNTY FISCAL COURT—MINUTE & ORDER BOOKRecords of Minutes of Regular Meeting 01/10 2023

Court convened for a Regular Meeting at the Courthouse, Henderson, KY, on Tuesday, January 10, 2023 at 9:30 a.m., County Judge/Executive Brad Schneider presiding.

Call To Order

County Judge/Executive Brad Schneider called the meeting to order.

Invocation

The invocation was given by Reverend Eric Hoey, Henderson First Presbyterian Church.

Pledge Of Allegiance

Judge/Executive Schneider led the Pledge of Allegiance.

Roll Call

Magistrate Berry	Present
Magistrate Puttman	Present
Magistrate Southard	Present
Magistrate Starks	Present
Magistrate Tompkins	Present

Minutes December 20, 2022 Regular meeting

Magistrate Puttman made a motion to approve the December 20, 2022 fiscal court minutes as submitted. Magistrate Berry seconded the motion. A voice vote was held. All present voted in favor and the motion carried.

Judge's Scholars – Grae Eliza Hopgood – South Middle School

A proclamation was read and presented to Grae Eliza Hopgood who was named the South Middle School Judge's Scholar.

Planning Commission Recommendation Cases #1138

It was noted that all the magistrates have received a copy of case #1138 for their review.

Standing Orders – Treasurer Brenda Rider

County Treasurer Brenda Rider advised according to KRS 68.275 (3) certain recurring expenses can be pre-approved. These orders expire July 1 of each year and although were approved by the state local finance officer on June 1, 2022 they needed reapproved at the beginning of a new term.

A motion was made by Magistrate Puttman to approve the Standing Orders. Magistrate Southard seconded the motion. A voice vote was held with all members present voting in favor. Motion carried.

Appointment to Boards & Committees

Judge Schneider presented the list of boards & committees he has assigned the magistrates to.

Magistrate Starks made a motion to approve the list of Boards & Committees. Magistrate Berry seconded the motion. All voted in favor and the motion carried.

2023 Holiday Schedule

The holiday schedule for 2023 was presented to the court.

Magistrate Puttman made a motion to approve 2023 Holiday Schedule. Magistrate Southard seconded the motion. All voted in favor and the motion carried.

2023 Fiscal Court Meeting Dates

Fiscal Court meetings will continue to be on the 2nd & 4th Tuesdays of each month, except for December when only 1 meeting will be held on the 3rd Tuesday.

Magistrate Berry made a motion to approve the 2023 Fiscal Court Meeting dates. Magistrate Tompkins seconded the motion. A voice vote was held. All voted in favor and the motion carried.

Sheriff's Change of Office Tax Settlement – Sheriff Chip Stauffer

Sheriff Stauffer explained that per KRS 134.215 a tax settlement was jointly completed by Sheriff Stauffer and outgoing Sheriff Crafton for all taxes collected by the sheriff's office. It was noted in the minutes that the settlement had been presented and received by the court.

Sheriff Proposed 2023 Fee Budget – Sheriff Chip Stauffer

Sheriff Stauffer presented the proposed fee budget as required by the State Local Finance Office. His office came up with the proposed budget after reviewing the last 5 years of budgets taking the average. Judge Schneider explained the true budget for the Sheriff will be determined during the county's budgeting process.

A motion was made by Magistrate Berry to approve the Sheriff's Proposed 2023 Fee Budget. Magistrate Southard seconded the motion. A voice vote was held with all present voting in favor. Motion carried.

Resolution #23-01 Authorizing County Attorney's Office to Collect Jail Fees**A RESOLUTION AUTHORIZING THE COUNTY ATTORNEY'S OFFICE TO COLLECT JAIL FEES**

County Attorney Steve Gold said this allows people to make payments on Jail fees at the County Attorney's Office.

A motion was made by Magistrate Puttman to approve the resolution and allow the County Attorney's Office to collect Jail fees. Magistrate Starks seconded the motion. A voice vote was held with all present voting in favor. Motion carried.

Resolution #23-02 Re-Appointing County Employees, County Engineer, County Road Supervisor, EMA Director & Continuation of Interlocal Agreements**A RESOLUTION RELATING TO THE HENDERSON COUNTY FISCAL COURT REAPPOINTING COUNTY EMPLOYEES AND REAFFIRMING INTERLOCAL AGREEMENTS FOR A NEW FISCAL COURT TERM.**

The clerk read the resolution into the record. This specifically reappoints the County Engineer, Nick Stallings; Road Supervisor, Glenn Cummings; & EMA Director, Kenny Garrett to 4 year terms and also confirms all county employee compensation rates.

A motion was made by Magistrate Southard to approve the resolution as read. Magistrate Tompkins seconded the motion. A voice vote was held with all present voting in favor. Motion carried.

Resolution #23-03 Authorizing Jailer to Accept Bond Release Fees per KRS 431.5305**RESOLUTION RELATING TO THE HENDERSON COUNTY JAILER PREPARING OR ACCEPTING BAIL BONDS PURSUANT TO KRS 431.5305**

County Attorney Steve Gold explained that bonds are usually paid at the Circuit Clerk's office but this allows the bonds to be posted at the Jail.

A motion was made by Magistrate Puttman to approve the resolution allowing the Jailer to collect Bond Fees. Magistrate Berry seconded the motion. A voice vote was held with all present voting in favor. Motion carried.

Resolution #23-04 Approval of Surety Bonds for Elected Officials**RESOLUTION RECOGNIZING COMPLIANCE OF THE HENDERSON COUNTY JUDGE / EXECUTIVE, SHERIFF, JAILER AND CORONER WITH THE BOND AND OATH REQUIREMENTS OF APPLICABLE KENTUCKY REVISED STATUTES AND APPROVING SURETIES**

Judge Schneider said that all required bonds have been applied for through KACO and all required oaths have been taken.

A motion was made by Magistrate Berry to approve the resolution. Magistrate Tompkins seconded the motion. A voice vote was held with all present voting in favor. Motion carried.

HENDERSON COUNTY FISCAL COURT—MINUTE & ORDER BOOK*Records of Minutes of* Regular *Meeting* 01/10 20 23**Resolution #23-05 Pratt Paper Access Road Grant**

RESOLUTION AUTHORIZING ROAD FUND GRANT TO THE CITY OF HENDERSON, KENTUCKY OF UP TO ONE MILLION DOLLARS (\$1,000,000) FOR THE CONSTRUCTION OF ACCESS ROADS TO PRATT PAPER (KY), LLC'S INDUSTRIAL SITE ON THE CONDITION THAT SAID COMPANY CONTINUES TO MEET THE CRITERIA FOR INCENTIVES OFFERED BY THE KENTUCKY CABINET FOR ECONOMIC DEVELOPMENT UNDER THE KENTUCKY BUSINESS INVESTMENT ACT

The clerk read the resolution into the record. County Attorney Steve Gold said there is a process in the resolution to make sure the funds expended are being used for these access roads. Magistrate Starks pointed out that these roads will become city streets. Magistrate Southard pointed out that Pratt must meet certain requirements or there may be a recourse to recover any money spent.

A motion was made by Magistrate Puttman to approve the resolution as read. Magistrate Southard seconded the motion. A voice vote was held with all present voting in favor. Motion carried.

Personnel Actions – New Personnel – Judge Schneider

Judge Schneider explained that with the departure of Jessica Larew there is currently nobody in place to handle the secretary duties of the Codes Enforcement Board. He would like to hire as a part time county employee, Jeff Ellis at a salary rate of \$12,000 per year. County Attorney Steve Gold added that although Jeff Ellis is associated with the County Attorney's Office he is acting on his own for this position and not as a County Attorney's representative.

Motion was made by Magistrate Tompkins to approve the hire of Jeff Ellis as a part time employee at a salary of \$12,000 annually. Motion was seconded by Magistrate Berry. A voice vote was held with all voting in favor. Motion Carried.

Bid Recommendation – Henderson County Courthouse Cleaning Contract

James Bosler, Head of Maintenance, has reviewed the cleaning bids that were received and is recommending the award be giving to "Clean Team" at a cost of \$2,800 monthly for service, with an additional \$260 for hand soap and hand sanitizer monthly, and \$15,134.00 for strip and wax once every 6 months.

Magistrate Southard made the motion to award the contract to Clean Team. Motion was seconded by Magistrate Starks. A voice vote was held with all present voting in favor. Motion carried.

Bid Recommendation – Judicial Center Cleaning Contract

James Bosler, Head of Maintenance has reviewed the cleaning bids that were received and is recommending the award be giving to "Clean Team" at a cost of \$4,350 monthly for service, with an additional \$420 for hand soap and hand sanitizer monthly, and \$26,740.00 for strip and wax once every 6 months.

Magistrate Starks made the motion to award the contract to Clean Team. Motion was seconded by Magistrate Puttman. A voice vote was held with all present voting in favor. Motion carried.

Bid Opening – 2023 Road Department Material Bids - County Engineer Nick Stallings

Nick opened the following Sealed Material Bids that had be received.

Rock material: bids were received and opened for various sizes of rock material, river sand, & gravel from Hazex, Audubon Sand & Gravel & Mulzer.

Concrete: Meuth Concrete was the only bid received.

Culverts: Ohio Valley Drainage was the only bid received.

All bid prices were read aloud to the court and the clerk will make sure copies of each bid are available to each Magistrate.

Nick would like to take these bids under review and return to court at a later date with his recommendations.

Bid Opening – 2023 Road Department Petroleum Products – County Engineer Nick Stallings

The clerk reported that no bids were received for petroleum products.

Bid Opening – 2023 Road Department Uniforms – County Engineer Nick Stallings

The clerk reported that the only bid received for uniforms was received at 9:30 and was past the published deadline of 9:00 am.

Bid Opening – Courthouse Elevator Service Agreement – James Bosler

James reported that 2 bids had been received. The first bid was from Peak Performance at a cost of \$125.00 per month for a total of \$1,500 annually. The second bid was received from TKE at a cost of \$194.67 per month for a total of \$2,336.04. James will take these bids under advisement and return at another court session with his recommendation.

Bid Opening – Judicial Center Elevator Service Agreement – James Bosler

James reported that 2 bids had been received. The first bid was from Peak Performance at a cost of \$500.00 per month for a total of \$6,000 annually. The second bid was received from TKE at a cost of \$777.60 per month for a total of \$9,331.20. James will take these bids under advisement and return at another court session with his recommendation.

Bid Opening – Courthouse HVAC Service Agreement – James Bosler

James opened bids from DeBra-Kuemple, Perfection Group and HMC and read the bids aloud.

Annual costs: DeBra: \$12,286.00; Perfection Group: \$15,072.00 HMC: \$6,482.00

The bids will be researched and a recommendation will be made at the next court date. The clerk will distribute copies of the bids to each magistrate.

Bid Opening – Judicial Center HVAC Service Agreement – James Bosler

James opened bids from DeBra – Kuemple & Perfection Group and read the bids aloud.

Annual costs: DeBra: \$26,488.00; Perfection Group: \$25,104.00

The bids will be researched and recommendation will be made at the next court date. The clerk will distribute copies of the bids to each magistrate.

The clerk reported that after being handed the HVAC bids he discovered and overlooked bid for the Judicial Center from HMC. Their bid was \$7,460 annually.

County Engineer Expenditure Request – County Engineer Nick Stallings

Nick wanted to notify the court of some planned purchases.

1. Tree shearer – will be an attachment on a Gradall. Used for cutting trees back.
2. Tiger Sawblade – will attach to their Tiger mower. Will also be used for overhanging trees and branches.
3. Dump Trailer – Can be used for illegal dumps and also can be used by parks
4. Aluminum Box Culvert – to replace bridge on Burbank Road. He has used them in the past. Once the manufactured culvert is received the county can do all the rest of the work. Magistrate Starks asked about the life span of the aluminum culvert compared to other alternatives. Nick said they are equivalent and will have at least a 50 year life span.

All these items are available under state contract and are within his budget.

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Budget Amendment - Ord #22-06 Amendment #3 – 2nd Reading – Treasurer Brenda Rider

This will amend in monies received from the state grants fund into the current year budget.

Magistrate Starks made a motion to approve the budget amendment. Magistrate Tompkins seconded the motion. A voice vote was held. All voted in favor and the motion was approved.

Budget Amendment - Ord #23-01 Amendment #4 – 1st Reading – Treasurer Brenda Rider

This will move monies from last year's surplus to the General Fund and transferred to the Economic Development Fund

Magistrate Puttman made a motion to approve the budget amendment. Magistrate Tompkins seconded the motion. A voice vote was held. All voted in favor and the motion was approved.

Claims – Treasurer Brenda Rider

Treasurer Brenda Rider presented the monthly claims and the bank balances after the claims are paid. She also presented that following additional claims for payment.

Road Fund:	\$572.12 Visa (Equipment maintenance and repairs)
Jail Fund:	\$778.53 Advanced Document Solutions (copier charges)
	\$612.60 Republic Services (Monthly waste removal)
	\$4,193.37 U. S. Bank (Training & travel expenses)

Magistrate Southard made a motion to pay the claims. Magistrate Puttman seconded the motion. A voice vote was held. All present voted in favor and the motion was approved.

Good of the County

Judge Schneider - advised the court that he would like the courts permission to advertise a bid request to replace both boilers at the Judicial Center. It has been discovered that one of them has a cracked head. This will hopefully be funded by Administrative Officer of the Courts.

Magistrate Puttman made a motion to advertise for a RFP for the boiler replacement. Magistrate Tompkins seconded the motion. A voice vote was held. All present voted in favor and the motion was approved.


Judge Schneider – asked the court's permission to amend the agenda and add an Executive Session. Motion was made by Magistrate Tompkins to amend the agenda, seconded by Magistrate Starks. A voice vote was held with all voting in favor.

Executive Session

Judge Schneider asked for a motion to go into an Executive Session per KRS 61.810(1)(g), discussions between a public agency and a representative of a business entity and discussions concerning a specific proposal was needed. Motion was made by Magistrate Southard, seconded by Magistrate Puttman. A voice vote was held all voted in favor.


After approximately 20 minutes Magistrate Puttman made a motion to return to the regular court session. Magistrate Berry seconded the motion. A voice vote was held and all voted in favor of returning to the regular session.

There being no further business to come before the court, Magistrate Puttman made a motion to adjourn. Seconded by Magistrate Berry.



 Brad Schneider
 County Judge Executive

ATTEST:



 Kurt Wiesen
 Fiscal Court Clerk