

FISCAL COURT ORDERS

SEPTEMBER 16, 2025

BOOK 48

REGULAR-CLOSED SESSION OF NELSON FISCAL COURT
6:00 PM

PAGE 124

COURT MET IN REGULAR-CLOSED SESSION, PRESENT COUNTY JUDGE-EXECUTIVE TIM HUTCHINS AND THE FOLLOWING NAMED MAGISTRATES: KEITH METCALFE, ADAM WHEATLEY, M.T. HARNED, JEFF LEAR AND JON SNOW.

MEETING CALLED TO ORDER: COUNTY JUDGE EXECUTIVE TIM HUTCHINS

Executive Session-Judge Hutchins read out loud the KRS Statutes to enter into Executive Session at the end of the meeting.

A. Per KRS 61.810 (1) (b) Deliberations on the future acquisition or sale of real property by a public agency, but only when publicity would be likely to affect the value of a specific piece of property to be acquired for public use or sold by a public agency.

B. Per KRS 61.810 (1) (f) Discussions or hearings which might lead to the appointment, discipline, or dismissal of an individual employee, member, or student without restricting that employee's, member's, or student's right to a public hearing if requested. This exception shall not be interpreted to permit discussion of general personnel matters in secret.

C. Per KRS 61.810 (1) (c) Discussions of proposed or pending litigation against or on behalf of the public agency.

PLEDGE OF ALLEGIANCE: The Pledge of Allegiance was led by Magistrate Keith Metcalfe.

PRAYER: The Prayer was led by Magistrate Jon Snow.

Judge Hutchins asked for a moment of silence for the Charlie Kirk family and all other violence across the Country.

Judge Hutchins announced there will be a Community Vigil at 8:00 pm at the Nelson County Justice Center.

COMMUNITY SHOWCASE: NONE

ACHIEVEMENTS AND RECOGNITION: NONE

MINUTES APPROVED AUGUST 26, 2025 SPECIAL-CLOSED FISCAL COURT

MEETING, SEPTEMBER 2, 2025 REGULAR-CLOSED FISCAL COURT MEETING

FISCAL COURT ORDERS

SEPTEMBER 16, 2025

BOOK 48

REGULAR-CLOSED SESSION OF NELSON FISCAL COURT
6:00 PM

PAGE 125

AND SEPTEMBER 3, 2025 SPECIAL SESSION FISCAL COURT ZOOM MEETING:

On motion of Adam Wheatley, second of Jon Snow, by unanimous vote of the court, IT IS HEREBY ORDERED to approve the minutes of the August 26, 2025 Special-Closed Fiscal Court Meeting, September 2, 2025 Regular-Closed Fiscal Court Meeting and September 3, 2025 Special Session Fiscal Court Zoom Meeting.

PUBLIC COMMENT: Kyle Williamson Commonwealth Attorney for Hart, Nelson and Larue Counties thanked the Court for the new Commonwealth Attorney Office. See page 130.

BILLS, ADDITIONAL BILLS AND TRANSFERS APPROVAL AND DISCUSSION: RHONDA FENWICK-COUNTY TREASURER:

On motion of Jeff Lear, second of Keith Metcalfe, by unanimous vote of the court, IT IS HEREBY ORDERED to authorize the County treasurer to pay the following bills, additional bills and transfers as presented. See pages 131-137.

PUBLIC WORKS AND ENGINEER REPORT: BRAD SPALDING/JOHN GREENWELL:

Assistant Engineer John Greenwell was absent from Court.

A- Roof Bids- County Engineer Brad Spalding presented Roof Bids for the Sheriff Department, County Clerk and Detention Center. He asked the Court to approve the three bids as presented and give Judge Hutchins authority to negotiate with the Contractor and the Insurance Company for the repairs at the Justice Center.

On motion of Jeff Lear, second of M.T. Harned, by unanimous vote of the court, IT IS HEREBY ORDERED to accept the Roof Bids for the Sheriff Department, County Clerk and the Detention Center as presented. See page 138.

Magistrate Jon Snow made a motion, second of Adam Wheatley to authorize Judge Hutchins to negotiate with the Contractor, Insurance Company and AOC for the Justice Center repairs. After discussing with the Court, Magistrate Snow withdrew the motion.

Magistrate Jon Snow then made a motion, second of Jeff Lear, by unanimous vote of the court, IT IS HEREBY ORDERED to approve using the money that the Insurance Company agreed on and authorize Judge Hutchins to negotiate the additional cost of repairs for the Justice Center with the AOC, Contractor and the Insurance Company.

B- Bridge Bids- County Engineer Brad Spalding presented Bids for the Stevens Lane Bridge Replacement and the Sullivan Lane Bridge Deck Replacement.

FISCAL COURT ORDERS

SEPTEMBER 16, 2025

BOOK 48

REGULAR-CLOSED SESSION OF NELSON FISCAL COURT
6:00 PM

PAGE 126

PUBLIC WORKS AND ENGINEER REPORT: BRAD SPALDING/JOHN GREENWELL:
continued-

B- Bridge Bids-continued

The Bid for the Stevens Lane Bridge will be covered by a State awarded Grant at no cost to the County.

On motion of Jon Snow, second of Jeff Lear, by unanimous vote of the court, IT IS HEREBY ORDERED to approve and accept the Bid for Stevens Lane Bridge Replacement from D&S as presented. See page 139.

The Sullivan Lane Bridge Deck Replacement Bid came in short of the State awarded Grant by \$31636.33.

On motion of Jeff Lear, second of Adam Wheatley, by unanimous vote of the court, IT IS HEREBY ORDERED to approve and accept the Bid for the Sullivan Lane Bridge Deck Replacement from D&S as presented. See page 140.

C- Dump Truck Bids- County Engineer Brad Spalding presented a Bid from Stoops Western of Ohio for a 2015 Dump Truck.

Stoop Western Star of Ohio only had only one Truck available for bidding.

On motion of Jeff Lear, second of Adam Wheatley, by unanimous vote of the court, IT IS HEREBY ORDERED to approve and accept the Bid for a 2015 Dump Truck from Stoops Western Star of Ohio as presented. See page 141-145.

County Engineer Brad Spalding presented paperwork for two used Dump Trucks from Truck Country of Iowa. The County Attorney is reviewing the legality of acquiring these Vehicles without advertisement.

On motion of Jeff Lear, second of Adam Wheatley, by unanimous vote of the court, IT IS HEREBY ORDERED to approve and accept the purchase of two used Dump Trucks from Truck Country of Iowa as presented, pending final approval of the County Attorney. See pages 146-154.

GARBAGE BILL ENFORCEMENT UPDATE- County Finance Officer Catherine Beavers informed the Court that letters have been sent out to Property Owners with Delinquent Garbage Accounts. These letters notify residents that unpaid Garbage Bills will now be added to their Property Tax Bill.

DEPUTY JUDGE/EMA UPDATES: BRAD METCALF: Deputy Judge/EMA Director Brad Metcalf reported to the Court that two bids were received for the Radio Towers at Holy Cross and Howardstown. Upon review, the bids varied in cost with some missing

FISCAL COURT ORDERS

SEPTEMBER 16, 2025

BOOK 48

REGULAR-CLOSED SESSION OF NELSON FISCAL COURT
6:00 PM

PAGE 127

DEPUTY JUDGE/EMA UPDATES: BRAD METCALF- continued

information. Due to these discrepancies, Director Metcalf recommended rejecting all submitted bids and requested authorization to enter into negotiations per KRS Statue.

On motion of Jeff Lear, second of M.T. Harned, by unanimous vote of the court, IT IS HEREBY ORDERED all bids for the Radio Towers project are rejected, and Director Brad Metcalf is authorized to enter into negotiations in accordance with KRS guidelines.

COUNTY ATTORNEY UPDATE: CHIP MCKAY

A- SECOND READING of Administrative Code Ordinance-

ORDINANCE #9-2025

On motion of M.T. Harned, second of Adam Wheatley, by unanimous vote of the court, IT IS HEREBY ORDERED to approve and adopt the Administrative Code Ordinance as presented with no changes. See pages 155-165.

MAGISTRATE REPORTS:

MAGISTRATE KEITH METCALFE- NO REPORT – Wished Nelson County Executive Assistant/Human Resources Carole Bryan a Happy Birthday.

MAGISTRATE ADAM WHEATLEY- NO REPORT

MAGISTRATE M.T. HARNED- NO REPORT

MAGISTRATE JEFF LEAR- NO REPORT

MAGISTRATE JON SNOW- NO REPORT

JUDGE HUTCHINS REPORT:

County Engineer Brad Spalding gave updates on the following:

Southern County Internet issues

Permits to finish the Old Courthouse Renovation

A- New Hires- See page 166.

On motion of Jeff Lear, second of Jon Snow, by unanimous vote of the court, IT IS HEREBY ORDERED to approve the New Hire List as presented.

William Sanders, part time AEMT (EMS Department)

FISCAL COURT ORDERS

SEPTEMBER 16, 2025

BOOK 48

REGULAR-CLOSED SESSION OF NELSON FISCAL COURT
6:00 PM

PAGE 128

JUDGE HUTCHINS REPORT: continued

Katherine Reisert, part time EMT (EMS department)

Shelby Hunt, part time EMT (EMS Department)

Chad Cox, full time Driver/Laborer. (Road Department)

RECLASSIFIED EMPLOYEES- Judge Hutchins asked for a motion to approve the Reclassification of two employees.

On motion of Keith Metcalfe, second of Adam Wheatley, by unanimous vote of the court, IT IS HEREBY ORDERED that Brooke Koppel and Madison Wheatley be reclassified following the completion of their training.

FIRST READING PERSONNEL ORDINANCE 2025-005

On motion of Jon Snow, second of M.T. Harned, IT IS HEREBY ORDERED to approve the First Reading of the Personnel Ordinance 2025-005 with one change on Page 22 adding Dispatch Employees to be identified as Safety Sensitive Employees. See pages 167-177.

MATTER OF RECORD

B- High-Lift- Judge Hutchins read aloud a Nelson County Judge Executive Order authorizing the purchase of a new Engine for 963 K High-Lift. See page 178.

D- Departments and other Reports- See pages 179-191.

OLD OR NEW BUSINESS: NONE

MOTION TO GO OUT OF REGULAR SESSION AND ENTER INTO EXECUTIVE SESSION:

On motion of Adam Wheatley, second of Jon Snow, by unanimous vote of the court, IT IS HEREBY ORDERED to go out of Regular Session and enter Executive Session.

MOTION TO GO OUT OF EXECUTIVE SESSION AND ENTER INTO REGULAR SESSION:

On motion of Adam Wheatley, second of Jon Snow, by unanimous vote of the court, IT IS HEREBY ORDERED to go out of Executive Session and enter into Regular Session.

No action was taken.

FISCAL COURT ORDERS

SEPTEMBER 16, 2025

BOOK 48

REGULAR-CLOSED SESSION OF NELSON FISCAL COURT

PAGE 129

6:00 PM

On motion of Jeff Lear, second of Adam Wheatley, by unanimous vote of the court, IT IS HEREBY ORDERED to adjourn the September 16, 2025 Regular-Closed Session Fiscal Court.

TIM HUTCHINS, NELSON COUNTY JUDGE/EXECUTIVE

JEANETTE HALL SIDEBOTTOM, NELSON COUNTY CLERK

FISCAL COURT ORDERS

SEPTEMBER 16, 2025

BOOK 48

REGULAR-CLOSED SESSION OF NELSON FISCAL COURT

PAGE 131

6:00 PM

**Nelson County Fiscal Court
Bills for Court Approval
September 16, 2025**

Name	Memo	Account	Amount
01 General Fund			
ADP	Payroll Processing	9100301 · Payroll Processing	\$ 780.73
All State Truck Sales	Vehicle repair	5115502 · Inspection and Permit Expense	36.37
American Tire	Tires	5105340 · Law Enforc Vehicle maintenance	646.71
Aqua Treat	Cooling tower water treatment	5081334 · Justice Center Building Maint	150.00
Aqua Treat	Geothermal water treatment	5415334 · Civic Center Bldg Supplies	184.80
Bachman	Brakes, pads, rotors - 2019 Tahoe	5105340 · Law Enforc Vehicle maintenance	1,057.74
Bluegrass Automotive	2019 Tahoe - brakes	5105340 · Law Enforc Vehicle maintenance	200.90
Bluegrass Integrated Comm	Postcard processing fees	5065427 · Elections Supplies	191.54
Bumper to Bumper	F150 battery	5205343 · Shelter Clinic Expense	219.95
Cintas	Mats	5010334 · Sutherland Bldg Maint Supplies	11.48
Cintas	Mats, cleaning and bathroom supplies	5081334 · Justice Center Building Maint	207.88
Cintas	Mats	5415334 · Civic Center Bldg Supplies	9.02
Cintas	Mats, custodial and cleaning supplies	5105334 · Law Enforc Building Maint	331.14
City of Bardstown	Vehicle lease - director	5070340 · PZ Vehicle Expense	3,412.79
Conway Heaton	Fleet maintenance and repairs	5105340 · Law Enforc Vehicle maintenance	2,443.14
Coulter's Towing	Forklift rental	5330515 · Feed America Program	125.00
Cundiff, Leo	Sweep parking lot	5415329 · Civic Center Maint Contracts	100.00
Derby City Mortuary	ME transports	5020308 · Coroner Autopsy & Services	845.70
Duplicator Sales	Copier fees	5205343 · Shelter Clinic Expense	39.27
Feed America Ky	0825 distribution	5330515 · Feed America Program	167.37
Galls	Uniforms	5105481 · Law Enforc Uniforms	2,999.41
Greenline Tactical	Red Dot Instructor Course	5105569 · Law Enforc Staff Training	700.00
Hayden Branding	Building signage	5305709 · Sr Center Furniture & Fixtures	4,667.62
Haydon Materials	DGA	8011741 01 · KIPDA Project 2024-2025	15,987.61
Higgs, Paul D	Electrical inspector license renewal	5115502 · Inspection and Permit Expense	51.38
Holt Computers	Remote backup service	5115502 · Inspection and Permit Expense	100.00
Holt Computers	Network and email services	9100585 · IT Fees and Services	1,039.00
Interstate Security	Panel battery	5105334 · Law Enforc Building Maint	43.00
Interstate Security	Install starlink cell for VOIP	5415334 · Civic Center Bldg Supplies	499.00
Johnson Controls	Fire extinguisher maintenance	5081334 · Justice Center Building Maint	90.00
Kieslers Police Supply	Ammunition	5105435 · Law Enforc Supplies	225.00
Kleentech	Water damage/extraction - 2nd floor	5010334 · Sutherland Bldg Maint Supplies	300.00
KMCA	Training - Hamed	5025569 · Magistrates Training	120.00
KNOWiNK LLC	Printers (6)	5065717 · Elections equipment	11,640.00
Ky Office of Technology	Laptop utilization fees	5065427 · Elections Supplies	65.00
Landmark Sprinkler	Annual sprinkler inspection	5415334 · Civic Center Bldg Supplies	600.00
Leo Talbott & Sons	AC compressor repairs	5010516 · Sutherland Bldg Heat/Air Repair	410.00
Leo Talbott & Sons	Circulating pump motor, AC service	5415516 · Civic Center Heating/Air Repair	1,135.00
Louisville Drive Center	Equipment repairs	5135446 · Emergency Mgmt Program Expense	222.60
Lowe's	Shelving	5010334 · Sutherland Bldg Maint Supplies	83.40
Lowe's	Temporary office modifications	5080571 · Old Courthouse Repair/Renewals	141.49
Lowe's	Cleaning supplies, AC repairs	5081334 · Justice Center Building Maint	152.59
Lowe's	Drain repairs	5105334 · Law Enforc Building Maint	22.08
Lowe's	Shop vac, cleaning supplies	5205343 · Shelter Clinic Expense	160.47
Lowe's	Maintenance supplies	5401467 · Recreation Supplies & Equipment	81.48
Mago Construction	Seal coat project	5081740 · AOC Reimb Projects	2,853.48
Metcalf, Bradley D	Card reader for laptop	5135446 · Emergency Mgmt Program Expense	49.99
Midwest Vet Supply	Staff supplies	5205343 · Shelter Clinic Expense	195.57
Midwest Vet Supply	Medicine, vaccines, and supplies	5205549 · Shelter Vaccine and Meds	583.57

FISCAL COURT ORDERS

SEPTEMBER 16, 2025

BOOK 48

REGULAR-CLOSED SESSION OF NELSON FISCAL COURT
6:00 PM

PAGE 132

**Nelson County Fiscal Court
Bills for Court Approval
September 16, 2025**

Name	Memo	Account	Amount
01 General Fund (continued)			
MWI Animal Health	Shelter supplies	5205343 · Shelter Clinic Expense	49.70
Newcomb Oil Co	Fuel	5105429 · Law Enforc Fuel	6,381.07
Newcomb Oil Co	Fuel	5135446 · Emergency Mgmt Program Expense	255.39
Oil Guys	Fleet oil changes	5105340 · Law Enforc Vehicle maintenance	347.73
Patrons Home Center	Building maintenance and repairs	5010334 · Sutherland Bldg Maint Supplies	266.49
Patrons Home Center	Parking lot prep - seal coat	5081334 · Justice Center Building Maint	64.39
Patrons Home Center	Seal coat project	5081740 · AOC Reimb Projects	100.94
Patrons Home Center	Maintenance	5105334 · Law Enforc Building Maint	16.58
Patrons Home Center	Bulbs, wasp spray	5205343 · Shelter Clinic Expense	19.48
Patrons Home Center	Maintenance supplies	5401467 · Recreation Supplies & Equipment	174.81
Paxton Media Group	Legal ads, public notices	9100539 · Advertising & Legal Notices	3,062.29
Pyle, John	Office table	5115502 · Inspection and Permit Expense	38.94
Quill Corporation	Toner cartridges	5040445 · Treasurer Office Expense	312.99
Quill Corporation	Label maker, supplies	5115502 · Inspection and Permit Expense	146.99
Seal Master	Seal coating project	5081740 · AOC Reimb Projects	8,562.96
Sherwin Williams	Paint - parking lines	5081740 · AOC Reimb Projects	1,005.87
SilverDew AgriSolutions	Consulting services- Agri Science	5001309 · Consulting Services	2,887.50
TK Elevator	Quarterly elevator maint agreement	5081334 · Justice Center Building Maint	902.20
Willett's Lawn	Justice Center mowing 0825	5081329 · Justice Center Maint Contracts	510.00
Willett's Lawn	Plaza mowing 0825	5085315 · Contracted Services	300.00
Willett's Lawn	Park mowing, soccer setup/paint 0825	5401329 · Recreation Maint Contracts	7,512.00
Wimpsett, Tyler	Contracted Services 0925	5401329 · Recreation Maint Contracts	1,916.66
Total 01 General Fund			91,215.25
02 Road Fund			
Airgas Mid America	Welding supplies	6105427 · Garage supplies	84.35
All State Truck Sales	2007 F250	6105340 · Vehicle Maint and Repair	56.34
American Tire	Tires, repairs	6105479 · Tires	434.22
Asphalt Materials	Chip seal	6105447 · Dust control-chip seal oil	24,785.12
Bachman	2019 Silverado	6105340 · Vehicle Maint and Repair	99.96
Bardstown Mills	Chainsaw supplies	6105443 · Parts	57.80
Bardstown Mills	Straw, seed	6105457 · Bridge & Culvert Materials	127.80
Boyd Co	Equipment repair and maint	6105443 · Parts	287.69
Brown Equipment Co	Filters	6105443 · Parts	468.48
Bumper to Bumper	Fleet repair and maint	6105340 · Vehicle Maint and Repair	249.56
Bumper to Bumper	Garage supplies	6105427 · Garage supplies	124.98
Bumper to Bumper	Equipment maintenance	6105443 · Parts	324.09
Buzick	Supplies	6105427 · Garage supplies	27.77
Buzick	Eddie Miles Rd	6105446 · Small Road Projects	90.86
Cintas	Cleaning and bathroom supplies	6103411 · Cleaning and custodial supplies	137.99
Cintas	Uniforms	6105481 · Uniforms	887.79
Citation Equipment	Pressure washer supplies	6105443 · Parts	16.20
Dival Safety	Gloves	6105594 · Crew Safety Equipment	284.14
Haydon Materials	Rock - reimbursed	6105431 · Fences, ROW, Tree Removal	169.42
IMPCO	D rings w/mounting brackets	6105443 · Parts	97.72
Irving Materials Inc.	Yates Cooney Neck	6105457 · Bridge & Culvert Materials	717.50
Keystops	Washer fluid	6105427 · Garage supplies	89.75
Keystops	Fuel	6105429 · Fuel and Lubricants	13,636.94
Kimball Midwest	Garage supplies	6105427 · Garage supplies	161.80
Larue Co Ready Mix	Truck 305	6105443 · Parts	125.00

FISCAL COURT ORDERS

SEPTEMBER 16, 2025

BOOK 48

REGULAR-CLOSED SESSION OF NELSON FISCAL COURT
6:00 PM

PAGE 133

**Nelson County Fiscal Court
Bills for Court Approval
September 16, 2025**

Name	Memo	Account	Amount
02 Road Fund (continued)			
Lasco	Filters	6105443 · Parts	204.51
Lowe's	Safety gear	6105594 · Crew Safety Equipment	368.29
Mago Construction	CPPP Funding - Shady Lane	6105311 07 · State Bond Projects	157,651.22
Mago Construction	Summers Lane	6105311 · Contract Paving	64,068.34
Mago Construction	South Stillwell	6105730-01 · Flex Funds Projects	83,742.73
Patrons Home Center	Garage and maintenance supplies	6105427 · Garage supplies	375.78
Patrons Home Center	Propane	6105429 · Fuel and Lubricants	26.38
Pro Chem	Industrial cleaners	6105427 · Garage supplies	349.01
Quality Auto Glass	Gradall - door glass	6105592 · Vehicle/Equipment Damage Claims	280.00
Quill Corporation	Legal pads	6103445 · Office Expenses	15.99
Quill Corporation	Coffee and supplies	6105427 · Garage supplies	471.57
Saf-ti-Co	Traffic cones, street signs	6105469 · Signs & Posts	265.85
Sherwin Williams	Safety clothing/workwear	6105594 · Crew Safety Equipment	92.58
Tatum Auto Supply	Garage supplies	6105427 · Garage supplies	2.79
Tatum Auto Supply	Equipment maintenance and repairs	6105443 · Parts	645.33
Truck Parts & Service	Fleet repair and maint	6105443 · Parts	770.54
W W Grainger	Gloves	6105594 · Crew Safety Equipment	82.20
Wright Implement	Equipment repair and maint	6105443 · Parts	63.98
Total 02 Road Fund			353,020.36
03 Jail Fund			
Atlantic Coastal	Emergency plumbing supplies	5101334 · Building Maintenance	4,135.85
Bear's Bobbins	Uniforms	5101446 · Jail Supply and Provisions	1,600.00
Bumper to Bumper	Inmate crew supplies	5101446 · Jail Supply and Provisions	11.19
Cell Block Solutions	Medical supplies	5101549 · Routine Medical	98.64
Cintas	Mats, building supplies	5101334 · Building Maintenance	53.49
Correctional Behavior	0825 health services	5101549 · Routine Medical	1,650.00
Crume Drug Store	Inmate Medical 0825	5101549 · Routine Medical	2,030.01
Danville Office	Copier agreements	5101445 · Office Supplies	338.08
Garcia Clinical Lab	Lab services	5101549 · Routine Medical	296.05
Hard Time Products	Prisoner supplies	5101446 · Jail Supply and Provisions	3,344.76
Hillyard	Tissue, towels, trash bags	5101411 · Custodial Supplies	711.78
Kellwell Food Mgmt	Food	5101425 · Food	12,779.85
Ky Jailers	2025 Fall Conference	5101569 · Staff training & travel	825.00
Patrons Home Center	Maintenance supplies	5101334 · Building Maintenance	42.98
Patrons Home Center	Inmate crew supplies	5101446 · Jail Supply and Provisions	95.97
SuperCom Inc	Tracking devices HIP	5101446 · Jail Supply and Provisions	100.75
WK Correct Dental	Inmate medical	5101549 · Routine Medical	1,156.00
Total 03 Jail Fund			29,270.40
04 LGEA Fund			
Haydon Materials	Misc county roads	6105409 · Rock	5,982.09
Mago Construction	Misc county roads	6105405 · Hot and cold mix	2,454.01
Total 04 LGEA Fund			8,436.10

FISCAL COURT ORDERS

SEPTEMBER 16, 2025

BOOK 48

REGULAR-CLOSED SESSION OF NELSON FISCAL COURT
6:00 PM

PAGE 134

**Nelson County Fiscal Court
Bills for Court Approval
September 16, 2025**

Name	Memo	Account	Amount
09 Ambulance Fund			
3-D Graphics	Uniforms	5140441 · Supplies and Equipment	148.00
AMB	0825 collections	5140320 · Collection services	12,974.86
American Tire	Fleet repair and maint	5140340 · Vehicle Maintenance & Repairs	3,139.03
American Tire	Engine repairs Sq38	5140340 · Vehicle Maintenance & Repairs	7,106.73
Bardstown Electronics	Speed Queen commercial washing machine	5140441 · Supplies and Equipment	1,314.99
Bound Tree Medical	Medical supplies	5140550 · Medical supplies & Materials	660.30
Cintas	Mats, cleaning and custodial supply	5140441 · Supplies and Equipment	536.33
CompX Fort	Medical supplies	5140550 · Medical supplies & Materials	260.09
Danville Office	Printer ink	5140445 · Office Expense	278.97
Galls	Uniforms	5140441 · Supplies and Equipment	1,000.48
Holt Computers	Remote backup service	5140441 · Supplies and Equipment	100.00
Mohawk Medical	Medication	5140550 · Medical supplies & Materials	200.34
Newcomb Oil Co	Fuel	5140429 · Fuel and lubricants	9,594.81
NexAir	Oxygen	5140550 · Medical supplies & Materials	556.08
Patrons Home Center	Building maintenance	5140334 · Building maintenance supplies	64.16
Penn Care	Medical supplies	5140550 · Medical supplies & Materials	1,039.10
Quick Care Express	Fleet repair and maintenance	5140340 · Vehicle Maintenance & Repairs	564.07
Stryker Medical	Cot repairs/mattress	5140336 · Equipment Maintenance & Repairs	1,122.00
Tatum Auto Supply	Maintenance supplies	5140340 · Vehicle Maintenance & Repairs	340.98
Zoll Medical	Preventive maintenance contract	5140336 · Equipment Maintenance & Repairs	5,995.00
Total 09 Ambulance Fund			46,996.32
82 E911			
3-D Graphics	Uniforms	5145446 · E911 Operations Expense	60.00
Carter, Emily	Mileage reimbursement	5145569 · Training and Travel	299.28
French, Chantelle	Mileage and meals- training	5145569 · Training and Travel	460.18
Gaither, Shawn	APCO conference	5145569 · Training and Travel	495.00
Holt Computers	Remote backup service	5145348 · IT Support Services	100.00
KESC	KESC Conference and Training	5145569 · Training and Travel	1,350.00
Ky Law Enf Council	Employee screenings	5145446 · E911 Operations Expense	543.00
Lowe's	Drain repairs	5145334 · Central Dispatch Bldg Maint	43.01
NENA	Supplies	5145322 · E911 Supplies and Equipment	10.00
Nevitt, Claresa	Mileage reimbursement	5145569 · Training and Travel	74.82
Patrons Home Center	Kleenex	5145445 · Office Expense	11.16
Total 82 E911			3,446.45
13 Solid Waste Fund			
American Tire	Tires for pup truck	5215479 · Tires	1,985.88
Bumper to Bumper	Fuel filter	5215443 · Parts	27.55
Cintas	Uniforms	5215481 · Employee uniforms	623.09
Coulter, Dylan Ray	CDL reimbursement	5215551 · Licenses and Dues	85.00
Keystops	Fuel	5215429 · Fuel & Lubricants	12,210.61
Ky Truck Sales, Inc.	Truck 419, 422	5215443 · Parts	1,101.08
Lasco	Fleet repair and maintenance	5215443 · Parts	1,944.91
Salt River	Garbage billing services	5215320 · Collection Contracts	14,616.00
Sandusky Sales	Garbage truck repairs	5215443 · Parts	1,880.45
Tatum Auto Supply	Equipment maintenance	5215443 · Parts	250.66
Total Truck Parts	Truck 416	5215443 · Parts	300.71
Truck Parts & Service	Truck 416	5215443 · Parts	250.18
Total 13 Solid Waste Fund			35,276.12

FISCAL COURT ORDERS

SEPTEMBER 16, 2025

BOOK 48

REGULAR-CLOSED SESSION OF NELSON FISCAL COURT
6:00 PM

PAGE 135

**Nelson County Fiscal Court
Bills for Court Approval
September 16, 2025**

Name	Memo	Account	Amount
15 Landfill Fund			
American Tire	Shop tires	5210479 · Tires	5,738.45
Bardstown Mills	Muck boots	5210481 · Uniforms	257.80
Bluegrass Seed	Muck boots	5210481 · Uniforms	110.95
Boyd Co	Dozer, compactor, highlift	5210443 · Parts	513.29
Bumper to Bumper	963	5210443 · Parts	114.75
Buzick	Wood stakes	5210427 · Main supplies	38.38
Buzick	Pressure washer supplies	5210443 · Parts	40.98
Cintas	Bathroom and cleaning supplies	5210411 · Custodial supplies	237.76
Cintas	Uniforms	5210481 · Uniforms	603.93
Dival Safety	Gloves	5210594 · Crew Safety Equipment	169.79
Four Star Tire	Tire removal	5210398 · Tire Removal Services	813.75
GBA	Paper	5210445 · Office Expense	86.00
Interstate Security	Annual monitoring- garage	5210334 · Building Maintenance	564.00
Keystops	Fuel and lubricants	5210429 · Fuel & Lubricants	15,116.10
Lasco	Filters, parts	5210443 · Parts	468.03
Modern Supply	Welding supplies	5210427 · Main supplies	28.00
Pace Analytical	Monitoring	5210324 · Environmental Monitoring	411.20
Patrons Home Center	Sprayer, shop supplies	5210427 · Main supplies	108.96
Premier Scales	Scale repairs and maintenance	5210336 · Equipment Repairs	6,770.80
Quill Corporation	Tissue, air freshener	5210411 · Custodial supplies	101.06
Quill Corporation	Coffee and supplies	5210427 · Main supplies	112.82
Quill Corporation	Office supplies	5210445 · Office Expense	170.96
Tatum Auto Supply	Fleet repair and maintenance	5210443 · Parts	865.27
Truck Parts & Service	Truck 421	5210443 · Parts	355.23
Total 15 Landfill Fund			<u>33,798.26</u>
Bills for Court Approval			<u>\$601,459.26</u>

FISCAL COURT ORDERS

SEPTEMBER 16, 2025

BOOK 48

REGULAR-CLOSED SESSION OF NELSON FISCAL COURT

PAGE 136

6:00 PM

**Nelson County Fiscal Court
Additional Bills for Court Approval
September 16, 2025**

Name	Memo	Account	Amount
01 General Fund			
BCastro Inc	Paint all windows	5080571 · Old Courthouse Repair/Renewals	\$ 4,613.00
Chladek, Danielle	Office expenses	5020445 · Coroner office expense	154.99
Humane Society	Spay/neuter/vaccines 0825	5205549 · Shelter Vaccine and Meds	2,324.20
Ky Housing/Code Enforcement	State lease fee	5064446 · Comm Atty Office Expense	285.00
Mago Construction	Road surfacing	8011741 01 · KIPDA Project 2024-2025	232,432.42
Midwest Vet Supply	Gloves	5205343 · Shelter Clinic Expense	97.22
Midwest Vet Supply	Vaccines/meds	5205549 · Shelter Vaccine and Meds	88.24
Quill Corporation	Toner	5040445 · Treasurer Office Expense	169.98
Samuels, Danny	Fuel	5020445 · Coroner office expense	39.00
Total 01 General Fund			240,204.05
02 Road Fund			
Bumper to Bumper	Filters - Kubota U274	6105443 · Parts	99.50
Kimball Midwest	Garage supplies	6105427 · Garage supplies	190.70
Lawson Products	Gloves	6105427 · Garage supplies	118.90
Site Supply Inc	Bridge membranes	6105312 · Bridges	3,830.00
Total 02 Road Fund			4,239.10
15 Landfill Fund			
Duplicator Sales	Copier fees	5210445 · Office Expense	62.20
Total 15 Landfill Fund			62.20
23 Occupational Tax Fund			
BNC Chamber of Commerce	Young Leaders Sponsorship	5075398 · Community Events	500.00
Shred-It	Shred Services	5047445 · OLF Office supplies	555.14
Total 23 Occupational Tax Fund			1,055.14
Additional Bills for Court Approval			\$ 245,560.49

FISCAL COURT ORDERS

SEPTEMBER 16, 2025

BOOK 48

REGULAR-CLOSED SESSION OF NELSON FISCAL COURT

PAGE 137

6:00 PM

NELSON COUNTY FISCAL COURT
FY 2025 Paid Bills/Upcoming Transfers for Court Approval
September 16, 2025

Fund/Vendor	Description	Account	Amount
<u>General Fund</u>			
Buzick	Keys	5001445 · CJE Office Expense	\$ 19.88
Less Discount			(0.80)
Just Like Magic	Cleaning Services 0925	5105329 · Law Enforc Bldg Maint Contracts	1,512.00
Tyler Wimpsett	Aug 2025 Contracted Services	5401329 · Recreation Maint Contracts	1,916.66
<u>Road Fund</u>			
Buzick	Grease gun, supplies	6105427 · Garage supplies	46.38
Less Discount			(1.86)
Lawson Products	Garage supplies	6105427 · Garage supplies	263.34
Less Discount			(2.63)
<u>Jail Fund</u>			
Buzick	Keys, supplies	5101334 · Building Maintenance	151.84
Less Discount			(6.08)
Masters Supply Inc	Dishwasher repairs	5101334 · Building Maintenance	104.01
Less Discount			(2.08)
<u>Occupational License Fund</u>			
EMS Fund	FY 26 Budgeted Appropriation	4909 09 · Transfers to EMS	500,000.00
TOTAL PAID BILLS AND TRANSFERS			<u>\$ 504,000.66</u>

FISCAL COURT ORDERS

SEPTEMBER 16, 2025

BOOK 48

REGULAR-CLOSED SESSION OF NELSON FISCAL COURT

PAGE 138

6:00 PM

Roof Replacements due to Hail Storm Sheriff Department, County Clerk, Detention Center and Portion of Justice Center

	<u>South Central Roofing</u>	<u>Insurance Claim (after deductible)</u>
Sheriff Department	\$192,500	\$212,831.31
County Clerk	\$70,500	\$88,298.83
Detention Center	\$190,750	\$214,184.74
Portion of Justice Center	<u>\$105,750</u>	<u>\$20,338.86 (*)</u>
Total	\$559,500	\$535,653.75

(Justice Center insurance claim only covering scupper Flashing, parapet wall flashing and some painting. Bid was for replacement of flashing and flat roofing)

FISCAL COURT ORDERS

SEPTEMBER 16, 2025

BOOK 48

REGULAR-CLOSED SESSION OF NELSON FISCAL COURT

PAGE 139

6:00 PM

Stevens Lane Bridge Replacement Bid Summary

CCBIP Grant = \$272,934

Company	Bid Item 1 Concrete Box Beams	Bid Item 1A Concrete poured Deck
D & S	\$0.00	\$177,991.67
Jave	\$454,890.00	\$0.00
TRC	\$316,302.00	\$0.00
Galusha Constructing	\$263,996.00	
Todd Johnson Contracting	\$246,621.35	\$223,346.54
Hornback Construction	\$0.00	\$239,790.00
Hinkle Construction	\$428,000.00	\$449,500.00

FISCAL COURT ORDERS

SEPTEMBER 16, 2025

BOOK 48

REGULAR-CLOSED SESSION OF NELSON FISCAL COURT
6:00 PM

PAGE 140

Sullivan Lane Bridge Deck Replacement Bid Summary

CCBIP Grant = \$152,335

Company	Bid Item 1 Concrete Box Beams
D & S	\$183,971.33
Galusha Contracting	\$206,447.00
Hornback Construction	\$213,740.00
TRC	\$224,791.00
Jave	\$241,100.00
Todd Johnson Contracting	\$250,618.57
Hinkle Construction	\$275,000.00

FISCAL COURT ORDERS

SEPTEMBER 16, 2025

BOOK 48

REGULAR-CLOSED SESSION OF NELSON FISCAL COURT
6:00 PM

PAGE 141



TRUCK SALES | SERVICE | PARTS | LEASING

P.O. Box 187 | Wapakoneta, OH 45895
419-738-9684 | Fax 419-738-2370
stoops.com

September 3, 2025

Nelson County Highway Department
820 W Stephen Foster Ave
Bardstown, Ky
40004

Stoops Western Star of Ohio is pleased to submit a bid for the following 2015 Western Star 4700.

2015 Western Star 4700
VIN 5KKHAXDV6FLGG5682
Mileage 135,377

- DD13 370 HP / 1250 TORQUE
- ALLISON 3000 RDS
- 18K STEER
- 40K DRIVES
- LOCKING DIFFERENTIAL
- 183" WB
- 6.14 REAR RATIO
- 100 GALLON FUEL TANK
- POWER WINDOWS / MIRRORS / DOOR LOCKS
- ENGINE BRAKE
- 315 STEERS
- 11R22.5 DRIVES
- 15' STAINLESS HENDERSON BED W/ STATIONARY CAB SHIELD
- STAINLESS SPREADER
- TARP
- PLOW HITCH

Bid Price - \$64,900.00

Please contact feel free to contact me with any questions.

Thank you for the opportunity to bid.

A handwritten signature in cursive script that reads "Duane Hoersten".

Duane Hoersten

FISCAL COURT ORDERS

SEPTEMBER 16, 2025

BOOK 48

REGULAR-CLOSED SESSION OF NELSON FISCAL COURT
6:00 PM

PAGE 142



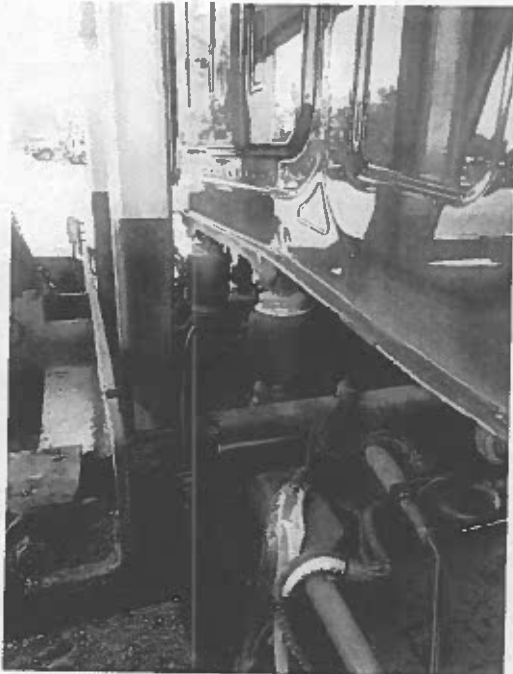
FISCAL COURT ORDERS

SEPTEMBER 16, 2025

BOOK 48

REGULAR-CLOSED SESSION OF NELSON FISCAL COURT
6:00 PM

PAGE 143



FISCAL COURT ORDERS

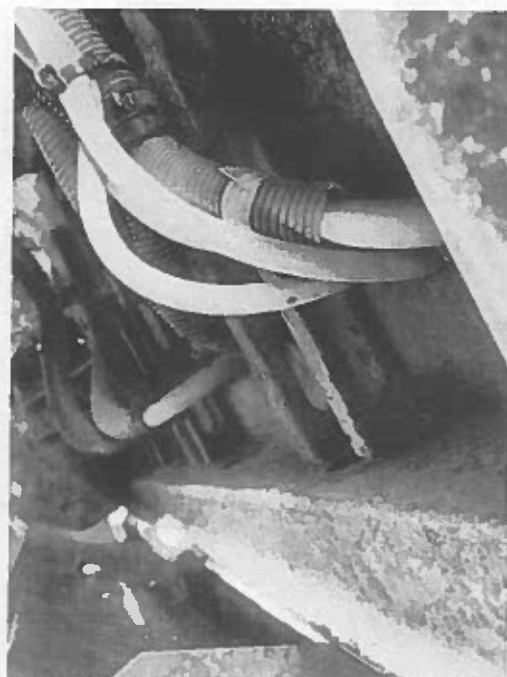
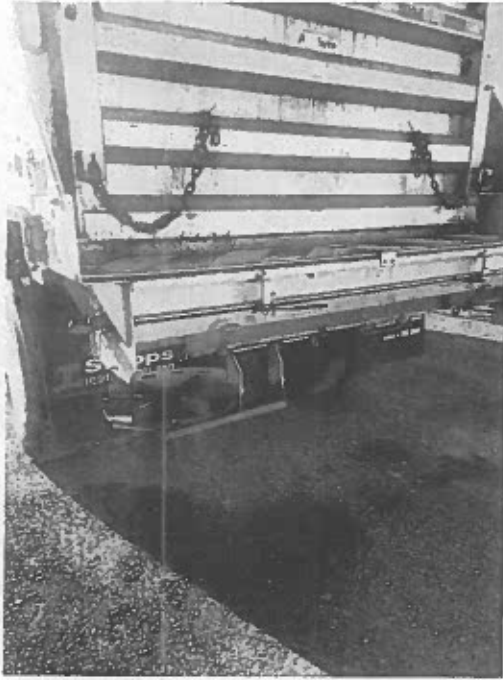
SEPTEMBER 16, 2025

BOOK 48

REGULAR-CLOSED SESSION OF NELSON FISCAL COURT

PAGE 144

6:00 PM



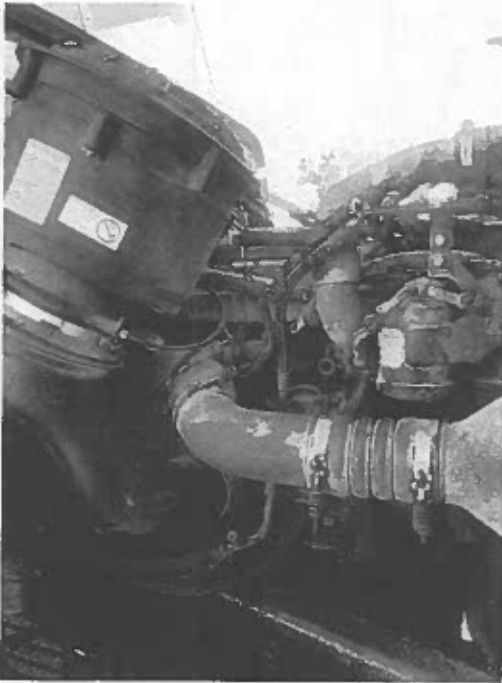
FISCAL COURT ORDERS

SEPTEMBER 16, 2025

BOOK 48

REGULAR-CLOSED SESSION OF NELSON FISCAL COURT
6:00 PM

PAGE 145



FISCAL COURT ORDERS

SEPTEMBER 16, 2025

BOOK 48

REGULAR-CLOSED SESSION OF NELSON FISCAL COURT
6:00 PM

PAGE 146

MOTOR VEHICLE PURCHASE AGREEMENT

NO. 1 DATE 9/16/2025

TRUCK COUNTRY OF IOWA
TRUCK COUNTRY OF IOWA, INC.
8262 Hwy 152/81
Dubuque, IA 52003

BUYER **NELSON COUNTY ROAD**
CO-BUYER
ADDRESS **820 WESTERN STEVENSON FOSTER AVE**
CITY **BARDSTOWN**
STATE **IY** ZIP **40004**
COUNTY

SALESPERSON **TYLER OTTNER** RES PHONE BUS PHONE

DESCRIPTION OF PURCHASED VEHICLE: NEW USED DEMO CAR TRUCK VAN

STOCK NO **364158-339884** TO BE DELIVERED ON OR ABOUT
YEAR **2012-2013** MAKE **WESTERN STAR** MODEL **4700** BODY TYPE
VIN # COLOR **YELLOW** TRIM

PRICE OF VEHICLE	S&H/DISC	TRADE-IN ALLOWANCE AND OTHER CREDITS	YEAR
Customer agrees to the price of the truck, she will take care of the gas nearby stores as needed on both trucks.		Trade-in credit in units PLATE NUMBER SALES TAX SALES CHARGE SALES	

TERMS OF THE DEAL

PRICE OF THE TWO TRUCKS ARE AGREED

PRICE OF TRANSPORTATION

CASH PRICE

WARRANTY DISCLAIMER

YOU UNDERSTAND THAT THE VEHICLE IS SOLD "AS IS" WITH ALL FAULTS AND THAT THERE ARE NO IMPLIED WARRANTIES OF MERCHANTABILITY, FITNESS FOR A PARTICULAR PURPOSE, OR ANY OTHER EXPRESSED OR IMPLIED WARRANTIES THAT THE VEHICLE WILL BE USED FOR A PARTICULAR PURPOSE OR FOR ANY OTHER PURPOSE. IF YOU ARE NOT SURE OF THE VEHICLE'S CONDITION, YOU SHOULD CONSULT WITH A QUALIFIED MECHANIC OR OTHER EXPERT BEFORE PURCHASING THE VEHICLE. THE MANUFACTURER'S WARRANTY IS THE ONLY WARRANTY THAT APPLIES TO THE VEHICLE. THE MANUFACTURER'S WARRANTY IS LIMITED TO DEFECTS IN MATERIALS OR WORKMANSHIP. THE MANUFACTURER'S WARRANTY DOES NOT COVER DAMAGE TO THE VEHICLE CAUSED BY ACCIDENT, MISUSE, NEGLIGENCE, OR ANY OTHER CAUSE OUTSIDE THE MANUFACTURER'S CONTROL. THE MANUFACTURER'S WARRANTY IS VOID IF THE VEHICLE IS USED FOR RACE, RACING, OR ANY OTHER PURPOSE FOR WHICH THE VEHICLE WAS NOT DESIGNED. THE MANUFACTURER'S WARRANTY IS VOID IF THE VEHICLE IS USED IN A MANNER THAT IS UNLAWFUL OR UNREASONABLE. THE MANUFACTURER'S WARRANTY IS VOID IF THE VEHICLE IS USED IN A MANNER THAT IS DANGEROUS TO THE PUBLIC. THE MANUFACTURER'S WARRANTY IS VOID IF THE VEHICLE IS USED IN A MANNER THAT IS IN VIOLATION OF ANY APPLICABLE LAWS. THE MANUFACTURER'S WARRANTY IS VOID IF THE VEHICLE IS USED IN A MANNER THAT IS UNREASONABLE. THE MANUFACTURER'S WARRANTY IS VOID IF THE VEHICLE IS USED IN A MANNER THAT IS DANGEROUS TO THE PUBLIC. THE MANUFACTURER'S WARRANTY IS VOID IF THE VEHICLE IS USED IN A MANNER THAT IS IN VIOLATION OF ANY APPLICABLE LAWS. THE MANUFACTURER'S WARRANTY IS VOID IF THE VEHICLE IS USED IN A MANNER THAT IS UNREASONABLE. THE MANUFACTURER'S WARRANTY IS VOID IF THE VEHICLE IS USED IN A MANNER THAT IS DANGEROUS TO THE PUBLIC. THE MANUFACTURER'S WARRANTY IS VOID IF THE VEHICLE IS USED IN A MANNER THAT IS IN VIOLATION OF ANY APPLICABLE LAWS.

OTHER INFORMATION OR TERMS OF SALE

A deduction charge of \$1,000 will be assessed per truck for each acquisition within 120 days of vehicle build date.

YOU UNDERSTAND THAT THE AGREEMENT (INCLUDING THE TERMS OF THE SALE) IS AN OFFER TO PURCHASE THE VEHICLE DESCRIBED WHICH WILL BECOME A BINDING CONTRACT ONLY IF YOU SIGN IT. THIS DOCUMENT REPRESENTS THE COMPLETE AGREEMENT BETWEEN YOU AND THE DEALER REGARDLESS OF ANY OTHER ORAL, WRITTEN OR PRINT AGREEMENTS OR REPRESENTATIONS. HOWEVER, IF YOU ARE BUYING A USED VEHICLE, THE INFORMATION YOU SEE ON THE WINDOW LABEL FOR THE VEHICLE IS PART OF THE AGREEMENT AND THE INFORMATION ON THE WINDOW LABEL EXCEEDS ANY OTHER INFORMATION ON THE WINDOW LABEL.

THE BUYER AGREES TO GIVE YOU THE FOLLOWING NOTICE: THE WARRANTY THAT APPLIES TO THE VEHICLE IS THE MANUFACTURER'S WARRANTY. THE MANUFACTURER'S WARRANTY IS LIMITED TO DEFECTS IN MATERIALS OR WORKMANSHIP. THE MANUFACTURER'S WARRANTY DOES NOT COVER DAMAGE TO THE VEHICLE CAUSED BY ACCIDENT, MISUSE, NEGLIGENCE, OR ANY OTHER CAUSE OUTSIDE THE MANUFACTURER'S CONTROL. THE MANUFACTURER'S WARRANTY IS VOID IF THE VEHICLE IS USED FOR RACE, RACING, OR ANY OTHER PURPOSE FOR WHICH THE VEHICLE WAS NOT DESIGNED. THE MANUFACTURER'S WARRANTY IS VOID IF THE VEHICLE IS USED IN A MANNER THAT IS UNLAWFUL OR UNREASONABLE. THE MANUFACTURER'S WARRANTY IS VOID IF THE VEHICLE IS USED IN A MANNER THAT IS DANGEROUS TO THE PUBLIC. THE MANUFACTURER'S WARRANTY IS VOID IF THE VEHICLE IS USED IN A MANNER THAT IS IN VIOLATION OF ANY APPLICABLE LAWS. THE MANUFACTURER'S WARRANTY IS VOID IF THE VEHICLE IS USED IN A MANNER THAT IS UNREASONABLE. THE MANUFACTURER'S WARRANTY IS VOID IF THE VEHICLE IS USED IN A MANNER THAT IS DANGEROUS TO THE PUBLIC. THE MANUFACTURER'S WARRANTY IS VOID IF THE VEHICLE IS USED IN A MANNER THAT IS IN VIOLATION OF ANY APPLICABLE LAWS.

BY SIGNING THIS AGREEMENT, YOU ARE AT RISK 24 HOURS A DAY AND 7 DAYS A WEEK. THERE ARE NO RETURNS, REFUNDS, OR EXCHANGES. THIS AGREEMENT IS VOID IF YOU ARE UNDER 18 YEARS OF AGE, UNLESS YOU ARE MARRIED AND HAVE YOUR OWNERSHIP SIGNATURE AND ADDRESS. THIS AGREEMENT IS VOID IF YOU ARE UNDER 18 YEARS OF AGE, UNLESS YOU ARE MARRIED AND HAVE YOUR OWNERSHIP SIGNATURE AND ADDRESS. THIS AGREEMENT IS VOID IF YOU ARE UNDER 18 YEARS OF AGE, UNLESS YOU ARE MARRIED AND HAVE YOUR OWNERSHIP SIGNATURE AND ADDRESS.

Accepted by: _____

Accepted by: _____

FISCAL COURT ORDERS

SEPTEMBER 16, 2025

BOOK 48

REGULAR-CLOSED SESSION OF NELSON FISCAL COURT

PAGE 147

6:00 PM

Truck 1



FISCAL COURT ORDERS

SEPTEMBER 16, 2025

BOOK 48

REGULAR-CLOSED SESSION OF NELSON FISCAL COURT
6:00 PM

PAGE 148

Truck 1



FISCAL COURT ORDERS

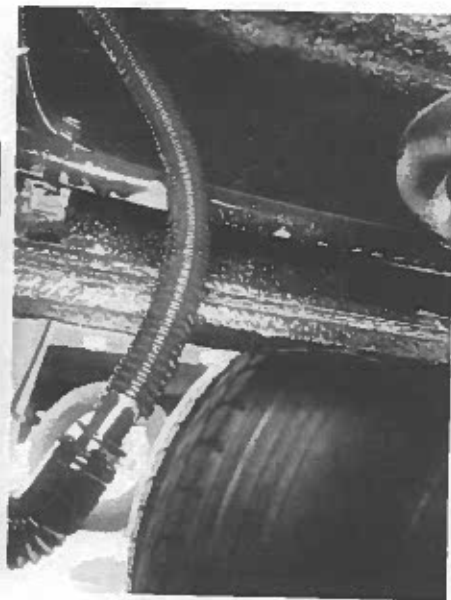
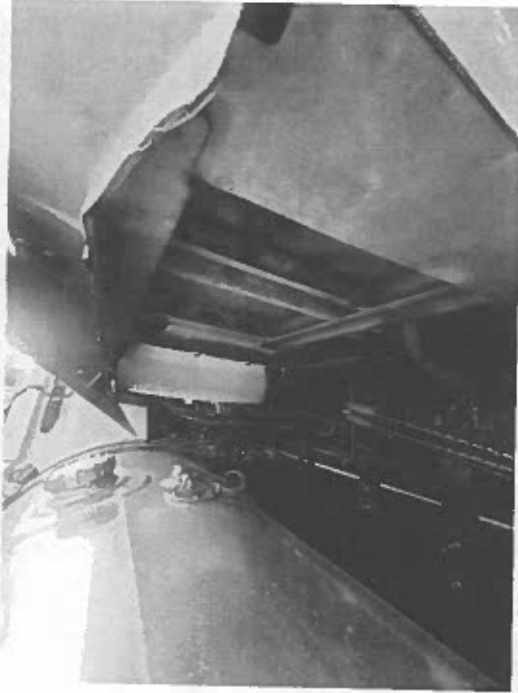
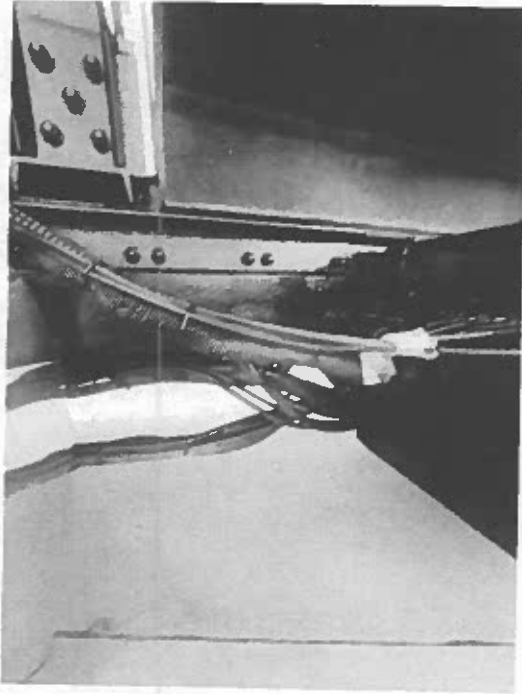
SEPTEMBER 16, 2025

BOOK 48

REGULAR-CLOSED SESSION OF NELSON FISCAL COURT
6:00 PM

PAGE 149

Truck 1



FISCAL COURT ORDERS

SEPTEMBER 16, 2025

BOOK 48

REGULAR-CLOSED SESSION OF NELSON FISCAL COURT

PAGE 150

6:00 PM

Truck 2



FISCAL COURT ORDERS

SEPTEMBER 16, 2025

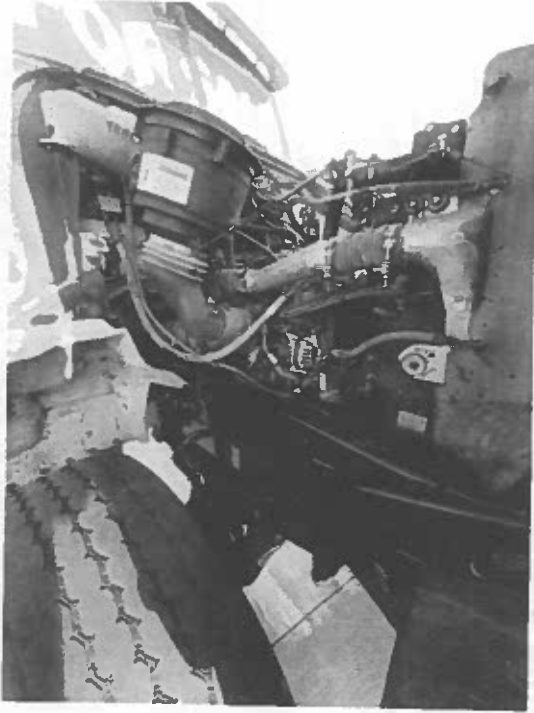
BOOK 48

REGULAR-CLOSED SESSION OF NELSON FISCAL COURT

PAGE 151

6:00 PM

Truck 2



FISCAL COURT ORDERS

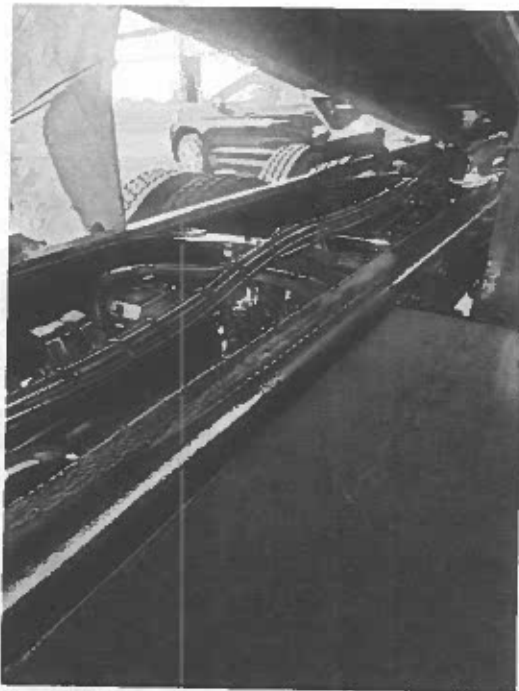
SEPTEMBER 16, 2025

BOOK 48

REGULAR-CLOSED SESSION OF NELSON FISCAL COURT
6:00 PM

PAGE 152

Truck 2



FISCAL COURT ORDERS

SEPTEMBER 16, 2025

BOOK 48

REGULAR-CLOSED SESSION OF NELSON FISCAL COURT

PAGE 153

6:00 PM



Truck Country
 Truck Country of Iowa, Inc
 3201 Hwy 61/151
 Dubuque, IA 52003
 563-556-3773 | truckcountry.com

Tyler Dittmer
 tylerdittmer@truckcountry.com
 319-304-5104

2013 Western Star 4700SF Stock # 364158 \$54,900.00

Vehicle Details	
VIN	5KKHVCY6EPF08180
Unit Type	FLOW TRUCK
Color	Yellow
Wheel Base	220
Odometer	77,536
Brake System	AIR
GVWR	60000
Front Tires	385/65R22.5
Rear Tires	11R22.5
Interior	STD
Cab Configuration	Standard
Engine	
Engine	CUMMINS
Engine Model	ISL
HP	360ISLG
Engine Brake	No
Engine Hours	3,970
Transmission	
Transmission Make	ALLISON
Transmission Model	3000 RDS
Axle Information	
FA Weight	20
RA Weight	40
Suspension	
Front Suspension	HEND
Suspension	HEND
Fuel Tank	
Right Fuel Tank	50
Wheels/Tires	
Wheels	AS

Additional Information

PLEASE NOTE: Although all specifications are believed to be correct, periodically errors, omissions or changes occur. Truck Country/Stoops will not be held liable for any errors and omissions. Please verify all specifications with your salesperson.

FISCAL COURT ORDERS

SEPTEMBER 16, 2025

BOOK 48

REGULAR-CLOSED SESSION OF NELSON FISCAL COURT
6:00 PM

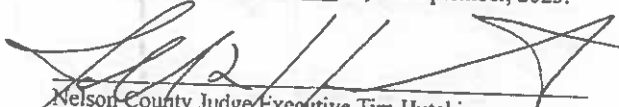
PAGE 154

Written determination for Noncompetitive Negotiations Pursuant to KRS 45A.380

The Nelson Fiscal Court has determined that it is in the County's best interests to make a Noncompetitive Negotiation to buy used dump trucks. Pursuant to KRS 45A.375(3) and KRS 45A.380(11), the County determines as follows:

1. Pursuant to KRS 45A.375(3), after competitive sealed bidding, it is determined that there is only one (1) responsive and responsible bidder;
2. The prices for the 2 further dump trucks will expire on September 25, 2025, making a new round of competitive bidding impossible because of the advertising deadlines;
3. Pursuant to KRS 45A.380; the Court finds that the contract is for a sale at reduced prices that will afford a purchase at savings to the Fiscal Court;
4. Therefore, the Nelson Fiscal Court will enter into a noncompetitive negotiation for the purchase of the dump trucks.

It is so determined on this 22nd day of September, 2025.


Nelson County Judge Executive Tim Hutchins

FISCAL COURT ORDERS

SEPTEMBER 16, 2025

BOOK 48

REGULAR-CLOSED SESSION OF NELSON FISCAL COURT

PAGE 155

6:00 PM

WHEREAS, the Court held a first reading on September 3, 2024, and held a 2nd reading and adoption on September 16, 2024, and after due consideration,
 UPON MOTION OF Tim Hutchins, SECONDED BY Adam Whartley, AND A VOTE BEING HAD AND THE COUNTY JUDGE ANNOUNCING THAT THE MOTION CARRIED,
 NOW THEREFORE, BE IT ORDAINED by the Fiscal Court of the County of Nelson, Commonwealth of Kentucky, Ordinance #2024-002, in ordinance relating to the "Administrative Code of Nelson County".

NELSON COUNTY ADMINISTRATIVE CODE

Tim Hutchins
County Judge-Executive

Kath Metcalfe
Magistrate District 1

Adam Whartley
Magistrate District 2

MT Harrod
Magistrate District 3

Jeff Lear
Magistrate District 4

Jon Snow
Magistrate District 5

Chlo McKay
County Attorney

ORDINANCE NO. 24-002.1

Adopted on August 9th 2024

Amended on September 11, 2024

TABLE OF CONTENTS

CHAPTER 1: OBJECTIVES AND SCOPE	
Section I: Purpose and Authority	5
Section II: Severability	5
Section III: Repealer	5
CHAPTER 2: OPERATION OF THE FISCAL COURT	
Section I: Fiscal Court	6
Section II: Procedure for Meetings	6
Section III: Presiding Officer	7
Section IV: Quorum	7
Section V: Order of Business	7
Section VI: Records and Minutes	7
Section VII: Rules of Order	8
Section VIII: Ordinances	8
CHAPTER 3: POWERS AND DUTIES OF FISCAL COURT MEMBERS	
Section I: Judge-Executive	10
Section II: Other Fiscal Court Members	10
CHAPTER 4: GENERAL ADMINISTRATION	
Section I: Judge-Executive	11
Section II: Deputy Judge-Executive	12
Section III: County Treasurer	12
Section IV: Appointed Positions	12
Section V: Procedures for Appointment of Members of Boards and Commissions	13
CHAPTER 5: FINANCIAL MANAGEMENT	
Section I: Budget Preparation	14
Section II: Budget Adoption	15
Section III: Fiscal Administration	15

CHAPTER 6: INVESTMENTS

Section I: General Policy	18
Section II: Scope	18
Section III: Investment Objective	18
Section IV: Investment Authority	18
Section V: Prudent Person Rule	19
Section VI: Authorized Investments	20
Section VII: Diversification of Investments	22
Section VIII: Authorized Financial Dealers and Institutions	22
Section IX: Safekeeping and Custody	23
Section X: Collateral	23
Section XI: Investment Reporting	24
Section XII: Audit	24

CHAPTER 7: PROCUREMENT

Section I: Contracts and Purchases	25
Section II: Bid and Award Procedures	25
Section III: General Purchases Procedures	26
Section IV: Small Purchases Procedures	27
Section V: Negotiated Process	27
Section VI: Procedure for Negotiated Process	28

CHAPTER 8: CONTRACTS AND LEASES

Section I: Authorization of County Contracts and Leases	28
Section II: Recording of County Contracts and Leases	29

CHAPTER 9: ETHICS

Section I: Nelson County Code of Ethics	29
---	----

CHAPTER 10: PERSONNEL ADMINISTRATION

Section I: Introduction	30
Section II: Interpretation and Employment Relationship	30
Section III: Responsibilities, Authority and Administration	31
Section IV: Equal Employment Opportunity	31
Section V: Personnel Policies and Procedures Handbook	31

CHAPTER 11: DELIVERY OF COUNTY SERVICES

Section I: Services	33
Section II: Animal Control	33
Section III: Code Enforcement	34
Section IV: E-911 Dispatch	34
Section V: Emergency Management (EMA)	35
Section VI: Emergency Medical Service (EMS)	36
Section VII: Nelson County Engineer	37
Section VIII: Planning & Zoning	37
Section IX: Road Department	37
Section X: Solid Waste & Landfill	38
Section XI: Parks & Recreation	38

FISCAL COURT ORDERS

SEPTEMBER 16, 2025

BOOK 48

REGULAR-CLOSED SESSION OF NELSON FISCAL COURT
6:00 PM

PAGE 156

CHAPTER 1 OBJECTIVES AND SCOPE

Section I: Purpose and Authority

1. The General Assembly of the Commonwealth of Kentucky enacted KRS §68.005 in 1979 for the purpose of promoting efficient administration of county government. KRS §68.005 requires the Fiscal Court to adopt a County Administrative Code which includes, but is not limited to, procedures and designation of responsibility for the following:
 - A. General administration of the office of County Judge-Executive, County administrative agencies, and public authorities.
 - B. Administration of County fiscal affairs, including budget formulation, receipt and disbursement of County funds, preparation of records required for the County audit, and for filing of claims against the County.
 - C. Personnel administration, including description and classification of non-elected positions, selection, assignment, supervision and discipline of employees, and employee complaints.
 - D. County purchasing and award of contracts; and
 - E. Delivery of County services.
2. Fiscal Court may review the County Administrative Code annually during the month of June and may, by a two thirds (2/3) majority of the elected membership of the Fiscal Court, amend this Administrative Code at that time. The County Judge-Executive may at other times prepare and submit amendments to this Administrative Code for the approval of a majority of the Fiscal Court.

Section II: Repealability

If any provisions of this Administrative Code or any provisions of their subsequent applications are held invalid, such invalidation does not affect the remainder of this Administrative Code or its applications.

Section III: Repealer

Any prior version or provision of the Nelson County Administrative Code, or any other resolution or order previously adopted by the Nelson County Fiscal Court which is in conflict with this Administrative Code, adopted this 6th day of August, 2024, is hereby repealed, remanded and held for reaudit.

CHAPTER 2 OPERATION OF THE FISCAL COURT

Section I: Fiscal Court

- A. The Nelson County Fiscal Court, hereinafter referred to as Fiscal Court, is the County's legislative body with the power to carry out the governmental affairs necessary for the operation of Nelson County, hereinafter referred to as the County. This body has the authority to enact ordinances, issue regulations, levy taxes, issue bonds, appropriate funds, and employ personnel to perform the various public functions of the county. Pursuant to KRS §67.060(3) the Fiscal Court shall not exercise executive authority except as specifically assigned by statute.
- B. Under KRS §67.080, the Fiscal Court is permitted to "appropriate County funds for lawful purposes, buy and sell county property, supervise the fiscal affairs of the County and the County officers, and exercise all other corporate powers of the County." Further, "the Fiscal Court may investigate all activities of the County government and establish appropriate offices and define their duties."
- C. As required by Section 144 of the State Constitution, the Fiscal Court shall be made up of either the County Judge-Executive, hereinafter, referred to as the Judge-Executive, and from three (3) to eight (8) justices of the peace, hereinafter referred to as Magistrates.

Section II: Procedures for Meetings

- A. Fiscal Court meeting times are established by the Judge-Executive. The Fiscal Court shall meet the first Tuesday of the month at 9:00 a.m. and the third Tuesday of the month at 8:00 p.m. All meetings shall take place in the Nelson County Fiscal Courtroom. Temporary revisions to this section may be made from time to time if Fiscal Court desires to change, temporarily, its time and place of meetings. Any temporary revision to this section shall not require amendment of this Administrative Code by Fiscal Court.
- B. All meetings of members of the Fiscal Court at which any public business is discussed or any action taken shall be open to the public at all times except as otherwise permitted by KRS §61.810.
- C. The Judge-Executive may call a special meeting of the Fiscal Court for the purpose of transacting any business over which the Fiscal Court has jurisdiction.
- D. Whenever a special meeting is necessary and the Judge-Executive is unable, or refuses to act, a majority of the members of the Fiscal Court may call it, if in their opinion, the need exists.

- E. A special meeting may be called by the Judge-Executive or a majority of the members of the Fiscal Court by providing proper notice pursuant to the Kentucky Revised Statutes.

Section III: Presiding Officer

- A. The Judge-Executive shall be the presiding officer of the Fiscal Court at all regular and special called meetings.
- B. If the Judge-Executive is not present or is unable to preside, a majority of the members attending the meeting shall elect one of the members present to preside.

Section IV: Quorum

- A. Not less than a majority of the members of the Fiscal Court shall constitute a quorum for the transaction of business. Approval and voting by Fiscal Court shall mean a majority vote of the members present at any meeting.
- B. No proposition shall be adopted except with the concurrence of at least a majority of the members present unless otherwise specified by Kentucky Law.

Section V: Order of Business

- A. At least one (1) business day prior to each meeting of the Fiscal Court, an agenda shall be presented by the Judge-Executive to the members of the Fiscal Court. The Judge-Executive may alter the sequence of the agenda to facilitate efficient meeting management. Presentment to each Magistrate shall be by email, fax or paper as designated by the Magistrate.
- B. The Judge-Executive or his/her designee shall prepare an itemized list of all valid warrants (claims) for review.
- C. No warrant shall be paid unless contained in the itemized list for the meeting and reviewed by the Fiscal Court unless previously authorized as a "recurring approved expense."
- D. The Fiscal Court may acknowledge review of payment of the list of valid warrants as a whole unless there is an objection voiced to any specific item. The Fiscal Court may, by majority vote of the present members, disapprove a claim presented for review.

Section VI: Records and Minutes

- A. The County Clerk of Nelson County shall attend all meetings of the Fiscal Court and keep a full and complete record of its proceedings.
- B. The County Clerk of Nelson County shall keep an index of all Fiscal Court records and make such index of all Fiscal Court records available for public inspection in accordance with KRS §61.870 to §61.884.

Section VII: Rules of Order

- A. Except when in conflict with the foregoing provisions, the latest adopted version of Mason's Manual of Legislative Procedure shall govern the deliberations of the Fiscal Court.
- B. The rules of order, other than those prescribed by statute, may be suspended at any time by consent of a majority of the members present at the meeting.
- C. All votes of the Fiscal Court shall be recorded by the Clerk.

Section VIII: Ordinances

- A. An "ordinance" is an official written act of the Fiscal Court, the effect of which is general and lasting in nature, which is enforceable within the jurisdiction of the County or a lawful appropriation of money.
 1. All ordinances shall be introduced in writing, relate to one subject only, and contain a title which expresses the subject, such as, "An Ordinance relating to..."
 2. There shall be inserted between the title and the body of each County ordinance an enacting clause written in the following manner: "Be It Ordained by the Fiscal Court of the County of Nelson, . . ."
 3. County ordinances shall be amended by ordinance and only by setting out in full each amended section.
 4. No County ordinance shall be passed until it has been read on two separate days, unless an emergency is properly declared by the Judge-Executive, but ordinances may be read by title and summary form only.

FISCAL COURT ORDERS

SEPTEMBER 16, 2025

BOOK 48

REGULAR-CLOSED SESSION OF NELSON FISCAL COURT

PAGE 157

6:00 PM

5. Any proposed ordinance or amendment to an existing ordinance shall be in effect immediately, having been passed on 2nd reading.
6. All County ordinances and amendments shall be published as required by law after passage and may be published in full or in summary form at the discretion of the Fiscal Court.

CHAPTER 3 POWERS AND DUTIES OF THE FISCAL COURT MEMBERS

Section I: Judge-Executive

- A. The Judge-Executive serves as the presiding officer in all Fiscal Court meetings on all matters coming before the Fiscal Court. The Judge-Executive shall be a voting member on matters before the Fiscal Court.
- B. The Judge-Executive is the chief executive officer and administrative officer of the County and is thereby responsible for administering the policies established by the Fiscal Court.

Section II: Other Fiscal Court Members

- A. The Magistrates are voting members of the Fiscal Court and have specific statutory authority and privileges when court is in session. When the Fiscal Court is adjourned, the Magistrate possesses no administrative or executive power in relation to County government, other than those powers expressly granted by the Administrative Code.
- B. Committees of the Nelson County Fiscal Court shall be established and operated as outlined below:
 1. The Fiscal Court may establish, and periodically re-establish, Fiscal Court Committees with majority concurrence of the Fiscal Court.
 2. The County Judge-Executive, with majority concurrence of the Fiscal Court, may appoint Magistrates to committees.
 3. Each Fiscal Court member shall be assigned as a member of at least one Fiscal Court Committee.
 4. Each Fiscal Court Committee shall meet as deemed appropriate with proper notification of the committee membership and the mode as required by Open Meetings Law.
 5. Fiscal Court members may attend any and all Fiscal Court Committee meetings regardless of their membership status regarding the committee.

CHAPTER 4 GENERAL ADMINISTRATION

Section I: Judge-Executive

- A. The Judge-Executive shall be the chief executive and administrative officer of the County and shall have all the powers and perform all the duties of an executive and administrative nature consistent with the Kentucky Constitution, Kentucky Revised Statutes, and the Fiscal Court.

- B. The responsibilities and/or duties of the Judge-Executive are as defined by KRS 587.710 are as follows:

1. Execute all ordinances and resolutions of the Fiscal Court, execute all contracts entered into by the Fiscal Court, and provide for the execution of all laws of the Commonwealth of Kentucky subject to enforcement by him (her) or by officials who are under his (her) direction and supervision, and require the faithful performance of all administrative duties;
2. Prepare and submit an Administrative Code to the Fiscal Court for approval, incorporating the details of administrative procedure for the operation of the County, and review such code and suggest revisions periodically or at the request of the Fiscal Court;
3. Furnish the Fiscal Court with information concerning the operations of the County departments, boards, or commissions, necessary for the Fiscal Court to exercise its powers, or as requested by the Fiscal Court;
4. Require all County officials, elected or appointed, whose offices utilize County funds, and all boards, special districts, and commissions, exclusive of all incorporated cities within the County except the Nelson County Board of Education and the City of Bardonia Board of Education, to submit a detailed annual financial report to the Fiscal Court concerning the business and condition of the office, department, board, commission or special district;
5. Consistent with procedures set forth in KRS Chapter 68, prepare and submit to the Fiscal Court an annual budget and administer the provisions of the budget when adopted by the Fiscal Court;
6. Keep the Fiscal Court advised as to the financial condition and needs of the County and make such other reports from time to time as requested by the Fiscal Court or as the Judge-Executive deems necessary.

7. Exercise the authority to appoint, supervise, suspend, and remove County personnel (unless otherwise provided by state law, KRS 587.710 (7)) as defined by the Fiscal Court;

8. Subject to ratification by the Fiscal Court, make appointments to or remove members from boards, commissions, and designated administrative positions, unless not required by statute, as created by action of the Fiscal Court, or created by state or federal law.

Section II: Deputy Judge-Executive

- A. The Judge-Executive may appoint a Deputy Judge-Executive who, in the absence of the Judge-Executive, shall serve as Judge-Executive in all matters relating to county business, except those of a member of the Fiscal Court.
- B. The Judge-Executive shall be deemed absent when he/she is physically absent from the County and not in routine contact, or when other circumstances beyond his/her control prevent him from carrying out his duties.
- C. The appointment of the Deputy Judge-Executive shall continue until such a time the Judge-Executive terminates the Deputy Judge-Executive.

Section III: County Treasurer

- A. The Fiscal Court shall appoint a County Treasurer, hereinafter referred to as the Treasurer. The appointment of the Treasurer shall be for a period of four (4) years in conformance with KRS 588.010.
- B. The duties and responsibilities of the Treasurer are set forth in KRS 588.020, as well as in Chapter 3, Sect. 8 of the Administrative Code.

Section IV: Appointed Positions

- A. In addition to the Deputy Judge-Executive, the Judge-Executive may appoint a secretary/administrative assistant to assist with the execution of his/her administrative duties.
- B. The Judge-Executive may appoint a reasonable number of other assistants, secretaries, and clerical workers to assist with the execution of his/her administrative duties.

FISCAL COURT ORDERS

SEPTEMBER 16, 2025

BOOK 48

REGULAR-CLOSED SESSION OF NELSON FISCAL COURT

PAGE 158

6:00 PM

- C. In accordance with KRS §57.71(1), the Fiscal Court shall determine the number of other assistants, secretaries, and clerical workers within the office of the Judge-Executive and shall fix reasonable compensation for the Deputy Judge-Executive and such other employees.
- D. Members of County agencies, boards, commissions and special purpose governmental entities shall be appointed for a period as established for the agency, board, commission or special purpose governmental entity in conformance with state statutes setting forth such terms and requirements. KRS §65A provisions shall apply and control.
- E. The Judge-Executive may terminate the employment of any employee of his/her staff appointed as set forth above with or without cause. Unless otherwise provided by law employment with Nelson County is on an at-will basis. An employee may terminate his/her employment at any time for any reason. No contract for employment exists. County employees acquire no property rights in or to their employment with the County. The Administrative Code and County Personnel Policies and Procedures are not employment contracts, and the County may modify and interpret them at any time. Failure of an individual to be re-appointed shall not be construed as dismissal. Any review process for the employee shall be set forth in the County's Personnel Policies and Procedures.

Section V: Procedures for Appointment of Members of Boards and Commissions

- A. The Judge-Executive shall appoint individuals to agencies, boards, commissions and special purpose governmental entities as prescribed by state law and inform the Fiscal Court, at a regular meeting, in writing of his/her appointment and or nomination. If Fiscal Court approval of the appointment is required, the Fiscal Court shall act on such nomination at said meeting or at a future meeting if so moved and approved.
- B. If the Fiscal Court rejects the appointment, the Judge-Executive may submit a second nomination.
- C. If the Fiscal Court rejects the second appointment, the Judge-Executive may submit a third nomination.
- D. The failure of the Judge-Executive to appoint or of the Fiscal Court to approve said appointment shall be governed by state law.

13

CHAPTER 5 FINANCIAL MANAGEMENT

Section I: Budget Preparation

- A. The Judge-Executive shall annually prepare, with the assistance of the Treasurer and any other employees or officials deemed necessary by the Judge-Executive, and submit to the Fiscal Court a proposed budget for the expenditure of all funds including those from federal, state and local sources, which are to be expended by the Fiscal Court in the next fiscal year, July 1 through the subsequent June 30. The proposed budget shall be classified into budget units as outlined in KRS §68.240. In addition to preparing a reasonable estimate of the funds actually needed for both general and special purposes, the Judge-Executive shall prepare an estimated statement of receipts to be received from local, state, federal, and other sources.
- B. The Judge-Executive shall incorporate his/her proposals for each County office and agency receiving funds through the Fiscal Court, into his/her budget proposal.
- C. The Judge-Executive shall obtain from the Treasurer actual revenue receipts in each classification of each fund for the most recent preceding and current fiscal year.
- D. The Judge-Executive shall obtain from the Treasurer information regarding the actual expenditures made during the most recent preceding and the current fiscal year.
- E. An estimate shall be made for each fund of any anticipated surpluses.
- F. Not later than April 1, the Treasurer shall obtain the Sheriff's annual settlement, for the current tax year, showing County taxes collected.
- G. From the Department for Local Government (DLG), the Treasurer shall obtain the Property Valuation Administrator's official estimate of net assessment growth and an estimate of the ad valorem taxes that would be produced using the preceding year's tax rate.
- H. The Judge-Executive, with assistance from the Treasurer, shall submit his/her complete proposed Budget to the Fiscal Court not later than May 1 of each fiscal year.

14

Section II: Budget Adoption

- A. The Fiscal Court, at a meeting or meetings held not later than June 1 of each year, shall make a detailed investigation of each separate activity of the County for which the Judge-Executive proposes County funds are to be expended by the Fiscal Court. All expenditures shall be classified into budget units as specified in KRS §68.240.
- B. The Fiscal Court shall comment upon the proposed budget, and may amend it according to its desire prior to the date when it is sent to the State Local Finance Office according to the procedures of KRS §68.250.
- C. Not less than twenty days before the time of adoption of the budget, the Judge-Executive shall transmit three copies of the proposed budget, including statements of both anticipated receipts and expenditures by budget funds, to the State Local Finance Office for approval as to form and classification.
- D. The Judge-Executive shall cause a copy of the proposed budget to be posted in a conspicuous place in the courthouse and be published pursuant to KRS Chapter 424, not less than seven nor more than twenty-one days before the final adoption by the Fiscal Court.
- E. Any taxpayer or group of taxpayers may petition the Fiscal Court with respect to the budget, or any part thereof, before the final adoption.
- F. If the Fiscal Court rejects any part of the proposed budget, it shall make the changes in the nature and amount of funds which a majority of the Fiscal Court members consider desirable, but the Fiscal Court has no power to make any changes in the form or classification of the budget units or subdivision of units.
- G. The Fiscal Court shall have a public hearing concerning LGFA and County Road Aid funds prior to the adoption of the budget.
- H. The Fiscal Court shall adopt the budget by ordinance and publish a summary of it as required by KRS Chapter 424.

15

Section III: Fiscal Administration

- A. The County Treasurer shall perform her/his duties in accordance with provisions of state law, including KRS §68.020:
1. The Treasurer shall receive and receipt for all money due the County, and shall disburse such money in such manner and for such purposes as may be authorized by appropriate authority of the Fiscal Court. The Treasurer shall not disburse any money received for any purpose not so authorized and shall not disburse any funds in excess of appropriated amounts without first getting approval of proper line-item transfers from Fiscal Court.
 2. The Treasurer shall keep and maintain all necessary records for the appropriation and receipt of County funds.
 3. Submit a monthly report to the Fiscal Court no later than twenty (20) days after the end of each month.
 4. Follow good financial and accounting principles in keeping an accurate record of accrued appropriations plus encumbered and unencumbered balances.
 5. Department Heads shall not incur any expenditure in excess of appropriated amounts without first submitting and receiving approval of a proper line-item transfer and the Judge-Executive shall not submit a claim for any expenditure in excess of appropriated amounts without first submitting and receiving approval of a proper line-item transfer.
- B. Claims Against the County:
1. The Judge-Executive shall present all claims to the Fiscal Court for review prior to payment, and the Court, for good cause shown, may order that a claim not be paid. All claims for payment shall be in writing and must be evidenced by original invoices.
 2. Claims against the County that are within the amount of line items of the County Budget shall be paid by the Judge-Executive by a warrant drawn on the County and co-signed by the Treasurer.
 3. The Treasurer shall account for all claims presented and approved, and all warrants issued by the County.
- C. Payroll:
1. The payroll for County officials and County employees, as well as other recurring payments, are required to be presented monthly to the Fiscal Court for review.

16

FISCAL COURT ORDERS

SEPTEMBER 16, 2025

BOOK 48

REGULAR-CLOSED SESSION OF NELSON FISCAL COURT

PAGE 159

6:00 PM

D. Payment of Claims.

1. The Treasurer is hereby designated to disburse Fiscal Court funds in payment of all claims in which funds have been appropriated, and for all items in which contracts have been awarded. The Treasurer shall process all claims as submitted by the Judge-Executive and approved by Fiscal Court.
2. The Judge-Executive, or his/her designee, and the Treasurer shall sign all checks.

E. Regulatory Basis of Accounting.

1. The Fiscal Court shall follow the standards set forth by the Governmental Accounting Standards Board. These standards require that a government must have a consistent basis of accounting throughout the entire government.
2. The Department of Local Government requires that the year-end financial data be presented to that agency in the regulatory system of accounting.
3. The Treasurer shall, therefore, maintain a modified cash basis accounting system for DLG and present the same to the State Auditor.

17

CHAPTER 6 INVESTMENTS

Section I: General Policy

It is the policy of the Fiscal Court to invest public funds in a manner which will provide the highest investment returns with the maximum security of principal while meeting the daily cash flow demands of the County and conforming to all state statutes and County regulations governing the investment of public funds.

Section II: Assets

This investment policy applies to all financial assets held by the Fiscal Court, Nelson County Sheriff, Nelson County Court Clerk and Nelson County Jailor.

Financial assets held and invested by trustees of fiscal agents are excluded from these policies; however, such assets shall be invested in accordance with the state laws applicable to the investment of local government funds and in accordance with the Fiscal Court's primary investment objectives.

Section III: Investment Objective

The Fiscal Court's primary investment objectives, in order of priority, are the following:

- **Safety.** Safety of principal is the foremost objective of the County's investment program. Investments shall be undertaken in a manner that seeks to ensure the preservation of capital in the overall portfolio. To attain this objective, diversification is required in order that potential losses on individual securities do not exceed the income generated from the remainder of the portfolio.
- **Liquidity.** The County's investment portfolio shall remain sufficiently liquid to enable the Fiscal Court to meet all operating requirements which might be reasonably anticipated.
- **Return on Investment.** The County's investment portfolio shall be designed with the objective of attaining a market rate of return throughout the budgetary and economic cycles, taking into account the County's investment risk constraints and the cash flow characteristics of the portfolio.

18

Section IV: Investment Authority

Management responsibility for the County's investment program is hereby delegated to the Judge-Executive and the Treasurer. In addition, management responsibility is also delegated to the Nelson County Sheriff, Nelson County Court Clerk, and the Nelson County Jailor for funds while under their control. The Judge-Executive shall have the authority, subject to the approval of Fiscal Court, to establish additional specific written procedures for the operation of the investment program which are consistent with this investment policy. The procedure shall include explicit delegation of authority, if any, to persons responsible for investment transactions.

No person may engage in an investment transaction except as provided under the terms of this policy and the procedures established by the Judge-Executive. The Judge-Executive shall be ultimately responsible for all transactions undertaken and shall establish a system of controls to regulate the activities of subordinate officials and employees. The controls shall be designed to prevent and control losses of public funds arising from fraud, employee error, misrepresentation by third parties, and unanticipated changes in financial markets or imprudent actions by officers and employees. The Judge-Executive shall maintain all records related to the County's investment program. All investment decisions of the Judge-Executive shall be voted on and approved by Fiscal Court. The Treasurer shall be consulted on all matters pertaining to investment of county funds and shall report to Fiscal Court his/her opinion as to the advisability of any investment before the being done.

Section V: Prudent Person Rule

The actions of the Judge-Executive in the performance of his or her duties as manager of County funds shall be evaluated using the "prudent person" standard. Investments shall be made with judgment and care under prevailing circumstances which permits of prudence, discretion, and intelligence exercised in the management of their own affairs, not for speculation, but for investment considering the probable safety of their capital as well as the probable income to be derived.

The Judge-Executive acting in accordance with written procedures and exercising due diligence shall be relieved of personal responsibility for an individual security's performance, provided that deviation from expectations are reported in a timely fashion to the governing body and appropriate action is taken to control adverse developments.

19

Section VI: Authorized Investments

The funds of the County available for investments shall be invested in accordance with the policy and all applicable state statutes only in the following types of investment instruments:

A. Authorized Investment Instruments.

1. Obligations of the United States and its agencies and instrumentalities, including obligations subject to repurchase agreements, provided that delivery of these obligations subject to repurchase agreements is taken directly or through an authorized custodian. The investments may be accomplished through repurchase agreements reached with sources including, but not limited to, national or state banks chartered in Kentucky.
2. Obligations and contracts for future delivery of purchase obligations backed by the full faith and credit of the United States or a United States government agency, including but not limited to:
 - a. United States Treasury.
 - b. Export-Import Bank of the United States.
 - c. Farmers Home Administration.
 - d. Government National Mortgage Corporation; and
 - e. Merchant Marine Bonds.
3. Obligations of any corporation of the United States government, including but not limited to:
 - a. Federal Home Loan Mortgage Corporation;
 - b. Federal Farm Credit Banks;
 - c. Bank for Cooperatives;
 - d. Federal Intermediate Credit Banks;
 - e. Federal Land Bank;
 - f. Federal Home Loan Bank;
 - g. Federal National Mortgage Association; and
 - h. Tennessee Valley Authority.
4. Certificate of deposit issued by or other interest-bearing accounts of any bank or savings and loan institution which are insured by the Federal Deposit Insurance Corporation or similar entity of which are collateralized, to the extent uninsured, by any obligations, including surety bonds, permitted by section §41.240(4) of the Kentucky Revised Statutes.

20

FISCAL COURT ORDERS

SEPTEMBER 16, 2025

BOOK 48

REGULAR-CLOSED SESSION OF NELSON FISCAL COURT

PAGE 160

6:00 PM

5. Uncollateralized certificates of deposit issued by any bank or savings and loan institution rated in one (1) of the three (3) highest categories by a nationally recognized rating agency.

6. Bankers' acceptance for banks rated in one (1) of the three (3) highest categories by a nationally recognized rating agency.

7. Commercial paper rated in the highest category by a nationally recognized rating agency.

8. Bonds or certificates of indebtedness of the Commonwealth of Kentucky and of its agencies and instrumentalities.

9. Securities issued by a state or local government, or any instrumentality or agency thereof, in the United States, and rated in one (1) of the three (3) highest categories by a nationally recognized rating agency.

10. Shares of mutual funds, each of which shall have the following characteristics:

- The mutual fund shall be an open-end diversified investment company registered under the Federal Investment Company Act of 1940, as amended.
- The management company of the investment company shall have been in operation for at least five (5) years.
- All of the securities in the mutual fund shall be eligible investments under this section.

B. Limitations on Investment Transactions.

With regard to the investments authorized in this section, the following limitations shall apply:

- The amount of the County's funds invested at any one time in the categories of investments authorized in subsections A(5), A(6), A(7), and A(9) of this section shall not exceed twenty percent (20%) of the total amount of funds invested on behalf of the County, and
- No investments shall be purchased for the County on a margin basis or through the use of any similar leveraging technique.

Section VII: Diversification of Investments

The Fiscal Court recognizes that some level of risk is inherent in any investment transaction. Losses may be incurred due to issuer default, market price changes, or closing investments prior to maturity due to unanticipated cash flow needs. Diversification of the County's investment portfolio by institution, type of investment instrument, and term to maturity is the primary method to minimize investment risk.

The County's funds shall be diversified by security type and institution. With the exception of fully insured or fully collateralized investments, and except for authorized investment pools, no more than twenty percent (20%) of the total investment portfolio shall be invested in a single security type or with a single financial institution.

The County's invested funds should, in general, have an effective weighted average life of three and a half (3 1/2) years or less. Reserve funds may be invested in securities exceeding this weighted average life, if the investments are made to coincide as nearly as practicable with the expected use of the funds.

Section VIII: Authorized Financial Dealers and Institutions

The Judge-Executive shall maintain a list of financial institutions authorized to provide investment services to the County. In addition, a list shall be maintained of approved security brokers/dealers selected by creditworthiness, who maintain an office in the Commonwealth of Kentucky.

All financial institution and broker/dealers who desire to provide investment services to the County shall supply the Judge-Executive with information sufficient to adequately evaluate the institution and answer any and all inquiries posed by the Judge-Executive or Fiscal Court, including the following information:

- Audited financial statements.
- Regulatory reports on financial condition.
- Written Memorandum of Agreement for the deposit of public funds or trading resolution, as appropriate.
- Proof of National Association of Security Dealers certification and proof of state registration.
- Any additional information considered necessary to allow the Judge-Executive to evaluate the creditworthiness of the institution.

No financial institution shall be selected as a depository of County funds if the funds in the deposit at any time will exceed twenty-five percent (25%) of the institution's capital stock and surplus.

The Judge-Executive shall evaluate the financial capacity and creditworthiness of financial institutions and broker/dealers prior to the placement of the County's funds. The Judge-Executive shall conduct an annual review of the financial condition and regulations of financial institutions and broker/dealers and, based on the review, make any recommendations regarding investment policy or program changes determined to be necessary.

Section IX: Safeguarding and Custody

To protect against potential fraud and embezzlement, investment assets shall be secured through third-party custody and safeguarding procedures. Security instruments shall be held only through third-party institutions. The Judge-Executive and any other officers or employees of the County authorized to engage in investment transactions shall be bonded in an amount established by Fiscal Court. Collateralized securities, such as repurchase agreements, shall be purchased using the deliver vs. payment procedure. The safeguarding procedure utilized in the County's investment program shall be reviewed annually by the independent auditor.

Section X: Collateral

A. Except as set forth in subsection B of this section, it is the policy of the County to require that all cash and investments maintained in any financial institution named as a depository be collateralized. In order to anticipate market changes and provide a level of security for all funds, the collateralization level shall be one hundred five percent (105%) of the current market value of principal, plus accrued interest. Collateral shall be limited to the types of instruments authorized as collateral for state funds in KRS §1-243. Collateral shall always be held by an independent third-party custodian with whom the County has a current custodial agreement. A clearly marked evidence of ownership (safeguarding receipt) must be supplied to the County and retained by the designated official. The right of collateral substitution is hereby granted.

B. Subject to the following conditions, the Judge-Executive may invest funds in uncollateralized certificates of deposit:

- The Judge-Executive may invest in uncollateralized certificates of deposit only with the specific approval of Fiscal Court.
- The uncollateralized certificates of deposit must be issued by a bank or savings and loan institution rated in one (1) of the three (3) highest categories by a nationally recognized rating agency.

3. The amount of funds invested in uncollateralized certificates of deposit shall not exceed five percent (5%) of the County's total investment portfolio.

4. The maximum term to maturity of uncollateralized certificates of deposit shall not exceed six (6) months.

Section XI: Investment Reporting

The Judge-Executive shall prepare and submit to Fiscal Court an annual report regarding the status of the entity's investment program. As to each investment, the report shall include the following information:

- Name of financial institution from which the investment was purchased or in which assets are deposited.
- Type of investment.
- Certificate or other reference number, if applicable.
- Percentage yield on an annualized basis.
- Purchase date, purchase price, and maturity date.
- Current market value of the investment.

In addition, the report shall explain the annual total investment return and compare the return with budgetary expectations.

Section XII: Audit

In connection with the audit of the County's funds conducted by an independent certified public accountant, the auditor shall conduct a review of the County's investment program, including internal controls and procedures, and the results of the review, including recommended changes, shall be included in the County's audit. The Fiscal Court may elect to have a performance audit conducted if it believes it is in the best interest of the County and sufficient reasons are included in any motion directing and approving of such performance audit.

FISCAL COURT ORDERS

SEPTEMBER 16, 2025

BOOK 48

REGULAR-CLOSED SESSION OF NELSON FISCAL COURT

PAGE 161

6:00 PM

CHAPTER 7 PROCUREMENT

Section I: Contracts and Purchases

- A. The Judge-Executive is responsible for the negotiation and execution of all contracts or purchases for goods and services and for the administration and supervision of the County purchasing system.
- B. Contracts and purchases of the County exceeding seven thousand five hundred dollars (\$7,500) shall be authorized or approved by the Fiscal Court before executed by the Judge-Executive.
- C. Contracts and purchases between \$500 and \$7,500 shall be authorized or approved by the Judge-Executive. Purchases and contracts below \$500 may be made by the Department Head so long as sufficient funds are available in that department's budget line item.
- D. Every contract of the County shall be approved as to form and legality by the County Attorney.
- E. The Judge-Executive may delegate performance of part or all of the purchasing duties by appointing a designee, who may in turn delegate duties as needed to appropriate personnel under his/her supervision.

Section II: Bid and Award Procedures

- A. Requests for goods and/or services which cost less than \$40,000, or are an on-an award-bid, or for which there exists a State pricing contract, are not required to be purchased through the competitive bidding procedure. However, the competitive bidding procedure may be used at any time to obtain competitive pricing. When the competitive bidding procedure is desired, the Department Head must have the Judge-Executive's approval prior to advertising for bids.
- B. The Judge-Executive or designee shall advertise for bids in the newspaper of jurisdiction in the County at least once, not less than seven days, nor more than twenty-one days before bid opening. The advertisement shall include the time and place the bids will be delivered and opened, and shall also include the place where the specifications may be obtained.
- C. The Judge-Executive or designee shall open all bids publicly at the time and place stated in the advertisement. Opening of bids need not occur at a Fiscal Court meeting.
- D. The Judge-Executive or the Department Head shall check against the specifications to insure that all bids are considered on an equal basis and to insure that all bids meet the minimum specifications. After analyzing each bid with the assistance of the particular Department Head

or other expert, the Judge-Executive or Department Head shall create a written recommendation as to the best bid by a responsible bidder. The Fiscal Court shall then decide whether or not to award the bid. If the lowest bid is not selected, the reasons shall be stated in writing. The Fiscal Court may choose to reject all bids if none is satisfactory.

- E. All bidders shall be notified in writing of the Fiscal Court's action by the Judge-Executive or Treasurer.
- F. The County may at its discretion require a bid bond, certified check, or other guarantee from vendors as insurance to the County that the material or service will be provided as specified in the bid advertisement. Bid bonds, certified checks, or other guarantees from unsuccessful bidders shall be returned promptly. Successful bidders shall have their bid bond, certified check, or other guarantee returned upon successful completion of the project or delivery of goods.

Section III: General Purchase Procedures

- A. All purchases shall be approved by the Department Head receiving the goods or services. Sufficient funds shall also exist in the department's particular line item from which the purchases will be paid.
- B. Requests for payment from the Department Head shall be submitted to and processed by the Judge-Executive subject to approval by Fiscal Court in accordance with state law. Requests shall indicate the proper account number to which the claim will be paid.
- C. Each Department Head issuing purchase requests shall receive an updated account condition report from the County Treasurer following the payment of appropriations as approved by Fiscal Court. The County Treasurer shall maintain an updated, comprehensive appropriation ledger for the County.
- D. If insufficient funds to pay appropriations exist, a written request to transfer funds shall be submitted by the Department Head to the County Treasurer requesting funds to be transferred. The line-item transfer request shall state the line items the funds are to be taken from and to which the item they are to be transferred, along with the purpose of the transfer. The County Treasurer shall prepare a court order for submission to Fiscal Court. Only after the Fiscal Court approves the transfer of funds may the purchase be authorized.
- E. It is the responsibility of each Department Head to insure the correct goods are received, that the vendor's invoice is received and is correct, and the purchase amount has not been exceeded. When all invoices, bills of lading, shipping documents, etc. are correct and the goods have been received, each Department Head shall forward to the Judge-Executive or

designee all paperwork for review. The County Treasurer shall process payment as submitted by the Judge-Executive and approved by Fiscal Court.

- F. Approval of the annual Budget does not constitute permission for departments to make purchases. Factors such as cash flow and deposits on hand must always be considered before purchases are approved.

Section IV: Small Purchases Procedures

1. All Department Heads may purchase materials or supplies for \$300 five hundred dollars (\$300) or less provided there are sufficient funds in the budget line for payment of the appropriation and in compliance with the Purchase Order process established by Fiscal Court in accordance with guidelines of the State Local Finance Officer. Materials or supplies exceeding \$500, including routine daily preapproved items, shall be submitted to and approved by the Judge-Executive prior to purchase.
2. For materials or supplies more than \$7,500, but less than \$40,000.
 - a. Department Heads shall
 - i. Obtain quotes from three vendors. If there are fewer than three vendors, the Judge-Executive or designee shall be notified.
 - ii. Notify the Judge-Executive or designee if the lowest quote is not recommended and of the reason for not recommending it.
 - iii. Confirm with the Treasurer there are sufficient funds in the budget line and an adequate bank account balance for payment of appropriations.
 - iv. Ensure they comply with Purchase Order procedures established by Fiscal Court in Section IV(C) in accordance with guidelines of the State Local Finance Officer.
 - b. The Judge-Executive shall, upon his/her approval of the Department Head's request, obtain approval of the Fiscal Court prior to purchase.
3. Purchase Order Procedures
 - a. Request quote from vendor
 - b. Fill out Purchase Order form
 - c. Submit Purchase Order form to Judge-Executive for approval/approval
 - d. Judge-Executive approval/approves and returns to Department Head

- e. Once approved, Department Head may place order with vendor
- f. When ordered item is delivered, Department Head shall confirm the correct item and quantity and return invoice and Purchase Order to Treasurer for processing

Section V: Competitive Bid and Negotiated Process

- A. Competitive bids shall be received on all purchases where:
 1. An individual item exceeds \$40,000;
 2. The aggregate purchase exceeds \$40,000; and/or
 3. A recurring purchase is less than \$40,000 and there is a reasonable expectation that the total annual purchases value will exceed \$40,000 based on historical purchasing records.
- B. All purchases covered by competitive bids shall be reviewed in advance by the Judge-Executive and shall be approved by the Fiscal Court.
- C. The negotiated process may be used instead of advertisement for bids when the amounts exceed \$40,000 in the following circumstances:
 1. An emergency exists;
 2. The contract is for professional services; or
 3. All bids received exceed the amount budgeted; or
 4. Bids received do not meet standards necessary to perform or provide the requested service or equipment.
- C. Before an emergency is declared, the appropriate Department Head shall determine whether or not the delay in obtaining bids will result in danger to health, safety, or property, and submit such determination to the Judge-Executive.
- D. The Judge-Executive shall certify the existence of any emergency.
- E. In the event all bids submitted are in excess of funds available, the Judge-Executive or designee shall prepare a written determination that there are no additional funds available.

Section VI: Procedures for Negotiated Process

- A. When the prerequisites have been met for use of the negotiated process, the Judge-Executive or designee shall proceed to negotiate with one or more suppliers in order to obtain the most advantageous terms for the County.

FISCAL COURT ORDERS

SEPTEMBER 16, 2025

BOOK 48

REGULAR-CLOSED SESSION OF NELSON FISCAL COURT
6:00 PM

PAGE 162

- B. The Judge-Executive or designee shall prepare a record of all negotiated contracts, showing the items and quantities acquired, name of suppliers, cost and date of contract.
- C. Professional services shall be negotiated with such persons as are properly licensed to perform such services, and shall be limited to those services to which the license applies.
- D. Where more than one bid was received, and all were in excess of the amount available, the lowest three bidders shall be notified that the County desires to negotiate a contract for a lesser amount based on revised quantities of specifications and fix a time limit for submission proposals.
- E. The Judge-Executive or designee shall examine the proposals received and shall negotiate with the suppliers for the terms most advantageous to the County.
- F. The best negotiated proposal shall be submitted to the Fiscal Court for approval and award.
- G. The Judge-Executive or designee shall notify all persons submitting a proposal that the award has been made.

CHAPTER 8 CONTRACTS AND LEASES

Section I: Authorization of County Contracts and Leases

- A. The Judge-Executive shall be responsible for the negotiation and execution of all contracts, leases, and amendments thereto affecting the County.
- B. Every contract, lease and amendment thereto shall be approved by the Fiscal Court before it is executed by the Judge-Executive.
- C. Every contract, lease and amendment thereto shall be approved as to form and legality by the County Attorney.

Section II: Recording of County Contracts and Leases

- Every lease or amendment thereto shall be filed in the office of the County Clerk. Said document shall also be filed in the Judge-Executive's Office under the Fiscal Court meeting during which the approval occurred.
- Every contract or amendment thereto shall be filed in the office of the County Clerk. Said document shall also be filed in the Judge-Executive's Office under the Fiscal Court meeting during which the approval occurred.

CHAPTER 9 ETHICS

Section I: Nelson County Code of Ethics

The Fiscal Court has enacted an ordinance establishing a Nelson County Code of Ethical Conduct as required by KRS Chapter 65, which governs the conduct of all County officers, employees, and board and commission members. This ordinance may be revised as appropriate if the Fiscal Court amends or adopts a new Code of Ethics. Any revision to the ordinance shall not require amendment of this Administrative Code by Fiscal Court.

CHAPTER 10 PERSONNEL ADMINISTRATION, POLICY AND PROCEDURES

Section I: Introduction

These policies help provide for the recruitment, development, and retention of the best employee for each position within the service of the County. The policies are intended to include the following areas:

- A. Recruiting, selecting and advancing employees on the basis of their ability, knowledge and skills, including open competition of qualified applicants for appointment;
- B. Establishing proper pay rates;
- C. Training employees, as needed, to assure high quality performance;
- D. Retaining employees on the basis of performance, correcting inadequate performance and terminating employees when appropriate;
- E. Assuring treatment of applicants and employees in all aspects of personnel administration without regard to political affiliation, disability, race, color, age, national origin, gender, religion or any other status protected by applicable law; and
- F. Assuring employees are protected against coercion for partisan, political purposes and are prohibited from using their official authority for the purpose of interfering with or affecting the results of an election or a nomination for office.

Section II: Intervention and Employment Relationship

These policies are intended to provide some guidance on many personnel problems and actions which may arise. These policies are not an employment contract. Unless a statute indicates otherwise, employment at the County is at-will. This means that employees may terminate their employment at any time for any reason without breaching an "employment contract," just as the County can do the same. County employees acquire no property rights in or to their employment with the County. Because the policies are not an employment contract, the County can modify and interpret them at any time.

Section III: Responsibilities, Authority and Administration

- A. The Judge-Executive shall be responsible for the administration of the County personnel system.
- B. The Judge-Executive may serve as the County Personnel Director, or he/she may designate a member of his/her administrative staff as the County Personnel Director.
- C. The County Personnel Director may delegate such duties and functions as are deemed appropriate.
- D. Pursuant to KRS §67.710(7), the Judge-Executive, with the ratification of the Fiscal Court, has the authority to appoint, supervise, suspend, and remove County personnel, unless otherwise provided for by state statute.
- E. Notwithstanding the provisions of KRS §67.710(7), KRS §67.711(1) gives the Judge-Executive express authority to hire a Deputy Judge-Executive, and a reasonable number of other assistants, secretaries and clerical workers to work within the Judge-Executive's office, who shall serve at his/her pleasure. The Fiscal Court, pursuant to KRS §64.630(4), is required to fix reasonable compensation for these positions.

Section IV: Equal Employment Opportunity

The Fiscal Court is an Equal Opportunity Employer and seeks to provide equal opportunity to all its employees and applicants for employment and to prohibit discrimination based on race, color, religion, gender, national origin, political affiliation, age, disability, or marital status.

The County promotes equal opportunity in matters of hiring, promotion, transfer, compensation, benefits, and all other terms, privileges, and conditions of employment. The County insures that equal opportunities are available on the basis of individual merit and encourages all persons to seek employment and to strive for advancement on that basis.

Section V: Personnel Policies and Procedures Handbook

- A. The Judge-Executive or his/her designee shall be responsible for the creation, distribution and maintenance of a Personnel Policies and Procedures Handbook, frequently referred to as the Employee Handbook subject to approval by Fiscal Court.

FISCAL COURT ORDERS

SEPTEMBER 16, 2025

BOOK 48

REGULAR-CLOSED SESSION OF NELSON FISCAL COURT

PAGE 163

6:00 PM

- B. The Employee Handbook shall include at a minimum the following adopted policies: a Sexual Harassment policy; rules and regulations concerning training, recruitment, selection, promotion, and termination; dispute resolution, compensation and benefits; travel and reimbursement; safety regulations; and other items which may be deemed important.
- C. The Employee Handbook shall be reviewed by the Judge-Executive or his/her designee not less than every twelve (12) months, and updated as often as may be necessary.
- D. Any amendment to the County's Personnel Policies and Procedure Handbook (Ordinance) must be introduced by the Judge-Executive and approved by Fiscal Court.

CHAPTER 11 DELIVERY OF COUNTY SERVICES

Section I: Services

The County shall provide services to its citizens with the following departments:

1. Animal Control
2. Code Enforcement
3. E-911 Center (Dispatch)
4. Emergency Management (EMA)
5. Emergency Medical Service (EMS)
6. Nelson County Engineer
7. Road Department
8. Planning & Zoning
9. Solid Waste & Landfill
10. Parks & Recreation

Section II: Animal Control

A. Function

The function of the Animal Control Department is to protect the health and safety of the public and protect the animals of the community from neglect and cruelty.

B. Services of the Animal Control Department include:

1. Collecting abandoned stray and non-licensed animals.
2. Operating a lost and found animal program.
3. Humanely caring for the animals in its charge.
4. Operating a pet adoption program.
5. Investigating complaints of animal abuse and neglect.
6. Providing the public with information about responsible ownership of animals.

C. Departmental Responsibilities

1. The Animal Control Department shall adhere to any and all Kentucky Revised Statutes.
2. The Animal Control Department shall provide reports to the Judge-Executive, the Treasurer, and the Fiscal Court as directed.

33

34

Section III: Code Enforcement

Function

The function of the Code Enforcement Department is to enforce ordinances requiring property owners to maintain their property in an acceptable condition. Changes to this ordinance may be made from time-to-time, provided they are approved by the Fiscal Court. However, the changes to that ordinance shall not require action by the Fiscal Court on the Administrative Code.

A. Services of the Code Enforcement Department include:

1. Notifying property owners of non-compliance with Ordinances
2. Citing property owners who do not comply with the Ordinances following proper notification to do so.
3. Testifying on behalf of the County as required in court proceedings against non-compliant property owners.
4. Conducting inspections, reviewing plans, and issuing permits for construction and for electrical review and certification.

B. Departmental Responsibilities

1. The Code Enforcement Department shall adhere to any and all Kentucky Revised Statutes.
2. The Code Enforcement Department shall provide reports to the Judge-Executive, the Treasurer, and the Fiscal Court as directed.

Section IV: E-911 Center (Dispatch)

A. Function

The function of the E-911 Center is to operate and maintain the primary Public Safety Answering Point (PSAP) for the citizens of the County to request emergency assistance.

B. Services of the E-911 Center include:

1. Maintaining a total of at least four (4) technicians for transferring calls related to first responders.

35

2. Providing dispatch service for the Nelson County Sheriff's Department, Bardonia Police Department, New Haven Police Department, Bloomfield Police Department, Kentucky State Police, Nelson County EMS, Nelson County Fire Department, Harrodsburg Fire Department, Boston Fire Department, New Haven Fire Department, Robling Fork Fire Department, Nelson County Emergency Management, Nelson County Correctional Center, and all other designated first responders.

C. Center Responsibilities

1. The E-911 Center shall adhere to any and all Kentucky Revised Statutes.
2. The E-911 Center shall provide reports to the Judge-Executive, the Treasurer, and the Fiscal Court as directed.

Section V: Emergency Management

A. Function

The function of the Emergency Management Department is to coordinate the various County response teams in the time of natural or man-made disasters and to provide training, create public awareness, and coordinate the efforts of various hazardous waste (Hazmat) teams.

B. Services of the Emergency Management Department include:

1. Improving of public awareness.
2. Providing of training materials and training opportunities
3. Coordinating of response efforts for natural or man-made disasters
4. Coordinating of hazardous waste activities.
5. Maintaining all tower locations which provide reliable radio communications in Nelson County.

C. Departmental Responsibilities

1. The Emergency Management Department shall adhere to any and all Kentucky Revised Statutes.
2. The Emergency Management Department shall provide reports to the Judge-Executive, the Treasurer, and the Fiscal Court as directed.

36

FISCAL COURT ORDERS

SEPTEMBER 16, 2025

BOOK 48

REGULAR-CLOSED SESSION OF NELSON FISCAL COURT

PAGE 164

6:00 PM

Section VI: Emergency Medical Service (EMS)

A. Function

The function of the EMS Department is to provide emergent and routine medical care and transportation to those persons in the County who suffer injury or illness, and to work with citizens and citizen groups to decrease the incident of preventable injury, illness and death.

B. Services of the EMS Department include:

1. Responding to medical and trauma emergencies
2. Routine medical transportation of persons requiring ambulance transport.
3. Planning and coordinating of medical response, transportation and sheltering of persons affected by disaster, mass casualty incidents, and civil unrest.
4. Coordinating the County Automated Defibrillator and CPR training programs.
5. Planning, coordinating, and providing medical support and transportation to area acute and long-term health care facilities.
6. Educating the public on how to receive a medical emergency and how to properly respond to such incidents.

C. Departmental Responsibilities

1. The EMS Department shall adhere to any and all federal and state laws and regulations.
2. The EMS Department shall provide reports to the Judge-Executive, the Treasurer, and the Fiscal Court as directed.

37

Section VII: Nelson County Engineer

Included within the Administrative Code there is hereby created, the position of Nelson County Engineer.

A. Services provided by the County Engineer include:

1. Reviewing subdivision/development plans for compliance with County regulations and planning and zoning practices for roadway and stormwater design.
2. Performing site inspection and compliance with required erosion prevention and sediment control devices; conducting enforcement as necessary.
3. Providing review and enforcement of road safety standards and access management.
4. Developing standards for design of roadways, storm drainage and alternative sewer systems.

B. Departmental Responsibilities

1. The Nelson County Engineer shall adhere to any and all Kentucky Revised Statutes.
2. The Nelson County Engineer shall provide reports to the Judge-Executive, the Treasurer, and the Fiscal Court as directed.

Section VIII: Planning & Zoning

The function of the Planning & Zoning Department is to provide planning and oversight to the subdivision/development in Nelson County, and to develop and implement requirements of the Stormwater Phase II General Permit issued by the Kentucky Division of Water.

A. Services of the Planning & Zoning Department include:

1. Reviewing subdivision/development plans for compliance with County regulations and planning and zoning practices for roadway and stormwater design.
2. Performing site inspection and compliance with required erosion prevention and sediment control devices; conducting enforcement as necessary.
3. Administering the floodplain ordinance for subdivision/development.

38

4. Administering programs to protect local water supply.
5. Providing review and enforcement of road safety standards and access management.
6. Developing standards for design of roadways, storm drainage and alternative sewer systems.

B. Departmental Responsibilities

1. The Planning & Zoning Department shall adhere to any and all Kentucky Revised Statutes.
2. The Planning & Zoning Department shall provide reports to the Judge-Executive, the Treasurer, and the Fiscal Court as directed.

Section IX: Road Department

A. Function

The function of the Road Department is to maintain the County roadways in a safe condition for public use.

B. Services of the Road Department include:

1. Cleanup of storm damage along roadways following declared disasters.
2. Paving and resurfacing roads.
3. Patching potholes.
4. Maintaining road shoulders.
5. Cleaning snow and ice from County roads and parking lots of County owned buildings.
6. Maintaining rights-of-way by trimming brush and trees, and mowing.
7. Installing driveway drainage culverts and building necessary headwalls for driveways entering a County road.
8. Installing and maintaining traffic safety signs and street name signs.

39

9. Inspecting new subdivision streets constructed outside of city limits.
10. Performing mechanical repairs and service to County owned vehicles.

C. Departmental Responsibilities

1. The Road Department shall adhere to any and all Kentucky Revised Statutes.
2. The Road Department shall provide reports to the Judge-Executive, the Treasurer, and the Fiscal Court as directed.

Section X: Solid Waste

A. Function

The function of the Solid Waste Department is the management of the control, collection and disposal of solid waste within the County.

B. Services of the Solid Waste Department include:

- Insuring the proper collection of solid waste.
- Insuring the proper operation of the Nelson County landfill.
- Treating leachate in accordance with state regulations.
- Supervising the dead animal removal program.

C. Departmental Responsibilities

1. The Solid Waste Department shall adhere to any and all Kentucky Revised Statutes.
2. The Solid Waste Department shall provide reports to the Judge-Executive, the Treasurer, and the Fiscal Court as directed.

40

FISCAL COURT ORDERS

SEPTEMBER 16, 2025

BOOK 48

REGULAR-CLOSED SESSION OF NELSON FISCAL COURT
6:00 PM

PAGE 165

Section XI: Parks & Recreation

A. Function

The function of the Parks & Recreation Department is to develop and maintain parks and recreation programs within the County.

B. Services of the Parks & Recreation Department include:

1. Link parks, schools, neighborhoods and commercial areas throughout the County.

C. Departmental Responsibilities:

1. Review recreational facilities.
2. Track programs and inventory.
3. The Parks & Recreation Department shall provide reports to the Judge-Executive, the Treasurer, and the Fiscal Court as directed.

THIS ORDINANCE NO. 24-002 SHALL BECOME EFFECTIVE UPON PASSAGE, AND SHALL BE PUBLISHED ACCORDING TO KRS 424.


NELSON COUNTY FISCAL COURT


Jeff Hughes
Nelson County Judge-Executive

ATTESTED TO

Jeanette Sidebottom
NELSON COUNTY CLERK

APPROVED AS TO LEGALITY AND FORM BY:


Chip Skelley
NELSON COUNTY ATTORNEY

FISCAL COURT ORDERS

SEPTEMBER 16, 2025

BOOK 48

REGULAR-CLOSED SESSION OF NELSON FISCAL COURT
6:00 PM

PAGE 166

List Of New Employee(s)

Employee:	Job Title:	Part Time/Full Time
EMS		
William Sanders	AEMT	Part Time
Katherine Reisert	EMT	Part Time
Shelby Hunt	EMT	Part Time
Road		
Chad Cox	Driver/Laborer	Full Time

FISCAL COURT ORDERS

SEPTEMBER 16, 2025

BOOK 48

REGULAR-CLOSED SESSION OF NELSON FISCAL COURT

PAGE 168

6:00 PM

ORDINANCE NO. 2025-001 ORDINANCE FOR IMPLEMENTING CLASSIFICATION PLANS, COMPENSATION PLAN, AND POLICIES AND PROCEDURES

WHEREAS, the Nelson County Fiscal Court recognizes that a personnel system which recruits and retains a qualified motivated work force is indispensable to effective and efficient County government; and

WHEREAS, it is essential to have a classification plan, compensation plan, and policies and procedures in writing delineating all aspects of employment affected by said classification plan, compensation plan, and policies and procedures

NOW THEREFORE BE IT ORDAINED by Nelson County of the Commonwealth of Kentucky,

- That the classification plan, compensation plan, and policies and procedures attached hereto shall be the system of personnel administration for the County; and
- That the classification plan, compensation plan, and policies and procedures may be waived, altered, or suspended only by a change of ordinance

Adopted this _____ day of _____, 2025

Official: _____

Attest: _____

WELCOME

Welcome to the Nelson County. You have been chosen to work with us because your background indicates that you have the qualifications which characterize successful County employees.

The County recognizes the commitment required of our employees, and understands that quality employees are the County's most valuable resource.

These policies have been developed to provide you with information concerning the philosophy of our County in personnel matters. These policies will be effective as of October 1, 2019. There will be no retroactive claims on any of these policies except as expressly stated, and it is expected that all employees will be affected equally in relation to their purpose and implementation. Please read through the personnel policies, and discuss any questions you may have with your supervisor.

The efforts of our past and present employees have made our County's record one of pride and accomplishment. We are happy to have you on our staff and look forward to your contributions to our County.

JUDGE EXECUTIVE _____

DATE _____

STATEMENT OF PURPOSE

The Nelson County Fiscal Court recognizes that a personnel system which recruits and retains competent, dependable employees is indispensable to effective and efficient County government. These policies and procedures, classification and pay plans and job descriptions have been developed in order to achieve optimum efficiency, economy and equity in the pursuit of the County's goals and the utilization of its human resources.

The policies and procedures set forth hereinafter are intended to implement the personnel ordinance by providing procedures for:

- Classifying positions in the County service
- Recruiting persons for that service
- Compensating employees equitably for their service in the County, and
- Providing for their welfare.

SCOPE OF COVERAGE

The following Personnel Policies and Procedures have been adopted by the Nelson County Fiscal Court and are applicable to all persons employed or appointed to positions at all levels in the County government, with the exception of the following:

- All elected officials;
- Employees of the Sheriff, County Clerk, County Attorney and Jailor, unless expressly requested by the elected official to withhold;
- All members of boards and commissions;
- Consultants, advisors, and counsel rendering temporary professional services;
- Independent contractors; and
- Temporary or seasonal employees.

EQUAL EMPLOYMENT OPPORTUNITY

The Nelson County Fiscal Court seeks to provide equal employment opportunity to all its employees and applicants for employment and to prohibit discrimination based on race, color, religion, sex, national origin, age, disability, or because the individual is a member or associate. The County promotes equal opportunity in matters of hiring, training, promotion, pay, employee benefits and other conditions of employment.

AMERICANS WITH DISABILITIES ACT OF 1990

Nelson County complies with the American with Disabilities Act of 1990, as amended by the Civil Rights Act of 1991, which prohibits discrimination on the basis of disability and protects qualified applicants and employees with disabilities from discrimination in hiring, promotion, discharge, pay, job training, fringe benefits, and other aspects of employment.

The County will provide reasonable accommodations to qualified individuals with a disability who, with accommodations, can perform the essential functions of the job, unless the accommodations will impose an undue hardship on the County.

A. Any person (employee or citizen) who believes that he or she has been subjected to prohibited discrimination may personally, or by a representative, file a complaint with the office of the County Judge/Executive or Constitutional Officer. A person who has not previously been subjected to discrimination may also file a complaint.

B. When a person (citizen, applicant, or employee) believes he or she has been adversely affected by an act or decision by the County and that such act or decision was based on handicapped status, that person shall have the right to present a complaint or grievance in accordance with the following procedure:

- Step One: An aggrieved person must submit a written statement to the County Judge/Executive or Constitutional Officer setting forth the nature of the discrimination alleged and facts upon which the allegation is based.
- Step Two: The Judge/Executive or Constitutional Officer shall contact the complainant no later than fifteen (15) days after receiving the written statement to establish an informal meeting with the objective of resolving the matter informally. However, in no case shall the informal meeting be conducted later than five (5) days nor more than forty-five (45) days after receiving the written statement. There shall be prepared a written documentary of the discussions at the informal meeting, which shall be preserved in the records of the Nelson County.
- Step Three: Within fifteen (15) days of the informal meeting, the County Judge/Executive or Constitutional Officer shall issue a written decision on the matter, and the decision shall be the final procedure in the complaint at the local level.

C. There shall be prepared a written documentary of the discussion at the meeting, which shall be preserved in the records of the County.

DRUG-FREE WORKPLACE ACT OF 1988 - Policy Statement

It shall be the policy of the Nelson County that its employees shall be drug-free in compliance with the Drug-Free Workplace Act of 1988 (PL 100-659), Title V, subtitle D, including any future amendments. This publication provides details of this policy, a statement on campus of drugs in the workplace, sources of information and assistance and in the basis of a form each employee is required to sign regarding compliance.

It is the policy of Nelson County that no employee shall engage in unless that manufacture, distribution, dispensing, possession, or use of a controlled substance in the workplace. A controlled substance means a controlled substance as schedules I through V of the Controlled Substances Act (21 U.S.C. 812) and is further defined by regulations at 21 CFR 1308.11 through 1308.17, including any future additions or amendments.

FISCAL COURT ORDERS

SEPTEMBER 16, 2025

BOOK 48

REGULAR-CLOSED SESSION OF NELSON FISCAL COURT

PAGE 169

6:00 PM

The purpose of this policy is to avoid the dangers of drugs in the workplace as described further in this publication. Another purpose is to advise employees of available sources of counseling, rehabilitation, and employee assistance.

Each employee is notified hereby that they shall notify the County Judge Executive or Constitutional Officer within five (5) days of any criminal drug statute conviction for a violation in the workplace. Within thirty (30) days, the county shall take appropriate action.

Employees found to be abusing drugs, but not convicted of any drug statute violation, will be subject to appropriate personnel action up to and including termination, or be required to participate satisfactorily in a drug abuse assistance or rehabilitation program approved for such purposes. The employer is not required to pay for this rehabilitation.

Any employee violating the terms of this policy is subject to immediate dismissal.

SEXUAL HARASSMENT POLICY

Nelson County is aware of, and complies with, all federal and state equal opportunity laws which make it illegal for sexual harassment to occur within the work place. EEOC defines sexual harassment as "unwelcome sexual advances, requests for sexual favors and other verbal or physical conduct of a sexual nature" which constitute either sex discrimination or:

1. Submission to such conduct is either explicit or implicitly a term or condition of an individual's employment;
2. Submission to or rejection of such conduct by an individual is used as the basis for employment decisions affecting that individual; and/or
3. Such conduct has the purpose or effect of unreasonably interfering with an individual's work performance or creating an intimidating, hostile or offensive working environment.

If you feel you have been sexually harassed by anyone within the County government, please report the situation as soon as possible to your supervisor. If the person harassing you is your supervisor report the situation to the County Judge Executive or Constitutional Officer. An investigation will be initiated immediately, with corrective actions taken as appropriate. To the extent possible, confidentiality will be maintained in the investigation.

ADMINISTRATION OF THE PLAN

Pursuant to KRS 67.210 the County Judge Executive is the chief executive of the County and is given all powers and required to perform all duties of an executive and administrative nature vested in, or imposed upon the County or its Fiscal Court. The Judge Executive is responsible for the proper administration of the affairs of the County placed in his charge. Pursuant to KRS 67.210(7) the County Judge Executive, with the approval of the Fiscal Court, has the authority to appoint, suspend, and remove County personnel, within authority provided for by state statute. Notwithstanding the provisions of KRS 67.210(7), KRS 67.211(1) gives the County Judge Executive express authority to hire a Deputy County Judge Executive and a reasonable number of other assistants, secretaries, and clerical workers to work within the

Judge Executive office, who shall serve at his/her pleasure. The Fiscal Court, pursuant to KRS 64.250(4), is required to fix reasonable compensation for these positions.

The County Judge Executive is hereby designated as the County personnel administrator. In this capacity the Judge Executive may delegate such duties and functions as he/she deems appropriate.

EMPLOYMENT PROCESS

Announcement of Positions

1. Announcement of a position shall include such information as to where to apply, deadline for application, the title and pay range for the position, summary of duties of the position, and the position qualifications required. All written announcements of a position shall contain the following statement: "An Equal Opportunity Employer M/F/D/V."
2. Announcements for newly established or existing positions shall be made public in a newspaper of general circulation in the area. Existing positions may be filled from current applications on file or internal transfers when the County Judge Executive or Constitutional Officer deems it in the County's best interest. The County's work force will be notified by posting of job vacancies or newly established positions in a conspicuous place to which all employees have access. Employees' requests for consideration for the position shall be made to the County Judge Executive or Constitutional Officer in writing. Pay ranges for internal transfers shall be listed on announcements of vacancies.

Applications for Positions

1. The application form by which a person applies for a position shall require:
 - A. Information about the applicant's training and experience;
 - B. References and signed reference forms; and
 - C. Whatever additional information is required for an evaluation of the applicant's fitness for the position for which he applies.
2. Each application shall be reviewed by the County Judge Executive or Constitutional Officer and such other persons as the Judge Executive deems appropriate.
3. No person may be appointed to a position unless verified information on an official application form indicates that the person meets the required qualifications set forth in the position description for the position.
4. All application forms filed with the County shall be kept by the Judge Executive or Constitutional Officer or his/her designee, for the time required by law. All applications shall be acknowledged in writing.
5. All applicants shall be given a copy of the position description and appropriate forms to comply with Americans with Disabilities Act (ADA) and other requirements.

Appointments to Positions

1. There are four types of appointments:
 - A. **Introductory:** The first ninety (90) days of service in a position to which an employee has been appointed, promoted, re-employed, or reinstated shall constitute an introductory period. Upon successful completion of the introductory period, the employee shall receive regular status. If at any time during the introductory period the appointing authority determines that the services of the employee have become unsatisfactory or are no longer needed, an employee may be separated from his/her position without the right of appeal or a hearing.
 - B. **Full-time:** After successful completion of an introductory period, full-time appointments are made on a full-time basis to full-time established positions for an indefinite period.
 - C. **Part-time:** Appointments may be made on a part-time basis in part-time positions for an indefinite period.
 - D. **Temporary:** Temporary appointments are made on a full-time or part-time basis, to a temporary or regularly established position, for a specified period of time not to exceed nine (9) months, unless otherwise approved by the Fiscal Court.
2. Full-time employment shall be entitled to all benefits as provided in these policies. Part-time or temporary employees shall not be entitled to any benefits unless otherwise stated in these policies.
3. The qualifications of an applicant for a position shall be ascertained on the basis of one or more of the following:
 - A. Information the applicant supplies on an application form prescribed and supplied by the County.
 - B. Written performance or physical examinations.
 - C. Interviews.
 - D. Information and evaluations supplied by the references whom the applicant identifies on the application form; and
 - E. Other appropriate means.
4. All persons who qualify for an appointment to a position of a particular classification shall be considered by the County Judge Executive or Constitutional Officer for appointment. No person may be appointed to a position unless verified information on an official application form indicates that the person has the desired qualifications set forth in the position description.
5. All County employees shall be appointed and removed by the County Judge Executive or Constitutional Officer, with approval of the Fiscal Court, unless they are employees appointed pursuant to the authority granted to the Judge Executive or Constitutional Officer by KRS 67.211(1).

FISCAL COURT ORDERS

SEPTEMBER 16, 2025

BOOK 48

REGULAR-CLOSED SESSION OF NELSON FISCAL COURT
6:00 PM

PAGE 170

ORIENTATION OF NEWLY EMPLOYED PERSONNEL

1. An orientation shall be made available to all new employees by their supervisor as soon as possible after their first day of employment.
2. The orientation shall consist of the following elements:
 - A. Explanation of the purpose and goals of the County;
 - B. Overview of the County's history, structure and operations;
 - C. Overview of management policies and procedures; and
 - D. Other elements deemed appropriate.

PERSONNEL RECORDS

1. A personnel file shall be maintained for each County employee by the Personnel Officer or person supervising the Personnel Officer. All changes in the status of employees shall be recorded in these files, which shall be retained and maintained in accordance with applicable state and federal laws.
2. The file shall show:
 - A. The employee's name, address and phone number or phone where employee may be reached;
 - B. Position title;
 - C. Hiring date;
 - D. Departmental assignment;
 - I. Salary;
 - J. All changes in status as a County employee;
 - K. Latest standards, LEP-4, internal promotion requirements;
 - L. Whichever additional information the rules, regulations, other governing laws, or the County requires.
3. Personnel records of the County shall be public records as defined and controlled by the appropriate provisions of the Nevada Constitution. They will be retained in accordance with the retention schedules adopted by the State Archivist and Records Commission.

CLASSIFICATION OF EMPLOYEES

1. All employees of Nelson County shall be classified as full-time, part-time, or temporary/seasonal.
 - A. Regular Full-Time Employee: An employee who works at least 35 hours per week on a regularly scheduled basis;
 - B. Regular Part-Time Employee: An employee who works less than 35 hours per week, but on a regularly scheduled basis;
 - C. Temporary or Seasonal Employee: An employee who works in a position which is of a temporary nature, either full-time or part-time. The position may be needed to meet a peak work load or for a seasonal type program such as summer

12

recreation. The maximum time limit for temporary or seasonal employees is (9) months.

2. Only full-time or part-time employees occupy regular positions.
3. Full-time employees in regular positions shall be entitled to all benefits provided by the County. Part-time and temporary employees shall not be entitled to any benefits, unless specified otherwise by the Fiscal Court.

EMPLOYMENT OF RELATIVES

The employment of relatives is addressed in the Nelson County Ethics Ordinance, No. 2025-0001. The hiring practices of the County shall reflect the standards set forth in this ordinance.

CONDITIONS OF EMPLOYMENT

INTRODUCTORY PERIOD

Initial:
All persons initially appointed to regular positions shall be on an initial introductory period of ninety (90) days. For part-time positions, the introductory period shall be equal to 500 hours of employment.

Probationary:
Any employee who has served an initial introductory period and is promoted from within the County service to a new position shall be on an introductory period (referred to as a probationary introductory period) in the new position for a period of ninety (90) days, except for a part-time employee, who has worked for 500 hours and is promoted to a full-time position in the same job or to the worked part-time.

1. a. While on an initial introductory period, an employee may be dismissed at any time without right of appeal.
b. An employee serving a probationary introductory period may be reinstated, without right of appeal, to the position from which he/she was promoted or to a position comparable to the one from which he/she was promoted.
2. a. The introductory period may be extended for a class of positions if it is deemed that a longer period is needed to learn the work and evaluate that effectiveness of the work performance.
3. Prior to the completion of the initial ninety (90) day introductory period, the employee's performance shall be evaluated on a preliminary basis by the supervisor or department head. A determination shall be made at that time relevant to continuation of the introductory period.

13

4. During the initial introductory period, a new employee shall not take vacation or sick time which has been earned or accrued. If an employee terminates before the end of the introductory period, no pay more will be made for any benefits earned or accrued.

TRANSFER

Any employee occupying a regular position may request a transfer from one position to another comparable position, provided the position to which the employee is transferred is one for which he/she possesses the appropriate minimum qualifications, and provided that the position applied for is vacant. The request must be in writing.

A full-time employee occupying a regular position shall be given consideration for the transfer; however, if the County Judge/Executive or Constitutional Officer determines that the best interests of the County necessitate the appointment of an applicant not currently employed by the County, the position may be filled by appointment of a person from outside the government.

PROMOTION

1. When a vacancy occurs in a position above the entrance level, consideration shall be given to promotion of present employees. However, if the County Judge/Executive or Constitutional Officer deems that the best interests of the County necessitate the appointment of an applicant not currently employed by the County, the position may be filled by appointment of a person from outside the government.
2. An employee occupying a regular position may be promoted from one position to a higher position only if he/she possesses the minimum qualifications for the higher position and if the position is vacant.

DEMOTE

In the event an employee becomes unable to perform the duties as stated in the position description, he/she may be transferred or demoted in lieu of taking any disciplinary action, provided the employee meets the qualifications for the demoted position, and the position is vacant. The employee's salary in the position to which he/she is demoted shall not exceed the maximum salary for the position, as established in the County's compensation plan.

RESIGNATION

1. An employee wishing to resign should inform his/her supervisor or department head of the intended resignation as soon as possible after the decision is made. The notice shall be in writing, and shall include the effective date of the resignation.
2. An employee's resignation and its attending reasons, if stated, shall be recorded in the employee's personnel file.

14

3. The termination date of an employee who resigns and is reinstated will be the latest date of employment.
4. Any employee who is absent from work for three (3) consecutive work days without notifying his/her department head of the reasons for the absence will be considered to have abandoned the job and may be terminated from employment unless extraordinary justification is given which justifies the employee's failure to provide notification.

EXIT INTERVIEW

Employees departing employment with the County are encouraged to participate in an exit interview. Such an interview enables the Personnel Officer to obtain information to reduce employee turnover, provide better employee selection, improve working conditions, and obtain information that could lead to improved employee morale.

LAYOFF (REDUCTION IN FORCE - RIF)

1. The County Judge/Executive or Constitutional Officer, with the approval of the Fiscal Court, may lay off an employee or employees because of lack of work or funds. The order of layoff shall be determined by the needs of the County.
2. Consideration shall be given to the seniority and merit of persons being considered for layoff.
3. Temporary seasonal and initial introductory employees shall be laid off before employees occupying regular positions affected by layoff.
4. Two (2) weeks before the effective date of the layoff of an employee occupying a regular position, the County Judge/Executive or Constitutional Officer shall notify the employee of the layoff in writing. The notice shall explain the reasons for a decision of the layoff (if known) a copy of the notice shall be placed on the employee's personnel file.
5. An employee who has given satisfactory service and is laid off shall be eligible for reemployment in other positions, provided the layoff meets the qualifications for the position and provided that the other position is vacant.

REEMPLOYMENT/REINSTATEMENT

The County Judge/Executive or Constitutional Officer, with the approval of the Fiscal Court, may reemploy any former employee who has resigned from the County with a satisfactory employment record or who has been laid off because of lack of work or funds.

RETIREMENT

The County does not have a mandatory retirement age for its employees. It does participate in the County Employees Retirement System (ERS). All eligible employees must

15

FISCAL COURT ORDERS

SEPTEMBER 16, 2025

BOOK 48

REGULAR-CLOSED SESSION OF NELSON FISCAL COURT

PAGE 171

6:00 PM

Follow current CERA requirements. All full-time employees, non-temporary working over 160 hours per month are required to contribute a percentage of their gross salaries to the system. All new employees must work for six (6) months before participation begins. Any employee coming to work for the County that is currently enrolled in the State or County Retirement shall be eligible for retirement benefits on the first day of employment with the County.

DEFERRED COMPENSATION PROGRAM

Each full-time employee and each part-time employee may participate in the Kentucky Deferred Compensation Program. This program usually considered as a supplement to the County retirement program, allows the employee to invest in a 401K, 457 or ROTH IRA program within the state program. The employer makes all contributions to this program. The County does not make contributions on behalf of the employee.

PROGRESSIVE DISCIPLINE

1. The policy of the County is to be patient, fair and consistent in the administration of the organization and its employees. When problems arise, emphasis is on improvement and/or correction rather than punishment. However, unless continued or unacceptable breaches of County employment rules must be dealt with fairly under a consistent disciplinary policy which applies to all employees with the exception of the Sheriff's Department.

2. When an employee fails to follow any rule, regulation, operating procedure or job requirement, one of the following sanctions shall apply, depending upon the circumstances involved and the severity of the offense:

a. Verbal Warning

- (1) In the case of a minor infraction, the immediate supervisor or department head shall administer the verbal reprimand without recourse as soon as possible after the offense.
- (2) The date of the verbal reprimand, along with a description of the infraction which prompted the reprimand and any comments the employee may have made, shall be noted by the person giving the reprimand in his/her own supervisory file.

b. Written Warning

- (1) In the case of either a second minor infraction or a more serious first infraction, the immediate supervisor or department head shall give the employee a written warning, specifying the reasons for such warning and noting any previous verbal and/or written warnings.
- (2) Written warnings shall state that the employee's performance will now be reviewed on a daily basis for improvement and shall explain the consequences of continued infractions.
- (3) The employee shall sign the written warning on the warning shall be signed by a witness. A copy of the written warning shall be forwarded to the Personnel Clerk to be placed in the employee's personnel file.

18

c. Suspension

- (1) After either a serious violation or repeated minor violations, the supervisor or department head shall request, in writing, that the County Judge/Executive or Constitutional Officer suspend the employee with or without pay. The request shall include the reasons for the suspension, along with details of previous disciplinary actions taken against the employee.
- (2) The County Judge/Executive or Constitutional Officer, with the approval of the Fiscal Court, may suspend an employee for any period up to and including four (4) calendar weeks, depending upon the officer's severity.
- (3) When a decision to suspend an employee is made, the County Judge/Executive or Constitutional Officer shall provide written notification to the employee within three (3) working days. The notice shall include the reasons for and duration of the suspension. Any "hold" State Road employee not working a safety vest will be given a verbal warning for the first occurrence and then suspended without pay for one (1) day for the second occurrence. Any further violation will be considered a serious violation and become subject to other disciplinary action.
- (4) Employees suspended without pay for a period of four (4) calendar weeks shall forfeit all fringe benefits, with the exception of medical coverage.

Suspension With Pay

In situations where the County has become aware of alleged misconduct by an employee which, if substantiated, could result in disciplinary action, the appointing authority may suspend the employee with pay if it is determined to be in the best interest of the public, confidence in governmental oversight of its employees, or to ensure the integrity of County's equity into the allegations.

In the event it is necessary to suspend an employee with pay, the following procedure shall be observed:

- (1) The County shall, if possible, immediately provide verbal notification to the employee, followed by a written notification, within three (3) working days, informing him/her of the suspension and the nature of the allegations being investigated.
- (2) Consistent with existing personnel procedures, the County shall immediately begin an investigation into the allegations against the employee. This investigation shall be carried out expeditiously, and its findings shall be reported beyond what is considered reasonable and necessary to conduct a complete investigation.
- (3) Upon reaching a determination as to the culpability of the employee, the appointing authority shall take action as follows:
 - (a) In the event the allegations against the employee are valid, the appointing authority shall initiate disciplinary action as deemed appropriate. These actions shall not include payment of wages in the event the suspension is extended beyond the investigative period, or

17

iii. In the event the allegations against the employee are proven to be false, the employee shall immediately be reinstated to his/her position.

24. During the time an employee is on suspension with pay he is considered to be performing services for the County. Therefore, the employee must continue available to return to work, within 24 hours of receiving written or verbal confirmation of his/her reinstatement from the appointing authority. In the event the employee is notified of this reinstatement verbally, the County shall provide written confirmation within one (1) working day.

25. Nothing in this policy or procedure should be construed as limiting the authority of the local government to suspend an employee without pay in those instances where such action is deemed appropriate.

d. Dismissal

(1) When an offense is continuously repeated, or circumstances are serious enough for discharge on the first offense, a supervisor or department head may recommend dismissal of an employee. The recommendation shall include the reasons for dismissal, details of previous disciplinary action taken against the employee, and the recommended effective date and time of discharge.

(2) Upon review of the supervisor or department head recommendation to dismiss, the County Judge/Executive or Constitutional Officer shall provide the employee with a letter of intent to dismiss containing: (a) the reasons for dismissal; (b) the details of previous disciplinary actions taken against the employee; and (c) the recommended effective date and time of the intended discharge.

Dismissal - Preliminary Hearing

(a) An employee who has been notified of an intent to dismiss has the right to appear personally or with counsel at a preliminary hearing held before the Fiscal Court.

(b) The request for a preliminary hearing must be made within five (5) working days of the employee's receipt of the letter of intent to dismiss, excluding the day it was received. If the employee does not submit a request for a preliminary hearing within five (5) working days, it will be deemed that the employee has waived his/her right to a preliminary hearing.

(c) The preliminary hearing shall be held within five (5) working days after receipt of the employee's request, excluding the day it was received.

(d) The preliminary hearing is informal. It gives the employee the opportunity to respond to charges contained in the letter of intent to dismiss.

(e) Within five (5) working days, excluding the day of the preliminary hearing, the Fiscal Court shall make a final determination on the termination. The employee will be notified, in writing, of the Fiscal

18

Court's decision by the County Judge/Executive or Constitutional Officer. The decision of the Fiscal Court shall be final.

(1) Such action shall be recorded by the employee's personnel file.

Common Infractions

The following is a list of common infractions. While this list does not include all actions that call for disciplinary action, it is intended as a guide to assist in identifying acts that are in conflict with the principles and goals of an efficient work force.

- A. Excessive absenteeism, however, extended travel times.
- B. Gambling while on duty.
- C. Abuse of sick leave.
- D. Insubordination.
- E. Possession of County property.
- F. Leaving work without authorization.
- G. Intoxication or use of intoxicants while on duty.
- H. Reporting to work under the influence of drugs or alcohol.
- I. Unauthorized use of County vehicles.
- J. Provoking or exciting a fight, or fighting during work hours.
- K. Misconduct (physical or verbal) of coworkers.
- L. Willful neglect or abuse of County property; or
- M. Deliberate falsification of time records.

POLITICAL ACTIVITY

1. No employee, as a condition of employment or continued employment, shall be required to contribute to a campaign or campaign for any candidate for political office.

2. No employee of the County shall engage in political activity during his/her assigned duty hours, while in uniform or while on County premises.

EMPLOYEE BONDING

All applicants seeking County employment which involves the handling of County funds or writing County checks shall be bondable. All employees involved in handling County funds shall be bonded at the expense of the County.

DRUG AND/OR ALCOHOL TESTING - MARIJUANA

ABUSE POLICY (Amended 6-5-07)

Section 1: Statement of Policy

Nelson County Fiscal Court is committed to providing a safe work environment and to fostering the well-being and health of its employees. That commitment is jeopardized when any

18

FISCAL COURT ORDERS

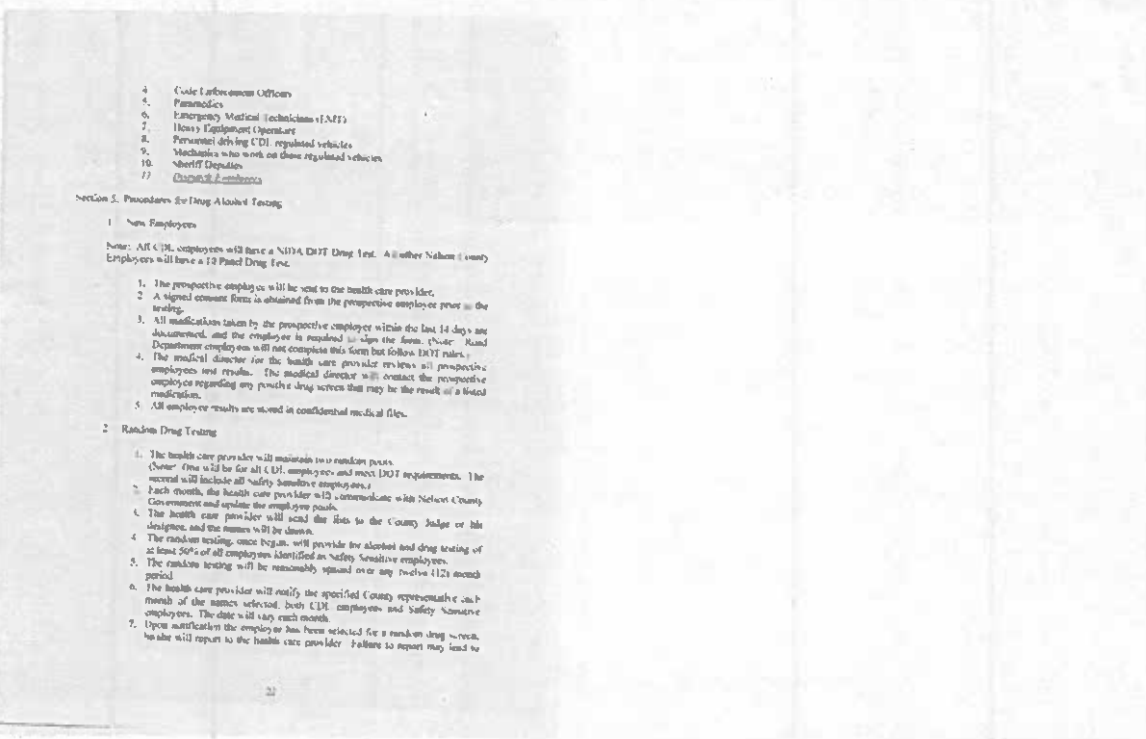
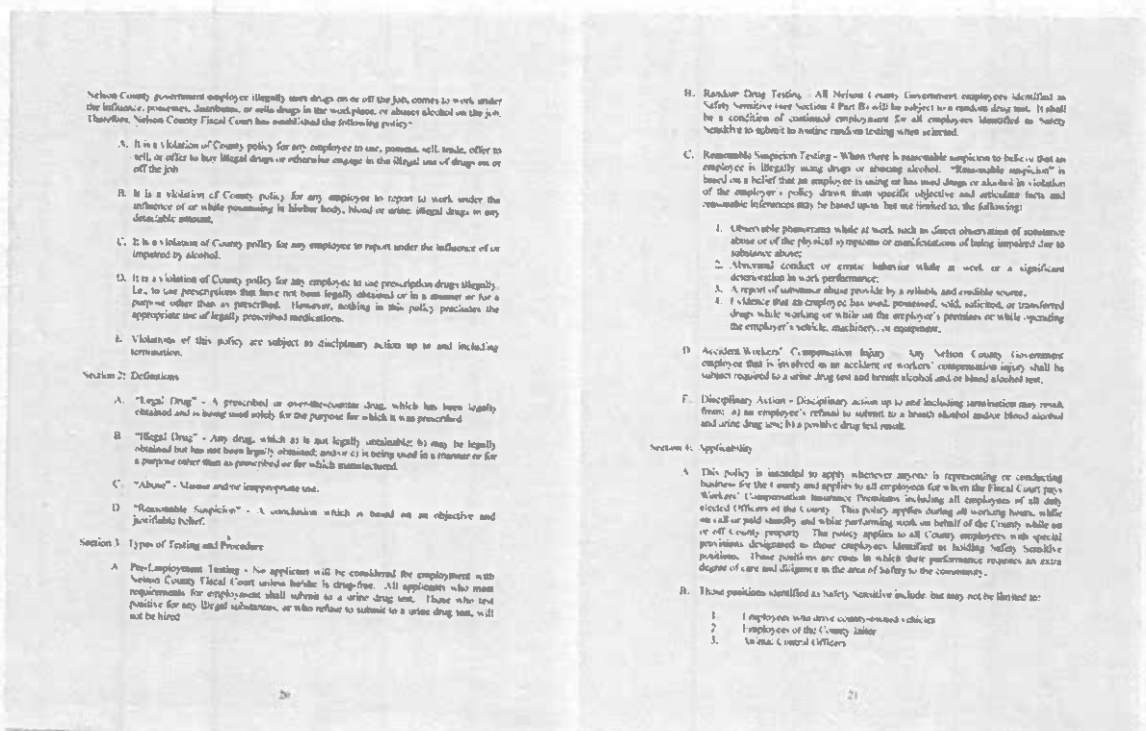
SEPTEMBER 16, 2025

BOOK 48

REGULAR-CLOSED SESSION OF NELSON FISCAL COURT

PAGE 172

6:00 PM



FISCAL COURT ORDERS

SEPTEMBER 16, 2025

BOOK 48

REGULAR-CLOSED SESSION OF NELSON FISCAL COURT

PAGE 173

6:00 PM

disciplinary action or termination. All employees must be on the clock during the test.

8. A signed consent form is obtained from the employee prior to the testing.

9. All medications taken by the employee within the last 14 days are documented, and the employee is required to sign the form. (Note: Road Department employees will not complete this form but follow their rules.)

10. The medical director for the health care provider reviews all employees test results. The medical director will contact the employee regarding any positive drug screen that may be the result of a listed medication.

11. All employee results are stored in confidential medical files.

5. Randomized Suspicion

1. Nelson County Government will call and advise the health care provider that they need to send an employee for this type of testing.

2. A breath alcohol test and/or blood alcohol test and urine drug screen will be performed for all reasonable suspicion. If after hours, test will be performed the next business morning.

3. A signed consent form is obtained from the employee prior to the testing.

4. All medications taken by the employee within the last 14 days are documented, and the employee is required to sign the form. (Note: Road Department employees will not complete this form but follow their rules.)

5. The medical director for the health care provider reviews all employees test results. The medical director will contact the employee regarding any positive drug screen that may be the result of a listed medication.

6. All employee results are stored in confidential medical files.

6. Accident/Workers' Compensation Injuries

1. Nelson County Government will call and advise the health care provider that they need to send an employee for this type of testing.

2. A breath alcohol test and/or blood alcohol test and urine drug screen will be performed for all post-accident testing. If after hours, test will be performed the next business morning.

3. A signed consent form is obtained from the employee prior to the testing.

4. All medications taken by the employee within the last 14 days are documented, and the employee is required to sign the form. (Note: Road Department employees will not complete this form but follow their rules.)

5. The medical director for the health care provider reviews all employees test results. The medical director will contact the employee regarding any positive drug screen that may be the result of a listed medication.

6. All employee results are stored in confidential medical files.

2. Reporting of Results

All test reports will be sent to the County Judge's office of Nelson County Fiscal Court. County Judge's results will be mailed to County Attorney's office.

NELSON COUNTY, MENTALITY DRUG-FREE WORKPLACE CERTIFICATION

Employees are hereby notified that the unlawful manufacture, distribution, dispensing, possession or use of a controlled substance. A controlled substance means a controlled substance as schedules I through V of the Controlled Substances Act (21 U.S.C. 812) and as further defined by regulation at 21 CFR 1308.11 through 1308.15, including any future additions or amendments. As a condition of employment, employees will:

-Abide by the terms of the County's drug-free workplace policies

-Notify the employer of any criminal drug statute conviction for a violation occurring in the workplace no later than five (5) days after such conviction

PENALTIES for drug abuse violations occurring in the workplace will include:

-Requiring the employee to participate satisfactorily in an appropriate drug abuse assistance or rehabilitation program, or

-Taking appropriate personnel action up to and including termination.

If a supervisor has reasonable cause to suspect an employee is using drugs on the job or reporting to work under the influence of the same, he/she is to refer the employee to the Personnel Officer/County Judge for appropriate action.

An employee reporting to work on medication prescribed by a medical physician, which impairs job performance, or to immediately notify his/her supervisor. The employee must submit a doctor's note indicating how the medication would affect his/her job performance and/or health and safety of others. An appropriate steps may be taken by supervisors to allow use any hazards.

THE DRUG-FREE AWARNESS PROGRAM is intended to inform employees about:

The dangers of drug abuse in the workplace

The employer's interest in maintaining a drug-free workplace

Any available drug counseling, rehabilitation, and employee assistance programs

The penalties that may be imposed upon employees for drug abuse violations occurring in the workplace

PLACE OF PERFORMANCE: At Nelson County work stations

I certify that I have read and will abide by Nelson County's Drug-Free Workplace Policy.

Employee Signature _____ Date _____

COMPENSATION PLAN

Pay Plan

1. A pay plan prepared pursuant to the personnel ordinance shall prescribe for each class a minimum and a maximum rate of pay and whatever intermediate steps, if any, the County Judge Executive and Fiscal Court deem equitable.

2. Salary grades are determined by the relative difficulty and responsibility of the positions of the class, minimum qualifications, prevailing rates of pay, cost of living factors, the financial policy of the County and other relevant considerations.

3. At least once each year, the County Judge Executive or his/her designee may:

a. Compare the County's salary rates, compensation policies and personnel development of the County with those of other employees, public and private, in the area.

b. Analyze fluctuations in the cost of living.

c. Make recommendations for amendment of the pay plan based upon comparison, analysis and examination.

4. Employees shall be given consideration prior to the beginning of the fiscal year for increase to the next step of the grade assigned to their position, pending satisfactory service and availability of County funds.

5. An appointee to a new position shall receive the minimum salary for the class to which the position is allocated, except that the County Judge Executive and Fiscal Court may, cause the appointee to be made at a salary above the minimum:

a. In cases of unusual difficulty in filling the position; or

b. In hiring exceptionally qualified personnel.

In cases where appointments have been made above the minimum, justification for these appointments shall be made by the County Judge Executive in writing.

Hours of Work

1. Each employee shall work according to a schedule of hours determined by his/her supervisor. Non-supervisory full-time employees shall work at least 35 hours per week.

2. Flexible work schedules may be utilized as agreed to in writing between each employee and his/her department head with the County Judge/Executive or Constitutional Officer approval.

3. Mandatorily Required Work. The nature of services provided by County government may require additional work beyond regular work hours. Department heads may require work beyond regular scheduled hours.

Overtime

1. In order to determine whether an employee will receive overtime pay for hours worked in excess of forty (40) hours per week, such claim shall be declared "excepted" or "non-exception" in accordance with provisions of existing labor laws. Excepted employees shall not be compensated in cash for overtime worked. Non-exception employees shall receive overtime pay at the rate of one and one-half (1.5) times the hourly wages for actual hours worked in excess of forty (40) hours in any work week. Non-exception employees who are required to work all seven (7) days in a work week shall receive overtime pay at the rate of one and one-half times the hourly wage for all hours worked on the seventh day of the work week (if the cumulative work) until exceeds 40 hours.

2. Time off with pay (such as vacation or sick leave) may not be considered as hours worked for overtime pay purposes.

3. Holidays for which employees are paid, but which are not worked, cannot be used for computing overtime.

4. Overtime work shall be approved in advance by the employee's immediate supervisor whenever possible and shall be kept at the minimum consistent with maintenance of essential services and the County's financial resources.

Call-Out Pay

The nature of services provided by County government sometimes requires that employees may be called out to perform certain types of work. It is the policy of the County that any employee who is called out to perform work on an "on-call" basis shall be paid a minimum of four (4) hours pay at the employee's regular rate of pay.

Workweek

1. The official workweek begins on Saturday at 12:01 a.m. and ends on Friday at midnight, which the exception of EMS department, whose workweek begins at 7:01 a.m. on Friday and ends on the next Friday at 7:00 a.m.

2. The County may change the official workweek at any time, but not to avoid overtime provisions.

Outside Employment

County employees use their primary work allegiance and energies to their County job. Any outside employment which interferes with or creates a conflict of interest with the employee's County employment is prohibited.

EMPLOYEE BENEFITS

Employee benefits constitute a basic agreement in personnel administration. Benefits provided by Nelson County include the following:

FISCAL COURT ORDERS

SEPTEMBER 16, 2025

BOOK 48

REGULAR-CLOSED SESSION OF NELSON FISCAL COURT

PAGE 174

6:00 PM

Holidays

- All full-time employees occupying regular positions shall receive time off or equivalent compensation at the regular rate of pay for each holiday. Holidays include:
 - The first day of January (New Year's Day)
 - Good Friday (half day)
 - The last Monday in May (Memorial Day)
 - The Fourth of July (Independence Day)
 - The first Monday in September (Labor Day)
 - The fourth Thursday in November (Thanksgiving Day) and the following Friday
 - The twenty-fourth day of December (Christmas Eve) and the twenty-fifth day of December (Christmas Day)
- When any holiday listed above falls on a Saturday, it will be observed on the preceding Friday. When any holiday listed above falls on a Sunday, it will be observed on the following Monday.
- In addition to the above, any day may be designated as a holiday by proclamation of the County Judge/Executive, with the approval of the Fiscal Court.
- Holiday pay is pay at the regular rate.
- Employees who are on unpaid leave the scheduled work day before and the scheduled work day after a holiday will not receive holiday pay.

Vacation Leave

- All employees occupying regular full-time positions shall be entitled to vacation leave on the following schedule and said schedule shall be retroactive for all employees who were hired on or after September 1, 2018.

Anniversary Date	Prorated Vacation	Total
90 days	24 hours	24 hours
1 year	48 hours	48 hours
2 years, 3 years and 4 years	60 hours	60 hours
5 or more years	72 hours	72 hours
- All employees will receive his/her earned vacation balance on the pay date that includes their employment anniversary date. Any employee who takes unpaid time off during their twelve (12) month time period preceding their anniversary date will be awarded a prorated amount of vacation time. The prorated amount will be calculated based on actual paid hours in the prior twelve (12) months. You must have 1,620 paid hours to receive the full annual vacation. Employees receiving Worker's Compensation benefits will be awarded no paid hours.

- Vacation leave may not be taken by employees during an initial introductory period; employees on provisional/introductory period may take accrued vacation leave.
- Vacation leave should be requested two (2) weeks in advance. Vacation leave may be disapproved if the employee's services are required at the requested time.
- An employee may accrue vacation leave up to 240 hours. All vacation leave accrued over 240 hours will be credited to sick leave.
- If you resign or are dismissed from County government, you will be paid for all accumulated vacation leave up to the legal maximum hours (240) that you are permitted to carryover from year to year and for unused bank time, provided that you give Nelson County at least 14 calendar days written notice of your final work day. If you do not give 14 days notice, the County can refuse to pay you for any vacation time that you have accumulated.
- When a former employee is rehired, the person shall be considered a new employee for vacation leave purposes.
- Employees absent because of sickness, injury or disability may use accrued vacation leave instead of accrued sick leave.
- Compensation in cash for vacation and/or sick leave in lieu of time off may be given up to 48 hours every six (6) months but you shall not go back to 48 hour balance.
- The Personnel Clerk shall ensure that accurate records are kept for vacation leave balances, vacation leave taken, and the current accrued leave for each employee. Vacation leave must be taken in increments of not less than one (1) hour, with the exception of FMS department, which shall be four (4) hour increments.

Sick Leave

Sick leave is provided so that an employee will not be seriously handicapped financially if he or she is unable to work because of illness. Sick leave abuse may be cause for personnel action, up to and including dismissal.

All employees occupying regular full-time positions shall be entitled to sick leave on the following schedule and said schedule shall be retroactive for all employees who were hired on or after September 1, 2018.

Time of Continuous Service	Earned Sick
90 days	12 hours
6 months	12 hours
9 months	12 hours
1 year	12 hours
1 1/2 anniversary date thereafter	48 hours

- All employees occupying full-time regular positions shall receive four (4) hours of sick leave credit for each month of service.
 - All employees will receive his/her earned sick balance on the pay date that includes their employment anniversary date.
 - Sick leave credit may be utilized by employees when they are unable to perform their duties because of sickness, injury, childbirth, or when they are quarantined, or when their absence from work is required due to sickness in the immediate family.
 - All foreseeable leave for such purposes shall require specific, prior written approval of the department head.
 - In the event of sick leave is taken for three (3) consecutive days for any purpose, the department head or Personnel Officer shall require a certificate from a medical doctor giving information as to the circumstances involved.
 - Children with the Pregnancy Discrimination Act of 1978 (pregnancy childbirth) shall be treated as a temporary disability, and is eligible for use of sick leave. The ability of the employee to return to work shall be determined by the employee's physician, consistent with the individual medical needs of the employee. After returning to work the employee must provide documentation from their physician indicating the employee may return to their job.
- All employees will receive his/her earned sick balance on the pay date that includes their twelve (12) month time period preceding their anniversary date will be awarded a prorated amount of sick time. The prorated amount will be calculated based on actual paid hours in the prior twelve (12) months. You must have 1,620 paid hours to receive the full annual sick. Employees receiving Worker's Compensation benefits will be awarded no paid hours.
- When an employee takes sick time, his/her immediate supervisor shall be informed of the fact and the amount thereof no later than one hour before the time the employee is scheduled to report to work. Failure to notify the supervisor may be cause for disallowing the use of sick leave during the period of absence.
- Absence for a part of a day that is comparable to sick leave shall be charged pro-rata based on an amount not smaller than one hour.
- The County Judge/Executive or his/her designee shall keep records of sick leave allowances, sick leave taken and balance of sick leave allowance for individual employees. An employee who fraudulently obtains sick leave or a department head falsify certifying sick leave allowance for absence from work, may be suspended or dismissed. Abuse of sick leave shall be cause for disciplinary action, up to and including dismissal.

- Advances on account of sickness, injury or disability in excess of that authorized for such purposes may, at the request of the employee, and with the approval of the department head, be charged to a vacation leave credit.
- The number of sick hours that employees may accrue shall be unlimited.
- Upon retirement or termination employees must apply up to six (6) months (equivalent to 1008 hours) earned sick leave towards retirement, consistent with regulations governing such use by the County Employees Retirement System.
- Compensation in cash for sick and/or vacation leave in lieu of time off may be given up to 48 hours every six (6) months but you shall not go back to 48 hour balance.

FAMILY AND MEDICAL LEAVE ACT OF 1993

The Family and Medical Leave Act of 1993 requires "covered" employers with at least 50 employees to provide "eligible" employees with up to 12 weeks of unpaid, job-protected leave in a 12 month period for specified family and medical reasons.

EMPLOYEE COVERAGE:
The FMLA applies to all public agencies, including state, local, and federal employees. Nelson County is a "covered" employer as defined in the legislation.

Nelson County hereby adopts the most current version of the United States Department of Labor, Wage and Hour Division Publication on Employee Rights and Responsibilities Under the Family and Medical Leave Act, the most current version of which is attached hereto incorporated by this reference and which shall be updated in any revisions of said publication.

LEAVE ENTITLEMENT:
Nelson County will grant an eligible employee up to a total of 12 workweeks of unpaid leave during any 12 month period, beginning from the date an employee's first FMLA leave begins, for reasons set forth in the above referenced publication.

SUBSTITUTION OF PAID LEAVE:
It is the policy of Nelson County that employees will be required to substitute accumulated paid leave for FMLA leave. Respectively, the employee shall utilize sick leave and vacation leave in place of unpaid leave. In the event the employee does not have 12 weeks of accumulated leave, the remainder shall be unpaid leave.

The County expressly reserves the right to deny the previous job to "lay employees" in instances where such reduction would result in substantial and proven economic injury to the County. "lay employee" is defined as a qualified FMLA-eligible employee who is among the highest 10 percent of all County employees.

FISCAL COURT ORDERS

SEPTEMBER 16, 2025

BOOK 48

REGULAR-CLOSED SESSION OF NELSON FISCAL COURT
6:00 PM

PAGE 175

Insert WHD Publication 1429 Revised February 2015

General Leave

1. Employees occupying regular full-time positions shall be granted three (3) consecutive paid working days off in case of death in the immediate family.
2. Immediate family shall include parents, grandparents, spouse, brothers, sisters, children, and grandchildren, current mother-in-law and current father-in-law.
3. Employees occupying regular full-time positions shall be granted one (1) working day off in case of death of grandparents-in-law, sister-in-law, brother-in-law of current marriage, any related step-family, niece and nephew (on both sides of family), aunt and uncle on both sides of the family, and current non-in-law and current stepmother-in-law.
4. In the event an employee desires to extend leave beyond three (3) working days due to a death in the immediate family, the employee may use sick leave, vacation leave, or time without pay upon receiving approval from the County Judge/Executive.

Special Leave

1. The County Judge/Executive may authorize special leave of absence with or without pay for employees occupying regular positions for any period or periods not to exceed two (2) weeks in any calendar year for purposes deemed beneficial to the County.
2. The County has created a sick vacation leave sharing program. An employee who has accrued a sick/vacation leave balance of more than seventy-five (75) hours may request in writing that the appointing authority of the County for which the employee works, make available for transfer a specified amount of his or her sick/vacation leave balance to another named employee authorized to receive sick/vacation leave. The employee may not request a transfer of an amount of sick/vacation leave that would result in reducing his or her sick/vacation leave balance to less than seventy-five (75) hours.
3. Upon recommendation of the Fiscal Court, the County Judge/Executive may authorize special leave with or without pay for employees in regular positions for any period or periods for purposes that are deemed beneficial to the County.

Military Leave (NRS 61.196)

Any employee occupying a full-time regular position with the County who is a member of the National Guard or any reserve component of the Armed Forces of the United States, or of the Reserve Corps of the United States Public Health Service, shall be entitled to paid military leave for intervals not exceeding fifteen (15) calendar days in any one calendar year for the purpose of attending annual mandatory training. A request in writing for military leave must be presented to the Personnel Director not less than two (2) weeks prior to the beginning of the leave period. Failure to give such notice shall be cause for refusal to pay for such leave.

31

32

Voting Leave (NRS 116.015)

Any County employee entitled to vote at any election in this state shall, if he/she has made application for leave prior to the day of election, be entitled to absent himself from any services or employment of the County for a period of four (4) hours on the day of the election, between the time of opening and closing the polls. The County maintains the authority to specify the hours during which the employee may take voting leave. Voting leave shall be unpaid leave.

Jury Duty/Call Leave

1. In the event an employee is required to serve on a jury, he/she shall be compensated at the normal rate of pay while serving on jury duty. All employees serving on jury duty shall be placed on work leave during the times required by the courts.
2. County employees required to appear in court in a case related to their employment shall be paid at the normal rate of pay they normally receive. When court time and normal work hours exceed fifty (50) hours in a specific work week, the overtime rate shall be paid.
3. An employee involved in a personal case, either as a plaintiff or defendant, in a suit not resulting from duties performed on behalf of the County, may be granted leave, provided such leave is deducted from the employee's accrued vacation or sick time or classified as leave without pay.

JSM RANCE

A. Hospitalization

1. A hospitalization and surgical plan is available to all full-time County employees. Single policy holders shall pay an amount set annually by Nelson Fiscal Court, per month towards their health insurance policy, with County government paying the remaining cost. Family policy holders shall pay an amount set annually by Nelson Fiscal Court, per month towards the cost of their health insurance policy, with County government paying the remaining cost.

2. All participating employees are subject to the terms and conditions of the group insurance plans provided by the County.
3. This policy is subject to change due to adjustments in the insurance carriers rates.

Consolidated Omnibus Budget Reconciliation Act - COBRA

The Consolidated Omnibus Budget Reconciliation Act requires employers sponsoring group health plans to offer employees and certain eligible dependents the opportunity to purchase a temporary extension of health coverage at group rates in certain instances when coverage under the plan would otherwise end. The following information is intended to give employees of Nelson County information regarding your rights and obligations under this federal legislation.

33

Qualifying Events

Employees and eligible dependents provided health insurance by the County are entitled to purchase continuation coverage if a "qualifying event" as described below, occurs:

- a. Termination of Employment/Reduction of Hours - An employee and his eligible dependents can purchase up to 18 months of COBRA coverage if the employee (and his/her dependents) lose health coverage as a result of the employee terminating employment (other than as a result of gross misconduct) or reducing the employee's hours of employment.
- b. Death, Divorce, Retirement to Medicare, or Loss of Dependent Status - An employee's eligible dependents can purchase up to 36 months of COBRA coverage if the dependents lose health coverage because of the employee's death, divorce/legal separation, or retirement to Medicare, or because the dependent ceases to be an eligible dependent under the plan.

Eligible Dependents

A dependent is eligible to purchase COBRA coverage if the dependent was covered under the group plan on the day before a COBRA event and will lose coverage as a result of the COBRA event. Each affected employee and dependent can make a separate election whether or not to purchase COBRA coverage. An employee or dependent cannot, however, elect COBRA if he/she was entitled to receive Medicare on the day before the COBRA event.

Employer Notification of Employee/Dependent Eligibility

Upon an employee being hired into a position that is provided health insurance by the County, the employee shall be provided notification of the COBRA program and his applicability to the employee. Additionally, within 14 days of a qualifying event, the County will provide the employee and eligible dependents with notification of the opportunity to purchase COBRA coverage.

Timeline for Selecting Coverage

The deadline for making a COBRA election is 60 days after the later of the date the required COBRA notice is sent or the date coverage would otherwise end if COBRA coverage is not elected.

Premium for COBRA Coverage

Employees or eligible dependents who elect to purchase COBRA coverage will be charged 102% of the cost of providing the coverage. In some circumstances, employees who are determined by the Social Security Administration to be disabled when their employment is terminated are entitled to extend their coverage from 18 months to 29 months. In such cases the premium for the additional 9 months of coverage may be as much as 150% of the cost of providing coverage.

Payment of Premium

The first premium payment must be made within 45 days after the date the employee or dependent elects to purchase COBRA coverage. Beginning with the second month after the

34

FISCAL COURT ORDERS

SEPTEMBER 16, 2025

BOOK 48

REGULAR-CLOSED SESSION OF NELSON FISCAL COURT

PAGE 176

6:00 PM

election date, all premiums must be paid on a monthly basis and each monthly premium is due on the first day of the month. Payments can be paid no later than the 30th day of the month.

Termination of Coverage

The COBRA coverage period will end on the first to occur of the following dates:
-the date the 18, 24 or 36 month maximum coverage period ends.
-the date the employer terminates all group health plans.
-the first day an employee or dependent fails to timely pay the COBRA premiums.
-the date the employee or dependent is covered under another group health plan, unless the other group plan excludes or limits coverage for a pre-existing condition affecting the employee or dependent, or
-the first date the employee or dependent is entitled to Medicare benefits.

B. Workers' compensation insurance

Workers' compensation insurance provides medical and hospitalization expense benefits as well as partial payment in lieu of salary for workers injured on the job. The County pays 100% of this form of insurance.

C. Unemployment insurance

All employees are covered under the program. Nelson County pays 100% of the cost for this coverage. An individual who terminates his or her employment with the County may or may not be eligible to receive payments under this program, depending upon the circumstances involved in the termination.

D. Social Security

The County and the employer both contribute to the Social Security program at rates specified by the U.S. Congress.

Section 125 Cafeteria Plan

Each full-time employee may participate in the Section 125 Cafeteria Plan. This is a pre-tax plan for health, dental, vision, short-term disability insurance premiums. Once enrolled, an employee must remain a participant until the end of the enrollment period, which is June of each year. The plan is legally binding and irrevocable, except when a change of status has occurred. Marriage, Divorce, Death of spouse or Child, Birth or Adoption of Child, Termination of spouse's Employment, Child's coming of Age are considered changes of status. The employee will continue to participate in the Section 125 Cafeteria Plan from year to year unless the employee consents during the enrollment period. The County pays the cost of participating in this plan for each employee but not necessarily the cost of the insurance premiums.

INCLEMENT WEATHER

In the event of occurrence of weather conditions in which travel to and from work may jeopardize the safety of employees, County offices may be closed at the discretion of the County Judge Executive. Employees will be notified of this action in a timely and appropriate manner.

Where individual circumstances exist, such as longer than average distance of travel to and from the work place, the employee may notify his/her supervisor, and may exercise his/her own judgment in not reporting to work. If County offices are not subsequently closed, this time off will be charged in the discretion of the employee as vacation leave or leave without pay.

EXPENSE REIMBURSEMENT

Leave time is required. Cost should be the most economical consistent with the County's best interest.

1. Any employee of the County incurring expenses for prior approved County related business or travel meals and expenses outside the County shall be reimbursed as follows:
 - a. Official travel in privately owned vehicles shall be reimbursed at the rate schedule paid by the Commonwealth of Kentucky.
 - b. An travel shall not be first class unless other rates are unavailable. Under reasonable circumstances, or for necessary expediency, the County Judge Executive may authorize other travel means.
 - c. Other necessary expenses may be authorized and approved for reimbursement at the actual rate of expenditure, as deemed appropriate. This shall include expenses for meals and lodging.
 - d. Conference and registration fees shall be approved in advance by the County Judge Executive, and may be prepaid when necessary and appropriate.
 - e. Use of rental vehicles must be approved in advance, or justification provided that shows the use of such vehicle was more feasible than other types of available transportation.
 - f. Tips for meals are reimbursable at a rate of 15% percent of the price of the meal.
 - g. Telephone calls for the purpose of County business are reimbursable at the actual rate.
 - h. Other necessary expenses which were not reimbursable prior to travel may be approved by the County Judge Executive, with the approval of the local Court, upon presentation of documentation of the need for such expense.
2. a. Receipts for all expenditures shall be obtained and attached to the request for reimbursement, which must be completed as soon as possible upon completion of travel.
b. All requests for reimbursements shall be signed by the supervisor.
3. Employee violating this section will be subject to appropriate disciplinary action.

CELL PHONE USE

All County employees who are provided with a County cell phone are permitted to use the County phone for normal personal use so long as the primary use is for the County. Any minutes or on the planned allotment must be reimbursed to the County.

Employees assigned cell phones should make themselves available to take calls after hours for the personnel use.

(Adopted February 1, 2011)

Cell phone use (texting included) shall be prohibited during working hours for employees while operating vehicles requiring Commercial Driver's License (CDL) or conducting flagging operations. This policy shall be applicable to drivers and work being conducted at the rear of the trucks (for example garbage trucks, road department operations). If cell phone use is necessary or for an emergency, the employee shall park the CDL vehicle in a safe and appropriate location prior to the cell phone use. Alcoholic, air pieces or other wireless devices shall not be allowed under this policy.

Each department may implement a more strict cell phone policy to fit individual department needs provided the more strict policy has been approved by the Fiscal Court. Disciplinary actions for a violation of this shall not exceed department standards.

Violations of this policy shall be suspended without pay for one (1) day. Any further violation will be considered a serious violation and become subject to other disciplinary actions.

COUNTY VEHICLE USE

All County employees who are provided with a County vehicle are not permitted to use the vehicle for personal purposes other than for commuting to and from work or de minimis personal use. Tollways and parking use is not permitted in a County vehicle. No money personal use is allowed and such as a stop for personal errand at the top, because a business delivery and/or the employer's time or such place. Following and picking up children is not considered as personal personal use.

GRIEVANCE PROCEDURE

In no time is time, differences may arise between employees and employers. Every attempt should be made by both to resolve these differences on an informal basis.

Pending failure of resolution on an informal basis, any grievance or dispute which any full-time employee with the County shall be resolved in the following manner:

1. a. The aggrieved employee shall present the grievance to his/her supervisor within three (3) working days of its occurrence or within three (3) working days of knowledge of its occurrence.
b. The grievance (and all subsequent appeals) shall be in writing, and shall set forth the reasons and grounds for the grievance along with statement of the writer.

sought. The supervisor shall attempt to adjust the matter and shall respond to the employee as to writing within three (3) working days.
If the grievance is with the supervisor, the aggrieved employee will begin the grievance procedure at step two.

Step Two

- a. If the grievance remains unresolved, it may then be presented by the aggrieved employee to the County Judge Executive or Constitutional Officer within three (3) working days after receiving the department head's written response.
b. The County Judge Executive or Constitutional Officer shall hear both parties and shall resolve the grievance within ten (10) working days. The decision of the County Judge Executive or Constitutional Officer is final.

EMPLOYER PROVIDED ITEMS

All employees who are provided county owned property including but not limited to uniforms, clothing, tools, or other work-related items, will be required to sign an agreement with Nelson County Fiscal Court. If there is a change in employment status (i.e. the employee quits, is terminated or changes job position), employee shall return items provided to him by Nelson County to employee's immediate supervisor within two (2) days of the change of employment status. If the employee does not return the items within two (2) days, the employee specifically permits Nelson County to withhold from any part of the employee's wages an amount sufficient to compensate Nelson County for its expenditures or for the value of the items that the employer has retained.

BOND ALLOWANCE

Employees who are required to wear specialized and And approval which above will receive reimbursement of \$100.00 annually or at the discretion of the supervisor.

It is the supervisor's responsibility to make sure that all safety when purchased meet all safety requirements and standards.

SEVERABILITY

If any provision of these policies and procedures, classification plan, or compensation plan or any provision of their subsequent applications are held invalid, such invalidation does not affect the remainder of this ordinance or its applications.

IDENTIFICATION

Information included in these personnel policies and procedures, classification and compensation plan is not intended to represent a contract, and may be changed by the County without notice.

FISCAL COURT ORDERS

SEPTEMBER 16, 2025

BOOK 48

REGULAR-CLOSED SESSION OF NELSON FISCAL COURT

PAGE 177

6:00 PM

The term "regular position" indicates the rank(s) in each class created by ordinance. The classes and or number of positions in each may be changed by the County without notice, and the employees occupying the position(s) may be affected by such changes.

REPEALER

Any (via ordinance that apply) to the County's personnel program shall be explicitly repealed.

CERTIFICATE OF RECEIPT

During your first ninety (90) days of employment, you will be an introductory employee. This is expected to be a period of adjustment and learning. This period should also be considered an employment test. You are not guaranteed employment during the initial introductory period nor are you guaranteed employment upon the completion of your initial introductory period.

These personnel policies are not a contract of employment. Any individual may voluntarily leave employment and may be terminated by the employer at any time and for any reason. Any oral or written statements or promises in the contrary are hereby expressly disavowed and should not be relied upon by any prospective or existing employee. The contents of these policies are subject to change at any time at the discretion of the employer.

It is your responsibility to be familiar with the contents of this manual. Its contents will help guide you toward job behavior which reflects credit upon you and Nelson County.

I certify that I have read and read a copy of the Personnel Policies and Procedures of Nelson County.

SIGNATURE _____ DATE _____

THIS ORDINANCE NO. 2025-009 SHALL BECOME EFFECTIVE UPON PASSAGE, AND SHALL BE PUBLISHED ACCORDING TO A.R.S. 21-1-1

NELSON COUNTY FISCAL COURT

Tim Haskins
Nelson County Judge-Executive

ATTESTED BY:

Jessica Subertson
NELSON COUNTY CLERK

APPROVED AS TO LEGALITY AND FORM BY:

Cheryl Adams
NELSON COUNTY ATTORNEY

FISCAL COURT ORDERS

SEPTEMBER 16, 2025

BOOK 48

REGULAR-CLOSED SESSION OF NELSON FISCAL COURT
6:00 PM

PAGE 178

Nelson County – Kentucky
Tim Hutchins – County Judge Executive
PO Box 578 – One Court Square, 2nd Floor
Bardstown, KY 40004
502-348-1800
nciudge@bardstown.com



Magistrate District #1: Keith Metcalfe
Magistrate District #2: Adam Wheatley
Magistrate District #3: MT Harned
Magistrate District #4: Jeff Lear
Magistrate District #5: Jon Snow

NELSON COUNTY JUDGE EXECUTIVE ORDER

Pursuant to KRS 424.260 Section (4) and Nelson County Administrative Code Section 4301, an emergency exists that requires the County Judge Executive to purchase: a new engine for 963K Highlift for \$39,500.00

The emergency exists due to the fact: The highlift is essential to push garbage, place into the ground in a timely manner, and provides cover material over the garbage, allowing us to stay in compliance with our Division of Solid Waste Permit. KRS §224 and KAR 401.47-49 establish requirements for a safe, functioning, and environmentally compliant landfill.

This Order is being delivered to the County Treasurer and copied to the Nelson County Magistrates.


Tim Hutchins
Nelson County Judge Executive

9/11/2025
Date

FISCAL COURT ORDERS

SEPTEMBER 16, 2025

BOOK 48

REGULAR-CLOSED SESSION OF NELSON FISCAL COURT
6:00 PM

PAGE 179



NELSON COUNTY GOVERNMENT

August 2025 Updates

Nelson County – Kentucky
Tim Hutchins – County Judge Executive
PO Box 578 – One Court Square, 2nd Floor
Bardstown, KY 40004
502-348-1800
judge@nelsoncountyky.gov



Magistrate District #1: Keith Metcalfe
Magistrate District # 2: Adam Wheatley
Magistrate District #3: MT Harned
Magistrate District #4: Jeff Lear
Magistrate District #5: Jon Snow

FISCAL COURT ORDERS

SEPTEMBER 16, 2025

BOOK 48

REGULAR-CLOSED SESSION OF NELSON FISCAL COURT
6:00 PM

PAGE 180

Code Enforcement Report

BUILDING	28	\$5,374.00
ELECTRICAL	67	\$12,955.95
ENCROACHMENT	8	\$8,000.00
TOTALS	103	\$26,329.95

HR, Payroll, Benefits Report

- New Hires- In the current fiscal period, Nelson County welcomed seven (7) new employees in various departments. Onboarding procedures have been completed, and the new hire(s) are fully integrated into their respective teams.
- Payroll- Continues to be processed on a bi-weekly schedule, with no changes to the system.
- BluMine will be hosting a free Flu Shot and Biometric Screening Clinic for all full-time employees on Monday, October 13th from 8 am-12 pm at the Civic Center

Coroner Report

Total Coroner Calls	12
▪ Natural	9
▪ Accident	1 (MVC)
▪ Suicide	1
▪ Undetermined pending autopsy	1
Cremation Signatures	0

- Meet the Neighbors Grief Support
 - 1st Meeting- 8/25 @ 7:00- Civic Center
 - 2nd Meeting: 9/8- @7:00-Boston Community Center
 - 3rd Meeting: 9/22- @ 7:00- Bloomfield Library

County Attorney Report

- Prosecuted 678 cases in the District Court
- Assisted citizens in filing Mental Inquest Warrants, Guardianship, and Casey's law petitions
 - Reviewed 28 Citizen Complaints
 - Processed 15 Open Records Requests
- Gave Legal Advice to the following agencies: Animal Control, Judge Executive's Office, Sheriff's Office, . Road Department, & Code Enforcement
- Division of Child Support is maintaining a strong run in processing and enforcing child support

FISCAL COURT ORDERS

SEPTEMBER 16, 2025

BOOK 48

REGULAR-CLOSED SESSION OF NELSON FISCAL COURT
6:00 PM

PAGE 181

Finance Report

- Accounts Receivable- Process accounts receivable transactions, ensuring accuracy and timely recording of payments
 - Landfill Rolloff Dumpster Billing- Record and send invoices to customers
- Prepare Departmental Monthly Reports- Compile departmental data to create comprehensive reports for public viewing
 - Safety Committee- Manage safety topics, review/assign training, and organize safety meetings
- Social Media Management- Oversee the creation and scheduling of social media content to engage with the community and promote activities and community awareness
- Garbage Payment Collection & Billing Verification- Comparing electric use data to identify households being billed for garbage services and determining which households are not being billed. Sending letters to customers and answering phone calls from the public regarding letters received.
- Partnered with Misty Roller and the Green Dot Program to support community event activities-Family Movie Night. Working towards an October event- "Carve Out a Drug Free Future"

Animal Shelter Report

ANIMAL CONTROL/SHELTER MONTHLY UPDATE 2025													TOTAL YTD	
	JANUARY	FEBRUARY	MARCH	APRIL	MAY	JUNE	JULY	AUGUST	SEPTEMBER	OCTOBER	NOVEMBER	DECEMBER	TOTAL YTD	2024
Service Calls	47	53	58	62	60	56	63	59					458	N/A
After Hour Service Calls	4	3	6	8	6	8	6	8					49	N/A
Dog Bites Reported	0	1	3	3	4	3	6	7					27	24
Canine Intake Stray	41	33	46	29	46	52	38	36					321	305
Canine Intake Surrender	5	13	12	17	11	15	5	4					82	68
Feline Intake Stray	16	26	23	28	31	71	39	64					298	292
Feline Intake Surrender	18	16	33	51	40	54	43	18					273	227
Canine Return to Owner	11	10	15	18	15	8	3	5					85	72
Feline Return to Owner	0	3	2	1	0	0	0	0					6	9
Canine Adoption	12	15	13	11	15	10	13	9					98	64
Feline Adoption	17	8	13	8	17	9	11	9					92	55
Canine Rescue	3	0	4	17	3	8	1	4					40	68
Feline Rescue	4	18	20	36	12	52	50	16					208	206
Canine Euthanized	19	20	18	7	25	32	27	19					167	133
Feline Euthanized	13	8	16	15	27	29	33	73					214	193
Washington County Dogs	3	5	5	3	5	5	5	4					35	20
Current Surrender List Residents	24	23	37	26	41	53	59	65					N/A	N/A
Current Surrender List Canine	52	51	63	40	63	85	79	85					N/A	N/A

FISCAL COURT ORDERS

SEPTEMBER 16, 2025

BOOK 48

REGULAR-CLOSED SESSION OF NELSON FISCAL COURT
6:00 PM

PAGE 182

County Clerk Report

Motor Vehicle Transactions

Registration Action	Column Type	August
Decal Replacement	Number by Month	137
Registration Reprint with Fee	Number by Month	0
Registration Reprint with No Fee	Number by Month	0
First Time New	Number by Month	785
Out of State	Number by Month	112
Renewals	Number by Month	3751
Transfer	Number by Month	20
Weight Change	Number by Month	13
LIENS	Number by Month	438
Totals	Number by Month	4756

FISCAL COURT ORDERS

SEPTEMBER 16, 2025

BOOK 48

REGULAR-CLOSED SESSION OF NELSON FISCAL COURT
6:00 PM

PAGE 183

Recording Department

Registration Action	Column Type	AUGUST
Articles of Incorporation	Number by Month	1
Bail Bond	Number by Month	0
Bail Bond Release	Number by Month	3
Plat	Number by Month	15
Affidavit of Descent	Number by Month	9
Agreement	Number by Month	5
CONTRACT	Number by Month	1
Protective Covenant	Number by Month	1
Deed Affidavit	Number by Month	0
Deed	Number by Month	165
Deed of Correction	Number by Month	0
Easement	Number by Month	3
Lease	Number by Month	1
Power of Attorney	Number by Month	5
City Lien	Number by Month	0

FISCAL COURT ORDERS

SEPTEMBER 16, 2025

BOOK 48

REGULAR-CLOSED SESSION OF NELSON FISCAL COURT

PAGE 184

6:00 PM

City Lien Release	Number by Month	1
Encumbrance	Number by Month	22
Encumbrance Release	Number by Month	13
Federal Tax Lien	Number by Month	2
Federal Tax Lien Release	Number by Month	1
Guardianship Order	Number by Month	1
State Tax Lien	Number by Month	10
State Tax Lien Release	Number by Month	2
Tax Lien Assignment	Number by Month	0
Tax Lien	Number by Month	1
Tax Lien Release	Number by Month	5
Fixture Filing Assignment	Number by Month	1
Fixture Filing Partial Release	Number by Month	1
Fixture Filing Release	Number by Month	1
Fixture Filing	Number by Month	4
Marriage License	Number by Month	33
Assumed Name	Number by Month	4
Affidavit of Conversion	Number by Month	2

FISCAL COURT ORDERS

SEPTEMBER 16, 2025

BOOK 48

REGULAR-CLOSED SESSION OF NELSON FISCAL COURT

PAGE 185

6:00 PM

Land Use Restrictions	Number by Month	0
Miscellaneous Record	Number by Month	0
Name Change	Number by Month	3
Mechanics Lien	Number by Month	1
Mechanics Lien Release	Number by Month	1
Assignment	Number by Month	17
Mortgage	Number by Month	112
Mortgage Amendment	Number by Month	1
Mortgage Modification	Number by Month	2
Mortgage with Assignment	Number by Month	72
Partial Release	Number by Month	9
Release	Number by Month	147
Assignment of Rents/Leases	Number by Month	5
Subordination Agreement	Number by Month	3
Notary Bond	Number by Month	19
Certified Copy	Number by Month	26
Copy	Number by Month	26
Delinquent Tax Payment	Number by Month	24
Transit Merchant	Number by Month	0
Order/No Fee	Number by Month	1
Will Disclaimer	Number by Month	0
Will	Number by Month	16
Total		798

FISCAL COURT ORDERS

SEPTEMBER 16, 2025

BOOK 48

REGULAR-CLOSED SESSION OF NELSON FISCAL COURT
6:00 PM

PAGE 186

Circuit Clerk Report

I certify that this is a true and correct report of cash receipts, disbursements, balances, cases filed, and o-filings, for the month of August, 2025.


DIANE THOMPSON, Nelson Circuit Court Clerk

	BEGINNING BALANCE	CASH RECEIPTS	CASH DISBURSEMENTS	REFUNDS	ENDING BALANCE
1 DRIVERS LICENSE		0.00			
2 CHARGES FOR SERVICES		5,513.75		70.00	
3 EXPENDIMENT FEES		300.00			
4 FELONY EXPONENT FEE		0.00			
5 RESTITUTION FEES		865.31			
6 BOND FILING FEES		2,067.90			
7 BOND 10% FEE		340.00			
8 BOND FURNITURES		130.00			
9 FISH & GAME FINES		0.00			
10 HWY WZLN SAFTY FINES		0.00			
11 ALCOHOL INTXN FINES		25.00			
12 EMERGENCY RECVRY FD FEE		0.00			
13 CRIM/TRF COSTS		22,957.00			
14 CRIM COST/APPROGRAN		0.00			
15 CRIM/NEPIC COST		465.00			
16 CRIM/TRF/CIV FINES		23,648.00			
17 RAND. PARKING FINES		0.00			
18 DOI SERVICE FEES		0.00			
19 DOI FEE CF		105.00			
20 DOI FEE IIF		100.00			
21 DOI FEA		1,136.00			
22 COURT FACILITIES FEE		5,161.50			
23 CIVIL FILING FEE		17,005.00			
24 ASJ FEE		2,440.00			
25 PA PARTIAL FEE		4,570.00			
26 INTEREST INCOME		53.16			
27 OVER/SHORT		7.25			
28 TOTAL STATE MONIES	88,672.27	87,104.57	88,612.27	70.00	87,034.57
29 JURY FUND	12,937.50	62.50	50.00	0.00	12,950.00
30 WITNESS FUND	(2,922.20)	2,622.20	82.37	0.00	17.68
31 BAIL BONDS	459,462.64	97,078.00	70,385.00	0.00	486,155.64
32 ALIQUOT & SUPPORT	0.00	0.00	0.00	0.00	0.00
33 REST. & BANKRUPTCY	31,288.90	17,569.05	13,629.35	0.00	35,226.60
34 COMMODATION	1,679,433.00	0.00	0.00	0.00	1,679,433.00
35 COLLECTED FOR OTHERS	241,453.89	37,043.02	67,002.84	0.00	211,493.27
36 LIBRARY FEE	261.00	255.50	261.00	0.00	255.50
37 TOTAL SAVINGS BALAN	2,510,984.20	241,734.84	240,082.78	70.00	2,512,566.26
38 SPECIAL ESCROW	0.00	0.00	0.00	0.00	0.00
39 TOTAL ALL FUNDS	2,510,984.20	241,734.84	240,082.78	70.00	2,512,566.26

FISCAL COURT ORDERS

SEPTEMBER 16, 2025

BOOK 48

REGULAR-CLOSED SESSION OF NELSON FISCAL COURT

PAGE 187

6:00 PM

Nelson County Circuit & District Court New Case Filings for August 2025

Year	Case Group	Case Category	Avg	Total
2025*	District Court	Civil Suit	26	26
		Foreclosures	1	1
		Other District Court	1	1
		Total	42	44
		Total	15	15
	County District	Administrative Proceedings	10	10
		Domestic Relations	10	10
		Probate	10	10
		Other District Court	10	10
		Total	40	40
	Municipal	Alcohol/Intoxication	1	1
		Domestic Violence	1	1
		Other Municipal	1	1
		Total	14	14
		Total	14	14
	District Court	Probate	20	20
		Foreclosure	20	20
		Small Claims	20	20
		Other District Court	20	20
		Total	120	120
District Court	Alcohol/Intoxication	1	1	
	Domestic Violence	1	1	
	Other District Court	1	1	
	Total	195	195	
	Total	195	195	
District Court	Alcohol/Intoxication	1	1	
	Domestic Violence	1	1	
	Other District Court	1	1	
	Total	27	27	
	Total	27	27	
Year Total	Total	525	535	

Nelson County Circuit & District Court eFilings for August 2025

eFiling Summary Report - Overview - NELSON County					
Num Of Days: 30		From: 8/3/2025 12:00:00 AM		To: 9/2/2025 12:00:00 AM	
Submittals By Type					
New eFilings	New eCitations	Subsequent eFilings	Judge Orders	Alias Summons	Return of Service
231	168	1819	567	76	181
Payments					
Payment Type	Num of Payments	Total Cost	Avg Cost Per Filing		
Credit Card Preauth	193	\$36,940.07	\$191.40		
In Forma Pauperis	1	\$88.50	\$88.50		
In Name of Commonwealth	7	\$1,024.40	\$146.34		
Total	201	\$38,052.97	\$428.24		
Attachments & Service					
Total Filed	Total Pages	Avg Pages per Filing	Num of Service		
462	2917	6.3	265		
eFilers					
Total Number of eFilers	Individual Number of eFilers	Avg Num of eFilings per Individual			
1544	267	7			

FISCAL COURT ORDERS

SEPTEMBER 16, 2025

BOOK 48

REGULAR-CLOSED SESSION OF NELSON FISCAL COURT

PAGE 188

6:00 PM

Treasurer Report

Nelson County Fiscal Court
Treasurer Report - All Funds Combined
July through August 2025

	Jul - Aug 25	Budget	\$ Over Budget	% of Budget
Ordinary Income/Expense				
Income				
4100 - Taxes	555,256.00	12,478,000.00	(11,922,704.00)	7.7%
4300 - Excess Fees		458,000.00	(458,000.00)	
4400 - Licenses & Permits	165,103.90	470,700.00	(301,596.10)	35.0%
4500 - Intergovernmental Revenues	2,040,546.25	6,217,500.00	(3,677,353.71)	33.0%
4600 - Charges for Services	2,156,876.50	12,438,200.00	(10,281,323.50)	17.3%
4700 - Miscellaneous Revenues	296,319.05	2,078,600.00	(1,777,280.95)	14.4%
4801 - Interest	633.77	3,100.00	(2,566.23)	17.2%
4802 - Interest - Investments	1,613.71	40,500.00	(39,886.29)	4.0%
Total Income	5,623,295.22	33,583,000.00	(28,359,710.78)	16.5%
Gross Profit	5,623,295.22	33,583,000.00	(28,359,710.78)	16.5%
Expense				
5000 - General Government	534,880.72	2,586,200.00	(2,051,319.28)	20.7%
5100 - Public Protection	1,554,705.90	10,638,300.00	(9,083,594.10)	14.6%
5200 - General Health & Sanitation	561,220.34	7,330,600.00	(6,769,379.66)	7.6%
5300 - Social Services	7,753.50	71,700.00	(63,946.50)	10.8%
5400 - Recreation & Culture	303,257.54	1,608,900.00	(1,305,642.46)	18.8%
6100 - Roads	547,580.96	3,657,718.00	(3,110,137.04)	14.9%
6200 - Airports		12,000.00	(12,000.00)	
6300 - Transportation Services		253,000.00	(253,000.00)	
8000 - Capital Projects	1,242,773.56	2,373,054.00	(1,130,280.44)	52.3%
9000 - Administrative Expenses	1,836,054.58	7,114,300.00	(5,278,245.42)	25.8%
9200 - Transfers to Reserves		8,596,600.00	(8,596,600.00)	
Total Expense	7,636,967.53	44,182,372.00	(36,545,404.47)	17.3%
Net Ordinary Income	(2,013,672.31)	(10,159,372.00)	8,145,699.69	19.7%
Other Income/Expense				
Other Income				
4901 - Budgeted Carryover Fund Balance	7,537,555.76	6,695,372.00	839,027.76	112.5%
4901c - Budgeted Carryover Investment	3,721,475.75	3,500,000.00	221,475.75	106.3%
4909 - Transfers Out	(412,202.26)	(4,961,000.00)	5,498,797.74	7.0%
4910 - Transfers In	412,202.26	5,501,000.00	(5,088,797.74)	7.0%
Total Other Income	11,258,875.51	10,196,372.00	1,062,503.51	110.4%
Net Other Income	11,258,875.51	10,196,372.00	1,062,503.51	110.4%
Net Income	9,245,198.80	9,245,198.80	0.00	100.0%

FISCAL COURT ORDERS

SEPTEMBER 16, 2025

BOOK 48

REGULAR-CLOSED SESSION OF NELSON FISCAL COURT

PAGE 190

6:00 PM

EMS Report

9/11/2025

Monthly EMS Report
August 2025

Areas	Monthly Completed Runs	Monthly Non-Transport	Monthly Total Calls	Year-To-Date Total Calls	Monthly Charges	Year-To-Date Charges (Fiscal Year)	Average Charge per Run for Month	Average Charge per Run Year-to-Date (Fiscal Year)
TOTAL	450	202	652	1351	\$ 732,603.51	\$ 1,659,296.94	\$ 1,123.63	\$ 1,228.20
Average Per Day	14.5	6.5	21.0	21.8	\$ 23,632.37	\$ 26,762.85		
Gross Income (YTD)						\$ 554,061.06		2024 = 574,645.00
Collection Per Run (YTD)						\$ 410.07		2024 = 394.31
Cost Per Run (YTD)						\$ 673.61		2024 = 479.88
Difference (YTD)						\$ (263.54)		2024 = (95.57)
Total Fees Collected for Month						\$ 252,909.55		
Average Loaded Mileage Per Run						19.59		
Returns To Station 1 / Browns Lane / Culvertown						54		
Overdose Chief Complaint per CAD (Dispatch)						11		
EMS Documented Poisoning / Drug Ingestion						7		
Emergency Scene Responses						459		
Emergency Inter-Facility Transfers from Flaget						5		
Non-Emergent Scene Responses						20		
Non Emergent Inter-Facility Transfers from Flaget						174		
Average Total Call Time						1:04:08		
Average Call Received to On Scene						10:53		
Previous Year 2024			816	1495	\$ 881,666.41	\$ 1,683,134.67		
Difference From Current Year			-164	-144	\$ (149,064.90)	\$ (23,837.63)		
Previous Year 2023			674	1367	\$ 849,611.15	\$ 1,024,489.81		
Difference From Current Year			-22	-16	\$ (117,007.64)	\$ 634,807.13		
Previous Year 2022			509	1054	\$ 536,425.79	\$ 1,024,489.81		
Difference From Current Year			143	287	\$ 196,177.72	\$ 634,807.13		
Previous Year 2021			703	1265	\$ 563,123.20	\$ 1,094,315.80		
Difference From Current Year			-51	86	\$ 169,480.31	\$ 564,961.14		
Previous Year 2020			620	1294	\$ 496,253.50	\$ 982,160.26		
Difference From Current Year			32	57	\$ 236,350.01	\$ 677,128.66		
LIFT ASSIST	18			Previous Month	14	Same Month Last Year	17	

August 2025

FISCAL COURT ORDERS

SEPTEMBER 16, 2025

BOOK 48

REGULAR-CLOSED SESSION OF NELSON FISCAL COURT
6:00 PM

PAGE 191

Sheriff's Report

General Detective Year to Date Stats

CC/Citation	Indictments	Resolved?	Unresolved	Total Cases
14	39	99	9	141

Monthly Stats

August 2025

	July 2025	August 2025
Call Report Service	208	178
Call Report Addressed	144	128
Call Reports Served	104	82
Call Report Outstanding	7	10
SFO Report	1	2
Police Report	229	228
ADMS	48	44
Calls Not Served	178	151
Stop And Go - Traffic Stop	20	20
Dispatch Center	27	28
Callouts Reports		
Domestic	24	
POV	6	
Field	6	
Total	36	

August 2025



Narcotic Detectives Year to Date Stats

CC/Citation	Indictments	Search Warrant	Total Cases	Arrest
9	18	11	8	19

Death Investigations: 3

Evidence Room Stats:

Evidence entered: 63

Destruction: 131

Released property: 4

Expungements: 12

Evidence out to lab: 30

Evidence in from lab: 17

Orders waiting on CA: 52

Open Records: 7

Vehicle Inspections: 213

Transports: 31