

FISCAL COURT ORDERS

OCTOBER 7, 2025

BOOK 48

REGULAR-CLOSED SESSION OF NELSON FISCAL COURT
9:04 AM

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

Magistrate M.T. Harned attended the meeting by Zoom.

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 Adam Wheatley.

COMMUNITY SHOWCASE: Jennifer Morley (PANDAS)

Jennifer Morley spoke to the Court on the PANDAS Syndrome. PANDAS is a syndrome that causes sudden changes in personality, behavior, and movement in children after a strep infection. Pandas stands for Pediatric Autoimmune Neuropsychiatric Disorders Associated with Strep. See page 198.

ACHIEVEMENTS AND RECOGNITION:

Bardstown Rotary Club Proclamation-(TABLED) National Weather Service-(TABLED)
Nelson County Retired Teachers Association.

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ACHIEVEMENTS AND RECOGNITION: continued

MATTER OF RECORD

PROCLAMATION- Nelson County Retired Teachers Association.

Judge Hutchins presented a Proclamation to the Nelson County Retired Teachers Association. President-Amy Gjerstad, Secretary-Mikki Rogers, Membership Chair Communication-Kim Whitley. See pages 199-200.

MINUTES APPROVED SEPTEMBER 16, 2025 REGULAR-CLOSED FISCAL COURT

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 September 16, 2025 Regular Closed Fiscal Court Meeting.

PUBLIC COMMENT: Manuel Cruz spoke to the Court on County Employee Personal Issues. See page 201.

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 202-211.

AMB SERVICE AGREEMENT: MICHAEL REYNOLDS:

EMS Director Michael Reynolds presented to the Court an amended Addendum for the AMB Service Agreement to extend the term of the Master Services Agreement by 3-years. He asked the Court for authorization to sign all documents.

On motion of Adam Wheatley, second of Keith Metcalfe, by unanimous vote of the court, IT IS HEREBY ORDERED to authorize EMS Director Michael Reynolds to sign all documents relating to the AMB Agreement as presented. See pages 212-213.

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

County Engineer Brad Spalding was absent from Court.

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

Assistant County Engineer John Greenwell gave an update on the ongoing Waterline Projects throughout the County.

DEPUTY JUDGE/EMA UPDATES: BRAD METCALF: Deputy Judge/EMA Director Brad Metcalf gave updates on the following:

Rolling Fork River Cleanup – 10-8 System (testing will start next month and expect to go live in December)

Radio Towers Bids- Director Brad Metcalf and County Engineer Brad Spalding Negotiated with the two Vendors and has received revised Bids for the tower construction to present to the Court.

Director Metcalf asks the Court for a motion to approve the lower bid from CMS Telecom for the Construction. After discussion the Court made motion to table the vote.

On motion of Adam Wheatley, second of Keith Metcalfe, by unanimous vote of the court, IT IS HEREBY ORDERED to table the vote on the construction for the Radio Towers project for next Month's meeting.

New Hope Fire Department- EMA Director Brad Metcalf informed the Court that New Hope Fire is asking to purchase an Engine from the Nelson County Fire Department.

New Hope Fire will pay \$35,000 for the Engine, they have \$5,000.00. They are asking Fiscal Court to purchase the Engine in advance and they will pay the funds back within 6 years using the \$5,000.00 funds that the Court allows them each year.

After discussion the Court decided to table the vote.

COUNTY ATTORNEY UPDATE: CHIP MCKAY- ABSENT FROM COURT

MAGISTRATE REPORTS:

MAGISTRATE KEITH METCALFE- Spoke on the issues his constituents are having with the Rolling Fork River log blockage and thanked all who is helping with the cleanup.

MAGISTRATE ADAM WHEATLEY- NO REPORT

MAGISTRATE M.T. HARNED- NO REPORT

MAGISTRATE JEFF LEAR- NO REPORT

MAGISTRATE JON SNOW- NO REPORT

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JUDGE HUTCHINS REPORT:

Judge Hutchins asked the Court for a moment of prayer for former Bardstown Mayor and Historian Dixie Hibbs.

A- New Hires- NONE

B- SECOND READING OF PERSONNEL ORDINANCE

ORDINANCE #10-2025

On motion of Jon Snow, second of Jeff Lear, IT IS HEREBY ORDERED to approve the Second Reading and Adoption of the Personnel Ordinance 2025-005 as presented with no changes. See pages 214-223.

Judge Hutchins presented to the Court Road Striping Bids.

On motion of Adam Wheatley, second of Jeff Lear, IT IS HEREBY ORDERED to approve the Road Striping Bids as presented. See pages 224-225.

OLD OR NEW BUSINESS: NONE

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

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

After returning to Regular Session, the following action was taken:

Motion to declare the Old Nelson County Library Building as Surplus Property.

On motion of Jon Snow, second of Jeff Lear, IT IS HEREBY ORDERED to approve to declare the Old Nelson County Library Building as Surplus Property.

Motion to Advertise and Negotiate the sale of the Old Nelson County Library.

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The following action was taken: continued

On motion of Keith Metcalfe, second of Jon Snow, IT IS HEREBY ORDERED to authorize Judge Hutchins to Advertise and Negotiate the sale of the Old Nelson County Library Building.

Motion to establish a Fee Pooling Committee for the offices of the County Sheriff and County Clerk. The Committee Members will be County Treasurer Rhonda Fenwick, Magistrate M.T. Harned, Magistrate Adam Wheatley, County Deputy Judge Executive Brad Metcalf, County Assistant Engineer John Greenwell and County Judge Executive Tim Hutchins.

On motion of Jeff Lear, second of Adam Wheatley, IT IS HEREBY ORDERED to approve the motion to establish a Fee Pooling Committee for the offices of the County Sheriff and County Clerk.

Motion to establish a Police Department Committee. The Committee Members will be County Treasurer Rhonda Fenwick, County Finance Officer Catherine Beavers, Magistrate Jon Snow, Magistrate Keith Metcalfe, County Deputy Judge Executive Brad Metcalf and County Judge Executive Tim Hutchins.

On motion of Adam Wheatley, second of Jeff Lear, IT IS HEREBY ORDERED to approve the motion to establish a Police Department Committee.

Motion to establish a Committee to Study and Evaluate the Nelson County Economic Development Agency (NCEDA) and the Bardstown Industrial Development Corporation (BIDC). The Committee Members will be County Executive Assistant/Human Resource Carole Bryan, Magistrate Jeff Lear, Magistrate Adam Wheatley, County Engineer Brad Spalding, County Deputy Judge Executive Brad Metcalf and County Judge Executive Tim Hutchins.

On motion of Jeff Lear, second of Jon Snow, IT IS HEREBY ORDERED to approve the motion to establish a Committee to Study and Evaluate the Nelson County Economic Development Agency (NCEDA) and the Bardstown Industrial Development Corporation (BIDC).

Judge Hutchins and Deputy Judge Brad Metcalf informed the Court that Elliott County Sheriff's Department has received the Surplus Equipment from Nelson County. They had experienced equipment losses due to recent flooding. Nelson County had some unused equipment available.

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On motion of Adam Wheatley, second of Jon Snow, by unanimous vote of the court, IT IS HEREBY ORDERED to adjourn the October 7, 2025 Regular-Closed Session Fiscal Court.

TIM HUTCHINS, NELSON COUNTY JUDGE/EXECUTIVE

JEANETTE HALL SIDEBOTTOM, NELSON COUNTY CLERK

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PROCLAMATION

To All To Whom These Presents Shall Come.

WHEREAS, Kentucky's retired teachers have devoted their careers to the education and training of literally thousands upon thousands of Kentucky's youth; and

WHEREAS, Kentucky's retired teachers have retrained and/or provided primary educational opportunities to hundreds of adults in the state who for one reason or other, had fallen behind in the formal education needed for job and social skills, and

WHEREAS, Kentucky's retired teachers rendered valuable services in diverse leadership roles in their communities and institutions throughout their careers and continue to render such services as retirees; and

WHEREAS, Kentucky's retired teachers represent the profession, which is given the basic responsibility for launching the careers of state and national leaders and for laying the foundation for the welfare of all members of our society; and

WHEREAS, Kentucky's retired teachers have toiled ceaselessly to improve the quality of life in the state and nation, too often in less than adequate circumstances and for less than adequate pay; and

WHEREAS, Kentucky's retired teachers represent a tremendous pool of experience and training which remains dedicated to the betterment of society everywhere; and

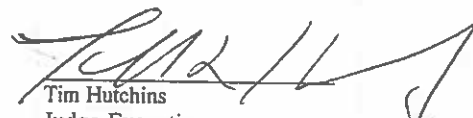
WHEREAS, Kentucky's retired teachers represent a loyal, patriotic, and concerned citizenry, which provided a dedicated and dependable support to the leaders in our communities, state, and nation

WHEREAS, Kentucky's 2014 General Assembly has honored Kentucky retired teachers by recognizing the third week of October as Kentucky Retired Teachers' Appreciation Week

NOW, THEREFORE, I, Tim Hutchins, Judge Executive of Nelson County, do hereby proclaim October 20-26, 2025, as

RETIRED TEACHERS' APPRECIATION WEEK

Done in the city of *Bardstown, Kentucky* the *seventh* day of *October*, in the year of our Lord *two thousand and twenty-five*.


Tim Hutchins
Judge-Executive
Nelson County Fiscal Court

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**Nelson County Fiscal Court
Bills for Court Approval
October 7, 2025**

Name	Memo	Account	Amount
01 General Fund			
Adams Painting	Clean, prime, paint Cupola	5081740 · AOC Reimb Projects	\$ 9,800.00
ADP	Payroll Processing	9100301 · Payroll Processing	1,662.04
Alternative Health Solutions	Employee medical	9400547 · Employee Medical	181.73
American Tire	2023 Explorer	5105340 · Law Enforc Vehicle maintenance	154.94
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
Bluegrass Automotive	Batteries (2)	5105340 · Law Enforc Vehicle maintenance	476.48
Brite Wholesale	Bulbs	5081334 · Justice Center Building Maint	691.15
Buzick	Keys	5001445 · CJE Office Expense	1.91
Buzick	Building and parking lot repairs/maintenance	5010334 · Sutherland Bldg Maint Supplies	113.87
Buzick	Plywood	5080334 · Old Courthouse Bldg Supplies	57.58
Buzick	Keys	5082334 · SOB Bldg Maint	7.64
Buzick	Bumper stock install	5085571 · Building and Lot Renewals	45.17
Chase Card Services	Subscriptions, supplies	5001445 · CJE Office Expense	222.70
Chase Card Services	Coroner supplies	5020445 · Coroner office expense	108.25
Chase Card Services	Zoom subscription	5025318 · Recording and broadcast expense	219.89
Chase Card Services	Software, binders, office supplies	5040445 · Treasurer Office Expense	423.85
Chase Card Services	Election office supplies	5065427 · Elections Supplies	91.01
Chase Card Services	Postage - nuisance reports	5115502 · Inspection and Permit Expense	62.88
Chase Card Services	Food, supplies	5205343 · Shelter Clinic Expense	1,836.22
Chase Card Services	.gov licensing fees - annual (174)	9100585 · IT Fees and Services	12,678.00
Chladek, Danielle	Postage	5020445 · Coroner office expense	26.00
Cintas	Mats, cleaning and bathroom supplies	5010334 · Sutherland Bldg Maint Supplies	153.29
Cintas	Mats, cleaning and bathroom supplies	5080334 · Old Courthouse Bldg Supplies	136.07
Cintas	Mats, cleaning and bathroom supplies	5081334 · Justice Center Building Maint	409.71
Cintas	Mats, cleaning and bathroom supplies	5082334 · SOB Bldg Maint	38.12
Cintas	Mats, cleaning and bathroom supplies	5105334 · Law Enforc Building Maint	157.10
Cintas	Gloves	5105435 · Law Enforc Supplies	388.00
Cintas	Mats, cleaning and bathroom supplies	5305334 · Sr Citizens Bldg Maintenance	136.07
Cintas	Mats, cleaning and bathroom supplies	5415334 · Civic Center Bldg Supplies	149.59
Conway Heaton	Fleet repair and maintenance	5105340 · Law Enforc Vehicle maintenance	2,196.30
Coulter's Towing	Forklift rental	5330515 · Feed America Program	125.00
Cundiff, Leo	Sweep parking lot	5415329 · Civic Center Maint Contracts	100.00
Danville Office	Paper, office supplies, copier relocation	5001445 · CJE Office Expense	581.52
Danville Office	Paper, office supplies	5040445 · Treasurer Office Expense	94.51
Danville Office	Move copier to new location	5064446 · Comm Atty Office Expense	165.00
Danville Office	Office supplies, copier relocation	5115502 · Inspection and Permit Expense	217.50
Danville Office	Monthly copier contract	5205343 · Shelter Clinic Expense	25.00
Duplicator Sales	Copier fees	5205343 · Shelter Clinic Expense	39.27
Feed America Ky	0925 distribution	5330515 · Feed America Program	80.58
Galls	Uniforms	5105481 · Law Enforc Uniforms	686.83
GBA	Supplies	5001445 · CJE Office Expense	90.36
Haydon Materials	DGA for shoulders	8011741 01 · KIPDA Project 2024-2025	3,892.15
Hillyard	Tissue, trash bags, bleach, detergent	5205343 · Shelter Clinic Expense	542.14
Interstate Security	Quarterly monitor agreement	5105334 · Law Enforc Building Maint	108.00
Interstate Security	Quarterly monitor agreement	5415334 · Civic Center Bldg Supplies	150.00
Johnson Controls	Fire panel monitoring service	5081334 · Justice Center Building Maint	1,987.85
KaCo Claims	Mora vs Nelson Co	9100537 · Claims & Judgments	1,000.00

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Name	Memo	Account	Amount
01 General Fund (continued)			
KMCA	Training - Harned, Metcalf	5025569 · Magistrates Training	240.00
Ky Forestry	91492 acres fire protection	9500902 · Forest Fire Suppression	1,830.00
Ky Office of Technology	Laptop utilization fees	5065427 · Elections Supplies	65.00
Lowe's	Mechanical room repairs	5081334 · Justice Center Building Maint	24.57
Lowe's	Building repairs	5415334 · Civic Center Bldg Supplies	31.33
M & J Construction	Door locks	5063446 · Licensing Office Expense	675.00
M & J Construction	Door locks	5064334 · Comm Atty Building Maint	675.00
Midwest Vet Supply	Vaccines and medicine supplies	5205549 · Shelter Vaccine and Meds	944.03
Oil Guys	Oil Changes	5105340 · Law Enforc Vehicle maintenance	135.88
Pitney Bowes	Postage meter ink	5001445 · CJE Office Expense	63.90
Schardein Mechanical	MUA, cooling tower service calls	5081516 · A/C, HVAC, Geothermal	845.00
Schardein Mechanical	Sewer/grinder pump replacement	5081740 · AOC Reimb Projects	12,320.00
Seal Master	Seal coat supplies	5081740 · AOC Reimb Projects	14,100.00
South Central Roof	Roof	5080571 · Old Courthouse Repair/Renewals	30,000.00
Thompson, John G	Building inspections	5115348 · Contracted Services	750.00
Tractor Supply	Litter	5205343 · Shelter Clinic Expense	37.97
Wedgewood Pharmacy	Medical supplies	5205549 · Shelter Vaccine and Meds	133.65
Total 01 General Fund			105,717.40
02 Road Fund			
Airgas Mid America	Welding supplies	6105427 · Garage supplies	209.30
All State Truck Sales	Bucket truck	6105340 · Vehicle Maint and Repair	48.10
Allied Cleaning Solutions	Garage supplies, towels	6105427 · Garage supplies	257.56
American Tire	Dump trucks, boom mower	6105479 · Tires	3,555.38
Asphalt Materials	Chip seal	6105447 · Dust control-chip seal oil	5,106.93
Bluegrass Int'l Trucks	Truck 308 diagnostics and minor repairs	6105336 · Equipment repairs	997.50
Bumper to Bumper	Bucket truck	6105340 · Vehicle Maint and Repair	91.71
Bumper to Bumper	Truck 306, CAT 120G	6105443 · Parts	294.00
Buzick	Road and bridge repairs	6105457 · Bridge & Culvert Materials	428.54
Chase Card Services	Maintenance supplies	6105427 · Garage supplies	7.29
Chase Card Services	Fuel	6105429 · Fuel and Lubricants	158.75
Chase Card Services	Gradall filters	6105443 · Parts	114.60
Chase Card Services	Peabody Loop	6105457 · Bridge & Culvert Materials	292.60
Chase Card Services	Traffic control, flagging training	6105551 · Dues & licenses	84.79
Chase Card Services	Face shields	6105594 · Crew Safety Equipment	46.31
Chase Card Services	Travel -dump truck inspection	6105599 · Road miscellaneous	90.67
Cintas	Cleaning and bathroom supplies	6103411 · Cleaning and custodial supplies	92.61
Cintas	Uniforms	6105481 · Uniforms	887.79
CMI Equipment	Boom mower	6105443 · Parts	263.64
Creekside Auto	Bucket truck - linkage, case repairs	6105340 · Vehicle Maint and Repair	510.00
Duplicator Sales	Copier fees	6103445 · Office Expenses	64.87
Haydon Materials	Hagan Ln	6105431 · Fences, ROW, Tree Removal	173.08
IMPCO	Safety lights, sweeper broom repairs	6105443 · Parts	771.34
Joe Hill's	Discount for hand-held blower	6105427 · Garage supplies	(36.00)
Joe Hill's	Chainsaw supplies	6105443 · Parts	61.48
Ky Clutch	Bucket truck	6105340 · Vehicle Maint and Repair	475.00
Lawson Products	Garage supplies	6105427 · Garage supplies	314.85
Mago Construction	CPPP Funding - Yates Cooney Neck	6105311 07 · State Bond Projects	44,201.88

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Name	Memo	Account	Amount
02 Road Fund (continued)			
Saf-ti-Co	Safety and street signage	6105469 · Signs & Posts	685.40
T&T Feed & Seed	Contractor mix	6105431 · Fences, ROW, Tree Removal	49.99
Tatum Auto Supply	Boom mower	6105443 · Parts	83.96
Tractor Supply	CAT 309 excavator	6105443 · Parts	95.97
W W Grainger	Sweatshirts	6105594 · Crew Safety Equipment	503.99
Wright Implement	Chainsaw supplies	6105427 · Garage supplies	67.98
Wright Implement	JD5525, 5090M	6105443 · Parts	207.56
Total 02 Road Fund			<u>61,259.42</u>
03 Jail Fund			
Baptist Health Hardin	Inmate medical	5101549 · Routine Medical	627.12
Bob Barker	Smocks, washcloths	5101446 · Jail Supply and Provisions	260.99
Buzick	Driveway seal	5101334 · Building Maintenance	134.36
Cell Block Solutions	Medical supplies	5101549 · Routine Medical	520.18
Central Ky Radiology	Inmate medical	5101549 · Routine Medical	38.75
Charm-Tex	Inmate clothing	5101446 · Jail Supply and Provisions	1,559.52
Chase Card Services	Flash drives, tape	5101445 · Office Supplies	47.44
Chase Card Services	Supplies	5101446 · Jail Supply and Provisions	308.43
Chase Card Services	Inmate medical	5101549 · Routine Medical	204.91
Cintas	Mats, building supplies	5101334 · Building Maintenance	53.49
Comprehensive Correctional	Medical contract 1025	5101549 · Routine Medical	12,739.17
Comprehensive Pharmacy	Inmate medical	5101549 · Routine Medical	254.80
Crystal Springs	Water	5101445 · Office Supplies	130.98
Custom Transport	2017 Ford repairs	5101340 · Vehicle expense	265.00
Danville Office	File cabinet, paper, copier agreement	5101445 · Office Supplies	1,096.93
Express Mobile Diagnostics	Inmate medical	5101549 · Routine Medical	300.00
Flaget Memorial Hospital	Inmate medical	5101549 · Routine Medical	657.14
Garcia Clinical Laboratory	Lab services	5101549 · Routine Medical	140.05
Greenway Shredding	Shredding services	5101445 · Office Supplies	60.00
Hard Time Products	Mattresses for inmates	5101446 · Jail Supply and Provisions	2,639.76
Interstate Security	Quarterly monitor agreement	5101334 · Building Maintenance	262.00
Kellwell Food Mgmt	Food	5101425 · Food	13,593.21
Ky One Health	Inmate medical	5101549 · Routine Medical	110.12
Lowe's	Classroom supplies	5101446 · Jail Supply and Provisions	183.59
Medical Center South	Inmate medical	5101549 · Routine Medical	747.05
Nelson EMS	Inmate medical	5101549 · Routine Medical	1,148.50
New Lexington Clinic PSC	Inmate medical	5101549 · Routine Medical	116.04
Symbol Arts	Jailer Badges	5101481 · Staff Uniforms	302.50
UL Hospital	Inmate medical	5101549 · Routine Medical	110.84
Vittitow Refrigeration	Oven repairs - thermocouple	5101334 · Building Maintenance	465.23
WK Correct Dental	Inmate medical	5101549 · Routine Medical	1,083.00
Total 03 Jail Fund			<u>40,161.10</u>
04 LGEA Fund			
Haydon Materials	Misc county roads	6105409 · Rock	2,547.73
Mago Construction	Misc county roads	6105405 · Hot and cold mix	3,877.60
Total 04 LGEA Fund			<u>6,425.33</u>

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Name	Memo	Account	Amount
09 Ambulance Fund			
American Tire	Fleet repair and maintenance	5140340 · Vehicle Maintenance & Repairs	4,491.89
Bound Tree Medical	Medical Supplies	5140550 · Medical supplies & Materials	2,375.47
Chase Card Services	Backup camera	5140340 · Vehicle Maintenance & Repairs	30.99
Chase Card Services	Kitchen supplies	5140441 · Supplies and Equipment	163.21
Chase Card Services	Micro computers, monitor, office expense	5140445 · Office Expense	512.97
Chase Card Services	EMS conference, annual training/recertification	5140569 · Training	2,768.04
Conway Heaton	2016 Explorer	5140340 · Vehicle Maintenance & Repairs	1,020.42
Galls	Uniforms	5140441 · Supplies and Equipment	399.99
Holt Computers	Service call	5140441 · Supplies and Equipment	200.00
Ky Medicaid Assess	Medicaid Assessment Fee 0925	5140314 · Medicaid Provider Fee	9,584.89
NexAir	Oxygen	5140550 · Medical supplies & Materials	328.18
Penn Care	AED - St Catherine School - reimbursed	5140550 · Medical supplies & Materials	3,940.00
Penn Care	Cot supplies	5140550 · Medical supplies & Materials	251.75
Propper	Uniform shirts	5140481 · Staff Uniforms	1,909.56
Quick Care Express	Sq 35	5140340 · Vehicle Maintenance & Repairs	70.95
Secure Stream LLC	File shred services	5140445 · Office Expense	60.00
Secure Stream LLC	Bio haz box	5140550 · Medical supplies & Materials	67.00
Tatum Auto Supply	Belts, cables	5140340 · Vehicle Maintenance & Repairs	145.17
Teleflex	Medical supplies	5140550 · Medical supplies & Materials	1,100.00
Waystar	Claims Management Fee	5140320 · Collection services	149.29
Total 09 Ambulance Fund			29,569.77
74 Opioid Settlement			
Hayden Branding	Yard signs	5315548 · Drug Prevention Projects	38.00
Triton Sensors LLC	Safety sensors w/ one year licensing agreement	5315548 · Drug Prevention Projects	7,013.50
Total 74 Opioid Settlement			7,051.50
82 E911			
Chase Card Services	Stapler	5145445 · Office Expense	8.48
Chase Card Services	Repeater repairs - New Haven	5145446 · E911 Operations Expense	175.19
Cintas	Bathroom supplies	5145334 · Central Dispatch Bldg Maint	136.07
Holt Computers	Service call	5145348 · IT Support Services	100.00
Metcalf, Bradley D	Propane - Salt River Tower	5145420 · Tower and Siren Maintenance	106.03
Vencill Enterprises	Repeater repairs - Coxs Creek	5145339 · Radio Equipment	3,383.63
Xerox	Copier contract	5145445 · Office Expense	142.32
Total 82 E911			4,051.72
13 Solid Waste Fund			
Cintas	Uniforms	5215481 · Employee uniforms	934.63
Danville Office	File folders, labels	5215445 · Office Expense	141.77
Lasco	Fleet repairs and maintenance	5215443 · Parts	11,464.69
Salt River	Inserts, letters, prepay/ebills	5215320 · Collection Contracts	2,779.17
Total 13 Solid Waste Fund			15,320.26
15 Landfill Fund			
Boyd Co	Rent - 420IT Backhoe	5210380 · Equipment Rental	5,097.50
Buzick	Shop supplies	5210427 · Main supplies	185.26
Chase Card Services	Software, office supplies	5210445 · Office Expense	414.96
Chase Card Services	CDL fees	5210551 · License, Dues and Fees	24.66
Chase Card Services	Safety clothing	5210594 · Crew Safety Equipment	40.98

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Name	Memo	Account	Amount
15 Landfill Fund (continued)			
Cintas	Bathroom and cleaning supplies	5210411 · Custodial supplies	163.58
Cintas	Uniforms	5210481 · Uniforms	905.90
Cummins Crosspoint	Truck 421	5210443 · Parts	231.40
Haydon Materials	Rock	5210571 · Property Maintenance	217.49
Interstate Security	Quarterly monitor agreement	5210334 · Building Maintenance	141.00
Lasco	Fleet repairs and maintenance	5210443 · Parts	3,924.09
Lawson Products	Garage supplies	5210427 · Main supplies	657.00
Leo Talbot & Sons	Ice machine service call	5210334 · Building Maintenance	360.00
Quill Corporation	Toner, office supplies	5210445 · Office Expense	248.72
Total 15 Landfill Fund			<u>12,612.54</u>
23 Occupational Tax Fund			
Chase Card Services	Website agreement, office supply	5047445 · OLF Office supplies	148.88
Total 23 Occupational Tax Fund			<u>148.88</u>
Bills for Court Approval			<u>\$282,317.92</u>

FISCAL COURT ORDERS

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REGULAR-CLOSED SESSION OF NELSON FISCAL COURT

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**Nelson County Fiscal Court
Additional Bills for Court Approval
October 7, 2025**

Name	Memo	Account	Amount
01 General Fund			
Holt Computers	Router, install and setup	5401467 · Recreation Supplies & Equipment	\$ 229.00
Holt Computers	Remote backup service	5115502 · Inspection and Permit Expense	100.00
Quill Corporation	Toner	5040445 · Treasurer Office Expense	302.99
Wedgewood Pharmacy	Medical supplies	5205549 · Shelter Vaccine and Meds	89.77
Total 01 General Fund			<u>721.76</u>
02 Road Fund			
Bardstown Mills	Seed, straw	6105431 · Fences, ROW, Tree Removal	994.00
Bardstown Mills	Tools	6105427 · Garage supplies	10.00
Total 02 Road Fund			<u>1,004.00</u>
15 Landfill Fund			
Bardstown Mills	Litter fence repairs	5210571 · Property Maintenance	104.25
Lawson Products	Garage supplies	5210427 · Main supplies	48.24
Total 15 Landfill Fund			<u>152.49</u>
82 E911			
Louisv Jeff Co Metro Govt	Quarterly fee - routing of local 911 lines	5145329 · Maintenance Agreements	11,400.00
Total 82 E911			<u>11,400.00</u>
Additional Bills for Court Approval			<u>\$ 13,278.25</u>

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NELSON COUNTY FISCAL COURT
FY 2025 Paid Bills/Upcoming Transfers for Court Approval
October 7, 2025

Fund/Vendor	Description	Account	Amount
<u>General Fund</u>			
Merchant Pact Services	Credit card fees 1025	5115502 · Inspection and Permit Expense	\$ 44.99
Merchant Pact Services	Credit card fees 1025	5205343 · Animal Control Clinic Expense	44.99
Eagle Justice LLC	Office Rent 0725	5001364 · CJE Office Rent	2,000.00
Eagle Justice LLC	Office Rent 0825	5001364 · CJE Office Rent	2,000.00
Eagle Justice LLC	Office Rent 0925	5001364 · CJE Office Rent	2,000.00
Eagle Justice LLC	Office Rent 1025	5001364 · CJE Office Rent	2,000.00
Just Like Magic	Cleaning Services 1025	5105329 · Law Enforc Bldg Maint Contracts	1,512.00
Nelson Co Jail	Transfers from General Fund - Sep 2025	4909 03 · Transfers to Jail	205,000.00
Kaco Insurance	Commercial Policy 2025-2026	9100521 · County insurance	137,621.25
	<i>paid installment (137621.25 outstanding/due before 12/31/25)</i>		
<u>Federal Grants Fund</u>			
General Fund	FY 26 Budgeted Appropriation	4909 01 · Transfers to General	125,000.00
<u>Solid Waste Fund</u>			
General Fund	FY 26 Budgeted Appropriation	4909 01 · Transfers to General Fund	100,000.00
Road Fund	FY 26 Budgeted Appropriation	4909 02 · Transfers to Road Fund	168,000.00
Truck Country of Indiana	2015 Western Star 4700SB - Dump truck	5215723 · SW Vehicles	64,900.00
Truck Country of Iowa	2012 Western Star 4700 SF Dump Truck	5215723 · SW Vehicles	46,581.25
Truck Country of Iowa	2013 Western Star 4700 SF Dump Truck	5215723 · SW Vehicles	51,581.25
<u>Landfill Fund</u>			
General Fund	FY 26 Budgeted Appropriation	4909 01 · Transfers to General Fund	400,000.00
Merchant Pact Services	Credit card fees 0925	5210445 · Office Expense	25.00
WesBanco	Investment fees: 1025	5210503 · Bank charges/investments	120.52
<u>ARPA</u>			
Kiefer Contracting	Hurricane Hills Draw 4	8099743 05 · Hurricane Hills Water Project	122,326.28
TOTAL PAID BILLS AND TRANSFERS			\$ 1,430,757.53

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<p style="text-align: center;">NELSON COUNTY FISCAL COURT FY 2025 Employee Reimbursements - paid via Payroll October 7, 2025</p>

<u>Road</u>	<u>Description</u>	<u>Account</u>	<u>Amount</u>
Steve Jones	Rental car reimbursement	6105-599	381.65

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REGULAR-CLOSED SESSION OF NELSON FISCAL COURT

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NELSON COUNTY FISCAL COURT BUDGET LINE-ITEM TRANSFERS AS OF SEPTEMBER 30 2025
--

Account Name	Transfer From/Reduce Budget Amount	Transfer/Add to Budgeted Amount	Amount
<u>GENERAL FUND</u>			
Reserve for emergencies/transfer	9200-999		(70,000.00)
CJE Part Time (Interns)		5001-179	5,400.00
CJE Office Rent		5001-364	12,000.00
Licensing Office Utilities		5063-578	600.00
Licensing Office - Building Remodel		5063-742	3,600.00
Comm Atty Building Maintenance		5064-334	3,000.00
Comm Atty Rent		5064-364	1,400.00
Comm Atty Utilities		5064-578	1,000.00
Comm Atty - Building Remodel		5064-742	3,400.00
PZ Vehicle		5070-340	3,000.00
Old CH Rented Equipment		5080-364	8,100.00
Old CH Repair/Renewals		5080-571	10,300.00
State Off Bldg - Maintenance		5082-334	2,400.00
Industrial Park Projects		5085-446	100.00
Misc Building and Lot Renwals (Plaza Area)		5085-571	9,300.00
Law Enf Staff Training		5105-569	700.00
Sr Center Furniture/Fixtures		5305-709	4,700.00
Fairgrounds Support		5425-334	400.00
Payments to Govt Agencies		9100-902	600.00
<u>ROAD FUND</u>			
Reserve for emergencies/transfer	9200-999		(209,600.00)
Reserved for transfer (committed funds)	9200-998		(148,200.00)
Refund Performance Bonds		6105-567	182,100.00
Vehicle Damage/Insurance Claims		6105-592	26,600.00
Crew Safety Equipment		6105-594	900.00
Hurricane Hills Project		6105-730-07	148,200.00
<u>JAIL FUND</u>			
Reserve for emergencies/transfer	9200-999		.
Canteen Expenditures		5101-428	700.00
Juvenile Housing Contracts	5102-314		(700.00)
<u>EMS FUND</u>			
Reserve for emergencies/transfer	9200-999		(18,400.00)
Staff Travel		5140-577	600.00
Vehicle Damage/Insurance Claims		5140-592	17,700.00
Miscellaneous		5140-599	100.00

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NELSON COUNTY FISCAL COURT BUDGET LINE-ITEM TRANSFERS AS OF SEPTEMBER 30 2025
--

Account Name	Transfer From/Reduce Budget Amount	Transfer/Add to Budgeted Amount	Amount
<u>LANDFILL FUND</u>			
Reserve for emergencies/transfer	9200-999		(241,900.00)
Equipment Repairs		5210-336	8,700.00
Equipment Rental		5210-380	200.00
Recycling Supplies		5217-428	400.00
Landfill Phase Construction		8011-750	232,600.00
<u>OCCUPATIONAL LICENSE FUND</u>			
Reserve for emergencies/transfer	9200-999		(500.00)
Community Events		5075-398	500.00
<u>OPIOID FUNDS</u>			
Reserve for emergencies/transfer	9200-999		(7,600.00)
Drug Prevention Projects		5315-548	6,000.00
Legal Fees		9100-332	1,600.00
<u>911 EMERGENCY DISPATCH</u>			
Reserve for emergencies/transfer	9200-999		(5,200.00)
Software and Data Processing		5145-705	5,200.00

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 Outlook

Changes to AMB

From Michael Reynolds <emsdirector@nelsoncountky.gov>

Date Thu 9/25/2025 1:51 PM

To Tim Hutchins <judge@nelsoncountky.gov>; Rhonda Fenwick <treasurer@nelsoncountky.gov>

Cc Johnathan Hendricks <jhendricks@nelsoncountky.gov>; Brendon Patten <bpatten@nelsoncountky.gov>

Tim,

We have requested AMB to pay for one pre-existing module for ESO (our electronic patient care reporting software) and one additional module since the original contract was approved in 2023. These changes and inflation cost has driven the ESO payment portion of our agreement up about \$4,000.00.

Along with these changes we have asked AMB to provide our agency with 7 iPads that will include 2 years Verizon service, 2 years apple care, a ZAGG Pro rugged case and keyboard which total \$8,400.00. If we were to purchase these items directly with the same service, it would cost roughly \$10,000.00.

In consideration of the requested changes AMB has requested that we increase our rate from 5.35% to 5.55%. Based on the last 2 fiscal years this would change our payment to AMB on average of \$451.86 per month.

We have increased our charges for services provided for FY23-24 by 3% and FY24-25 by 3% which is based on the cost of living (CPI adjustments) respectively.

Thank you for your consideration on this matter.

Respectfully,

Michael Reynolds:

Executive Director
Nelson County EMS
1301 Atkinson Hill Avenue
Bardstown, KY 40004
Office: (502) 348-4929
Office Fax: (502) 348-2852
www.nelsoncountyems.com

Board Member
Kentucky Ambulance Providers Association

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AMB – ADDENDUM TO SERVICE AGREEMENT

This Addendum to the AMB Service Agreement, originally entered into on May 5th, 2023, (the "Agreement") is made effective July 1, 2023 (the "Effective Date").

Between: Credit Bureau Systems, Inc, doing business as AMB ("CONTRACTOR"), a corporation organized and existing under the laws of the Commonwealth of Kentucky, with its head office located:

100 Fulton Court
Paducah, KY 42001

And: Nelson County EMS, (the "CLIENT"), an entity organized and existing under the laws of the State of Kentucky, with its head office located:

1301 Atkinson Hill Avenue
Bardstown, KY 40004

RECITALS

AMB ("CONTRACTOR") AND Nelson County EMS, ("CLIENT") are parties to a certain Master Services Agreement (the "Agreement"). This Addendum to the Agreement entered into by CONTRACTOR and CLIENT as of October 1st, 2025.

1. The Agreement is hereby amended by this Addendum to extend the term of the Master Services Agreement by three (3) years. The Initial Term shall automatically renew for an additional 3-Three [2-two] year terms as noted in the original agreement.
2. All terms, conditions, promises, and covenants contained in the Agreement shall continue to apply as originally written and agreed upon.
3. AMB- shall provide all necessary hardware and software as noted in the original Agreement, and to include the additions below: (Nelson County opts out of Medical Compliance Services)
 - a. HARDWARE: 7- Apple iPad Air 13-inch with AppleCare 2yr and Keyboard - \$8,400.00
 - b. SOFTWARE: ESO EHR, IOS, Cardiac Interface, Billing Interface & HDE- \$17,000.00
 - c. Training: \$2,500.00
 - d. Rate Change: Rate Increase to 5.55% (from 5.35%) due to the added Hardware and Software above.

For and in consideration of the agreements set forth herein, CLIENT and CONTRACTOR hereby enter into this Addendum as of the Addendum Effective Date.

Nelson County EMS

AMB

By: _____

By: _____

Title: _____

Title: President / CEO

Date: _____

Date: _____

FISCAL COURT ORDERS

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WHEREAS, the Court held a first reading on September 16th 2025, and held a 2nd reading and adoption on October 7th 2025, and after due consideration, UPON MOTION OF _____, 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 #2025-005, an ordinance relating to the Personnel Ordinance, Classification and Compensation Plans, Personnel Policies and Procedures is as follows.

NELSON COUNTY FISCAL COURT

PERSONNEL ORDINANCE 2025-005 CLASSIFICATION AND COMPENSATION PLANS PERSONNEL POLICIES AND PROCEDURES

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ORDINANCE NO. 2025-005 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:

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

Adopted this 7th day of October, 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 philosophies 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 purposes 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 employee 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 objectives by providing procedures for:

1. Classifying positions in the County service;
2. Recruiting persons for that service;
3. Compensating employees equitably for their service in the County; and
4. 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 in positions at all levels in the County government, with the exception of the following:

- A. All elected officials;
- B. Employees of the Sheriff, County Clerk, County Attorney and Jailor, when expressly requested by the elected official in writing;
- C. All members of boards and commissions;
- D. Consultants, advisors, and contract retaining temporary professional services;
- E. Independent contractors; and
- F. 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 nonmember. 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 Americans 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 accommodation to qualified individuals with a disability who, with an accommodation, can perform the essential functions of the job, unless the accommodation will impose an undue hardship for 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 personally 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 process a complaint or grievance in accordance with the following procedure:

1. 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.
2. 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, no case shall be resolved unless the meeting is conducted within five (5) days or more than forty-five (45) days after receiving the written statement. There shall be prepared a written documentary of the discussion at the informal meeting, which shall be preserved in the records of the Nelson County.
3. 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 for the complainant 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 workplace shall be drug-free in compliance with the Drug-Free Workplace Act of 1988 (PL 100-690, Title V, Subtitle D), including any future amendments. This publication provides details of this policy, a statement on dangers of drugs in the workplace, sources of information and evidence and in the hands of a firm each employee is required to sign naming compliance.

It is the policy of Nelson County that no employee shall engage in unlawful manufacture, distribution, dispensing, possession, or use of a controlled substance in the workplace. A controlled substance means a controlled substance in schedules I through V of the Controlled Substances Act (21 U.S.C. 812), and as further defined by regulation at 21 CFR 1306.11 through 1306.15, including any future additions or amendments.

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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 employee 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. HRC defines sexual harassment as "unwelcome sexual advances, requests for sexual favors and other verbal or physical conduct of a sexual nature" which constitute unlawful sex discrimination when:

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 to your supervisor immediately. 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 67.710 the County Judge/Executive is the chief executive of the County and is given all powers and requested 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 67.710(7), the County Judge/Executive, with the approval of the Fiscal Court, has the authority to appoint, supervise, suspend, and remove County personnel, unless otherwise provided for by state statute. Notwithstanding the provisions of KRS 67.710(7), KRS 67.710(1) gives the County Judge/Executive express authority to hire a Deputy County Judge/Executive, and a reasonable number of other managers, 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 64.330(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, deadlines for application, the title and pay ranges for the position, necessary 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 transfer 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. Employee requests for consideration for the positions shall be made to the County Judge/Executive or Constitutional Officer in writing. Pay range for internal transfers shall be listed on announcements of vacancy.

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 release form; and
 - C. Whatever additional information is required for an evaluation of the applicant's fitness for the position for which he/she 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 applications 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.

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Appointment 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 been 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, in full-time established positions, for an indefinite period.
 - C. **Part-Time:** Appointments may be made on a part-time basis, to 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 employees 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 considered on the basis of two or more of the following:
 - A. Information the applicant supplies on an application form provided and supplied by the County;
 - B. Written performance, or physical examination;
 - C. Interview;
 - 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 67.711(1).

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 supervised by 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;
 - E. Salary;
 - F. All changes in status as a County employee;
 - G. Labor standards, EEO-4, immigration requirements;
 - H. Whatever additional information this ordinance, other governing laws, or the County requires.
3. Personnel records of the County shall be public records as defined and controlled by the appropriate Kentucky Revised Statutes. They will be retained in accordance with the retention schedule adopted by the State Archives 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 tourism.

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

2. Only full-time or part-time employees may 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. 2023-001. 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 as he or she 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.
c. 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 the effectiveness of the work performed.
2. 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 as to those relevant to continuation of the introductory period.

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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 payment 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 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.

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 interest of the County necessitate the appointment of a person from outside the government, the position may be filled by appointment of a person from outside the government.
3. 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.

DEMOTION

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 minimum 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 standing status, if noted, shall be recorded in the employee's personnel file.

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3. The employment 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 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 relations, 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 duration of the layoff (if known); a copy of the notice shall be placed in 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 that he/she 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 (CERS). All eligible employees must

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follow current CERS requirements. All full-time employees, non-temporary working over 100 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 ceasing 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 same program. The employee 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, willful, continued or unreasonable breaches of County employment rules must be dealt with fairly under a uniform 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 measures 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 cause as soon as possible after the offense.
 - (2) The date of the verbal reprimand, along with a description of the occurrence 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 written warning specifying the amount (\$) for each warning and noting any previous verbal reprimands/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 or 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.

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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 reason(s) 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 offense'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 reason(s) for and duration of the suspension. Any Solid Waste/Recycling employee not receiving 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 violations 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 instances 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 the action is necessary to assure public confidence in governmental oversight of its employees, or to ensure the integrity of County's loyalty into the allegations.

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

- (1) The County shall, if possible, immediately provide verbal notification to the employee, followed by 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 in no instance shall it be delayed 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:

In the event the allegations against the employee are valid, the appointing authority shall levise 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

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

- (4) During the time an employee is on suspension with pay he/she is considered to be performing services for the County. Therefore, the employee must remain 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 his reinstatement verbally, the County shall provide written verification within one (1) working day.
- (5) 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 misconduct is serious enough for discharge on the first offense, a supervisor or department head may recommend dismissal of an employee. The recommendation shall include the reason(s) for dismissal, details of previous disciplinary actions 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 reason(s) for dismissal; (b) the details of previous disciplinary action(s) taken against the employee; and (c) the recommended effective date and time of the intended discharge.

Dismissal - Pretermination Hearing

- (1) An employee who has been notified of an intent to dismiss has the right to appear personally or with counsel at a pretermination hearing held before the Fiscal Court.
- (2) The request for a pretermination 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 pretermination hearing within five (5) working days, it will be deemed that the employee has waived his/her right to a pretermination hearing.
- (3) The pretermination hearing shall be held within five (5) working days after receipt of the employee's request, excluding the day it was received.
- (4) The pretermination hearing is informal. It gives the employee the opportunity to respond to charges contained in the letter of intent to dismiss.
- (5) Within five (5) working days, excluding the day of the pretermination hearing, the Fiscal Court shall make a final determination on the termination. The employee will be notified, in writing, of the Fiscal

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

- (1) Such acts shall be recorded in the employee's personnel file.

Common Infractions

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

- A. Excessive absenteeism, tardiness, extended meal times;
- B. Quabbling while on duty;
- C. Abuse of sick leave;
- D. Insubordination;
- E. Proven theft 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 inciting a fight, or fighting during work hours;
- K. Misstatement (physical or verbal) of citizens;
- L. Willful neglect or abuse of County property;
- M. Deliberate falsification of time records.

POLITICAL ACTIVITY

1. No employee, at a condition of employment or conditional 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—SUBSTANCE 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

Nelson County government employee illegally uses drugs on or off the job, creates to work under the influence, possesses, distributes, or sells drugs in the workplace, or abuses alcohol on the job. Therefore, Nelson County Fiscal Court has established the following policy:

- A. It is a violation of County policy for any employee to use, possess, sell, trade, offer to sell, or offer to buy illegal drugs or otherwise engage in the illegal use of drugs on or off the job.
- B. It is a violation of County policy for any employee to report to work under the influence of or while possessing in his/her body, blood or urine, illegal drugs to any detectable amount.
- C. It is a violation of County policy for any employee to report under the influence of or impaired by alcohol.
- D. It is a violation of County policy for any employee to use prescription drugs illegally, i.e., to use prescriptions that have not been legally obtained or in a manner or for a purpose other than as prescribed. However, nothing in this policy prohibits the appropriate use of legally prescribed medications.
- E. Violations of this policy are subject to disciplinary action up to and including termination.

Section 2. Definitions

- A. "Legal Drug" - A prescribed or over-the-counter drug, which has been legally obtained and is being used solely for the purpose for which it was prescribed.
- B. "Illegal Drug" - Any drug, which a) is not legally obtainable; b) may be legally obtained but has not been legally obtained; or c) is being used in a manner or for a purpose other than as prescribed or for which manufactured.
- C. "Abuse" - Misuse and/or inappropriate use.
- D. "Reasonable Suspicion" - A conclusion which is based on an objective and justifiable belief.

Section 3. Types of Testing and Procedure

- A. Pre-Employment Testing - No applicant will be considered for employment with Nelson County Fiscal Court unless he/she is drug-free. All applicants who meet requirements for employment shall submit to a urine drug test. Those who test positive for any illegal substance, or who refuse to submit to a urine drug test, will not be hired.

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B. Random Drug Testing - All Nelson County Government employees identified as Safety Sensitive (see Section 4 Part B) will be subject to a random drug test. It shall be a condition of continued employment for all employees identified as Safety Sensitive to submit to another random testing when advised.

C. Reasonable Suspicion Testing - When there is reasonable suspicion to believe that an employee is illegally using drugs or abusing alcohol. "Reasonable suspicion" is based on a belief that an employee is using or has used drugs or alcohol in violation of the employer's policy drawn from specific objective and articulable facts and reasonable inferences may be based upon, but not limited to, the following:

1. Observable phenomena while at work such as direct observation of substance abuse or of the physical symptoms or manifestations of being impaired due to substance abuse;
2. Abnormal conduct or erratic behavior while at work or a significant deterioration in work performance;
3. A report of substance abuse provide by a reliable and credible source;
4. Evidence that an employee has used, possessed, sold, solicited, or transferred drugs while working or while on the employer's premises or while operating the employer's vehicle, machinery, or equipment.

D. Accident/Workers' Compensation Injury - Any Nelson County Government employees that is involved in an accident or workers' compensation injury shall be subject required to a urine drug test and breath alcohol and/or blood alcohol test.

E. Disciplinary Action - Disciplinary action up to and including termination may result from: a) an employee's refusal to submit to a breath alcohol and/or blood alcohol and urine drug test; b) a positive drug test result.

Section 4: Applicability

A. This policy is intended to apply whenever anyone is requesting or conducting business for the County and applies to all employees for whom the Fiscal Court pays Workers' Compensation Insurance Premiums including all employees of all duly elected Officers of the County. This policy applies during all working hours, while on call or paid standby and while performing work on behalf of the County while on or off County property. The policy applies to all County employees with special provisions designated to those employees identified as holding Safety Sensitive positions. These provisions are ones in which their performance requires an extra degree of care and diligence in the area of Safety to the community.

B. These positions identified as Safety Sensitive include, but may not be limited to:

1. Employees who drive county-owned vehicles
2. Employees of the County Jail
3. Animal Control Officers

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4. Code Enforcement Officers
5. Paramedics
6. Emergency Medical Technicians (EMT)
7. Heavy Equipment Operators
8. Personnel driving CDL, registered vehicles
9. Mechanics who work on these registered vehicles
10. Sheriff Dispatch
11. Dispatch Employees

Section 5: Procedures for Drug/Alcohol Testing

1. New Employees

Note: All CDL employees will have a NIDA/DOJ Drug Test. All other Nelson County Employees will have a 10 Panel Drug Test.

1. The prospective employee will be sent to the health care provider.
2. A signed consent form is obtained from the prospective employee prior to the testing.
3. All medications taken by the prospective 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 DOT rules.)
4. The medical director for the health care provider reviews all prospective employee test results. The medical director will contact the prospective employee regarding any positive drug screen that may be the result of a listed medication.
5. All employee results are stored in confidential medical files.

2. Random Drug Testing

1. The health care provider will maintain two random pools. (Note: One will be for all CDL employees and meet DOT requirements. The second will include all Safety Sensitive employees.)
2. Each month, the health care provider will communicate with Nelson County Government and update the employee pools.
3. The health care provider will send the lists to the County Judge or his designee, and the names will be drawn.
4. The random testing, once begun, will provide for alcohol and drug testing of at least 50% of all employees identified as Safety Sensitive employees.
5. The random testing will be reasonably spaced over any twelve (12) month period.
6. The health care provider will notify the specified County representative each month of the names selected, both CDL employees and Safety Sensitive employees. The draw will vary each month.
7. Upon notification the employee has been selected for a random drug screen, health will report to the health care provider. Failure to report may lead to

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

9. 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 DOT rules.)
10. The medical director for the health care provider reviews all employee 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.

3. Reasonable Suspicion

1. Nelson County Government will call and advise the health care provider that they need to test 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 DOT rules.)
5. The medical director for the health care provider reviews all employee 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.

4. Accident/Workers' Compensation Injury

1. Nelson County Government will call and advise the health care provider that they need to test 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 DOT rules.)
5. The medical director for the health care provider reviews all employee 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.

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3. 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, KENTUCKY DRUG-FREE WORKPLACE CERTIFICATION

Employees are hereby notified that the unlawful manufacture, distribution, dispensation, possession or use of a controlled substance. A controlled substance means a controlled substance in 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 voluntarily in an appropriate drug abuse assessment or rehabilitation program or
 - Taking appropriate personnel action, up to and including termination.
- If a supervisor has reasonable cause to suspect an employee of illegal drug use 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 personal physician, which impairs job performance, is 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, so appropriate steps may be taken by supervisors to alleviate any hazard.

THE DRUG-FREE AWARENESS 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: All Nelson County work stations

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

Employee Signature _____

Date _____

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COMPENSATION PLAN

- Pay Plan**
- A pay plan proposed pursuant to the personnel ordinance shall provide 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 applicable.
 - 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 related considerations.
 - At least once each year, the County Judge/Executive or his/her designee may:
 - Compare the County's salary rates, compensation policies and personnel development of the County with those of other employers, public and private, in the area;
 - Analyze fluctuations in the cost of living;
 - Make recommendations for adjustment of the pay plan based upon comparison, analysis and examination.
 - 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.
 - An employee in 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 appointment to be made at a salary above the minimum:
 - In cases of unusual difficulty in filling the position; or
 - 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**
- Each employee shall work according to a schedule of hours determined by his/her supervisor. Not supervisory full-time employees shall work at least 35 hours per week.
 - 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.
 - Mandatory 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.

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Overtime

- In order to determine whether an employee will receive overtime pay for hours worked in excess of forty (40) hours per week, each class shall be declared "excepted" or "non-excepted" in accordance with provisions of existing labor laws. Excepted employees shall not be compensated in cash for overtime worked. Non-excepted 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-excepted 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 wages for all hours worked on the seventh day of the work week if the cumulative weekly total exceeds 40 hours.
- Time off with pay (such as vacation or sick leave) may not be considered as hours worked for overtime pay purposes.
- Holidays for which employees are paid, but which are not worked, cannot be used for computing overtime.
- Overtime work shall be approved in advance by the employer'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

- The official workweek begins on Saturday at 12:01 a.m. and ends on Friday at midnight, with the exception of EMS departments, whose workweek begins at 7:01 a.m. on Friday and ends on the next Friday at 7:00 a.m.
- The County may change the official workweek at any time, but not to avoid overtime provisions.

Outside Employment

County employees owe their primary work allegiance and energy 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 integral part of personnel administration. Benefits provided by Nelson County include the following:

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Holidays

- Any full-time employee occupying regular positions shall receive three (3) 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-ninth day of December (Christmas Eve); and
 - The twenty-sixth 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 such schedule shall be retroactive for all employees who were hired on or after September 1, 2018:

Anniversary Date	Planned Vacation	Total Accumulated
90 days	40 hours	
1 year	40 hours	80
2 years, 1 year and 4 years	80 hours	80
5 or more years	120 hours	120

- 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 1,600 paid hours to receive the full earned vacation. (Exception: Employees receiving Worker's Compensation Benefits will be counted as paid hours).

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- Vacation leave may not be taken by employees serving an initial introductory period; employees on promotional introductory period may take accrued vacation leave.
- Vacation leave should be requested two (2) weeks in advance. Vacation leave may be discontinued if the employer'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 all accumulated vacation leave up to the legal maximum hours (240) that you are permitted to carryover from year to year and/or annual book 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 reduce or pay you for any vacation time that you have accumulated.
- When a former employee is terminated, 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 40-hours every six (6) months but you shall not go below a 40 hour balance.
- The Personnel Clerk shall ensure that accurate records are kept for vacation leave allowances, 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 EMS 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/she is unable to work because of illness. Sick leave should only be used for personal illness, or to and including dismissal.

- All employees occupying regular full-time positions shall be entitled to sick leave on the following schedule and such 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
Anniversary Date Thereafter	48 hours

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1. All employees occupying full-time regular positions shall receive four (4) hours of sick leave credit for each month of service.

a. All employees will receive his/her earned sick balance on the pay date that includes their employment anniversary date.

b. 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.

c. All foreseeable leave for such purposes shall require specific prior written approval of the department head.

d. In the event of sick leave 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.

e. Consistent with the Pregnancy Discrimination Act of 1978, pregnancy-related disability 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 employer's physician, consistent with the multi-fetal medical needs of the employee. Before returning to work the employee must provide documentation from their physician indicating the employee may return to their job.

2. All employees will receive his/her earned sick balance on the pay date that includes their employment anniversary date. Any employee who takes unpaid time off during their twelve (12) month 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 amount sick. (Exception: Employees receiving Worker's Compensation Benefits will be counted as paid hours).

3. When an employee takes sick leave, his/her immediate supervisor shall be informed of the fact and the reason(s) thereof no later than one hour before the time the employee was 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.

4. Absence for a part of a day that is chargeable to sick leave shall be charged proportionately in an amount not smaller than one hour.

5. 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 fraudulently obtaining sick leave, or a department head falsely 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.

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6. Absences 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 vacation leave credit.

7. The number of sick hours that employees may accrue shall be unlimited.

8. Upon retirement or termination employees must apply up to six (6) months (equivalent to 1620 hours) earned sick leave towards retirement, consistent with regulations governing such use by the County Employee Retirement System.

9. Compensation in cash for sick and/or vacation leave in lieu of time off may be given up to 40-hours every six (6) months but you shall not go below a 40 hour balance.

FAMILY AND MEDICAL LEAVE ACT OF 1993

The Family and Medical Leave Act of 1993 requires "covered" employees with at least 50 employees in provide "eligible" employees with up to 12 workweeks 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. Thus, 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 and incorporated by this reference and which shall be updated with 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. To the extent the employee does not have 12 weeks of accumulated leave, the remainder shall be unpaid leave.

The County expressly reserves the right in any day the previous job to "key employees" in instances where such restoration would result in substantial and grievous economic injury to the County. "Key employees" is defined as a selected FMLA-eligible employee who is among the highest 10 percent of all County employees.

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Parental 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, spouses, brothers, sisters, children, and grandchildren, current stepparents and current step-siblings.

3. Employees occupying regular full-time positions shall be granted one (1) working day off in case of death of grandparents-in-law, stepparents-in-law, brother-in-law of current marriage, any related step-family, aunts and uncles (on both sides of family), and aunts and uncles on both sides of the family, and current step-in-law and current daughter-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 leaves of absence with or without pay for employees occupying regular positions for any period of 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 makes available for transfer a specified amount of his or her sick/vacation leave balance to another named employee methoded 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 leaves 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 (KRS 61.396)

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 Office 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.

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Insert WRD Publication 1426 Revised February 2013

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Voting Leave (KRS 118.033)

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 without pay 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/Court 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 absent from work only during the times required by the court.

2. County employees required to appear in court on a case related to their employment shall be paid at the same rate of pay they normally receive. When court time and normal work hours exceed forty (40) 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.

INSURANCE

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.

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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:

- 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.
- Death, Divorce, Entitlement 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 entitlement to Medicare, or because the dependent ceases to be an eligible dependent under the plan.

Eligible Dependent

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 its 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.

Timeframe 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 100% of the cost of providing the coverage. Under certain 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

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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 not 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, 29 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 includes or limits coverage for a preexisting 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 the form of insurance.

C. Unemployment Insurance

All employees are covered under this program. Nelson County pays 100% of the cost for this coverage. An individual who terminates his/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 employee 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 next open 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 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 cancels 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.

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INCLEMENT WEATHER

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

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

EXPENSE REIMBURSEMENT

Reimbursement 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:

- Official travel in privately owned vehicles shall be reimbursed at the rate schedule paid by the Commonwealth of Kentucky.
- All 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.
- 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.
- Conference and registration fees shall be approved in advance by the County Judge/Executive, and may be prepaid upon necessary and appropriate.
- 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 suitable transportation.
- Tips for meals are reimbursable at a rate of fifteen percent of the price of the meal.
- Telephone calls for the purpose of County business are reimbursable at the actual rate.
- Other necessary expenses which were unforeseeable prior to travel may be approved by the County Judge/Executive, with the approval of the Fiscal 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. Employees violating this section will be subject to appropriate disciplinary action.

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P. O. BOX 490
521 ENSSLIN DRIVE
DANVILLE, KENTUCKY 40423

859-236-2367
859-235-2373 FAX
cnms@centralseal.com

QUOTATION

TO: NELSON COUNTY ENGINEER
MR. BRADLEY SPALDING

LETTING DATE: 9/25/2025
COMPLETION DATE: TBD

COUNTY: NELSON

DESCRIPTION: VARIOUS ROUTES PAVEMENT STRIPING

LINE NO.	ITEM	DESCRIPTION	QUANTITY	UNIT	UNIT PRICE	AMOUNT
<u>PLUM RUN RD (FROM US 150 TO PEAVLER LN)</u>						
6514		PAVE STRIPING - PERM PAINT - 4 INCH	24,254.00	LF	\$ 0.22	\$ 5,335.88
TOTAL AMOUNT						\$ 5,335.88
<u>MURRAYS RUN RD (FROM PLUM RUN TO CANEY FORK CREEK)</u>						
6514		PAVE STRIPING - PERM PAINT - 4 INCH	18,004.00	LF	\$ 0.22	\$ 3,960.88
TOTAL AMOUNT						\$ 3,960.88
<u>WOODLAWN RD (FROM KY 605 TO JOINT PAST MARKS LN)</u>						
6514		PAVE STRIPING - PERM PAINT - 4 INCH <small>***Layout required for Woodlawn</small>	6,670.00	LF	\$ 0.24	\$ 1,600.80
TOTAL AMOUNT						\$ 1,600.80
***	2568	MOBILIZATION (Unit prices above include 2 trips total Perm markings, Additional trips to be charged per Each Mobilization)		EACH	\$ 250.00	
GRAND TOTAL AMOUNT						\$ 10,897.56

This proposal includes the furnishing of all materials, tools, and labor necessary to complete the above work according to the project plans and specifications. We will furnish a performance bond upon request or agree to pay a proportionate share of the General Contractor's bond. Payment due within 7 days receipt of estimate from owner. 1/2 percent per month interest on past due accounts

SIGNED AND ACCEPTED:
BY: _____
TITLE AND DATE: _____

CENTRAL SEAL COMPANY
BY: **Chris Hibbard**
TITLE AND DATE: President 9/25/2025

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Atlantic Construction Company Inc.

Louisville, KY 40209
4226 Allmond Avenue

502-447-4470

Estimate

DATE	ESTIMAT...
10/3/2025	58021

NAME / ADDRESS
Nelson County Highway Department 820 West Stephen Foster Avenue Bardstown, KY 40004

ITEM	DESCRIPTION	QTY	P.O. NO.	REP	PROJECT
				MTH	
			COST		TOTAL
Striping	lin. ft. double solid yellow line in the center of the road pavement striping, using yellow paint. = Plum Run Road, length 12, 250 ft x 2 = 24,500 lin. ft.. Begin at Highway 150 and extend on Plum Run to the bridge at Peavier Lane	24,500		0.29	7,105.00
Striping	lin. ft. double solid yellow line in the center of the road pavement striping, using yellow paint. = Murrays Fun length 9,250 ft. x 2 = 18,500 lin. ft. Begin at the intersection of Plum Run and extend on Murrays Run for 9,250 feet to the bridge Caney Fork Creek	18,500		0.29	5,365.00
Striping	lin. ft. double solid yellow line in the center of the road pavement striping, using yellow paint. = Woodlawn Road length 3,400 ft. x 2 = 6,800 lin. ft. Begin at Highway 605 and extend east for 3,400 feet right past Marks Lane at and existing asphalt joint	6,800		0.49	3,332.00
	Bardstown, Kentucky Nelson County Kentucky Sales Tax			6.00%	0.00
			TOTAL		\$15,802.00

Work to be performed Monday thru Friday. Customer responsible for having work area clean, clear and ready for work to be performed.

Pricing does not include traffic control, unless otherwise stated.

www.roadlinesandsigns.com