

Minutes of the Grant County Fiscal Court February 19, 2018

The Grant County Fiscal Court met in Regular Session on Monday, February 19, 2018, at 7:00 P.M. at the Grant County Courthouse in Williamstown, Kentucky. Those in attendance were The Honorable Judge/Executive Stephen Wood presiding, Magistrate Jacquelyn Riley, Magistrate Shawna Coldiron, and Magistrate Bobby Newman. Deputy Judge Pat Conrad, and Joe Taylor, Grant County Attorney were also present.

The following guests were in attendance: Howard Chipman, Keith Ellington, Amanda Kelly, Greg Copley, Jerry Keith, Kentucky Transportation Cabinet, Steve Tatum, Grant County Road Department supervisor, Matt Yeager, Kentucky Transportation Cabinet, District 6, Matt Arlinghaus, Kentucky Transportation Cabinet, District 6, David Rose, Mike Webster, Grant County Deputy Sheriff, Debby Lucas Angel, Grant County Sheriff Chuck Dills, Bobby Webb, Grant County Deputy Sheriff, John Souder, Mike Robinson and Steve Coldiron.

CALL TO ORDER:

Judge/Executive Stephen Wood called the meeting to order and Brandon Burks Pastor of the Dry Ridge Baptist Church offered the invocation after which Judge/Executive Wood then led in the pledge of allegiance.

Judge/Executive Stephen Wood then opened the floor for the Citizens Address and gave the audience the opportunity to address the court. Mr. Keith Ellington addressed the court and thanked the magistrates for not accepting a pay raise at the last meeting. He also stated that after listening to the Dr. speak at the last meeting and addressing mental health issues. He believes that these issues are stressing our jails and they are going to have to be addressed instead of having inmates with mental health and drug issues coming back into the prison system.

Minutes of the Grant County Fiscal Court February 19, 2018

Mr. Ellington also stated that he thinks that people who work in an animal shelter should not be paid more than people who work in our jail. Judge Wood advised that new hires at the road department make \$12.00 an hour and new employees at the animal shelter start at \$11.00 per hour.

Greg Copley with the Center for Applied Energy Research with the University of Kentucky addressed the court and stated that he is in charge of a program through the Department of Local Government that helps cities and counties throughout the state make their buildings more energy efficient. They help with lighting issues and replace outdated equipment with more energy efficient equipment. They draft RFP's for counties as well as procurement regulations. They bring in a team and check the county's energy efficient needs. He went on to say that this is not a short term fix and the payback is as long as 20 years. He stated that utility bills can make up as much as 30% to 35% of a county budget. He is currently working with several counties and cities in Kentucky. The work they do through the DLG is free and the payback is 15 to 20 years and that is all negotiated with the county government. Even if the county doesn't go to a contract, he stated that the court would you gain a lot of useful information from the study. He left his card and brochure with the magistrates.

Judge/Executive Stephen Wood then presented for a motion to approve the minutes of the February 5, 2018, Fiscal Court meeting.

Motion of Magistrate Coldiron, seconded by Magistrate Riley to approve the minutes of the February 5, 2018 meeting.

Judge/Executive Stephen Wood directed the clerk to call the roll, whereupon all members present voted in the affirmative.

Minutes of the Grant County Fiscal Court February 19, 2018

Judge/Executive Stephen Wood introduced Matt Arlinghaus, Jerry Keith, and Matt Yeager with the Kentucky Department of Transportation to present the 2018-2019 Rural Secondary Program for county roads.

Jerry Keith stated that Matt Yeager did the work and he gets to do the presentation, but Matt will get to do the presentation when they go to Bracken County. He stated that the Flex Funds are tentative right now until the budget is completed in Frankfort. He went over the numbers and the roads that the state recommend paving. Magistrate Newman asked what the County Judge/Executive's expenses are and Matt Arlinghaus said a lot of people ask that question and it is administrative expenses for overseeing the project and doing the paperwork. The magistrates mentioned a number of potholes on the interstate and that they were causing some issues with flat tires, etc. Jerry Keith stated that there are some issues south of Williamstown and just south of Crittenden that the state is needing to work on. Mr. John Souder asked if they kept information on which section of road that a particular contractor had paved. They stated that yes, they do know which contractor does which section of roads. Matt Arlinghaus went on to state that they have changed the makeup of the pavement and they are hopeful that will make the pavement hold up better. Jerry Keith went on to say that contractors who pave county and state roads must meet state standards.

Motion of Magistrate Riley, seconded by Magistrate Newman to approve the Kentucky Transportation Cabinet, District 6 recommendations for the 2018-2019 Rural Secondary roads resurfacing projects for Grant County, Kentucky and that the County retain the Flex Funds.

Minutes of the Grant County Fiscal Court February 19, 2018

Judge/Executive Stephen Wood directed the clerk to call the roll, whereupon all members present voted in the affirmative. Judge Wood and the Magistrates thanked the delegation for coming.

Judge/Executive Stephen Wood presented for approval the claims drawn against the General Expense Fund, the Road Fund and the Jail Fund, dated February 19, 2018, along with the transfers as presented.

Motion of Magistrate Coldiron, seconded by Magistrate Riley to approve the claims drawn against the General Expense Fund, Road Fund, and Jail Fund, dated February 19, 2018, along with the transfers as presented.

Judge/Executive Stephen Wood directed the clerk to call the roll, whereupon all members present voted in the affirmative with the exception that Magistrate Coldiron does not approve any Owen Electric claims as she is an employee of that company.

Judge/Executive Stephen Wood presented for a motion that Grant County elected officials consisting of the Grant County Attorney, the Grant County Coroner, and the Magistrates receive the CPI increase as set by the Department of Local Government at 2.1% retroactive to January 1, 2018. Motion of Magistrate Coldiron, seconded by Magistrate Riley that the 2.1% CPI increase be awarded to the County Attorney and the Grant County Coroner, but that the Magistrates would not accept the 2.1% CPI increase.

Judge/Executive Stephen Wood directed the clerk to call the roll, whereupon all members present voted in the affirmative.

Judge/Executive Stephen Wood presented for approval and a motion to incorporate the Grant County Fiscal Court Information Systems Usage Policies and Procedures into the Grant County Personnel Policy. This policy covers e-mail and internet use by all

Minutes of the Grant County Fiscal Court February 19, 2018

employees of the Grant County Fiscal Court. Motion of Magistrate Coldiron, seconded by Magistrate Newman to approve and incorporate the Grant County Fiscal Court Information Systems Usage Policies and Procedures into the Grant County Personnel Policy.

Judge/Executive Stephen Wood directed the clerk to call the roll, whereupon all members present voted in the affirmative.

Judge/Executive Stephen Wood presented for approval and a motion to incorporate the Grant County Fiscal Court Telephone/Wireless Communications and Mobile Device acceptable usage policy in the Grant County Personnel Policy.

Motion of Magistrate Coldiron, seconded by Magistrate Newman to incorporate the Grant County Fiscal Court Telephone/Wireless Communications and Mobile Device acceptable usage policy in the Grant County Personnel Policy.

Judge/Executive Stephen Wood directed the clerk to call the roll, whereupon all members present voted in the affirmative.

Judge/Executive Stephen Wood presented for a motion to approve the appointment of Zachary Sharkey to serve as Part-Time Shelter staff at the Grant County Animal Shelter, effective February 19, 2018, with a starting salary of \$11.00 per hour. Motion of Magistrate Riley, seconded by Magistrate Newman to appoint

Zachary Sharkey to serve as Part-Time Shelter staff at the Grant County Animal Shelter, effective February 19, 2018, with a starting salary of \$11.00 per hours.

Judge/Executive Stephen Wood directed the clerk to call the roll, whereupon all members present voted in the affirmative.

Judge/Executive Stephen Wood presented for review the Building Inspector's yearly

Minutes of the Grant County Fiscal Court February 19, 2018

report for 2017, the Building Inspector's January 2018 report, the Grant County Road Supervisor's report for January 2018, and the Grant County Animal Shelter Supervisor's report for January 2018. This is for information purposes only and no action is required. Judge/Executive Stephen Wood presented his report and stated that the backhoe at the Road Department is going to have to be replaced. It has major issues and it is a piece of equipment that the Road Department must have in working condition. The company that has the state bid has one available for approximately \$111,000.00. Magistrate Riley asked what specifically the department uses the backhoe for. Steve Tatum, Road Supervisor stated that they dig out culverts, dig trenches for pipes, clean out ditches and clean crossings just to name a few uses for the backhoe. Magistrate Newman asked who would be operating the backhoe and if training was part of the purchase and Mr. Tatum stated that, yes, they offer training as part of the purchase contract.

Magistrate Coldiron stated that she has a couple of concerns that she would like to talk about. She questioned the RFP on the ambulance proposal and wanted to get a firm idea of when that would be available. Judge Wood stated that he was going out of town and would be unavailable next week, but the court could caucus if they wished. It was determined that they will caucus on Monday, February 26th, at 5:30 P.M. They will be working with Julie Jernigan, the Assistant County Attorney to revamp the details of the proposal.

Magistrate Coldiron then had some concerns regarding the bridge at the bottom of Heathen Ridge Road that has been flooded for several days. She stated that it has a crack in it and she thinks that perhaps it needs to be replaced, like they did the one over Wildcat Branch in 2014. Pat Conrad stated that the bridge over Wildcat Branch was replaced with

Minutes of the Grant County Fiscal Court February 19, 2018

the state paying 80% of the cost and the county paying 20%. She went on to say that if we could not get the 80% help that it would be very expensive. The judge stated that he has not been out to see the bridge, but would try and get it checked out.

Judge/Executive Stephen Wood reminded the court that the next meeting of the Grant County Fiscal Court will be held on Monday, March 5, 2018 at 7:00 P.M. or until the call of the chair.

Motion of Magistrate Coldiron, seconded by Magistrate Riley to adjourn until Monday, March 5, 2018, or until the call of the chair.

Grant County Judge/Executive
Stephen P. Wood

TRANSPORTATION CABINET
PROJECTS RECOMMENDED FOR RURAL SECONDARY PROGRAM
FISCAL YEAR 2018-2019

ITEM NO. **GRANT COUNTY ALLOTMENT** **\$892,119**

1 MAINTENANCE & TRAFFIC ROAD MILES 78.1 \$356,400

TOTAL **\$356,400** **\$4,563.38 /mile**

+ UNDISTRIBUTED + FREE BALANCE \$230,629

2 COUNTY JUDGE/EXECUTIVE EXPENSES \$3,862

- "FLEX FUNDS" FOR PROJECTS 15% \$133,818

TO PROGRAM

\$628,668

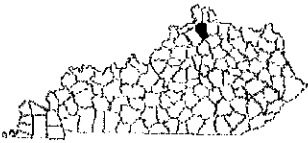
ADT	Remaining Amount
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1	LAWRENCEVILLE ROAD	Resurfacing				
	KY 1993		<u>M.P.</u>	<u>LENGTH</u>		
	F: Bennet Rd.		2.857	5.113	\$382,781	187
	T: US 25		7.970			\$245,887

2	LEBANON ROAD	Resurfacing				
	KY 491		<u>M.P.</u>	<u>LENGTH</u>		
	F: Boone County Line		0.000	2.930	\$240,757	1,212
	T: MP 2.93		2.930			\$5,130

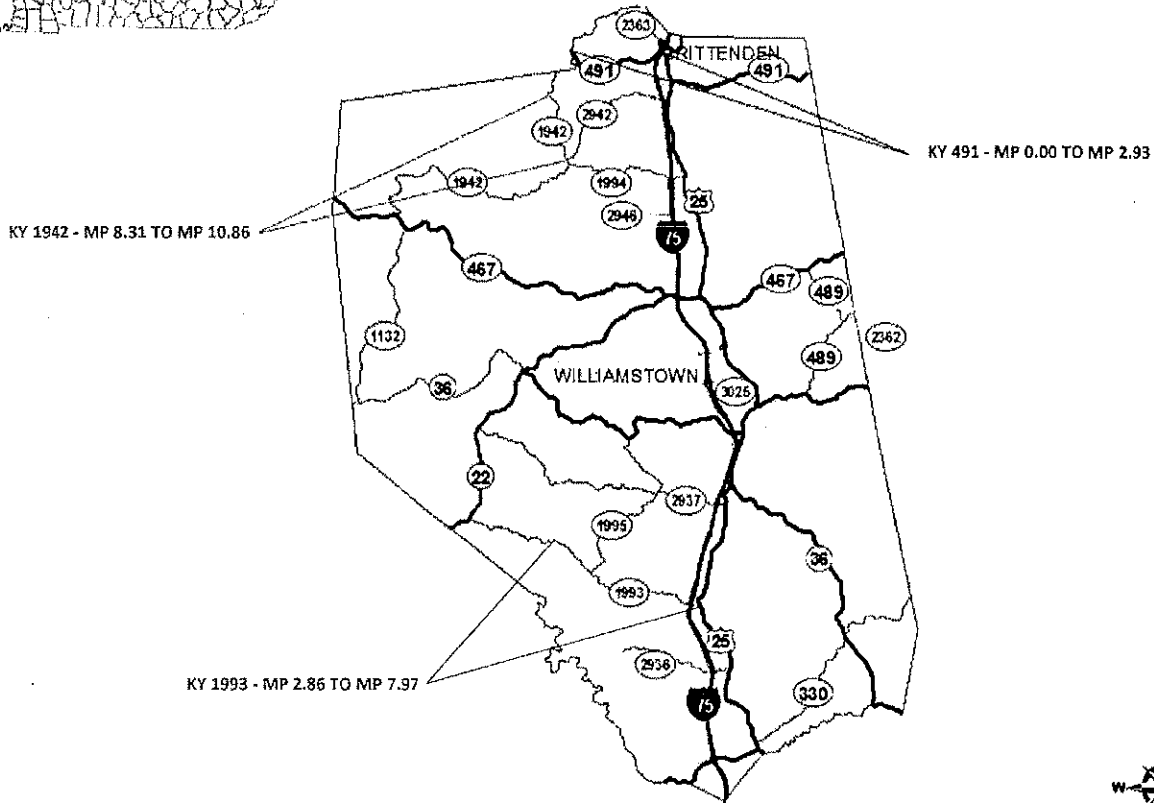
3	VERONA-MOUNT ZION	Resurfacing					WITH AVAILABLE
	KY 1942		<u>M.P.</u>	<u>LENGTH</u>			"FLEX FUNDS"
	F: KY 2942		8.314	2.542	\$136,500	207	ADDED
	T: Ten Mile Creek		10.856			\$2,448	+ \$133,818

KY 491/LEBANON ROAD
KY 1942/Verona Mt. Zion Road



Kentucky
UNBRIDLED SPIRIT

DEPARTMENT OF HIGHWAYS
MAP OF
GRANT COUNTY



KY 1942 - MP 8.31 TO MP 10.86

KY 491 - MP 0.00 TO MP 2.93

KY 1993 - MP 2.86 TO MP 7.97



02/07/18
11:57AM

**GENERAL
Fund**

Utilities

**GRANT COUNTY FISCAL COURT
Invoice Entry List (Detail)**

Invoice Date	Invoice Number	Type	Description	Terms Code	Due Date	1099 Type	Invoice Amount	Payment Amount
Vendor: BULLOCKPEN BULLOCK PEN WATER DISTRICT								
02/08/18	01-18-0105	I	WATER BILLS	COD	02/08	N/A	83.40	.00
	Account: 0154015780		Amount	55.60				
	Account: 0150855780		Amount	27.80				
Vendor Total: BULLOCKPEN							83.40	.00
Vendor: DUKEENERGY DUKE ENERGY								
02/08/18	01-18-0106	I	NATURAL GAS	COD	02/08	N/A	2,046.45	.00
	Account: 0154015780		Amount	12.99				
	Account: 0150155780		Amount	332.45				
	Account: 0152055780		Amount	365.37				
	Account: 0150805820		Amount	48.27				
	Account: 0154015780		Amount	869.09				
	Account: 0154015780		Amount	410.32				
	Account: 0154015780		Amount	7.96				
Vendor Total: DUKEENERGY							2,046.45	.00
Report Total:							2,129.85	.00

*** Report Options ***
 Vendors: ALL
 Invoice Dates: 02/08/2018 to 02/08/2018
 Invoice Type: ALL
 Invoice Status: ALL
 Dates Entered: ALL
 *** End of Report ***

General Fund

**GRANT COUNTY FISCAL COURT
Invoice Entry List (Detail)**

Invoice Date	Invoice Number	Type	Description	Terms Code	Due Date	1099 Type	Invoice Amount	Payment Amount
Vendor: 1CLAYPOOLS								
02/19/18	01-18-0127	I	SHERRY CLAYPOOL LLOYD WELFARE HOUSE	COD	02/19	N/A	25.00	.00
	Account:		0154015670	Amount	25.00			
Vendor Total: 1CLAYPOOLS							25.00	.00
Vendor: 1KELLYSTEP								
02/19/18	01-18-0128	I	STEPHANIE KELLY LLOYD WELFARE HOUSE	COD	02/19	N/A	25.00	.00
	Account:		0154015670	Amount	25.00			
Vendor Total: 1KELLYSTEP							25.00	.00
Vendor: 1WALKERPAT								
02/19/18	01-18-0129	I	PAT WALKER LLOYD WELFARE HOUSE	COD	02/19	N/A	25.00	.00
	Account:		0154015670	Amount	25.00			
Vendor Total: 1WALKERPAT							25.00	.00
Vendor: ASELECTRIC								
02/19/18	01-18-0146	I	A & S ELECTRICAL SUPPLY, INC. 154601	COD	02/19	N/A	1,203.25	.00
	Account:		0152054020	Amount	375.00			
	Account:		0150814060	Amount	453.25			
	Account:		0154014210	Amount	375.00			
Vendor Total: ASELECTRIC							1,203.25	.00
Vendor: BUSINESSCA								
02/19/18	01-18-0131	I	BUSINESS CARD DOG FOOD FOR K-9	COD	02/19	N/A	118.00	.00
	Account:		0150153850	Amount	118.00			
02/19/18	01-18-0132	I	OFFICE SUPPLIES / VEH.	COD	02/19	N/A	69.71	.00
	Account:		0150154450	Amount	22.27			
	Account:		0150155920	Amount	47.44			
02/19/18	01-18-0133	I	OFFICE SUPPLIES	COD	02/19	N/A	47.64	.00
	Account:		0150154450	Amount	47.64			
Vendor Total: BUSINESSCA							235.35	.00
Vendor: C0034								
02/19/18	01-18-0136	I	CENTURY CONSTRUCTION, INC. INV. 48393	COD	02/19	N/A	988.00	.00
	Account:		0150814060	Amount	988.00			
Vendor Total: C0034							988.00	.00
Vendor: C0300								
02/19/18	01-18-0108	I	CINCINNATI BELL TELEPHONE TELEPHONE	COD	02/19	N/A	245.52	.00
	Account:		0150815780	Amount	245.52			
02/19/18	01-18-0141	I	DES / TELEPHONE	COD	02/19	N/A	41.99	.00
	Account:		0150015730	Amount	41.99			
Vendor Total: C0300							287.51	.00
Vendor: C0390								
02/19/18	01-18-0137	I	DOUGLAS CLIFTON MILEAGE / OFFICE SUPPLIES	COD	02/19	N/A	169.30	.00
	Account:		0150205760	Amount	164.00			
	Account:		0150204450	Amount	5.30			
Vendor Total: C0390							169.30	.00
Vendor: CARENETPRE								
02/19/18	01-18-0107	I	CARE NET PREGNANCY MONTHLY SUPPORT/JANUARY	COD	02/19	N/A	300.00	.00
	Account:		0152323480	Amount	300.00			
Vendor Total: CARENETPRE							300.00	.00
Vendor: CONRADTIRE								
02/19/18	01-18-0109	I	CONRAD'S TIRE COMPANY OIL CHANGES/TIRE REPAIRS	COD	02/19	Misc Box7	257.59	.00
	Account:		0150155920	Amount	257.59			
Vendor Total: CONRADTIRE							257.59	.00
Vendor: CRYSTALSPR								
CRYSTAL AND HINGKLEY								

**GRANT COUNTY FISCAL COURT
Invoice Entry List (Detail)**

Invoice Date	Invoice Number	Type	Description	Terms Code	Due Date	1099 Type	Invoice Amount	Payment Amount
02/19/18	01-18-0110	I	BOTTLED WATER	COD	02/19	N/A	31.90	.00
	Account: 0150154450		Amount	31.90				
Vendor Total: CRYSTALSPR							31.90	.00
Vendor: DC0124			D-C ELEVATOR COMPANY, INC					
02/19/18	01-18-0138	I	INV. 254969	COD	02/19	N/A	332.17	.00
	Account: 0150815880		Amount	332.17				
Vendor Total: DC0124							332.17	.00
Vendor: ETHOMAS			E. THOMAS & ASSOCIATES, INC.					
02/19/18	01-18-0135	I	inv. 11061	COD	02/19	N/A	466.00	.00
	Account: 0150573180		Amount	466.00				
Vendor Total: ETHOMAS							466.00	.00
Vendor: FEBCO101			GRANT COUNTY FEBCO FUND					
02/19/18	01-18-0143	I	INV. 21732	COD	02/19	N/A	120.00	.00
	Account: 0194002030		Amount	120.00				
Vendor Total: FEBCO101							120.00	.00
Vendor: FORCHTBANK			FORCHT BANK					
02/19/18	01-18-0111	I	VARIOUS DEPT.	COD	02/19	N/A	2,469.18	.00
	Account: 0150577050		Amount	72.96				
	Account: 0152054020		Amount	54.38				
	Account: 0150815160		Amount	449.91				
	Account: 0150804060		Amount	57.17				
	Account: 0150577050		Amount	1,109.99				
	Account: 0152053850		Amount	106.18				
	Account: 0150807410		Amount	230.40				
	Account: 0154014670		Amount	103.02				
	Account: 0150814060		Amount	74.99				
	Account: 0152054020		Amount	210.18				
Vendor Total: FORCHTBANK							2,469.18	.00
Vendor: G0929			GLOBAL SUPPLY&FLOOR EQUIP.					
02/19/18	01-18-0123	I	INV. 0160916-001	COD	02/19	Misc Box7	55.20	.00
	Account: 0150814060		Amount	55.20				
Vendor Total: G0929							55.20	.00
Vendor: G2400			GRANT CO. CHAMBER OF					
02/19/18	01-18-0126	I	ANNUAL BANQUET	COD	02/19	N/A	100.00	.00
	Account: 0150255690		Amount	100.00				
Vendor Total: G2400							100.00	.00
Vendor: G2600			GRANT COUNTY TOURISM &					
02/19/18	01-18-0139	I	2ND QTR TOURISM TAX	COD	02/19	N/A	57,054.52	.00
	Account: 0154209020		Amount	57,054.52				
Vendor Total: G2600							57,054.52	.00
Vendor: GCNEWS			GRANT COUNTY NEWS					
02/19/18	01-18-0124	I	ADS	COD	02/19	N/A	75.67	.00
	Account: 0150255390		Amount	52.64				
	Account: 0150655390		Amount	23.03				
Vendor Total: GCNEWS							75.67	.00
Vendor: GCOILCOMP			GRANT COUNTY OIL CO INC					
02/19/18	01-18-0112	I	GAS FOR DES	COD	02/19	N/A	73.00	.00
	Account: 0151304550		Amount	73.00				
Vendor Total: GCOILCOMP							73.00	.00
Vendor: HARPENTERP			HARP ENTERPRISES, INC.					
02/19/18	01-18-0134	I	INV. 37420	COD	02/19	N/A	4,000.00	.00

GRANT COUNTY FISCAL COURT
Invoice Entry List (Detail)

Invoice Date	Invoice Number	Type	Description	Terms Code	Due Date	1099 Type	Invoice Amount	Payment Amount
			Account: 0150655650	Amount	4,000.00			
							Vendor Total: HARPENTERP	4,000.00 .00
Vendor:	INTERVET		INTERVET, INC					
02/19/18	01-18-0130	I	MEDICATIONS / MICROCHIPS	COD	02/19	N/A	1,322.49	.00
			Account: 0152053850	Amount	1,322.49			
							Vendor Total: INTERVET	1,322.49 .00
Vendor:	KACOALLIN		KACO ALL LINES FUND					
02/19/18	01-18-0113	I	BOND FOR DEPUTY CORONER	COD	02/19	N/A	101.80	.00
			Account: 0150205310	Amount	101.80			
							Vendor Total: KACOALLIN	101.80 .00
Vendor:	KMCA		KMCA					
02/19/18	01-18-0114	I	TRAINING/J. RILEY	COD	02/19	N/A	65.00	.00
			Account: 0150255690	Amount	65.00			
							Vendor Total: KMCA	65.00 .00
Vendor:	M1235		MCR SERVICES					
02/19/18	01-18-0117	I	MONTHLY CUSTODIAL/JAN	COD	02/19	Misc Box7	2,660.00	.00
			Account: 0150815860	Amount	2,660.00			
							Vendor Total: M1235	2,660.00 .00
Vendor:	O7904		U.S. BANCORP EQUIPMENT					
02/19/18	01-18-0144	I	INV. 350709846	COD	02/19	N/A	587.86	.00
			Account: 0150013330	Amount	117.58			
			Account: 0150154450	Amount	235.14			
			Account: 0152124450	Amount	117.57			
			Account: 0152054450	Amount	117.57			
							Vendor Total: O7904	587.86 .00
Vendor:	OWENELECTR		OWEN ELECTRIC COOPERATIVE					
02/19/18	01-18-0125	I	SIREN AT WARSAW ROAD	COD	02/19	N/A	37.04	.00
			Account: 0150805820	Amount	37.04			
							Vendor Total: OWENELECTR	37.04 .00
Vendor:	POSTMASTER		POSTMASTER					
02/19/18	01-18-0118	I	STAMPS	COD	02/19	N/A	250.00	.00
			Account: 0150155630	Amount	200.00			
			Account: 0152124450	Amount	50.00			
							Vendor Total: POSTMASTER	250.00 .00
Vendor:	Q1502		QUICK LUBE PLUS					
02/19/18	01-18-0145	I	OIL CHANGES	COD	02/19	N/A	125.69	.00
			Account: 0150155920	Amount	125.69			
							Vendor Total: Q1502	125.69 .00
Vendor:	R9001		REPUBLIC SERVICES # 798					
02/19/18	01-18-0115	I	SOLID WASTE/JUDICIAL	COD	02/19	N/A	137.43	.00
			Account: 0150813660	Amount	137.43			
							Vendor Total: R9001	137.43 .00
Vendor:	RMB258		RMB AGENCY, INC.					
02/19/18	01-18-0116	I	WEBSITE MAINTENANCE	COD	02/19	N/A	50.00	.00
			Account: 0150577050	Amount	50.00			
							Vendor Total: RMB258	50.00 .00
Vendor:	S0457		SUBURBAN PROPANE					
02/19/18	01-18-0120	I	(6) 5 GALLON WATERS	COD	02/19	N/A	54.00	.00
			Account: 0150804060	Amount	54.00			
							Vendor Total: S0457	54.00 .00
Vendor:	S5000		STANLEY FUNERAL HOMES LLC					

**GRANT COUNTY FISCAL COURT
Invoice Entry List (Detail)**

Invoice Date	Invoice Number	Type	Description	Terms Code	Due Date	1099 Type	Invoice Amount	Payment Amount
02/19/18	01-18-0119	I	PAUPER BURIAL/BERKEMEIER	COD	02/19	Misc Box7	1,000.00	.00
	Account: 0153015150		Amount	1,000.00				
Vendor Total: S5000							1,000.00	.00
Vendor: S5504			S&S TIRE					
02/19/18	01-18-0122	I	TIRES	COD	02/19	N/A	118.10	.00
	Account: 0150155920		Amount	118.10				
Vendor Total: S5504							118.10	.00
Vendor: UCAN			UCAN NONPROFIT					
02/19/18	01-18-0140	I	SPAY/NEUTER CLINIC	COD	02/19	N/A	170.00	.00
	Account: 0152053850		Amount	170.00				
Vendor Total: UCAN							170.00	.00
Vendor: VOYAGERFLE			VOYAGER FLEET SYSTEMS INC					
02/19/18	01-18-0121	I	FUEL	COD	02/19	N/A	5,074.00	.00
	Account: 0150154550		Amount	4,884.31				
	Account: 0150804550		Amount	91.94				
	Account: 0151154550		Amount	32.90				
	Account: 0152124550		Amount	64.85				
Vendor Total: VOYAGERFLE							5,074.00	.00
Vendor: WOOD STE			STEPHEN WOOD					
02/19/18	01-18-0142	I	MILEAGE REIMBURSEMENT	COD	02/19	N/A	214.43	.00
	Account: 0150015690		Amount	214.43				
Vendor Total: WOOD STE							214.43	.00
Report Total:							80,261.48	.00

*** Report Options ***
Vendors: ALL
Invoice Dates: 02/19/2018 to 02/19/2018
Invoice Type: ALL
Invoice Status: ALL
Dates Entered: ALL
***** End of Report *****

Road Fund

**GRANT COUNTY FISCAL COURT
Invoice Entry List (Detail)**

Invoice Date	Invoice Number	Type	Description	Terms Code	Due Date	1099 Type	Invoice Amount	Payment Amount
Vendor: A7316								
02/20/18	02-18-0056	I	ARAMARK LAUNDRY INVOICES	COD	02/20	N/A	539.10	.00
	Account: 0261053300		Amount	539.10				
Vendor Total: A7316							539.10	.00
Vendor: AIRGAS								
02/20/18	02-18-0054	I	AIRGAS USA, LLC RENTAL OF ACETYLENE	COD	02/20	Misc Box7	112.48	.00
	Account: 0261053640		Amount	112.48				
Vendor Total: AIRGAS							112.48	.00
Vendor: BRUCESGROC								
02/20/18	02-18-0055	I	BRUCE'S GROCERY, INC. GARAGE SUPPLIES	COD	02/20	N/A	543.69	.00
	Account: 0261054270		Amount	543.69				
Vendor Total: BRUCESGROC							543.69	.00
Vendor: C0300								
02/20/18	02-18-0062	I	CINCINNATI BELL TELEPHONE TELEPHONE	COD	02/20	N/A	36.82	.00
	Account: 0261055730		Amount	36.82				
Vendor Total: C0300							36.82	.00
Vendor: C0791								
02/20/18	02-18-0063	I	CENTRAL EQUIPMENT CO., INC. BEYERS SALT SPREADER	COD	02/20	N/A	7,200.00	.00
	Account: 0261057130		Amount	7,200.00				
Vendor Total: C0791							7,200.00	.00
Vendor: DRAP								
02/20/18	02-18-0057	I	DRY RIDGE AUTO PARTS, LLC GARAGE SUPPLIES/REPAIRS	COD	02/20	Misc Box7	2,782.79	.00
	Account: 0261054270		Amount	387.69				
	Account: 0261055880		Amount	2,395.10				
Vendor Total: DRAP							2,782.79	.00
Vendor: FORCHTBANK								
02/20/18	02-18-0058	I	FORCHT BANK TIME CARDS	COD	02/20	N/A	63.08	.00
	Account: 0261054270		Amount	63.08				
Vendor Total: FORCHTBANK							63.08	.00
Vendor: KYMOTORS								
02/20/18	02-18-0059	I	KENTUCKY MOTORS GARAGE SUPPLIES	COD	02/20	N/A	537.01	.00
	Account: 0261054270		Amount	537.01				
Vendor Total: KYMOTORS							537.01	.00
Vendor: LYKINS								
02/20/18	02-18-0066	I	LYKINS OIL COMPANY INV. 34436044	COD	02/20	N/A	3,046.80	.00
	Account: 0261054270		Amount	3,046.80				
Vendor Total: LYKINS							3,046.80	.00
Vendor: O7900								
02/20/18	02-18-0060	I	O'REILLY AUTOMOTIVE STORES FUEL LINE CLIP/DODGE	COD	02/20	N/A	4.16	.00
	Account: 0261055880		Amount	4.16				
Vendor Total: O7900							4.16	.00
Vendor: OWENELECTR								
02/20/18	02-18-0064	I	OWEN ELECTRIC COOPERATIVE ELECTRIC / HOPPERTON LANE	COD	02/20	N/A	732.34	.00
	Account: 0261055780		Amount	732.34				
Vendor Total: OWENELECTR							732.34	.00
Vendor: S3100								
02/20/18	02-18-0065	I	ST ELIZABETH BUSINESS INV. 465586	COD	02/20	Misc Box6	96.00	.00
	Account: 0294002030		Amount	96.00				
Vendor Total: S3100							96.00	.00
Vendor: VOYAGERFLE								
02/20/18	02-18-0061	I	VOYAGER FLEET SYSTEMS INC FUEL	COD	02/20	N/A	1,242.33	.00

02/16/18
01:01PM

GRANT COUNTY FISCAL COURT
Invoice Entry List (Detail)

Invoice Date	Invoice Number	Type	Description	Terms Code	Due Date	1099 Type	Invoice Amount	Payment Amount
			Account: 0261054270	Amount	1,242.33			
						Vendor Total: VOYAGERFLE	1,242.33	.00
						Report Total:	16,936.60	.00

*** Report Options ***

Vendors: ALL

Invoice Dates: 02/20/2018 to 02/20/2018

Invoice Type: ALL

Invoice Status: ALL

Dates Entered: ALL

*** End of Report ***

Tail Fund

**GRANT COUNTY FISCAL COURT
Invoice Entry List (Detail)**

Invoice Date	Invoice Number	Type	Description	Terms Code	Due Date	1099 Type	Invoice Amount	Payment Amount
Vendor: AEGISANALY								
02/21/18	03-18-0066	I	AEGIS SCIENCES DRUG TESTING	COD	02/21	N/A	300.00	.00
	Account:		0351013820	Amount			300.00	
Vendor Total: AEGISANALY							300.00	.00
Vendor: BOBBARKER								
02/21/18	03-18-0067	I	BOB BARKER CO., INC. HYGIENE PRODUCTS	COD	02/21	N/A	523.23	.00
	Account:		0351014530	Amount			523.23	
Vendor Total: BOBBARKER							523.23	.00
Vendor: C0071								
02/21/18	03-18-0068	I	HOWARD CHIPMAN EQUIPMENT REPAIR	COD	02/21	N/A	20.92	.00
	Account:		0351013360	Amount			20.92	
Vendor Total: C0071							20.92	.00
Vendor: C0300								
02/21/18	03-18-0069	I	CINCINNATI BELL TELEPHONE TELEPHONE	COD	02/21	N/A	339.91	.00
	Account:		0351015730	Amount			339.91	
Vendor Total: C0300							339.91	.00
Vendor: C1067								
02/21/18	03-18-0080	I	COMMERCIAL PARTS & SERVICE INV. 226913	COD	02/21	N/A	40.56	.00
	Account:		0351013360	Amount			40.56	
Vendor Total: C1067							40.56	.00
Vendor: C1400								
02/21/18	03-18-0083	I	CORNERSTONE INSTITUTIONAL, INV. CS17-450	COD	02/21	Misc Box7	780.00	.00
	Account:		0351013340	Amount			780.00	
Vendor Total: C1400							780.00	.00
Vendor: C6309								
02/21/18	03-18-0079	I	CINTAS CORPORATION #312 154475	COD	02/21	N/A	258.60	.00
	Account:		0351014110	Amount			258.60	
Vendor Total: C6309							258.60	.00
Vendor: C6365								
02/21/18	03-18-0078	I	CINTAS FIRE 636525 INV. 0335350768	COD	02/21	N/A	32.92	.00
	Account:		0351013330	Amount			32.92	
Vendor Total: C6365							32.92	.00
Vendor: COMM188010								
02/21/18	03-18-0077	I	COMMONWEALTH SPECIALIZED MED CARE	COD	02/21	N/A	104.59	.00
	Account:		0351013430	Amount			104.59	
Vendor Total: COMM188010							104.59	.00
Vendor: CONRADTIRE								
02/21/18	03-18-0070	I	CONRAD'S TIRE COMPANY REPAIRS/TAHOE	COD	02/21	Misc Box7	226.95	.00
	Account:		0351015920	Amount			226.95	
Vendor Total: CONRADTIRE							226.95	.00
Vendor: DUKEENERGY								
02/21/18	03-18-0071	I	DUKE ENERGY NATURAL GAS	COD	02/21	N/A	9,756.95	.00
	Account:		0351015830	Amount			9,756.95	
Vendor Total: DUKEENERGY							9,756.95	.00
Vendor: ECOLAB								
02/21/18	03-18-0082	I	ECOLAB INV. 8492673	COD	02/21	N/A	693.20	.00
	Account:		0351014530	Amount			693.20	
Vendor Total: ECOLAB							693.20	.00
Vendor: GCOILCOMP								
02/21/18	03-18-0072	I	GRANT COUNTY OIL CO INC 10.433 G KEROSENE	COD	02/21	N/A	36.51	.00
	Account:		0351014550	Amount			36.51	

**GRANT COUNTY FISCAL COURT
Invoice Entry List (Detail)**

Invoice Date	Invoice Number	Type	Description	Terms Code	Due Date	1099 Type	Invoice Amount	Payment Amount
Vendor Total: GCOILCOMP							36.51	.00
Vendor: I6717			COLOSSUS, INCORPORATED					
02/21/18	03-18-0081	I	INV. MN0000011955	COD	02/21	N/A	6,427.35	.00
	Account: 0351013330		Amount	6,427.35				
Vendor Total: I6717							6,427.35	.00
Vendor: KYJAILERAS			KY JAILER'S ASSOCIATION					
02/21/18	03-18-0073	I	MEMBERSHIP DUES	COD	02/21	N/A	1,575.00	.00
	Account: 0391005510		Amount	1,575.00				
Vendor Total: KYJAILERAS							1,575.00	.00
Vendor: M17930			HG MAYBECK CO., INC.					
02/21/18	03-18-0075	I	BATH TOWELS AND WASH	COD	02/21	N/A	102.75	.00
	Account: 0351014530		Amount	102.75				
Vendor Total: M17930							102.75	.00
Vendor: MARTINAUTO			MARTIN'S AUTO ELECT					
02/21/18	03-18-0074	I	FORD VAN / CHEV. TAHOE	COD	02/21	Misc Box7	143.93	.00
	Account: 0351015920		Amount	143.93				
Vendor Total: MARTINAUTO							143.93	.00
Vendor: O7904			U.S. BANCORP EQUIPMENT					
02/21/18	03-18-0085	I	INV. 350709846	COD	02/21	N/A	235.14	.00
	Account: 0351014450		Amount	235.14				
Vendor Total: O7904							235.14	.00
Vendor: S8368			STAPLES BUSINESS					
02/21/18	03-18-0086	I	INV. 8048454690	COD	02/21	N/A	339.58	.00
	Account: 0351014450		Amount	.00				
	Account: 0351014450		Amount	339.58				
Vendor Total: S8368							339.58	.00
Vendor: SELECTPEST			SELECT PEST CONTROL					
02/21/18	03-18-0084	I	INV. 114536	COD	02/21	N/A	45.00	.00
	Account: 0351013460		Amount	45.00				
Vendor Total: SELECTPEST							45.00	.00
Vendor: VOYAGERFLE			VOYAGER FLEET SYSTEMS INC					
02/21/18	03-18-0076	I	FUEL	COD	02/21	N/A	841.01	.00
	Account: 0351014550		Amount	841.01				
Vendor Total: VOYAGERFLE							841.01	.00
Report Total:							22,824.10	.00

*** Report Options ***
 Vendors: ALL
 Invoice Dates: 02/21/2018 to 02/21/2018
 Invoice Type: ALL
 Invoice Status: ALL
 Dates Entered: ALL
 *** End of Report ***

**ORDER OF TRANSFER
Jail Fund**

2/19/2018

	Line Item	Debit	Credit
Building Insurance	03-9100-525	\$104.59	
Specialized Health Care	03-5101-343		\$104.59
Custodial Supplies	03-5101-411	\$270.00	
Pest Control	03-5101-346		\$270.00
Interest	03-7700-606	\$2,886.35	
Maintenance Agreements	03-5101-333		\$2,886.35
HB810 Training	03-9100-212	\$1,061.03	
Maintenance Agreements	03-5101-333		\$1,061.03
Worker's Compensation	03-9400-209	\$531.19	
Maintenance Agreements	03-5101-333		\$531.19
Staff Uniforms	03-5101-481	\$830.02	
Maintenance Agreements	03-5101-333		\$830.02
Communication Devices	03-5101-703	\$780.00	
Building Repairs	03-5101-334		\$780.00
Liability Insurance	03-9100-529	\$500.00	
Drug Tests	03-5101-382		\$500.00
Reserves for Transfers	03-9200-999	\$9,000.00	
Natural Gas	03-5101-583		\$9,000.00
Custodial Supplies	03-5101-411	\$756.95	
Natural Gas	03-5101-583		\$756.95
Custodial Supplies	03-5101-411	\$75.00	
Membership Dues KJA	03-9100-551		\$75.00
	Total	\$16,795.13	\$16,795.13

Order to Transfer

2/19/2018

GENERAL FUND	Line Item	Debit	Credit
Ark-TIF	01-5025-567	\$396.81	
Judicial Center/Building Mat	01-5212-445		\$396.81
Reserves for Transfers	01-9200-999	\$418.93	
Tourism Tax	01-5420-902		\$418.93
Reserves for Transfers	01-9200-999	\$3,500.00	
Sheriff / Uniforms	01-5015-481		\$3,500.00
Totals		\$4,315.74	\$4,315.74

Grant County Fiscal Court
Information Systems
Usage Policies and Procedures

Preamble

Most of Grant County's financial and administrative information is accessible through the network. As such, this information is vulnerable to security breaches that may compromise confidential information and expose Grant County to losses and other risks. At Grant County, security is critical to the physical network, computer operating systems, and application programs and each area offers its own set of security issues and risks.

Confidentiality and privacy, access, accountability, authentication, availability, network maintenance, and an Information Technology system are components of a comprehensive security plan. This plan identifies key concerns and issues faced by the Grant County Fiscal Court community at the application, host, and network level, and strives for a balance between the County's desire to promote and enhance the free exchange of ideas and its need for security of critical information and systems.

This document will:

1. Identify the elements of a good security policy;
2. Explain the need for Information Technology security;
3. Specify the various categories of Information Technology security;
4. Indicate the Information Technology Security responsibilities and roles; and
5. Identify appropriate levels of security through standards and guidelines.

This document establishes an overarching security policy and direction for the Grant County Fiscal Court. All departments are expected to follow the established standards, guidelines and operating procedures.

1. INFORMATION TECHNOLOGY SECURITY ELEMENTS

The elements of a good security policy include:

Confidentiality and Privacy
Access
Social Media
Accountability
Authentication
Availability
Information technology system and network maintenance policy

Confidentiality refers to the County's needs, obligations and desires to protect private, proprietary and other sensitive information from those who do not have the right and need to obtain it.

Access defines rights, privileges, and mechanisms to protect assets from access or loss.

Social Media defines use and responsibility of use of social media sites.

Accountability defines the responsibilities of users, operations staff, and management.

Authentication defines method of proving network users and use of encryption.

Availability establishes hours of resource availability, redundancy and recovery, and maintenance downtime periods.

Information Technology Systems describes the computer structure and flow of data.

Network Maintenance describes how both internal maintenance personnel and external vendors are allowed to handle and access technology.

2. NEED FOR INFORMATION TECHNOLOGY SECURITY

Systems (hardware and software) designed primarily to store confidential records (such as Financial Information System) require enhanced security protections and are strategically controlled systems to which **access** is closely monitored. Networks provide connection to records, information, and other networks. Guidelines for appropriate use of computer facilities and services are as follows:

A. Respect the rights and sensibilities of others

1. Electronic mail should adhere to the same standards of conduct as any other form of mail. Respect others you contact electronically by avoiding distasteful, inflammatory, harassing or otherwise unacceptable comments.
2. Others have a right to know who is contacting them
3. Respect the privacy of others and their accounts. Do not access or intercept files of data of others without permission. Do not use the password of others or access files under false identity.
4. Distribution of excessive amounts of unsolicited mail is inappropriate.
5. While the Grant County Fiscal Court encourages respect for the rights and sensibilities of others, it cannot protect individuals against the existence or receipt of materials that may be offensive to them. Those who make use of electronic communications may come across or be recipients of material they find offensive or simply annoying.

B. Be aware of the legal implications of your computer use

1. The Internet enables users to disseminate material worldwide. Thus the impact of dissemination on the Internet is often far broader than that of a statement made on paper or in routine conversation. Keep in mind that a larger audience means a greater likelihood that someone may object with or without legal basis.
2. Much of what appears on the Internet is protected by copyright law regardless of whether the copyright is expressly noted. Users should generally assume that material is copyrighted unless they know otherwise and not copy or disseminate copyrighted material without permission. Copyright protection also applies to much software, which is often licensed to the Grant County Fiscal Court with specific

limitations on its use. Both individual users and the County may, in some circumstances, be held legally responsible for violations of copyright.

3. Many other state and federal laws including those prohibiting deceptive advertising, use of other's trademarks, defamation, violations of privacy, and obscenity apply to network-based communications.

C. Respect the mission of the Grant County Fiscal Court in the larger community.

1. The County makes Internet resources available to approved staff to further the County's services and related missions. These resources are strictly available only for County-related activities.
2. The County IT Department attempts to filter the content of web pages, electronic mail, but is not responsible for the views expressed by individual users or outside entities, religious or political groups. Use computer resources lawfully.
3. Remember that you are responsible for all activity involving your account. Keep your account secure and private. Do not use identifying data or common words as a password: your password should be difficult to crack or otherwise guess either by individuals or by sophisticated computer programs.
4. The County is the custodian of a wide array of personal and financial data concerning its staff as well as the Grant County Fiscal Court itself. Respect the County's obligation of confidentiality as well as your own. Only those with authorization may access, communicate or use confidential information.
5. The County has a right to expect that computer users will properly identify themselves. Computer accounts are assigned and identified to individuals. Don't misrepresent yourself.

D. Do not harm the integrity of the Grant County Fiscal Court's computer systems and networks.

1. Today's information technology is a shared resource. Respect the needs of others when using computer and network resources. Do not tamper with facilities and avoid any actions that interfere with the normal operations of computers, networks, and facilities
2. Avoid excessive use of computer resources. They are finite and others deserve their share. Chain mail, junk mail, and similar inappropriate uses of County resources are not acceptable. Web pages that are accessed to an excessive degree can be a drain on computer resources and, except where significant to the County's mission may result in a permanent suspension of the Internet access privilege. Although a respect for privacy is fundamental to the County's policies, understand that almost any information can in principle be read or copied; that some user information is maintained in system logs as a part of responsible computer system maintenance; that the County must reserve the right to examine computer files, and that the County may be compelled by law or policy to examine even personal and confidential information maintained on County computing equipment.
3. You are granted privileges and responsibilities with your account. While these vary between groups, the use of County resources for personal commercial gain or for

partisan political purposes (not including the expression of personal political views, debate and the like) is inappropriate and possibly illegal.

4. Individual County computer systems have varying resources and demands. Some have additional and sometimes more restrictive guidelines applicable to their own user.
 - A. All County codes of conduct apply to information technology as well as to other forms of communication and activity.
 - B. Information Systems employees are empowered to suspend some or all privileges associated with computer use in cases of misuse or threat to the integrity of all or part of the County's information management resources.
 - C. Before any permanent action is taken against a user, the user will be advised of the basis for the proposed action and given an opportunity to respond. Concerns about such actions may be raised through the usual administrative channels associated with the department of resource in question.
 - D. Where a violation of County's policies or applicable law appears to warrant action beyond a suspension or elimination of computer privileges, the matter may be referred to a supervisor, administrator or disciplinary body with appropriate authority or to law enforcement authorities.
 - E. Complaints or concerns about another's use of County's computer resources should be directed to the administrator responsible for the facility or resource in question.

3. SECURITY CATEGORIES

This policy applies to the following categories of security:

- **Computer system and applications security:** Central processing unit, peripherals, operating system and data.
- **Physical security:** The premises occupied by the Information Technology personnel and equipment.
- **Operational security:** Environment control, power equipment, operational activities.
- **Procedural security:** Established and documented security processes for information technology staff, vendors, management, and individual users.
- **Network security:** Communications, equipment, personnel, transmission paths, and adjacent areas.

4. INFORMATION TECHNOLOGY SECURITY RESPONSIBILITIES AND ROLES

Responsibility for guaranteeing appropriate security for data, systems, and networks is assigned to Information Systems Department, County Administration, and Department Heads.

In many cases, responsibility for designing, implementing and maintaining security protections will be delegated to information technology staff, but the individual department heads will retain responsibility for ensuring compliance with this policy. In addition to management and information technology staff, the individual user is responsible for the information technology equipment and resources under his or her control.

At the Grant County Fiscal Court, the Information Systems Director is responsible for:

1. Tracking technology and regulatory changes that may indicate or require a change or addition to the current policy;
2. Advising affected department head and staff of said changes;
3. Establishing procedures that support the implementation and maintenance of the security policy;
4. Assisting departments within the County to develop, implement, and maintain their own security policies that support and facilitate the County's policy; and
5. Establishing and maintaining a repository for the County's collected security documents.

INFORMATION TECHNOLOGY STANDARDS AND GUIDELINES

Confidentiality and Privacy

The Grant County Fiscal Court and all members of the County community are obligated to respect, and in many cases to protect confidential data. There are, however, technical and legal limitations on our ability to protect confidentiality. For legal purposes, electronic communications are no different than paper documents. Electronic communications are, however, more likely to leave a trail of inadvertent copies and more likely to be seen in the course of routine maintenance of computer systems.

The County monitors the content of personal web pages, e-mail or other on-line communications. The County reserves the right to examine computer records or monitor activities of individual computer users for the following reasons: (a) to protect the integrity or security of the computing resources or protect the County from liability, (b) to investigate unusual or excessive activity, (c) to investigate apparent violations for law or County policy, and (d) as otherwise required by law or exigent circumstances. In limited circumstances, the County may be legally compelled to disclose information relating to business or personal use of the computer network to authorities having a legal jurisdiction or, in the context of litigation to other third parties.

Access

No one may access confidential records unless specifically authorized to do so. Even authorized individuals may use confidential records only for authorized purposes. The County's Computer Use Policy requires that members of the County community respect the privacy of others and their accounts, not access or intercept files or data of others without permission, and not use another's password or access files under false identity. Violators of any of these rules are subject to discipline consistent with the general disciplinary provisions.

Technology assets are to be housed in an appropriately secure physical locations. Technology assets include servers, personal computers that house systems with controlled access (laptops are a category of special consideration), ports (active ports in public areas), sniffing devices (PC's set up to do this for diagnosis should be secure), modems and network components (cabling, electronics, etc.).

Passwords help protect against misuse by seeking to restrict use of County systems and networks to authorized users. Each authorized user (specific individual) is assigned a unique username and password

that is to be protected by that individual and not shared with others, is difficult to decipher, is changed on a regular basis, and is deleted when no longer authorized.

Password Guidelines

The following guidelines should be adopted as the minimum baseline password standard for computer systems at the Grant County Fiscal Court.

Require that:

- Passwords be at least eight characters in length, with at least 3 of 4 attributes (capital letter, lower case letter, number, special character.)
- Passwords change at least every 90 days.
- Security software disables account for 15 minutes after 5 unsuccessful log-on attempts.
following no more than three unsuccessful log-on attempts
- Security software disallows the reuse of passwords for five generations or more.

Where software permits:

- Require that files containing passwords are one-way encrypted.
- Require passwords to be entered in non-display fields.
- Set the initial passwords (issued by the system administrator) to be valid for one log-on only, and require a forced password change following the initial log-on.

The management for each area will ensure that controls are in place to avoid unauthorized intrusion of systems on the network and to detect efforts at such intrusion. Such controls may include some combination of the following: setting up base-line traffic monitoring and comparing with network logs for variances; implementing system control mechanisms to detect unexpected data conditions; monitoring successful and unsuccessful access to data; and, conducting port scans to ensure that only authorized users are connected to the network.

Requesting Network/User Access

Employees shall be given access on an as-needed basis. An Employee's Department Director and the Information Systems Director must approve a "Request for Access" before the employee is added or access to data is allowed or modified.

- a. Department Director will make a "Request for Access" to the Information Systems Director.
- b. Information Systems Director verifies the request and either approves or rejects the request. Rejected requests will be explained to the requesting Director.
- c. Information Systems will add, delete, or modify the user's access rights.
- d. Information Systems will notify the Department Director upon completion of the request.

Social Media

Including, but not limited to Facebook, Twitter, LinkedIn, and YouTube.

The following activities are deemed inappropriate uses of social media: Use of social media for illegal or unlawful purposes, including copyright infringement, obscenity, libel, slander, fraud, defamation, plagiarism, harassment, intimidation, forgery, impersonation, and computer tampering (e.g. spreading spyware, malware, viruses, etc.)

You are responsible for what you post. You are personally responsible for any of your online activity conducted with a Grant County Fiscal Court e-mail address or any e-mail address that can be traced back to the Grant County Fiscal Court domain or any equipment which uses Grant County Fiscal Court equipment.

Outside the workplace, your rights to privacy and free speech protect online activity conducted on your personal social networks using your personal e-mail. However, what you publish on such personal sites should never be attributed to the Grant County Fiscal Court and should not appear to be endorsed by, or originated from the Grant County Fiscal Court. If you choose to list your work affiliation on a social network, then you should regard all communications, on such networks as professional activity conducted at the Grant County Fiscal Court.

Accountability

Individual users are responsible for ensuring that others do not use their system privileges. In particular, users must take great care in protecting their usernames and passwords from eavesdropping or careless misplacement.

Passwords are never to be 'loaned.' Individual users will be held responsible for any security violations associated with their usernames.

Operations staff is responsible for reviewing the audit logs and identifying potential security violations. The operations staff is responsible for establishing the security and access control mechanisms (such as usernames, passwords, logging, etc.) and may be held accountable for any security breaches that arise from improper configuration of these mechanisms.

Each user permitted to access a controlled system is to be made aware of the access policy for that system. Management will provide this information to the employee when first granting access and make the employee aware of the auditing capability in place to verify compliance.

All controlled systems must maintain audit logs to track usage information to a level appropriate for that system. All user sessions and all failed connection attempts must be logged. For user sessions, the following will be recorded: user, source IP, session, start time/date, and session end time/date. For failed connection attempts, the number of attempts must also be recorded. Management has the discretion to determine whether additional logging is necessary.

Audit logging may also apply to networks. Logging of network traffic flow and access is a standard practice. If inappropriate use of the network is suspected, and/or management so requests, the Information Systems Director may authorize specific traffic logging on portions of the County network.

If the operation staff believes a security incident has occurred, they will immediately notify their management. Management will assess the potential implications of the incident, notify the Information Systems Director, and take any remedial and necessary actions. All audit logs will be immediately duplicated and moved to secure media for further analysis.

Before adding new software to County computers and networks, system defaults should be carefully reviewed for potential security holes and passwords shipped with the software should be changed.

Downloading software, particularly software that is not job-related or endorsed by the administration, may introduce security risks and is strictly prohibited.

Authentication

Authentication and data encryption or point-to-point communication will be implemented for all systems that send or receive sensitive data or when it is critical that both parties know with whom they are communicating. The decision of whether to encrypt data should be made by the professional system administrator responsible for the particular application being distributed, with the knowledge of the County Information Systems Director, County Administrator, Judge/Executive, or department head.

Information Technology Systems and Network Maintenance

In the course of doing business, Grant County Information systems will require various levels of repair, general maintenance, and monitoring. All aforesaid activities will be the responsibility of the Grant County Information Systems Department and staff. In instances where outside contractors are used, representatives of these contracted companies must follow all County IT policies.

Reporting Violations

All users and/or department heads of County systems and resources have the responsibility to report any apparent violations of law, County policy, or department policy to local management and Information Systems whenever such violations come to their attention.

Department management and users of the systems are required to report security violations. Accordingly, guidelines will provide specific guidance on what, when, where, to whom, and within what timeframe the violation should be reported and a copy will be filed with the Information Systems Director.

End-User Good Practices Policy

Personal Hardware and Software Prohibited

No personal hardware or software is allowed. All equipment and software of any kind, including programs, is the sole property of the Grant County Fiscal Court. This is to reduce problems of equipment and software failure, damage to data files and the introduction of viruses. It is also a policy that disks, tapes, or portable media belonging to the County are not to be used in personal home computers and then returned. This restricts access to Grant County's data and/or programs and prevents virus transmission.

Desktop

The primary user of each desktop computer, laptop, or wireless handheld is responsible for maintaining data integrity. Employees shall adhere to the following procedures for physical security of software and diskettes:

- a. Identify the contents of all external media by using fiber-tip pens only.
- b. Use licensed software only as allowed by the software license agreement.
- c. Desktops should be locked or logged off at the end of each workday.

Workstation Backup

Information Systems insists that all critical data be stored on a file server. If critical data must be stored on the PC instead of on the File Server, the employee is responsible for backing up critical data files and for ensuring that backup media is stored in a safe place, preferably off-site.

Virus Prevention:

The Information Systems Department will initiate control procedures to regularly run virus detection programs on personal computers and file servers used to store confidential or sensitive information or that run critical applications.

To reduce the threat of computer viruses affecting our resources, employees should adhere to the following procedures.

- a. All desktop computers or laptops purchased with software, or received by another means, with software already loaded, should be scanned for viruses before use or connection to the network.
- b. All desktop computers or laptops where hardware is replaced or sent to a vendor for repair should be scanned for viruses before reuse or connected to the network.
- c. All software, including shrink-wrapped, shareware, or freeware, should be scanned for viruses prior to being loaded onto a desktop computer or laptop.

GRANT COUNTY E-MAIL AND INTERNET USER AGREEMENT

EMPLOYEE ACKNOWLEDGMENT

I have received a copy of the Grant County Fiscal Court's Policy Guidelines on email/internet acceptable use. I recognize that the County's email/Internet is to be used for conduction of the County's business. I understand that use of this equipment for private/personal/purposes shall be limited, incidental and subordinate to business. Any question regarding the scope and extent of personal use shall be directed to the employee's supervisor/department head for clarification, prior to the questionable activity.

As part of Grant County and user of Grant County's gateway to the internet and e-mail system, I understand that this e-mail/Internet County guideline applies to me.

I understand that it is my obligation to read the aforementioned document and agree to follow all policies and procedures that are set forth therein. I further agree to abide by the standards set in the document for the duration of my employment with the Grant County Fiscal Court. Should I have any questions related to the Grant County Administrative Code, it is my obligation to seek assistance from my supervisor, director or department head.

I am aware that violations of this County guideline on acceptable e-mail/Internet use may subject me to disciplinary action up to and including termination from employment. Furthermore, I acknowledge that all documents stored on the County's email/Internet servers may be subject to public disclosure, upon request, pursuant to state law.

I further understand that my communications on the Internet and e-mail reflect on the Grant County Fiscal Court. Furthermore, I understand that this policy can be amended at any time or that I may receive further direction from my superiors related to proper email/Internet usage.

Employee Signature

Date

Employee Name Printed

TELEPHONE/WIRELESS COMMUNICATIONS AND MOBILE DEVICE ACCEPTABLE USAGE POLICY

Policy Statement

The County provides telephone and wireless communications services for staff in support of mission-related activities and to promote the cost-effective, appropriate and secure use of those devices.

Reason for Policy / Purpose

The purpose of this policy is to define standards, procedures, and restrictions for end users who have legitimate business uses for, telephones, wireless communications devices, and services, connecting mobile devices (County of personally owned) to the Grant County Fiscal Court network and accessing County data. The County wishes to promote the responsible use of telephones and wireless communications devices, and to provide guidance for the use of such devices in compliance with federal regulations. This mobile device policy applies, but is not limited to, all devices and accompanying media that fit the following classifications:

- Telephones
- Smartphones
- Other mobile/cellular phones
- Tablets
- Laptop/Notebook Computers

While the County provides telephones and wireless communications devices, it also desires that use of these devices be cost-effective and properly managed. This policy details responsibilities of both employees and departments with regard to the use of telephones and wireless communications devices.

Assumption of Privacy

The Grant County Fiscal Court reserves the right to monitor all County phone lines to: (a) keep track of productivity and/or to monitor the quality of customer service, ("quality assurance"), (b) act upon reasonable suspicion that a County employee is engaging in unauthorized use of County equipment. This section serves as formal notification of such intent as per KRS 526.101.

Grant County Fiscal Court employees do not have a right, nor may they have an expectation of privacy while using any Government office equipment at any time, including the utilization of phone equipment. Any use of County communications resources is made with the understanding that such use is generally not secure, is not private, and is not anonymous.

Security and Conduct

The end user should exercise discretion as to who has access to his/her cell phone number as there could be a charge associated with the telephone use regardless of whether the communication is incoming or outgoing.

Grant County Fiscal Court employees have an obligation to use their wireless communications services in a responsible, informed and safe manner, conforming to network etiquette, customs, courtesies, safety practices and any applicable laws or regulations.

Employees using wireless communications devices are responsible for securing them at all times. All losses shall be reported immediately to the designated departmental representative.

Hardware and Support

The Information Systems Department reserves the right, through policy enforcement and any other means deemed necessary, to limit the ability of end users to transfer data to and from specific resources on the County network or the Internet.

Users will make no modifications to the hardware or software that change the nature of the device in a significant way (e.g. replacing or overriding the operating system, jailbreaking, rooting) without written approval of the IT Director.

Policy Non-Compliance

Failure to comply with the *TELEPHONE/WIRELESS COMMUNICATION and MOBILE DEVICE ACCEPTABLE USAGE POLICY* may, at the full discretion of the Grant County Fiscal Court, result in the suspension of any, or all technology use and connectivity privileges.



STEPHEN P. WOOD
Judge/Executive

JACQALYNN RILEY
Magistrate- District 1

SHAWNA COLDIRON
Magistrate- District 2

BOBBY NEWMAN
Magistrate - District 3

JOE TAYLOR
County Attorney

Offices of the Grant County Fiscal Court

101 North Main Street – Suite 3
Williamstown, Kentucky 41097
O 859-823-7561
F 859-428-4567

PATRICIA CONRAD
Deputy Judge & Fiscal Court Clerk

Colton Simpson
Administrative Assistant

PEGGY UPDIKE
County Treasurer

MATTIE GUTMAN
Recreation & Community Outreach Director

LES WHALEN
Emergency Management Director

BRYAN MILES
Solid Waste Coordinator

STEVE TATUM
Road Supervisor


MARSHA CHANEY
Animal Shelter Director

TERRY Conrad
Building Inspector

APPOINTMENT

I, Stephen P. Wood, Grant County Judge/Executive do hereby appoint Zachary Sharkey, 503 Helton Heights, Williamstown, Kentucky 41097, as a Part-Time animal control officer for the Grant County Animal Shelter at a salary of \$11.00 per hour, effective February 19, 2018.

Dated this the 19th day of February, 2018.



Stephen P. Wood
Grant County Judge/Executive

TERRY A. CONRAD
GRANT COUNTY BUILDING INSPECTOR
 101 NORTH MAIN STREET
 WILLIAMSTOWN, KY 41097

Phone 859-824-9608

February 2, 2018

YEARLY REPORT FOR BUILDING INSPECTOR
FOR 2017

TYPE OF CONSTRUCTION	TOTAL PERMITS	ESTIMATED CONST. COST	AVG. COST
Single Family	52 (AVERAGE SQUARE FOOT=1820)	\$8,794,000.	\$169,115.00
Double Wide	18 (AVERAGE SQUARE FOOT=1659)	\$1,570,000.	\$87,222.00
Modular	2 (AVERAGE SQUARE FOOT=1483)	\$117,000.	\$58,500.00
Mobile Home	6 (AVERAGE SQUARE FOOT=1155)	\$143,300.	\$23,889.00
Garage	7 (AVERAGE SQUARE FOOT=1207)	\$145,500.	\$20,786.00
Addition	11 (AVERAGE SQUARE FOOT=938)	\$559,400.	\$50,855.00
Pump House	1	\$120,000.	832 sq. ft.
Storage Building	10 (AVERAGE SQUARE FOOT=945)	\$288,284.	\$28,828.00
Remodel	6 (AVERAGE SQUARE FOOT= 11,814)	\$2,942,000.	\$490,000.00
Stair & Steps	1	\$3,300.	35 sq. ft.
Concession Area	1	\$6,500.	280 sq. ft.
Drive thru Window	1	\$2,000.	21.6 sq. ft.
In Ground Pool	6 (AVERAGE SQUARE FOOT=688)	\$195,442.	\$32,574.00
Pole Barn	10 (AVERAGE SQUARE FOOT=1510)	\$241,000.	\$24,100.00

Rest Room	2 (AVERAGE SQUARE FOOT=1216)	\$40,000.	\$20,000.00
Demolition	10		\$650.00
Modular w/bsm	1	\$162,000.	2,280 sq.ft.
Deck	5 (AVERAGE SQUARE FOOT=868)	\$84,800.	\$16,960.00
Repair	1	\$3,500.	187 sq.ft.
Temporary Tent	7 (AVERAGE SQUARE FOOT=771)	\$8,500.	\$1,214.00
Replace Basement1	1	\$30,000.	713 sq. ft.
Maintenance Facility	1	\$3,170,366.	12,414 sq. ft.
Porch & Roof	1	\$13,000.	600 sq. ft.
Roof	1	\$1,200.	252 sq. ft.
Green House	3 (AVERAGE SQUARE FOOT=1,440)	\$54,000.	\$18,000.00
Car Port	2 (AVERAGE SQUARE FOOT=360)	\$4,300.	\$2,150.00
Interior Finish	3 (AVERAGE SQUARE FOOT=2,583)	\$472,000.	\$157,333.00
Sign	2 (AVERAGE SQUARE FOOT=47)	\$28,000.	\$14,000.00
Sun Room	2 (AVERAGE SQUARE FOOT= 174)	\$38,200.	\$19,100.00
Smoke House	1	\$12,000.	21.6 sq.
New Business	3	\$2,325,000.	\$775,000.00
McDonalds		\$1,000,000	5,779 sq. ft.
Cornerstone		\$640,000.	10,075 sq. ft.
Heritage Bank		\$685,000.	2640 sq. ft.
Awning	1	\$51,000.	2160 sq. ft.
Temporary Stage	2 (AVERAGE SQUARE FOOT=832)	\$17,700.	\$8,885.00
Basement	2 (AVERAGE SQUARE FOOT=1815)	\$66,000.	\$33,000.00
Porch	1	\$3,000.	288 sq.ft.

Rental Cottage	10	\$200,000.	\$20,000.00
(AVERAGE SQUARE FOOT=195)			
Storage Freezer	1	\$8,000.	32 sq. ft.
Foundation Repair	1	\$52,000.	1960 sq. ft.
Canopy	1	\$2,000.	550 sq. ft.
Pole Barn/Garage	1	\$8,000.	885 sq. ft.
Projector House	1	\$8,800.	640 sq. ft.
Shelter w/ Guest Service	1	\$10,000.	1800 sq.ft.
Addition /Renovation	1	\$2,400,000.	2400 sq. ft.
Foundation	1	\$40,000.	864 sq. ft.
Stone Fence	1	\$68,000.	2739 sq. ft.
Aviaries	1	\$15,000.	606 sq. ft.
Warehouse	1	\$1,600,000.	92,000 sq. ft.
Auditorium	1	\$6,800,000.	78,225 sq. ft.
Blacksmith Shop	1	8,000.	1,200 sq.ft.

TOTAL CONSTRUCTION COST

TOTAL	208	\$30,503,268.45
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There were 208 Permits issued between January 01, 2017 and December 31, 2017 with total permit fees amounting to \$74,100.14

There were a total of 69 Certificates of Occupancy issued during 2017.

There were 538 field inspections made with 7,171 miles driven from January 01, 2017 to December 31, 2017.

Of the 208 Permits issued, 38 were issued for the City of Williamstown in 2017.

Of the 208 Permits issued 38 were issued for the City of Dry Ridge in 2017.

Of the 208 Permits issued, 9 were issued for the city of Crittenden in 2017.



TERRY A. CONRAD
Grant Co. Building Insp.

Cc: Stephen Wood, Grant County Judge/Executive
Pat Conrad, Deputy Judge/Executive
Joe Taylor, Grant County Attorney
Barbara New, Mayor of Corinth
Jimmy Wells, Mayor City of Dry Ridge
Jim Livingood, Mayor of Crittenden
Rick Skinner, Mayor of Williamstown

Jacquelyn Ammer Riley, Grant County Fiscal Court
Shawna Coldiron, Grant County Fiscal Court
Bobby Newman, Grant County Fiscal Court

Year End Total From 1992 to 2017
Grant County Building Inspectors Office

YEAR	Number of Permits	Total Permit Fees For Year	Number of Single Family Dwellings	Certificates Of Occupancy	Number Of Field Inspection	Miles Driven For Year	Total Construction Cost	
1992	85	\$17329.49	45	24	282	3927	\$3,034,354	
1993	124	\$27,345.40	74	63	1083	13,592	\$4,223,400.	
1994	161	\$34,490.08	84	89	863	10,657	\$6,826,075.	
1995	191	\$40,596.19	78	78	859	11,806	\$8,001,210.	21 Permits City of Williamstown
1996	227	\$53,769.47	88	61	702	11,341	\$12,692,959.	32 Permits City of Williamstown
1997	278	\$67,054.33	96	91	674	11,884	\$17,401,267.	44 Permits City of Williamstown
1998	225	\$55,158.87	76	95	715	13,591	\$12,775,470	40 Permits City of Williamstown
1999	295	\$77,146.63	102	146	750	14,249	\$21,358,890.	19 Permits City of Dry Ridge
2000	397	\$112,994.10	155	188	1004	19,034	\$31,291,859.	24 Permits City of Williamstown
2001	345	\$94,400.46	117	200	962	16,569	\$22,643,372.	66 Permits City of Crittenden
2002	329	\$91,341.11	113	160	880	15,826	\$27,768,359.	36 Permits City of Dry Ridge
2003	299	\$82,546.58	115	158	791	14,733	\$22,554,868.	51 Permits City of Crittenden
2004	351	\$97,065.77	146	191	902	17,658	\$26,216,564.	26 Permits City of Dry Ridge
								42 Permits City of Williamstown
								37 Permits City of Crittenden
								23 Permits City of Dry Ridge
								32 Permits City of Williamstown
								65 Permits City of Crittenden
								36 Permits City of Dry Ridge
								47 Permits City of Williamstown

Number of Single Family Dwelling Permits
Issued by Year and Average Cost

	<u>No of Single Family Dwellings</u>	<u>Avg. Cost</u>
1992	45	\$48,378.48
1993	74	\$50,074.32
1994	84	\$64,838.10
1995	78	\$72,474.36
1996	88	\$87,776.14
1997	96	\$98,244.79
1998	76	\$94,868.42
1999	102	\$103,274.50
2000	155	\$109,580.64
2001	117	\$115,707.69
2002	113	\$114,805.31
2003	115	\$127,254.78
2004	146	\$124,730.82
2005	148	\$132,976.35
2006	114	\$133,149.12
2007	86	\$141,511.62
2008	51	\$138,878.43
2009	31	\$138,300.00
2010	30	\$184,243.00
2011	23	\$204,652.00

2012	29	\$142,345.00
2013	19	\$200,789.00
2014	31	\$203,870.00
2015	39	\$237,863.00
2016	27	\$175,296.00
2017	52	\$169,115.00

TERRY A. CONRAD
GRANT COUNTY BUILDING INSPECTOR
101 North Main Street
Williamstown, KY 41097

Phone 859-824-9608

JANUARY 2018

During the month JANUARY the following Permits were issued:

1-----Single Family
1----- Storage Bldg
0-----Double Wide
0-----Addition
0-----Mobile Home
0----- Garage
1----- Business
0-----Remodel
0----- Warehouse
0----- Auditorium
0----- Projector house
0-----Roof
0-----Deck

There were 3 Permits issued for construction in JANUARY amounting to \$1,675.55
There were 2 Certificates of Occupancy issued during JANUARY
There were 24 field inspections made with 435 miles driven for the month


TERRY A. CONRAD
GRANT COUNTY BUILDING INSPECTOR

January 2018

31 Jan 18 36322 · 14.2 Gals

Total - 435 miles - 14.2 Gals

Mon

1, 1, 18

Holiday

Tues

1, 2, 18

Worked on Trucks & V-Boxes

Wed

1, 3, 18

Cleaned crossings

Thurs

1, 4, 18

Picked up tree limbs on Kaper -
Lawrenceville, Morgan Creek Rd.

Fri

1, 5, 18

Picked up trees on Shiloh, Fork Lick

Mon
1, 8, 18

Salt Rds

Tues

1, 9, 18

Salt Rds

Wed

1, 10, 18

Hauled commodities to Hope Center,
and Helping Hands.

Put up signs on Clairborne Drive

Cleaned crossing on Arnolds Creek Rd.

Thurs

1, 11, 18

Worked on Trucks & V-Boxes

Fri

1, 12, 18

Salt Rds.

Sat

1, 13, 18

Salt Rds

Mon

1, 15, 18

Holiday

Salt Rds. + Plowed

Tues

1, 16, 18

Salt and Plowed Rds

Wed

1, 17, 18

Salt and Plowed Rds.

Thurs
1, 18, 18

Salt slick spots and bus
turns

Fri
1, 19, 18

Worked on Trucks + V-Boxes

Mon
1, 22, 18

Washed trucks and Equipment

Picked up Nativity Scene at the
Courthouse.

Tues
1, 23, 18

Worked on Trucks

Wed

1, 24, 18

Fired bus turn on Fisher Rd.

Picked up tree limbs on Arnolds
Creek Rd.

Cleaned crossings.

Thurs

1, 25, 18.

Cleaned crossings.

Picked up couches, chairs, mattresses
on Assembly Church Rd.

Fri

1, 26, 18

Worked on Trucks

Mon

1, 29, 18

Washed Trucks & Equipment

Tues

1, 30, 18

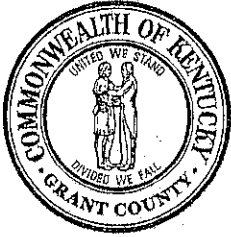
Put up signs on Knoxville Rd,
Luton, Rouge, E. Flynn, Assembly -
Church Rd.

Cleaned crossings

Wed

1, 31, 18

Patched pot holes on Sherman -
Newtown, Mann, Needham Ln,
Fords Mill, Clarks Creek,



Grant County Animal Shelter
218 Barnes Rd. Williamstown, Kentucky 41097

STEPHEN P. WOOD
County Judge-Executive

O 859-824-9403
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Kathleen Ritzl, Director

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BOBBY C. NEWMAN
Magistrate District 3
bobby.newman@twc.com

Grant County Animal Shelter Report

Dogs

<i>Month</i>	<i>January 2018</i>	
Current Residents	5	
Dogs Picked Up	5	
Owner Give Up	5	
Stray Turn In	9	Total in 19
Adopted	9	
Claimed by Owner	9	
Sent To Rescues	4	
Euthanized Aggressive	0	
Incapacitated	0	
Fostered	1	
Complaints	17	Total Out 22
Dispatch		

Cats

<i>Month</i>	<i>January 2018</i>	
Current Residents	9	
Owner Give Up	6	
Stray Turned in	15	Total in 25
Dead on Arrival	0	
Picked up	0	
Adopted	15	
Euthanized	0	
Incapacitated	0	
Feral	0	
Claimed by Owner	1	
Fostered	0	
Sent To Rescues	4	Total out 20

Number of Visitors: 173

Respectfully submitted by, Grant County Shelter Director, Kathleen Ritzl