

**MINUTES OF MEETING
BOURBON COUNTY JOINT PLANNING COMMISSION
THURSDAY, APRIL 15, 2021**

The Bourbon County Joint Planning Commission met on Thursday, April 15, 2021 at 6:30 p.m. in the Second-Floor Courtroom of the Bourbon County Courthouse, Paris, Kentucky.

The meeting was called to order by Chair Guy Bowman. He began the meeting by introducing the newly appointed member to the to the Commission, Kimberly Dionne. (Her appointment is to represent the magisterial district of Little Rock.) Chair Bowman asked her to raise her right hand and to take the Oath of Office. Commissioner Dionne was welcomed to the Commissioner.

Attendance was taken by roll call:

Commissioner Allen-Edwards	Present	Commissioner Lovell	Present
Commissioner Bowman	Present	Commissioner Osborne	Present
Commissioner Dionne	Present	Commissioner Poynter	Present
Commissioner Ferrell	Present	Commissioner Smith	Present

A quorum was established and the meeting continued.

Jan Wagoner had called in and her absence was noted. Also, in attendance were Legal Counsel, Patrick Watson, and Staff Members, Andrea Pompei Lacy and Micki Sosby.

The minutes from the February 4, 2021 meeting was presented for consideration. A motion was entertained to approve the minutes for February 4, 2021as presented. Motion made by Stephen Osborne with a second to the motion by Henry Lovell to approve the minutes as presented. A vote was taken by a show of hands to approve the minutes a presented:

Commissioner Allen-Edwards	Approve	Commissioner Lovell	Approve
Commissioner Bowman	Approve	Commissioner Osborne	Approve
Commissioner Dionne	Abstain	Commissioner Poynter	Approve
Commissioner Ferrell	Approve	Commissioner Smith	Approve

Minutes approved.

Next, Chair Bowman introduced the Review of the Financials to be presented by Commissioner Henry Lovell. He began with the Balance Sheet. \$65,007.85 in Cash, Accounts Payable of \$51,569.93 leaving Cash Available of \$13,437.92.

Revenues and Expenditures:

Government Support	\$24,480
Electrical Permits	\$ 625
Building Permits	\$ 3,674
Planning and Zoning Fees	\$ 2,075

Total Fees for Services	<u>\$ 6,374</u>
Total Revenues	<u>\$48,855</u>

Operating Expenses

Personnel	\$48,855
Legal Fees	\$ 1,356
Legal Notices	\$ 804
Consultant Fees: Engineering	\$ 520
Bookkeeping	\$ 300
Comprehensive Plan	\$ 4,000
Bank Fees	\$ 28
Conference & Training	\$ 521
Phone/Internet/IT Support	\$ 725
Office Supplies	\$ 525
Office Equipment	\$ 74
Total Operating Expenses	<u>\$ 57,711</u>

Revenues (Under) Expenses from Operations \$(26,497)

He said this was due to the quarterly billing of Personnel Expenses. Auto repairs are off because of estimates for first year expenses.

Chair Bowman asked for any questions regarding the Review of the Financials. Hearing none, he asked for a motion to approve or deny the Financial Statements as presented. A motion was made by Commissioner Lovell to accept the Financial Statements as presented; the motion received a second from Commissioner Osborne. A roll call vote was taken:

Commissioner Ferrell	Approve	Commissioner Smith	Approve
Commissioner Lovell	Approve	Commissioner Allen Edwards	Approve
Commissioner Osborne	Approve	Commissioner Dionne	Abstain
Commissioner Poynter	Approve	Commissioner Bowman	Approve

Motion accepted.

Ms. Lacy was asked to present the claims report. She began by talking about mailing in the credit card payment. After the payment was lost in the mail, she said a lesson learned was that the payment could be hand delivered to Kentucky Bank. The lost check had to be reissued.

- 1080 Kentucky Bank Visa - Training expenses (replace ck #1074) 561.83
- 1081 Bluegrass Office Systems - copier lease 151.71
- 1082 Bourbon County Treasurer – personnel expenses quarterly 48,855.52
- 1083 De Lage Landen Financial Services - copier lease – lease expense will need to be revisited 74.89
- 1084 GRW - 3rd party engineering services on Clintonville Road 520.00

- 1085 Michelle Thornsburg - Jeep Liberty battery 146.34
 - 1086 Oberlander Financial Services PLLC - bookkeeping services 300.00
 - 1087 The Citizen Advertiser - legal notices plus full-page annual report 1,356.00
 - 1088 VC3, Inc. – internet and support 585.00
 - 1089 Verizon – mobile phones for Code Enforcement Officer/Building Inspector and Planning Administrator 140.81
 - 1090 Watson Law Firm, PLLC – Legal Counsel 1,440.00
 - 1091 Hurst Office Suppliers – Office supplies 373.67
- Total Claims 54,505.77

Ms. Lacy then brought before the Commission Purchase Requests totaling \$1,200 that had been budgeted for in 2020-2021, that she would now like permission to purchase.

Projector and Screen, visual aid for meetings	\$400
Planning Administrator Chair	\$500
Planning Administrator Computer Screens (2)	\$300

Chair Bowman asked for any questions regarding the Purchase Requests. Hearing none, he asked for a motion to approve or deny the Purchase Requests as presented. A motion was made by Commissioner Dionne to approve the Purchase Requests; the motion received a second from Commissioner Lovell. A roll call vote was taken:

Commissioner Ferrell	Approve	Commissioner Smith	Approve
Commissioner Lovell	Approve	Commissioner Allen Edwards	Approve
Commissioner Osborne	Approve	Commissioner Dionne	Approve
Commissioner Poynter	Approve	Commissioner Bowman	Approve

Motion passed.

Chair Bowman stated that at the next meeting he would like for the Commission to consider a capped amount that staff can make purchases without bringing before the Commission.

This was the end of the regular agenda. Under New Business, Patrick Watson presented P&Z Training Materials: KRS 100.213 Findings necessary for proposed map amendment. This was in accordance with HB55 training, and each Commissioner and Staff member present will receive 1.5 hours of training credit for participation in this training exercise.

At the end of the training exercise, a motion was made by Commissioner Osborne and seconded by Commissioner Lovell to adjourn the meeting. All were in agreement.

Guy Bowman, Chair

Date _____