

**BOONE COUNTY PLANNING COMMISSION
VIA LIVE VIDEO TELECONFERENCE
BURLINGTON, KENTUCKY
BUSINESS MEETING
JUNE 16, 2021
7:00 P.M.**

Chairman Rolfsen opened the Business Meeting at 7:00 p.m. and welcomed everyone to the Planning Commission's June 16, 2021 Business Meeting. The Boone County Planning Commission, pursuant to KRS 61.826, Kentucky Senate Bill 150 and OAG 20-05, is conducting its regularly scheduled meeting on Wednesday, June 16, 2021 at 7:00 p.m. via live video teleconference. This meeting format has been necessitated due to the state of emergency regarding the threats to public health presented by the novel Coronavirus (COVID-19) pandemic.

COMMISSION MEMBERS PRESENT:

Mr. Randy Bessler
Ms. Corrin Gulick
Mr. Steve Harper
Mrs. Lori Heilman
Mrs. Janet Kegley
Mr. Rick Lunnemann
Mr. Don McMillian
Mr. Kim Patton, Vice Chairman
Mr. Charlie Rolfsen, Chairman
Mr. Bob Schwenke
Mrs. Jacqueline Steele
Mr. Tom Szurlinski
Mr. Steve Turner, Temporary Presiding Officer

COMMISSION MEMBERS NOT PRESENT:

Mr. Kim Bunger, Secretary/Treasurer

LEGAL COUNSEL PRESENT:

Mr. Dale Wilson

STAFF MEMBERS PRESENT:

Mr. Kevin P. Costello, AICP, Executive Director
Michael D. Schwartz, Planner

APPROVAL OF THE MINUTES:

Chairman Rolfsen stated that the Commissioners received copies of the Minutes from the June 2, 2021 Business Meeting and Public Hearings. He asked if there were any other comments or corrections? **Mr. Patton moved to approve the Minutes as presented. Mr. Bessler seconded the motion and it carried unanimously.**

EXECUTIVE DIRECTOR'S REPORT:

Mr. Kevin Costello, AICP, referred to his PowerPoint presentation outlining the Planning Commission's FY 2021-2022 Budget. He mentioned that each Board member should have received a budget packet and a memo dated June 10, 2021. The proposed FY 2021-2022 Budget is \$2,115,000. It is \$74,000 more than the current budget. This is an increase of 3.6% - the same percentage increase as last year. The increase is due to purchasing new computer equipment, staff retirement costs and the 2020-2021 Zoning Update. Government Funding is proposed to increase by a total of \$50,000. This increase is based on a formula that has been in place for several years. The Fiscal Court is required to pay 67.2% (\$33,600) of the increase while the City of Florence pays 25.3% (\$12,650), City of Union pays 4.5% (\$2,250) and the City of Walton pays 3.0% (\$1,500). Overall, Government Funding is expected to increase by 4.2%. The packet of budget information includes 2 organizational charts, a list of Board Members for 9 different boards, a list of plan and permit reviews by jurisdiction, population data, a description of essential services, a description of services provided in FY 2020-2021, proposed work activities, in FY 2021-2022, a chart on Government Funding and revenue from Review Fees in the past nine years.

Mr. Costello reviewed the FY 2021-2022 Budget categories. In terms of revenue, Government Funding represents 60% of total funding. Review Fees reflect 26% of total revenue. It is expected to increase a total of \$18,000 in this category. The administration category represents 13% of the total revenue. This includes Boone County GIS membership and inspection fees. In terms of expenditures, Staff and Board salaries represent 55% of the total budget expenditure. It is expected to increase by 3%. The Professional Services category will increase by \$9,000, while the Fringe Benefits category will only increase by \$2,000. This is due to the lower cost of health insurance. The Other category is about 11% of the expenditure amount. This category will increase by \$24,000. This is due to purchase of new computers and modest increases in the other categories. The GIS Operations category shows a decrease of \$18,000. This is due to the completion of the aerial photography project. There have been some discussions recently about another photo update. If this occurs, the Planning Commission will have to undertake a Budget Amendment.

At this time, Chairman Rolfsen asked if the Board Members had any questions or comments regarding the FY 2021-2022 Budget? Seeing none, **Mr. Patton moved to adopt the Boone County Planning Commission's FY 2021-2022 Budget based upon Mr. Costello's presentation. Mr. Schwenke seconded the motion and it passed unanimously.**

Mr. Costello explained that Ronne Wuest resigned from the Planning Commission to accept a position in the Boone County Building Department. As a result, the position of Staff Assistant was advertised. Interviews were conducted. He referred to his June 9, 2021 e-mail to the Board that explained the recommendation from the Executive Committee and himself. Mr. Costello noted that Ms. Nicole Dierna has worked about 7 years as an Administrative Assistant in the Boone County Extension District and about 1 year as a receptionist with the Boone County Parks Department. After no further discussion or questions, **Mr. Lunnemann moved to hire or appoint Ms. Nicole Dierna as a Staff Assistant effective June 21, 2021 based upon the terms outlined in Mr. Costello's e-mail. Mr. Harper seconded the motion and it passed unanimously.**

ACTION ON PLAN REVIEWS: None

OTHER:

Chairman Rolfsen announced that due to the recent announcement by Governor Beshear regarding COVID 19, the Planning Commission will return to in person Board meetings beginning July 7, 2021. He noted that Staff will monitor room capacity limits in the Fiscal Courtroom. A discussion took place about future virtual meetings. It was suggested that the second Business Meeting could be virtual? Mr. Costello explained that it might be possible but the Zone Change Committee meeting is usually held before the second Business Meeting each month and it is anticipated that those meetings will also be in person making it difficult for Committee members to travel home after the Committee Meeting to attend a virtual Business Meeting. The Staff will look into other options.

There being no further business to come before the Planning Commission, **Mr. Patton moved to adjourn the meeting. Mrs. Steele seconded the motion. The meeting was adjourned by unanimous consent at 7:35 p.m.**

APPROVED

Charlie Rolfsen
Chairman

Attest:

Kevin P. Costello, AICP
Executive Director