

Henderson City-County  
Planning Commission  
April 3, 2018

The Henderson City-County Planning Commission held their regular meeting April 3 2018 at 6:00 p.m., at the Henderson Municipal Center, 222 First Street, 3rd floor assembly room. Members present: Chairman Herb McKee, David Williams, Dickie Johnson, Bobbie Jarrett, Kevin Richard, Rodney Thomas, David Dixon, Kevin Herron, Gary Gibson, Doug Bell, and Attorney Tommy Joe Fridy. Mac Arnold and Gray Hodge were absent.

Staff present: Director Brian Bishop, Assistant Director Claudia Wayne, Theresa Curtis, and Heather Lauderdale.

*(The following minutes were transcribed from an audio recording of the meeting on April 3, 2018. The audio recording is on file at the Planning Commission office and will be retained)*

**MEETING BEGAN AT 6:00PM**

Chairman McKee: Let's call this April meeting of the Henderson City-County Planning Commission to order, Madame Clerk can you please call the roll?

The Chair will entertain a motion to go **into Public Hearing**.

***MOTION WAS MADE BY DOUG BELL, SECONDED BY GARY GIBSON TO GO INTO PUBLIC HEARING.***

Chairman McKee: We have a motion and a second; all in favor signify by saying aye.

***ALL IN FAVOR: AYE***

Are there any opposed?

***OPPOSED: NONE***

Chairman McKee: We are in public hearing.

First on the agenda is the consideration of the **minutes of the March 6 meeting**. If you've had time to review them, are there any additions or corrections?

Hearing none, the Chair will entertain a motion.

***MOTION WAS MADE BY KEVIN RICHARD, SECONDED BY DAVID DIXON TO APPROVE THE MARCH 6, 2018 MINUTES AS DISTRIBUTED.***

Chairman McKee: We have a motion and a second; any discussion? All in favor signify by saying aye.

***ALL IN FAVOR: AYE***

Are there any opposed?

***OPPOSED: NONE***

Chairman McKee: The minutes are approved.

Next on the agenda is the Henderson City-County Planning Commission proposed **2018-2019 Fiscal Year Budget**, Mr. Bishop are planning to lead that discussion?

Brian Bishop: Yes sir.

Chairman McKee: Please proceed.

Brian Bishop: Does everyone have a copy of the budget; have they seen it?

This years proposed budget is \$752,667, which is a \$9,699 increase from last year; which was \$742,968.

The main reason for this increase is staff retirement; the well documented pension contributions that has been in the news lately.

The numbers that Theresa has been given is that we will see an increase of liability of \$31,230, and our contribution rate will go from 19.18% to 28.05%.

What we did was prepare for the worse case scenario. We had hoped there would be a phase-in bill that would eventually help out organizations like the Planning Commission. But, to be safe we just prepared to bite the bullet and do everything at once. If this had not been done, we actually would have seen a decrease in the Planning Commission's budget, and that was largely due to several factors.

One, GIS contractual services is going down because we were able to back off the amount of dark fiber that we were using; the amount of bandwidth for the lack of a better phrase. That is going from \$5,000 a month to \$2,500 a month.

We were able to decrease Professional Services by \$10,000 because that was the money we had budgeted for the website re-build, but we were able to piggy-back the counties project as well. So, we can save that money and that will be taken out of the budget.

Telephone, we have taken down by \$2,000.

Advertising by \$500.

Printing and blueprint down by \$1,000.

The only increase we'll see is from Capital Outlay and we have increased that by \$2,500. We are anticipating some computers to be replenished or replaced in the office. We try to go through a cycle so we don't get too outdated from a computer standpoint.

So, that is a brief nutshell. Are there any questions? Would you like for me to go down the budget from line item; how would you like to proceed?

Chairman McKee: Commissioner?

David Dixon: My questions have been answered.

Chairman McKee: Oh, good.

David Dixon: Those were the few points I was looking at.

Chairman McKee: Any other questions for Mr. Bishop?

Let me report to you that the Budget Committee did meet, and reviewed in depth the budget, and recommends it for approval at this meeting.

The Chair will entertain a motion to approve that budget.

***MOTION WAS MADE BY DAVID DIXON, SECONDED BY DOUG BELL TO APPROVE THE 2018-2019 FISCAL YEAR BUDGET AS PRESENTED.***

Chairman McKee: We have a motion and a second; any discussion? All in favor signify by saying aye. Madame Clerk, will you please call the roll?

***ALL IN FAVOR: AYE***

***OPPOSED: NONE***

Chairman McKee: Budget is approved as presented. Congratulations to all of you that put all the fine work into that budget.

The Chair now will entertain a motion **to go out of Public Hearing.**

***MOTION WAS MADE BY RODNEY THOMAS, SECONDED BY GARY GIBSON TO GO OUT OF PUBLIC HEARING.***

Chairman McKee: We have a motion and a second; any discussion? All in favor signify by saying aye. Are there any opposed?

***ALL IN FAVOR: AYE***

Are there any opposed?

***OPPOSED: NONE***

Chairman McKee: So mote it be.

Next on the agenda is the non-public hearing item **Finance Report for March 2018**, Mrs. Curtis are you going to lead that conversation?

Theresa Curtis: Yes sir.

Chairman McKee: Please do.

Theresa Curtis: We are at 70% of budget, and we have three (3) months left. I'll answer any questions you may have.

Chairman McKee: Any questions for Mrs. Curtis?

***MOTION WAS MADE BY DICKIE JOHNSON, SECONDED BY RODNEY THOMAS TO APPROVE THE FINANCE REPORT FOR MARCH 2018 AS PRESENTED.***

Chairman McKee: We have a motion and a second; any discussion? All in favor signify by saying aye.

***ALL IN FAVOR: AYE***

Are there any opposed?

***OPPOSED: NONE***

Chairman McKee: The Finance Report is approved.

Next on the agenda is Administrative Business, and the **results of the RPF Committee's meeting.**

Let me report to you that the Model Procurement Code does not require the bid process for Professional Service Contracts because it's so difficult to evaluate proposals.

Several years ago, the Planning Commission came up with its method; before I came on the Planning Commission, of evaluating proposals for

Professional Services Contracts and they include, in addition to price, a point system for comparison.

Professional qualifications get twenty (20) points.

Professional experience in Governmental Agency Audits gets thirty (30) points.

Current user satisfaction gets ten (10) points.

A resident of Henderson County or maintains an office in Henderson County gets ten (10) points.

And, of course, the price gets thirty (30) points.

At this point I would like to call on Mr. Bishop to see if he would like to make any comments on the RFP Committee at this point.

Brian Bishop: I think everyone kind of knows the background on this. We were due for RFP's because we had reached the end of our contract with our legal and auditing service providers.

The committee met the 28<sup>th</sup>, which was last Wednesday. The RFP Committee voted to recommend the proposal for auditing services to Alexander Thompson Arnold, PLLC., which is formally known as the Myriad Group. They had done the auditing services for the Planning Commission for some time. That was the easy part.

The hard part was the legal services just because, as Mr. McKee said, it's hard to gauge legal services. We had two (2) proposals. One from Mr. Fridy, and one from Mr. Eric Shappell. We had a lengthy discussion and we kicked around a lot of ideas. One idea that we had was to try to seek out other ways to get a little more certainty for Planning Commission Staff as far as how much legal services cost, and we could seek advice of Counsel and make it a little more stable for us.

So, what we did as a group was request that the Staff go back and reach out to each attorney that we saw RFP's from to see if they would also be willing to serve with us at an hourly rate.

So, what I have done is reach out to each of the attorneys that we sought RFP's from. I have spoken to three (3) of the five (5), and I have voicemails for the last two (2).

So, what we propose to do is to meet again on April 18, and at that time we will review the proposals that we have received, and then we would like to come back to the Planning Commission at the May meeting to give you a recommendation on legal services.

That is it in a really, really brief nutshell.

Chairman McKee: So, at this I would like to call on Bobbie Jarrett, our Treasurer, to give you the final recommendation of the RFP Committee for Audit Services.

Bobbie Jarrett: The RFP Committee met and we received, as it was stated earlier, two (2) proposals. One from Alexander Thompson Arnold, ATA; and Riney Hancock.

The committee went through and evaluated each proposal and recommended, based on the evaluation factors, Alexander Thompson Arnold. I would like to recommend to the Planning Commission Alexander Thompson Arnold for our Audit Services.

***MOTION WAS MADE BY BOBBIE JARRETT, SECONDED BY DICKIE JOHNSON TO RECOMMEND ALEXANDER THOMPSON ARNOLD FOR OUR AUDIT SERVICES.***

Chairman McKee: We have a motion and a second; any discussion? Hearing none, Madame Clerk will you please call the roll?

***ALL IN FAVOR: RODNEY THOMAS, DICKIE JOHNSON, DAVID WILLIAMS, BOBBIE JARRETT, KEVIN RICHARD, GARY GIBSON, KEVIN HERRON, DOUG BELL.***

***ABSTAIN: DAVID DIXON***

***OPPOSED: NONE***

Chairman McKee: I would like to ask you to authorize the Chair and the Executive Director to sign the Letter of Engagement with the firm for the audit.

***MOTION WAS MADE BY DAVID WILLIAMS, SECONDED BY DOUG BELL TO AUTHORIZE THE CHAIR AND THE EXECUTIVE DIRECTOR TO SIGN THE LETTER OF ENGAGEMENT WITH THE FIRM FOR THE AUDIT.***

Chairman McKee: We have a motion and a second; any discussion? All in favor signify by saying aye.

***ALL IN FAVOR: AYE***

Are there any opposed?

***OPPOSED: NONE***

Chairman McKee: Thank you.

Next on the agenda is other business. Mr. Bishop, are you going to let Mr. Raymer handle both of those?

Brian Bishop: I would like to sir, I think he's probably better at this than I would be.

Chairman McKee: Thank you very much. Mr. Raymer, our GIS Coordinator is going to address the update on the Planning Commission's new website, and update on the aerial photography. Please proceed.

Chris Raymer: Has everyone seen the new website since it's been live for a month or so now?

Scroll down there a little bit Theresa.



Like Brian said during the budget discussion, it was part of the...the County brought us into their agreement that they had with a company called Civic Plus, and we were part of a Department Header Package.

So, while the main website has its own look and feel, we're like a sub-site of that. It still looks like we're an independent website with the plus being that it didn't cost us anything.

Like if you click on Agenda Center there Theresa; when Judge Schneider came on board, for the County, he wanted a website that was more, what they call Responsive Design, it's like user friendly on mobile platforms as well as PC platforms. In addition, some of the regulations that go along with governmental websites to be more addressed with a company like Civic Plus. The City uses Civic Plus and had a good history with it.

They did go out for bids, and actually Brian and I were kind of going down this road and brought Civic Plus and another company to the Judge's attention and it worked out pretty well for us and ended up getting this product in the end.

We're still working out some kinks. There are some annoyances, to me anyway that you guys may not even notice. Since we are part of a bigger site, you'll notice when Theresa clicked on the Agenda Center, they have site tools. Agenda Center being one, Staff Directory, a bunch of different widgets as they call it, they're part of the bigger, overall County Government package, and this is one of them; even though we can filter it and make it look like it's just ours.

Some things that changed are the navigation buttons at the top where it says, "Your Government Services" are all county-wide, that's just something we're going to have to live with; that I've learned we're going to have to live with, I'm just trying to figure it out.

If you hit the back button, we'll be back to our contents specifically; About Us, Codes and Ordinances, Permits and Forms. Down below, all these things are specific to us.

Like I said, we're going to be fine-tuning the different areas as time goes on. It's kind of a learning curve for all of us; the content management piece. I'll be handing it back over to Theresa after we learn all this, she's usually the one that updates it.

Do you guys have any experience using it so far since it's been live? Anything you like or didn't like that we could improve on? Some things that obviously need to be taken off that I haven't noticed?

What they did was take our current site and scraped it, took our content off our current site and it went onto our new site. They recommended doing that. I really wanted us to go with the boiler plate but they said it would save us time and like a cleaning approach.

Doug Bell: I think you guys have done a good job.

Chris Raymer: We know there should be some...we're going to fine-tune the content as time goes on.

David Dixon: Do we track usage?

Chris Raymer: We do, actually. The plan that we went with, it has a Google Analytics account that's for the Henderson County site overall, the main site and our department header sites but there's a way to fine-tune that as I learn a little bit more because there is so much more in Google Analytics where you can drill down to demographics and everything. But yes, there is a way to track usage.

Chairman McKee: How do we promote this website to people in Chicago, St. Louis, or Nashville?

Chris Raymer: It's everything that this company, Civic Plus is good at; being able to get in the Google Search and on the first page, I think most people don't go past the first page when they do a search of anything so that's one way; getting us ranked higher. That's basically the best way I can think of Herb, as far a promotion.

Doug Bell: I have a quick question. Do we have a link on KYNDLE's website, or have we talked to them at all about how we could maybe work together? What I have found is a lot of site selectors are doing their work before they even call to inquire about what's going on or inquire via phone. They do a lot of the work up front.

Chris Raymer: That's a good point, that being linked on our site helps with your branding and stuff like that being this accessible like a one-stop instead of having to go to a bunch of different places.

Doug Bell: I think you could also, if you do have that conversation with KYNDLE, I think...myself, I Chair the 4 Star Industrial Park and we're going through a website re-design right now. So, I think it would be a good addition...tools we can have, to Chairman McKee's point, for people to look at out of state. I think it's a great idea.

Chairman McKee: We do have a portlet that's pretty handy. Have you ever seen it?

Doug Bell: No, I have not.

Chairman McKee: Can you dial it up? It's on your GIS link now isn't it?

Brian Bishop: And the City blocked us. (Referring to difficulties navigating the internet during the meeting.)

Chairman McKee: I believe it's already been shifted over to the GIS server.

Chris Raymer: Yes, it has. We've been averaging...I've been running analytics on that since the 22<sup>nd</sup>, and it's been averaging about two (2) users a day.

Chairman McKee: If you dial up HendersonCounty.ky.gov, it will take you to it.

Chris Raymer: I have been running analytics, I haven't had the chance to talk to you about that, since the 22<sup>nd</sup> of March.

David Dixon: So, if we get this link here...

Chris Raymer: It's been averaging two (2) users a day since I moved it over; two (2) unique visitors.

Chairman McKee: That's outstanding. Two (2) users a day. I didn't figure anybody could find it anymore.

Doug Bell: So, when we click on Economic Development; top middle, what's that do?

Brian Bishop: This is not a good gauge with the City's network. (Referring to the problems encountered trying to access the internet via the City's network)

Doug Bell: Where does it.... where does it go?

Chris Raymer: It goes to KYNDLE.

Doug Bell: But vice-versa, does it go the other way? If someone is on KYNDLE, do we have something.... I think there needs to be reciprocation, at least from my standpoint.

Chairman McKee: I agree.

Chris Raymer: Do you know who takes care of KYNDLE's.... I can reach out to them. Who would be a good person to reach out to Doug?

Chairman McKee: That portlet needs a little facelift Doug. Instead of saying Economic Development, it ought to say KYNDLE.

Doug Bell: Yeah. John Mathias would be a very good one to reach out to. He handles all that, and then he can also help with the 4 Star Industrial Park website as well.

Brian Bishop: Are there any questions or suggestions while Chris is looking at the computer?

David Dixon: Hit the Planning Commission link on that page and see what happens.

Chris Raymer: I think it might be a Chrome-type issue we're going through. Chrome's not supported on Windows XP anymore, that's why I'm trying to get over here on Internet Explorer. (Referring to difficulties with the computer)

Chairman McKee: You broke it. (laughter) It's working now!

Chris Raymer: ...being able to promote each other.

David Dixon: So, we can follow up on Doug's suggestion then. Is that what I'm hearing?

Chris Raymer: Yeah, I'll get with John.

Brian Bishop: This is KYNDLE's website, we can suggest all the live-long day but if they don't want to we can't force them.

Doug Bell: I'll be glad to help.

David Dixon: What were we just looking at?

Brian Bishop: That was KYNDLE's website.

David Dixon: I thought that was HendersonCounty.ky?

Theresa Curtis: It came off of this one.

David Dixon: Hit the Planning Commission link right there, please. That takes us to the right place, right?

Brian Bishop: Yes, that's our...

Chris Raymer: The porthole has been around for a long time, Herb? Right Herb, it's been around for a long time?

Chairman McKee: The interesting thing about that site is it's the ky.gov on the bar which has a tendency to push it up to the top on any search engine that is looking for Henderson County. So, it can be handy. Google has a whole bunch of tools, you can really pump it up if you don't run out of money.

Chris Raymer: So far, the majority come directly to it; those two (2) users a day, it's been direct access. There have some that have been referred, being search engines, and one (1) is actually linked through from Howard's site; the PVA site to the porthole.... some good reporting that we can dive into. Also, that reporting available to us on our new Planning.org site, so we'll be able to tell what kind of users are hitting that; location and age, which is amazing.

Chairman McKee: Do you have any comments on the Planning Commission website? Would you like to see it again or would you like to look at it between now and the next meeting or what?

Doug Bell: Can we.... I'll tell them myself.... I haven't spent enough time, I mean it looks very good but I would like to take another look; for it to be on next month.

Brian Bishop: That's just the thing, we just want to make sure you guys know...

Doug Bell: I appreciate that but to be very transparent I have not spent the time that I need to as a board member. So, I would ask that you bring it up next month.

Chairman McKee: Perhaps we could get Mr. Bishop to ask somebody on staff to send the address out in an email so you will have it to refer back to.

David Williams: What's keeping Henderson, Nevada from coming up every time they type in...

Chairman McKee: Well, if you type in just Henderson you'll get it.

David Williams: So, we have HendersonPlanning.org? They didn't have that already?

Chairman McKee: That's an interesting question.

Chris Raymer: No, that's registered to us. If you go to HendersonPlanning.org it will go to a site, theoretically that has nothing to do with planning...where we tell it to go to. Any other questions.

Alright, do you want to talk about aerial?

Chairman McKee: Sure.

Chris Raymer: Well it quit raining. I think, Brian, you handed this out to everyone?

The thing that's not on here is that this contract was signed on June 28 by Mr. McKee. The goal was to fly it in November when, historically, leaves are off the trees. That didn't quite work out, leaves stayed on the trees a long time. Then, we all tried late November and December and the sun is hitting us right in the face; you don't really think about it like yeah, we know it's doing it, but.

Actually, Control Cam brought this... sun angles rapidly become an issue and will cause shadows. They actually brought it to our attention like, you might want to hold off until March and after looking at it Howard, Brian and I discussed it some and were like, man they're right. We even went back and looked at it when Howard got the Pictometry in 2012 they did that in December and I always thought it was a function of the oblique making the shadows but it's actually the time of year now that we think about it.

So, with that being said we decided to wait until March.

Doug Bell: Good idea. (laughter)

Chris Raymer: We all know how March went.

Brian Bishop: Hindsight is 20/20.

Chris Raymer: I'm not going to read this, you all have had a chance to read this. As a matter of fact, we were still openly discussing this today and took a little drive out to the bottoms. Do you want to add onto that?

Brian Bishop: I can. We spoke to the gentleman that has been our project manager and they have been very helpful, very cooperative. They actually had planes coming to Kentucky because they had other counties to collect. They asked our opinion, and Chris and I thought it was a good idea to go out and look so we could actually see what would be seen in the aerial maps. We went to the Alzey Bottoms area, there were several roads underwater, there is still water everywhere.

So, we called Brad who is our project manager and just said is there any way you guys can allow us to postpone this until this fall? Again, they were very cooperative. So, we have roughly sixty percent (60%) of the county done, the other forty (40%) will be completed this fall. They did not object to cost, no added fees or anything like that. They are going to honor the contract as it was written.

Chairman McKee: Is it your call when enough leaves are off the trees to do it?

Brian Bishop: That is in the contract if I'm not mistaken.

Chris Raymer: It is.

Brian Bishop: Is it ninety percent (90%) estimated leaves off?

Chris Raymer: Yes, I believe that's correct. I'm not one-hundred percent (100%) sure but it's significantly leaf-off to attain useable imagery.

Chairman McKee: So, when it's time you'll call them and say...

Chris Raymer: Right, right. Actually, they ended up flying this sixty percent (60%) here in early March, and we told them... they didn't realize...they were just looking at NOAA maps and everything else,



they didn't realize what kind of flooding we had. They were on they're way up then and they actually were... came up and unbeknownst to us they went ahead and flew this. It turned out pretty well. They did that on their own accord; we didn't ok it so they knew if imagery didn't come out right...they...from what I can tell the imagery is coming out pretty well so far with what they've collected so far.

Brian Bishop: I think it's important to know that we still have not paid the vendor. So, we still have the hammer, so to speak of if we're not happy with the imagery we technically wouldn't pay it, and then of course that's a whole other issue but I don't think it's going to get to that because they have been very cooperative.

Chris Raymer: Oh yeah, they've been very professional and customer first the entire time. Like I said, they could have flown it in December and said there you go, with the shadows and we would have dealt with it.

David Dixon: Looks like they had mechanical problems of their own.

Chris Raymer: Yes, that's the other...it's been a perfect storm. You know, they've had all kinds of problems. When we did have two (2) or three (3) days where they could have possibly flown it, their new fleet of airplanes got grounded by the manufacturer and their older aircraft had engine problems, so.

Brian Bishop: Yes, when your fleet has to be recalled, that's an issue for collecting aerial photographs.

Chris Raymer: The company Control Cam got acquired in August of 2017 by a public company called Verisk Geomni. We still call them Control Cam but they are now a public company but its still business as usual. We talked to the previous owner, Frank Wilson, in all the emails and phone conversations; it's like nothings really changed on our end.

Chairman McKee: Do we have to get some additional software? Did software come with this project to enable us to view...

Chris Raymer: For the obliques? That was part of the contract price; the Oblique Analyst Software.

Chairman McKee: Do we have that?

Chris Raymer: No, that would be what they're providing...we're purchasing that from them.

Brian Bishop: That's part of the deliverable.

Chris Raymer: Part of the deliverable.

Chairman McKee: But we don't have it yet.

Chris Raymer: No, and for one (1) year they will be hosting it on their server with access to that software. So, we'll have it both internal and we'll have dual access to it for one (1) year.

Chairman McKee: How are you able to look at the photography to tell without that software?

Chris Raymer: That's just for the oblique.

Chairman McKee: Only the oblique part?

Chris Raymer: Right. Yes, like Pictometry has their own (inaudible) software as well. That's only for the oblique, not the Nadar, top down.

Chairman McKee: Ok, thank you. Any questions for Mr. Raymer or staff?

Chris Raymer: I wish we could get it done now but the water is already high and it doesn't look like it's going to let up, so.

Chairman McKee: It may be coming back up.

Dickie Johnson: It's supposed to crest and start falling Saturday.

Chairman McKee: Is it going to get over 42'?

Dickie Johnson: It's according to how much rain we get tonight; it's 41.9'.

Chairman McKee: Does anyone else have anything else for this august body?

***MOTION WAS MADE BY DAVID WILLIAMS, SECONDED BY KEVIN RICHARD TO ADJOURN.***

Chairman McKee: We have a motion and a second. All in favor signify by saying aye.

***ALL IN FAVOR: AYE***

Are there any opposed?

***OPPOSED: NONE***

***MEETING WAS ADJOURNED AT 6:32 P.M.***

**I, HEATHER LAUDERDALE, hereby certify that the foregoing is a true and accurate transcription of the Henderson City-County Planning Commission Meeting of, April 3, 2018, to the best of my ability.**

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**Heather Lauderdale, HCCPC Clerk**

**X**

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**Herb McKee, HCCPC Chairman**

