The Owensboro Metropolitan Planning Commission
met in regular session at 5:30 p.m. on Thursday, September 11, 2014, at City Hall, Commission Chambers, Owensboro, Kentucky, and the proceedings were as follows:

MEMBERS PRESENT: Ward Pedley, Chairman
Fred Reeves, Vice Chairman
David Appleby, Secretary
Brian Howard, Director
Terra Knight, Attorney
Steve Frey
Wally Taylor
Larry Boswell
Beverly McEnroe
Irvin Rogers
Larry Moore

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CHAIRMAN: Call the Owensboro Metropolitan Planning Commission September 11, 2014 meeting to order. We will begin our meeting with a prayer and pledge of allegiance to the flag. Would you stand, please.

(INVOCATION AND PLEDGE OF ALLEGIANCE.)

CHAIRMAN: I would like to welcome everyone. Anyone wishing to speak on any item may do so. We ask that you come to one of the podiums, state your name and be sworn in. Please, if you will, speak into the microphone. We have people at home that likes to

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watch. If you don't speak into the microphone, they will not understand what you're saying.

Commissioners, we ask you to do the same.

With that the first item is to consider the minutes of the August 14, 2014 meeting.

Commissioners, you have a copy in your packet. Are there any additions or corrections?

(NO RESPONSE)

CHAIRMAN: If not the chair is ready for a motion.

MR. APPLEBY: Motion for approval.

CHAIRMAN: We have a motion for approval by Mr. Appleby.

MR. FREY: Second.

CHAIRMAN: Second by Mr. Frey. All in favor of the motion raise your right hand.

(ALL BOARD MEMBERS PRESENT RESPONDED AYE.)

CHAIRMAN: Motion carries unanimous.

Next item.

ITEM 3

Presentation of Fiscal Year 2014 Audit by Malcolm E. Neel, III, CPA, CFE

MS. KNIGHT: Mr. Neel, if you would state your name for record, please.

MR. CRAFTON: I'm actually Brian Crafton,
partner with Myriad CPA Group. I'm here in the place of Malcolm Neel.

(BRIAN CRAFTON SWORN BY ATTORNEY.)

MR. CRAFTON: My name is Brian Crafton. Partner with Myriad CPA Group.

You guys have an audit report as well as a paper copy of the audit report. I'm going to refer back to that a little bit. Some of the things that I'll present on the power point will also be in there. I may refer to on certain pages of the audit report itself. I won't be too lengthy tonight. Try not to get into all the details. Just try to hit some highlights and explain maybe a few things. Then if you have any questions at the end, I'll try to answer those questions for you.

The old way, I guess, of doing an audit is not to just audit the numbers of a business. It's actually now we have to take more of a risk base approach. So we do look at the numbers, but we kind of look at the business as a whole and the environment that you guys operate in and maybe try to figure out where those risks are and focus in more on the risks as opposed to just looking at all the numbers and trying to tally everything.

In that risk phase audit approach, you've got
risk assessment that we assign. You've got good
closest control environment that you operate in. You've got
different activities that your organization operates
in. Information communication back and forth,
internally and externally within the organization.
Then, of course, you've got some monitoring as well.

Pervasive controls I'm not going to run
through all of these, but these are just some things
that kind of keep your internal controls in line and
make you more efficient. Making sure that your
financials are what they say they are. Establishing
levels of authority and what those levels may be.
Signing people to certain tasks. Creating fiscal safe
guards. Two assets. Making sure that not everybody
has access to maybe assets they don't need access to.
Who can change certain parameters. Who can change
certain things in your software. Who can't. Who has
access to certain things.

Then you've also got specific risk controls.
That's things like matching up a PO to a vendor
invoice. Evaluating whether you're in compliance with
GAAP. Reporting and resolving any exceptions that may
be noted in your day-to-day operations. Like bank
reconciliations, things like that.

Then your information and communication.
Again, that could be internally management and then it also could be board to management as well. So the information and how well you guys communicate that information to each other.

Then the last piece is your monitoring. How well is the board, maybe do you guys monitor the management, and then again how well does management monitor other employees. How well do you oversee things.

Then the last piece, your financial statement. Before I go to some of the financial records, you can go straight to Page 8, if you have that independent operative report in front of you.

The first several pages is what's called MDA. I'm not going to go over that. That's something that we don't prepare, but that's the management discussion analysis. That's a highlight on behalf of you guys. That's a highlight for a year. Kind of what I'm going to do is do a little bit of highlight. I'm going to skip through the first several pages.

If you go to Page 8, that's the independent auditor's report. That independent auditor report basically is an unmodified opinion. An unmodified opinion is a clean opinion. So basically it is the financials that were presented to us were stated
fairly, and we agree with them. That's the best way
to put it. So it's a clean audit.

The first page you should have in front of you
should be the statement of net position. Statement of
net position, a lot of people want to refer this also
as a balance sheet. I won't go through all the
numbers, but you can see your cash equivalent is
$877,761. That's a prepaid there. Fixed assets.
Depreciation, which puts you total assets of 933,558.
If you go down to the liability section, your accrued
expenses, the only thing I was going to note there,
that's basically your vacation and sick time that has
been earned, but has not been used for the year. That
could have been built up over time.

Then the net position portion of it, that's
invested in capital assets. That's just basically a
difference between your assets and accumulated
depreciation. Then the other two sections down there,
that's kind of the best way to put it, it's like the
equity of the organization. So that will tie back to
your total assets of 933,558.

Flip to the next one here, Statement of
Activities. A lot of people like to refer this as a
profit and loss statement. They usually are very
interested in a statement like this.
Total expenses for the year for the Planning Commission were $1,254,136. You had a total program revenues, and I'll get to the different revenue section, but you've got total revenues of 804,341, which puts you at a deficit of 449,795. Then we go in and consider the other revenues, and you've got revenues coming from Owensboro, Daviess County and then Whitesville. That's what that intergovernmental is, and that's 379,995. You've got a couple of other positives there; disposal assets and miscellaneous income. Get you the total revenue of 394,516. In addition to the to 804,341 will put you into a negative position for the year of 55,279. So that net position last year was 877,968. That will take into account the $55,000 deficit. Put you at 822,689. That number ties into the previous page that we just looked at, that net position.

The next slide we're going to look at, the balance sheet, but this is governmental funds. We're required to present in two separate ways. We just looked at the balance sheet just a second ago. This is also another balance sheet, but governmental activities. You don't report the fixed assets and depreciation. In governmental activities, they just expense everything out and they don't look at an asset
as a resource that holds future value. So if you buy
an asset and governmental the way we present here, he
just expenses it off as if it is an asset. The other
way that we just looked at, and that's taking a net
position. We actually show that. So that's the only
difference between this report and the statement of
net position. You will see on there there's no fixed
assets. There's no accumulated depreciation. So
total net assets are 892,055. Again, your total
liability and fund balance are 892,055. So there's
not much difference there. The only difference are
lack of fixed assets.

The next slide I'm not going to go over that
slide yet. If you go to Page 13 on the audit report.
This isn't on the power point.

That's a reconciliation, a balance sheet of
government funds. It's a statement of net position.
That is basically taking into account the difference
between the two that I just referred to. So you've
got 781,186. The difference between your fixed assets
and your accumulated depreciation is 51,503. If you
add that to 781, you're going to get 822,689. That
number again ties back to Page 11, the audit report,
which is your statement of activities. So it will tie
into that last net position number.
The next page is Page 14 of the audit report.

On the slide, this is just a breakdown of your revenues and expenditures. As you can see again, most of this was shown in a previous slide, but this is a way to break it down. Your fee revenue 804. Your intergovernmental 379. That's the bulk of your revenues. Then your total expenses equals 1.262. That gets you to 63,847. Again, this is expensing out any assets that may have been purchased during the year.

That will get you to a fund balance of 845,033. The previous year you take into that negative 63,000. That will get you a fund balance at the end of the year of 781,186. Again, that ties to Page 12 which is your fund balance total. So all I did there was just present two different ways.

The next slide up here I'm not going to present yet. You can go to Page 16 on your audit report. All this is a reconciliation again. So your 63,000 we just looked at, the difference between an 8,568 is the difference between if you expense out your assets that you purchased during a year and what the depreciation would be for the year, the difference would be 8,568. So that number tie back in to 55,279, and again that ties to Page 11 which is your change in
your net positio. That's basically your net loss for
the year. So that is just a reconciliation, again,
between the two ways to report.

The next page is Page 16, Fiduciary Funds.
This is money and cash that is used for deposits and
stuff like that from the homebuilders. So this is not
money that commission actually uses as operations.
This is money that's being held. What we're required
to report. So 282,819. That should be Page 17 of the
audit report. To get back to that 282 number, there's
your revenues, 151,855 for the year. You had some
expenses, a little over 75,000. So you had a positive
change of $86,043 in that fiduciary fund. Taking to
the last year ending balance get you back to 282,819
cash balance of fiduciary funds.

I have a couple of graphs here just as a
comparison. This is just a breakdown. If you can see
those on your screens, they're just showing some
revenue. You can see the breakdown of where your
revenue comes from. Obviously issue general fees and
your governmental, your two biggest ones. Then you've
got an expense breakdown. You can see the percentages
there, which the majority of that is going to be
personnel, employees benefits, the next, and then your
the other is administrative expenses.

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Again, just another bar graph kind of showing you where you are from year to year on your breakdown of your fee revenue only. Not intergovernmental, but the revenue. So I'll state the big year in 2011, it's been pretty consistent from year to year out after that.

Then your intergovernmental revenues, the money that's contributed on behalf of the three governments. Again, pretty consistent between all three of the organizations.

Then expense trend analysis again. Pretty consistent for all five years that we're showing you're reporting on.

Some people like to see little bar graphs and colors so throw it in there might catch people's attention. Just another way to report.

On Page 18 of the audit report, it's not on the slide, is the notes to the financial statements. I won't go through the notes to the financial statements at all. I generally don't. The way that I described the notes of the financial statements are anybody that knows anything about an organization should be able to pick up the notes of a financial statements and kind of get an idea of what this organization is about, how they run, any of the detail
that you might not see in the report that kind of
gives you a heads up on how this organization runs.
Anything that you pretty much want to know about the
organization is probably going to be highlighted back
here. This is kind of little bit more detail and
behind some of the numbers and the organization
itself.

We have two standard letters that we're
required to give. It's basically a management letter.
If there's anything that we need to know, any
deficiencies, material weaknesses, we're required to
report those. When we did the audit, we didn't note
any deficiencies or material weaknesses that we're
required to report. If I did, it would have reported
on there. So I won't say anything else other than
that. Everything was good.

Then we've got another standard letter that
there we're required to report on. Kind of run down
through there. If there's communications, those
charge to government, we didn't have those. If there
were any significant audit findings, there were none.
There were any difficulties in performing the audit,
there were none. Disagreements with management, there
were none. Consultation with other accountants, if we
got into a situation we weren't aware of or I need to

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ask questions or any other additional audit findings that we needed to note. Again, there were none.

The only other thing that I would report on, there's a couple of more pieces of information in the audit report is stuff that I won't go over tonight. The last piece is the report on the internal control. Basically that just says we go back in internal control. We don't do an audit. We're not performing an opinion on internal control, but we are going through and looking and seeing how you guys operate. What your internal control looks like and note any deficiencies and weaknesses. Again, there were none to note.

Very clean organization. Very effectively run. Financials are in really good shape. It's a very clean audit.

I've got nothing else to report tonight. If you guys have any questions, I'll be glad to try to entertain any questions.

CHAIRMAN: I have no questions. Seems like it was very well done.

Commissioners, do you have any questions or comments?

MR. BOSWELL: Just one question.

On your Page 16, your ongoing deposit, that,
as I understand it, is not included on Page 14, Fund Balance End of Year.

MR. CRAFTON: That's correct.

MR. BOSWELL: Thank you.

CHAIRMAN: Anyone else?

MR. HOWARD: Since that question was asked, I'll just clarify. What that is, the homebuilders deposit, it doesn't have anything to do with Owensboro Homebuilders Association. Basically that's an account that when we get sureties on a major subdivision for streets, sidewalks, sewer and water mains, we hold those for six months, two years or three years, depending on what the public improvement is. At the end of that time we transfer it to the city or county engineer. It's just a safe keeping place for any of those moneys that come in. I thought I would just clarify that.

CHAIRMAN: Any other comments or questions?

(NO RESPONSE)

CHAIRMAN: Thank you, sir. Very well done.

MR. CRAFTON: Thank you very much. Appreciate you allowing me to come here and present this. Thank you.

CHAIRMAN: Next item, please.

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GENERAL BUSINESS

Zoning Changes

ITEM 4

Portion of 2500, 2620 Old Henderson Road, 0.323 acres
Consider zoning change: From I-1 Light Industrial to
B-4 General Business
Applicant: West Parrish Plaza, LLC; City of Owensboro
c/o Utility Commission

MR. HOWARD: Mr. Chairman, I'll just note that
the rezonings heard will become final 21 days after
the meeting unless an appeal is filed. If an appeal
is filed, we will forward the record to the
appropriate legislative body for them to take final
action. The appeal forms should be on the back table,
in our office and on our website.

MS. KNIGHT: Please state your name for the
record.

MS. EVANS: Melissa Evans.

(MELISSA EVANS SWORN BY ATTORNEY.)

PLANNING STAFF RECOMMENDATION

The Planning Staff recommends approval subject
to the conditions and findings of fact that follow:

CONDITIONS:

1. Approval of a Minor Subdivision Plat
consolidating the portions of the subject properties
with the properties to the south.

FINDINGS OF FACT:

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1. Staff recommends approval because the proposal is in compliance with the community’s adopted Comprehensive Plan;

2. The subject property is located in a Business Plan Area where general business uses are appropriate in limited locations;

3. The proposed use as commercial conforms to the criteria for nonresidential development;

4. The proposal is a logical expansion of existing B-4 General Business zoning to the south and east; and,

5. At 0.323 acres, the proposal does not significantly increase the extent general business zoning in the vicinity and should not overburden the capacity of roadways and other necessary urban services that are available in the affected area.

MS. EVANS: We would like to enter the Staff Report into the record as Exhibit A.

CHAIRMAN: Is there anyone here representing the applicant?

MR. KAMUF: Yes, Mr. Chairman. Charles Kamuf.

CHAIRMAN: Anyone have any comments or questions of the applicant?

(NO RESPONSE)

CHAIRMAN: Commissioners, do you have any
comments or questions?
(NO RESPONSE)

CHAIRMAN: Mr. Kamuf, do you have anything further?

MR. KAMUF: No.

CHAIRMAN: Chair is ready for a motion.

MR. APPLEBY: Motion for approval based on the Staff Recommendation with the single condition of a Minor Subdivision Plat consolidating the portions of the subject properties with the properties to the south, and the Findings of Fact 1 through 5.

CHAIRMAN: We have a motion for approval by Mr. Appleby.

MR. ROGERS: Second.

CHAIRMAN: Second by Mr. Rogers. Comments or questions on the motion?
(NO RESPONSE)

CHAIRMAN: All in favor of the motion raise your right hand.

(ALL BOARD MEMBERS PRESENT RESPONDED AYE.)

CHAIRMAN: Motion carries unanimous.

Major Subdivision Preliminary Plats

ITEM 5

Honeysuckle Estates, 20.931 acres
Consider approval of major subdivision preliminary plat.
Applicant: Honeysuckle, LLC

MR. HOWARD: Mr. Chairman, this plat comes before you. It has been reviewed by the Planning Staff and Engineering Staff. It's found to be in order. It meets the requirements of the subdivision regulations comprehensive plan and it's ready for your consideration.

CHAIRMAN: Anyone here have any comments or questions on this application?

(NO RESPONSE)

CHAIRMAN: If not the chair is ready for a motion.

MR. MOORE: Mr. Chairman, move to approve.

MR. BOSWELL: Second.

CHAIRMAN: We have a motion for approval by Mr. Moore and a second by Mr. Boswell. Comments or questions on the motion?

(NO RESPONSE)

CHAIRMAN: All in favor of the motion raise your right hand.

(ALL BOARD MEMBERS PRESENT RESPONDED AYE.)

CHAIRMAN: Motion carries unanimous. Next item, please.

Related Item:

ITEM 5A
4587, 4621, 4655, 4689 Honeysuckle Lane, 20.931 acres
Consider approval of minor subdivision plat.
Applicant: Honeysuckle, LLC

MR. HOWARD: Again, Mr. Chairman, this plan
has been reviewed by the Planning Staff and
Engineering Staff. It's found to be in order. There
are a couple of road frontage lots along Honeysuckle
Lane that don't meet the 3 to 1 requirement and that's
why it's been brought before you for consideration,
but with the plan that's in place we would recommend
that you consider it for approval.

CHAIRMAN: Anyone have any comments or
questions on this application.

(NO RESPONSE)

CHAIRMAN: Commissioners, do you have any
comments or questions?

(NO RESPONSE)

CHAIRMAN: If not the chair is ready for a
motion.

MR. APPLEBY: Motion for approval.

CHAIRMAN: We have a motion for approval by
Mr. Appleby.

MR. FREY: Second.

CHAIRMAN: Second by Mr. Frey. Comments or
questions on the motion?

(NO RESPONSE)
CHAIRMAN: All in favor of the motion raise your right hand.

(ALL BOARD MEMBERS PRESENT RESPONDED AYE.)

CHAIRMAN: Motion carries unanimous.

Next item, please.

MR. ROGERS: Mr. Chairman, I need to disqualify myself on the next item.

CHAIRMAN: So noted.

Minor Subdivision Plats

ITEM 6

6593 Deserter Creek Road, 1.123 acres
Consider approval of minor subdivision plat.
Applicant: Michael Ray and Karen Knott

MR. HOWARD: Mr. Chairman, this plat comes before you as an exception to the subdivision regulations. It is creating a lot with limited road frontage and a larger site in the back for residential purposes. They have placed notes on the plat that limits the further subdivision of the property. It does meet the subdivision regulations, and they're also taking an existing lot that's there and basically reconfiguring it. So they're not actually increasing the number of buildable lots in the vicinity. So with that we would recommend you consider it for approval.

CHAIRMAN: Anyone have any comments or questions on this item?
CHAIRMAN: Commissioners?

MR. APPLEBY: Motion for approval.

MR. REEVES: Second.

CHAIRMAN: We have a motion for approval by Mr. Appleby and a second by Mr. Reeves. Comments or questions on the motion?

(ALL BOARD MEMBERS PRESENT - WITH THE DISQUALIFICATION OF MR. ROGERS - RESPONDED AYE.)

CHAIRMAN: Motion carries unanimous. Next item, please.

ITEM 7

8825 Short Station Road, 4.343 acres
Consider approval of minor subdivision plat
Applicant: Clint & Emily McManaway; Lanham Farms, LLC co/o Anthony J. Lanham

MR. HOWARD: Mr. Chairman, this plat comes before you as an exception to the 3 to 1 requirement of the subdivision regulations. Again, there's an existing lot here. They're increasing the size of it to add some additional acreage to the property. They're not trying to maximize the number of building
lots on the site. So we would recommend that you consider it for approval.

CHAIRMAN: Anyone have any comments or questions on this item?

(NO RESPONSE)

CHAIRMAN: Commissioners?

(NO RESPONSE)

CHAIRMAN: The chair is ready for a motion.

MR. BOSWELL: Motion for approval.

MR. APPLEBY: Second.

CHAIRMAN: We have a motion for approval by Mr. Boswell and a second by Mr. Appleby. Comments or questions on the motion?

(NO RESPONSE)

CHAIRMAN: All in favor of the motion raise your right hand.

(ALL BOARD MEMBERS PRESENT RESPONDED AYE.)

CHAIRMAN: Motion carries unanimous.

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NEW BUSINESS

ITEM 8

Consider approval of August 2014 financial statements

MR. HOWARD: Mr. Chairman, the commission was mailed a copy of the financial statements last week. They've had an opportunity to look over those. Be
glad to answer any questions that you might have.

CHAIRMAN: Anyone have any comments or
questions on the financial statement?

(NO RESPONSE)

CHAIRMAN: If not the chair is ready for a
motion.

MR. REEVES: Motion that the financial
statement be filed for audit.

CHAIRMAN: We have for approval Mr. Reeves.

MR. APPLEBY: Second.

CHAIRMAN: Second by Mr. Appleby. Any
comments or questions on the motion?

(NO RESPONSE)

CHAIRMAN: All in favor of the motion raise
your right hand.

(ALL BOARD MEMBERS PRESENT RESPONDED AYE.)

CHAIRMAN: Motion carries unanimous.

Next item.

ITEM 9

Comments by the Chairman

CHAIRMAN: Commissioners, back when we were
doing the work sessions, the mayor's committee, if you
remember, we talked about having quarterly work
sessions. It was agreed, general agreement that we
should do that. I have talked with John K., he's not
here tonight, about maybe we should go ahead and do
that because that's something we brought up. Pretty
well agreed we would do. So the financial quarter of
the year would be the October meeting. It was agreed
that we would do that just immediately prior to our
regular meeting. It would probably take 30 to 45
minutes. It's my suggestion that we do that at the
October meeting. Everyone, if possible, show up about
a quarter till 5. It will take 30 to 45 minutes would
be adequate. That will give Mr. Howard an opportunity
to give us an idea, present any ideas he has of what
he's got coming. If he gets any comments or
suggestions from the commissioners, that might be
helpful for him because he is our new director. I'm
sure he's got some ideas he would like to present.
Maybe we have ideas we like to give him. I don't
think we need a motion.

MS. KNIGHT: We don't need a motion or
approval. It will need to be noticed for the time.

CHAIRMAN: Any comments and questions on that
issue?

MR. BOSWELL: Just a quick question. Do we
need to have an agenda as well for that meeting?

CHAIRMAN: It will be on the October agenda.

MS. KNIGHT: That's fine.
CHAIRMAN: We need someone to make a motion.

MR. APPLEBY: I don't think we need a motion. We just need to have a public notice time of the meeting.

MS. KNIGHT: That's correct.

CHAIRMAN: It's my understanding the chairman can set those meetings.

MS. KNIGHT: Yes. Absolutely.

CHAIRMAN: It will be on the agenda. The October meeting we will have a work session beginning quarter till 5. That's basically all I have.

ITEM 10 Comments by the Planning Commissioners

CHAIRMAN: Any commissioners have any other comments or questions?

(NO RESPONSE)

ITEM 11 Comments by the Director

CHAIRMAN: Mr. Howard, do you have any comments?

MR. HOWARD: I'll just make a brief comment. First, say thank you. It's been a pleasure to serve here at the first meeting. Last month I indicated that since we are a couple of planners down that we would be advertising
for planners. We did a public notice and advertised. We received a lot of good applicants. We're in the process of doing some interviews in the near future and hopefully have a selection or two to make sometimes soon. Just an update on that. That's the only comment I have for you.

CHAIRMAN: If there's no other comments, we need a motion for adjournment.

MR. FREY: Motion to adjourn.

CHAIRMAN: We have a motion to adjourn by Mr. Frey.

MR. APPLEBY: Second.

CHAIRMAN: Second by Mr. Appleby. All in favor of the motion raise your right hand.

(ALL BOARD MEMBERS PRESENT RESPONDED AYE.)

CHAIRMAN: We are adjourned.

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STATE OF KENTUCKY )
)SS: REPORTER'S CERTIFICATE
COUNTY OF DAVIESS )

I, LYNNETTE KOLLER FUCHS, Notary Public in and
for the State of Kentucky at Large, do hereby certify
that the foregoing Owensboro Metropolitan Planning
Commission meeting was held at the time and place as
stated in the caption to the foregoing proceedings;
that each person commenting on issues under discussion
were duly sworn before testifying; that the Board
members present were as stated in the caption; that
said proceedings were taken by me in stenotype and
electronically recorded and was thereafter, by me,
accurately and correctly transcribed into the
foregoing 26 typewritten pages; and that no signature
was requested to the foregoing transcript.

WITNESS my hand and notary seal on this the
30th day of September, 2014.

LYNNETTE KOLLER FUCHS
NOTARY ID 433397
OHIO VALLEY REPORTING SERVICES
2200 E. PARRISH AVE, SUITE 106E
OWENSBORO, KENTUCKY 42303

COMMISSION EXPIRES: DECEMBER 16, 2014
COUNTY OF RESIDENCE: DAVIESS COUNTY, KENTUCKY