

**NORTHERN KENTUCKY AREA PLANNING COMMISSION
MEETING MINUTES
OCTOBER 23, 2002**

Mr. Goetz, Treasurer of the Northern Kentucky Area Planning Commission, called the meeting to order at 5:45 pm, in the absence of the Chair and Vice Chair, with a quorum present. He opened the meeting with a prayer by Mr. Noll and the Pledge of Allegiance

MEMBERS PRESENT

Mr. Bill Goetz, Treasurer
Mr. Billy Bradford
Mr. Tom Kriege
Mr. Tom Litzler
Mr. Lou Noll

MEMBERS ABSENT:

Mr. Afton H. Kordenbrock, Chair
Mr. Paul Hahn, Vice Chair

LEGAL COUNSEL PRESENT

Mr. Brandon Voelker, Legal Counsel

NKAPC STAFF PRESENT

Mr. William W. Bowdy, FAICP, Executive Director
Ms. Gail H. Deatherage, Executive Secretary

Mr. Goetz asked for a motion to allow him to conduct the meeting in the absence of the chair and vice chair. Mr. Litzler made a motion for Mr. Goetz to conduct the meeting this evening; Mr. Noll seconded the motion. A roll call vote found Mr. Bradford, Mr. Kriege, Mr. Litzler, Mr. Noll and Mr. Goetz in favor. The motion passed unanimously.

ACCEPTANCE OF AGENDA

Mr. Goetz asked if the agenda was acceptable or if anyone had any additions/corrections. Mr. Litzler made a motion to accept the agenda as presented; Mr. Kriege seconded the motion. Mr. Goetz asked for a voice vote on the motion, which found unanimous

approval; motion passed.

ACCEPTANCE OF MINUTES

Mr. Goetz asked if there were any corrections or changes to the Minutes of October 9, 2002. Mr. Noll noted that that he had left the meeting early and did not participate in the voting on Page 4. Mr. Noll made a motion to accept the Minutes of October 9, 2002, with correction; Mr. Kriege seconded the motion. Mr. Goetz asked for a voice vote on the motion, which found unanimous approval; motion passed. Mr. Litzler did not vote.

LEGAL COUNSEL'S REPORT

Mr. Voelker noted that he believed that the Jump litigation had been resolved, but that Mr. Edmondson would give a full report on this resolution.

Mr. Goetz asked if there were any questions for Mr. Voelker; there were none.

FINANCIAL STATUS REPORT

Mr. Goetz noted that members had received the Financial Status Reports for August and September 2002 and asked if members had any questions.

Mr. Goetz asked Mr. Bowdy about the Contracts with Other Agencies and the difference in revenues between the two months. Mr. Bowdy noted that he felt with interest rates being so low, and a push to get construction done before winter, that this is the reason for the higher revenues. Some discussion ensued regarding healthcare rates and the impact of this increase on salaries/benefits. Mr. Bowdy noted this is something that is going to have to be watched as he has not be able to get a good answer regarding the amount of increase in rates from the County. He further noted that this budget had been passed based on leasing the building rather than purchasing it and that he will discuss this thoroughly with Mr. Gordon, the new executive director. Some further discussion ensued regarding financial status report and whether the bookkeeper could take training in Peachtree, and vacancies in various positions.

Mr. Goetz asked if there were any further questions regarding the financial status report; there were none.

EXECUTIVE DIRECTOR'S REPORT

Mr. Bowdy noted that November 8 is World Town Planning Day and Mr. Goetz read a Proclamation declaring this date as World Town Planning Day. He also noted that November 20 is GIS Day and gave some overview of the events which the GIS staff will

participate in at various schools in Kenton County. Mr. Goetz asked for a motion to approve the Proclamation for World Town Planning Day. Mr. Noll made a motion to approve the Proclamation declaring November 8 as World Town Planning Day; Mr. Bradford seconded the motion. Mr. Goetz asked if there were any questions; there were none. He then asked for a roll call vote, which found Mr. Bradford, Mr. Kriege, Mr. Litzler, Mr. Noll and Mr. Goetz in favor. The motion passed unanimously.

Mr. Bowdy noted that the GIS Guidance Committee had met with Dr. Votruba, President of NKU, and his staff to make a presentation on the value of the GIS and to explore avenues of participation of GIS at NKU. He noted that he felt it had been a very good and beneficial meeting resulting in Dr. Votruba asking what NKU could do to help and get further involved in GIS, and also that he felt that good things would come out of the meeting. He noted that Dr. Votruba asked the Committee to put together their recommendation on how to further cooperate and benefit from NKU involvement. Mr. Bowdy also noted that Mr. Goetz had attended the meeting and Mr. Goetz noted he too felt it was a good meeting. Some further general discussion ensued.

Mr. Bowdy noted that regarding the Sexually Oriented Business (SOB) study, that members had received a copy of the Status of the Cost Sharing Proposal for the funding of the SOB study (copy attached to the original Minutes), showing what cities had committed to participate financially in the study. Some discussion ensued regarding the fact that some cities stated they had not received a letter asking for their share of contribution, etc., so Mr. Bowdy noted that staff would contact those cities to ascertain whether they would participate in sharing in the funding of the SOB study. Mr. Voelker noted that some effort was being taken by the County Attorney's office to get additional information out to the cities and some further discussion ensued.

Mr. Bowdy stated that the Tri-County Monumentation program is complete. He noted that it is the objective of staff to have all of this information available on our Web site. He also noted that staff is beginning to work on making necessary changes to the subdivision regulations so that all new subdivisions will be tied into this network and that staff is working with Boone County for this same objective. Mr. Bowdy stated that Woolpert is making a presentation on the monumentation on November 13 at 3:00 pm in the First Floor Conference Room.

Mr. Bowdy noted he had provided members with a copy of the commission and Board of Adjustment members who had met the requirements for the continuing education training credits for HB 55.

Mr. Bowdy noted that he planned to introduce Mr. Dennis Gordon to the staff at a full staff meeting on Monday, October 28 at 8:30 am, and also at the Area Planning Council meeting on October 30.

Mr. Bowdy noted that the Kenton County Transportation meeting would meet on Thursday, October 24 at 1:30 pm, and that staff was on the agenda to present the Bus Rapid Transit information.

Mr. Goetz noted that he had asked staff to draft a Resolution requesting/encouraging TANK to provide bus service to the Erlanger Library branch and then read Resolution 792. Mr. Goetz noted that when the Library board had submitted their application in 2000 for a new library facility in Erlanger that he had specifically asked if bus service to the new library branch would be provided and had been assured that it would be. He noted that at the present time, no TANK service is being provided to this area, and thus his request for the Resolution. Mr. Kriege made a motion to authorize Mr. Goetz to sign for the Chair, Resolution 792; Mr. Noll seconded the motion. Mr. Goetz asked if there were any questions; there were none. He then asked for a roll call vote, which found Mr. Bradford, Mr. Kriege, Mr. Litzler, Mr. Noll and Mr. Goetz in favor. The motion passed unanimously.

Mr. Goetz asked if there were any questions for Mr. Bowdy; there were none.

CHAIRMAN'S REPORT:

Mr. Goetz reminded that the Area Planning Council dinner meeting would be held on Wednesday, October 30 at Twin Oaks Plantation Club with the program to be an update of the Kenton County Transportation Study presented by Dory Montazemi of OKI and J/E Murgatroyd. He noted that new Executive Director, Mr. Gordon, would be introduced to the Council at that time.

Mr. Goetz reminded that Mr. Bowdy's retirement dinner will be on Friday, November 1 at the Drawbridge Villager, Canterbury Hall and noted he was sorry he would be unable to attend.

Mr. Goetz noted that Mr. Kordenbrock had recommended a change to the NKAPC By-Laws with regard to changing the per diem paid to commission members not to exceed \$1,000 in any one calendar year. Mr. Goetz noted he felt since the Chair and Vice Chair were absent, that he would recommend that no action be taken until the next meeting on November 13, 2002.

Mr. Goetz then noted that the salary range for Mr. Bowdy to increase the base salary to a maximum of \$95,000 and whether to take action on this change at this meeting would take place. After some discussion, Mr. Noll made a motion to change the maximum base salary range for the executive director position from \$90,000 to \$95,000; Mr. Kriege seconded the motion. Mr. Goetz asked if there were any questions; there were none. He then asked for a roll call vote, which found Mr. Bradford, Mr. Kriege, Mr. Litzler, Mr. Noll and Mr.

Goetz in favor. The motion passed unanimously.

Mr. Goetz noted that a salary increase for the executive director had not been acted upon, and after some discussion, Mr. Noll made a motion to increase the executive director's salary 4% effective and retroactive to July 1, 2002; Mr. Kriege seconded the motion. Mr. Goetz asked if there were any questions; there were none. He then asked for a roll call vote, which found Mr. Bradford, Mr. Kriege, Mr. Litzler, Mr. Noll and Mr. Goetz in favor. The motion passed unanimously. Mr. Bowdy thanked the commission members for this increase.

MEMBER'S COMMENTS

Mr. Kriege reminded of the MGLNK Annual Dinner on November 23, 2002, at Receptions in Erlanger and he urged members to attend.

Mr. Kriege then noted that the next meeting of the Long-Range Financial Committee would be on Wednesday, November 13 at 4:00 pm, prior to the next regular meeting of the commission at 5:45 pm. Mr. Bowdy noted he was waiting for Peck & Schaeffer to send all the financial paper work and debt service for the first year. He noted that he would have the yearly maintenance costs, cleaning, etc. available at this meeting and that he has made no changes in the cleaning, lawn care, etc., at this time.

Mr. Goetz asked if the NKAPC is subject to GADSB and Mr. Bowdy noted that we are, and that Ms. Chapman, our auditor, was working with the bookkeeper on this changeover.

Mr. Goetz asked if there were any other comments or business to come before the commission, there being none he adjourned the meeting at 6:35 pm. with unanimous consent.