

**NORTHERN KENTUCKY AREA PLANNING COMMISSION
MEETING MINUTES
MARCH 26, 2003**

Vice Chairman Paul Hahn called the meeting of the Northern Kentucky Area Planning Commission to order at 5:45 pm in the first floor conference room of the Commission's offices in Fort Mitchell, Kentucky. Attendance of the members was as follows.

Term Present Absent

Chairman Afton Kordenbrock May 2002 through May 2004 X
Vice Chairman Paul Hahn May 2001 through May 2003 X
Treasurer Bill Goetz May 2002 through May 2004 X
Commissioner Billy Bradford May 2001 through May 2003 X
Commissioner Tom Kriege May 2002 through May 2004 X
Commissioner Tom Litzler May 2002 through May 2004 X
Commissioner Lou Noll May 2001 through May 2003 X

Also present were Dennis Andrew Gordon, FAICP, Executive Director; Marshall D. Slagle, FAICP, Technical Services Coordinator; Garry Edmondson, Legal Counsel; Michael Schwartz, AICP, Deputy Director for Planning Services; Barry Burke, Deputy Director for Engineering Services; and Gail H. Deatherage, Administrative Assistant. .

Commissioner Bradford gave the invocation and Vice Chairman Hahn led the Pledge of Allegiance.

ACCEPTANCE OF AGENDA

Vice Chair Hahn asked if the agenda's contents were acceptable or if anyone had any additions/corrections. Commissioner Goetz made a motion to accept the agenda as presented; Commissioner Noll seconded the motion. Vice Chair Hahn asked for a voice vote on the motion, which found unanimous approval. The motion passed.

ACCEPTANCE OF MINUTES

Vice Chair Hahn asked if the Minutes of February 12 were acceptable or if anyone had any additions/corrections. Commissioner Goetz questioned some content on Pages 3 and 5. After some discussion, Commissioner Noll made a motion to accept the Minutes of February 12 as submitted; Mr. Kriege seconded the motion. Vice Chair Hahn asked for a voice vote on the motion, which found unanimous approval. Mr. Goetz did not vote.

Vice Chair Hahn asked if the Minutes of March 12 were acceptable or if anyone had any additions/corrections. Commissioner Goetz made a motion to accept the Minutes of March 12; Mr. Noll seconded the motion. Vice Chair Hahn asked for a voice vote on the motion, which found unanimous approval.

OLD AND UNFINISHED BUSINESS

Mr. Gordon noted that the bookkeeper is working on the new format for the Report of Receipts and Expenditures and that the February report represents 67 percent of the fiscal year. He gave some further overview on the various items shown in the report. He noted he had met with Commissioner Goetz and also with Commissioner Kriege for their input and suggestions in order to have this reporting format agreeable to the planning commission. Mr. Gordon answered some general questions with regard to what will and will not be included in future reports.

Mr. Gordon noted that the Area Planning Council has been using the firm of Rankin/Rankin as the auditors for the past several years at the recommendation of the NKAPC. He recommended that the NKAPC should consider recommending the use of another auditing firm in light of recent events of financial irresponsibility in Northern Kentucky. He hastened to note that he felt Rankin/Rankin had done a good job, but felt the time was right to change auditors. After some discussion, Commissioner Litzler made a motion to recommend to the Area Planning Council that a new audit firm be considered for the 2002-2003 FY financial audit; Commissioner Noll seconded the motion. Vice Chair Hahn asked if there were any questions; there were none. He then asked for a roll call vote, which found Mr. Goetz, Mr. Bradford, Mr. Kriege, Mr. Litzler, Mr. Noll and Mr. Hahn in favor. The motion passed unanimously.

Mr. Goetz noted he had met with Mr. Gordon and had gone over the February financial report. After some discussion, Mr. Kriege made a motion to accept the February Report of Receipts and Expenditures as submitted; Mr. Litzler seconded the motion. Vice Chair Hahn asked if there were any questions; there were none. He then asked for a roll call vote, which found Mr. Goetz, Mr. Bradford, Mr. Kriege, Mr. Litzler, Mr. Noll and Mr. Hahn in favor. The motion passed unanimously.

Mr. Edmondson noted he was still gathering information on the water repair problem in the basement of the building and noted he would have a report at the next meeting.

Mr. Edmondson noted nothing to report in the Jump litigation.

Mr. Edmondson noted that the contract had been completed with Duncan and Associates for the Sexually Oriented Business study and gave some overview on the study and contract. He noted that NKAPC had been designated to sign the contract on behalf of

Kenton and Campbell County Fiscal Courts, which are doing the study on behalf of the county/cities and that he recommends that the NKAPC authorize Mr. Gordon to sign the sole source contract with Duncan and Associates.

Mr. Goetz made a motion to authorize Mr. Gordon to sign the Sole Source Contract with Duncan and Associates for the Sexually Oriented Business Study; Mr. Noll seconded the motion. Vice Chair Hahn asked if there were any questions; there were none. He then asked for a roll call vote, which found Mr. Goetz, Mr. Bradford, Mr. Kriege, Mr. Litzler, Mr. Noll and Mr. Hahn in favor. The motion passed unanimously.

Mr. Gordon noted that he was meeting with various mayors and councils regarding issues or questions they might have regarding NKAPC and that he has been pleased with the response and feedback. He noted he planned to send a letter to all mayors/city managers/councils, etc., to inform them he is on board, new to the job and would like to share with them what the NKAPC is working on, the direction they are going, etc. He further noted it is his intent to meet with each city to further address any concerns. Mr. Litzler noted that he felt that any of the commission members would be happy to attend any of these meetings with Mr. Gordon. Mr. Gordon noted he would be glad to have a member accompany him to these meetings.

Mr. Gordon noted he has begun work on the fiscal year 2003 budget, which would have to be reviewed with the Council budget review committee by the end of April. He noted he had met with Mr. Frye to try and get an idea of any increases in healthcare costs. He also noted he had appointed three internal staff committees who have been working hard on various issues such as cutting costs, dress code and flex-time and that he will share the results of their work at some future meeting. He further noted that the cost cutting committee was looking at all possible ways to cut costs, and that he felt this would have some positive impact in the future. Mr. Noll noted that staff needed to be aware of Kentucky labor laws concerning flextime. Mr. Gordon noted that the bookkeeper had obtained official information in this regard and that legal counsel had also supplied information regarding flextime regulations.

Mr. Gordon noted that due to personal reasons, he would not be attending the national APA Conference in Denver.

Mr. Gordon noted that at the retreat in January, the commission had asked him to submit a draft for a vision/mission statement. He then passed out a copy of his draft to the members. He asked them to review the draft and to give him any comments or questions they may have.

Mr. Gordon noted he was still working with Cincinnati Bell on the telephone issue. He noted he had been contacted by Time Warner to submit a proposal on a telephone system

and that he was awaiting this information. Mr. Edmondson noted that Kenton County was looking at a new phone system and suggested that Mr. Gordon contact Mr. Frye. Some discussion ensued with regard to contacting other companies.

Mr. Gordon noted he was still working on the personnel rules and regulations and will have a final draft ready to submit soon.

Vice Chair Hahn asked if there were any questions for the Executive Director. Mr. Goetz asked about the education tapes being available for viewing for continuing education credit for board of adjustments members. Mr. Schwartz noted they were available for viewing in our conference room with prior arrangement, or that they could be used by a city for viewing by their board of adjustments members in a group, with prior approval. He noted they were not available to be taken home by any individuals. He also noted that Mr. Schwartz was in charge of keeping the records of continuing education credits for commission members, staff, and board of adjustment members.

Mr. Kriege noted he would like to move the long-range financial committee report up on the agenda, as he had to leave early and would like to make his report.

Mr. Kriege noted that the long-range financial planning committee was moving slowly but noted that the committee planned to conduct an historical review of contracts, building expenses, audit reports, etc., and after this review, he felt they would then would be able to look at where they have been and where they want to go and would be in a better position to project out five years. He noted the committee wants to review the possibility of a tax increase, the ramifications of a new building, staff issues, etc., and how to better use the budget and revenues by looking at all issues in order to lay out a framework for projection for future years. He noted that by September 2003, they hoped to be in a position to present information to the full commission on how they feel these issues should be addressed.

(Mr. Kriege left the meeting at 6:40 pm)

Mr. Gordon noted that two deputy directors were present to give their update reports.

Mr. Burke gave some overview of the Engineering Services, had pass outs of monthly reports for Kenton County and Cold Spring, and then gave a brief overview of the monthly meetings of the Subdivision Regulation Review Committee.

Mr. Schwartz gave some overview of the Planning Services and answered some general questions. Mr. Edmondson asked about the development in Visalia and Mr. Schwartz noted that this is a manufactured home development. Mr. Goetz noted that the Hemmer Company was starting a program of tree planting along the interstate and that staff may

want to follow this up. Mr. Schwartz noted that staff is involved in many aspects of tree boards, etc. and gave some further background on staff activity in this regard.

NEW BUSINESS

Vice Chair Hahn asked if there was any new business; there was none.

Mr. Gordon gave a brief update on Mr. Kordenbrock, who is recuperating from surgery and is in St. Luke's Hospital in Fort Thomas. Vice Chair Hahn asked the commission to continue to keep Mr. Kordenbrock and his family in their prayers.

Vice Chair Hahn asked if there were any other comments or business to come before the Commission. There being none, he adjourned the meeting with unanimous consent at 7:15 pm.