

**NORTHERN KENTUCKY AREA PLANNING COMMISSION
MEETING MINUTES
APRIL 23, 2003**

Chairman Afton Kordenbrock 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 arrived at 6:45 pm

Also present were Dennis Andrew Gordon, FAICP, Executive Director; Garry Edmondson, Legal Counsel; and Gail H. Deatherage, Administrative Assistant.

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

ACCEPTANCE OF AGENDA

Chairman Kordenbrock 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 Litzler seconded the motion. Chairman Kordenbrock asked for a voice vote on the motion, which found unanimous approval. The motion passed.

ACCEPTANCE OF MINUTES

Chairman Kordenbrock asked if the Minutes of March 26 and April 9, 2003, were acceptable or if anyone had any additions/corrections. Commissioner Goetz made a motion to accept the Minutes of March 26 and April 9, 2003, as submitted; Mr. Bradford seconded the motion. Chairman Kordenbrock asked for a voice vote on the motion, which found unanimous approval.

OLD AND UNFINISHED BUSINESS

Mr. Gordon noted that the members had received the Report of Receipts and Expenditures for March. Mr. Gordon answered some general questions and explained the contents of the statement. Commissioner Goetz made a motion to accept the Report of Receipts and Expenditures for March; Commissioner Hahn seconded the motion. Chairman Kordenbrock asked for a voice vote on the motion, which found unanimous approval.

Mr. Edmondson noted that water damage and repair in the basement would be discussed in Executive Session. He noted there was nothing new to report regarding litigation.

Mr. Gordon passed out copies of the Fiscal Year 2001-02 Financial Audit as performed by Rankin and Rankin. Commissioner Goetz noted that in the past someone from Rankin and Rankin had come to the meeting to give an overview of their report and to answer any questions from the commission. Mr. Gordon noted he would have someone from Rankin and Rankin give a report of the audit at the next meeting of the commission.

Some discussion ensued with regard to sending out a Request for Proposals (RFP) for a new auditing firm. Mr. Litzler noted that the Cable Board sends out an annual RFP for auditors and he would be glad to get a copy of their RFP for Mr. Gordon to use as a guide.

Mr. Gordon noted that Russell Cloyd was present to introduce a new employee in his department. Mr. Cloyd introduced Ed Barger, a new zoning administrator. Mr. Barger gave some brief overview on his work and personal history, noting that he had been employed with Hamilton County as zoning administrator. Chairman Kordenbrock welcomed Mr. Barger to the NKAPC staff.

Mr. Gordon noted that he had met recently with Jack Hicks, a former newspaper reporter in Northern Kentucky. He said he asked him to do some free-lance work for public relations type articles for the NKAPC and a news release a week. Mr. Gordon noted it was his goal to have this information available on line and gave some further information on how he felt this would transpire. Mr. Edmondson noted he had developed a vast email base and noted he would share this with NKAPC.

Mr. Gordon noted that he had met recently with Ivan Frye, Kenton County Treasurer, with regard to our phone system to see if there could be some benefit in joining the County's effort. He further noted that he felt NKAPC could possibly go under the Fiscal Court umbrella but stated he is working with them and it will remain to be seen what can be worked out in this regard.

Mr. Gordon noted he had passed out the draft of the Vision/Mission Statement and had received some general comments from the members and asked them to get any additional comments or changes to him as soon as possible.

Mr. Gordon noted that the final draft of the Personnel Rules and Regulations is about ready to be presented and he asked how the commission wanted him to do this - present it just to the Personnel Committee, which consists of Lou Noll, Chair, Bill Goetz and Tom Litzler at a separate meeting, or the entire membership.

Some discussion ensued with Commissioner Litzler noting he felt it should be presented to just the committee first for their review and comment, and then they would make their recommendation to full commission.

Mr. Gordon gave an update on Barbara Bowdy's condition and asked that the members continue to keep her and the family in their prayers.

Mr. Gordon noted that staff is working on installation of a new flag pole in front of the building and felt it would be a welcomed addition. He noted that a light had been donated and would be installed in the near future.

Mr. Gordon noted that Todd Wallace was standing in for Trisha Brush to give an update on the GIS Department. Mr. Wallace gave a report on the recent Internet Mapping System (IMS) Workshop. Approximately 50 persons had attended and that they were pleased with the results and attendance. He noted staff is planning a PlaNet GIS Open House in May or June to further promote public relations, and general awareness of GIS. He stated that the IMS website had received 4200 hits so far, and that there is an average of 54+ hits average daily. He noted that Simon Kenton High School teachers have asked staff to return to present the IMS program to their students. He stated that a Memorandum of Agreement had been signed with Thomas More College and that we are giving them data so their students will have an awareness of GIS. He further noted that a Disaster Recovery Program is in initial stages and gave some overview on how this program will work in case of an unforeseen disaster. Mr. Wallace then answered some general questions from the members.

Chairman Kordenbrock asked if there were any questions for the Executive Director. There were no questions.

MEMBER COMMENTS:

All members welcomed Chairman Kordenbrock back after his extended illness and recuperation from surgery. Chairman Kordenbrock thanked everyone for their prayers and acts of kindness while he was recuperating. He said he was very glad to be back.

Mr. Kordenbrock noted that members had received copies of the proposed Fiscal Year 2004 Budget. He noted he had met with Ivan Frye and feels that he now has figures that are solid. He noted that since this was his first budget for the NKAPC, it had taken him

longer to get his figures together. He proceeded to explain how he had arrived at the figures submitted in the budget. He noted he had met with each of the commission members individually to discuss the recommended budget.

Commissioner Goetz made a motion to submit the proposed Fiscal Year 2004 Budget to the Northern Kentucky Area Planning Council budget committee for its review; Commissioner Hahn seconded the motion. Chairman Kordenbrock asked if there were any questions; there were none. He then asked for a roll call vote which found Commissioners Hahn, Goetz, Bradford, and Litzler, and Chairman Kordenbrock in favor. The motion passed unanimously.

Mr. Gordon noted that he had set the meeting with the Council's budget review committee for Wednesday, April 30, 2003, at 5:45 pm. He noted this would be an advertised special meeting.

Chairman Kordenbrock then asked for a motion to go into executive session to discuss a personnel matter and pending litigation, pursuant to KRS 61.810. Commissioner Bradford made a motion to go into Executive Session. Commissioner Goetz seconded the motion. Chairman Kordenbrock asked if there were any questions; there were none. He then asked for a voice vote, which found unanimous approval on the motion. The motion passed and the Commission went into Executive Session at 6:45 pm

Chairman Kordenbrock closed the executive session at 7:30 pm and asked if there was any additional business to come before the Commission. He noted that during the Executive Session personnel matters were discussed and that no actions were taken.

Commissioner Hahn noted Mr. Gordon had completed his six-month probationary period as executive director. Several members spoke to Mr. Gordon's accomplishments over the past six months. Commissioner Hahn then made a motion that Mr. Gordon be granted a four percent increase in salary effective immediately. Commissioner Litzler seconded the motion. Chairman Kordenbrock asked if there were any questions; there were none. He then asked for a roll call vote which found Commissioners Hahn, Goetz, Bradford, and Litzler, and Chairman Kordenbrock in favor. The motion passed unanimously.

Chairman Kordenbrock 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 7:35 pm.