

**NORTHERN KENTUCKY AREA PLANNING COMMISSION
MEETING MINUTES
MAY 14, 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 2003 through May 2005 X

Treasurer Bill Goetz May 2002 through May 2004 X

Commissioner Billy Bradford May 2003 through May 2005 X

Commissioner Tom Kriege May 2002 through May 2004 X

Commissioner Tom Litzler May 2002 through May 2004 X

Commissioner Lou Noll May 2003 through May 2005 X

Also present were Dennis Andrew Gordon, FAICP, Executive Director; Garry Edmondson, Legal Counsel, Michael Schwartz, AICP, Deputy Director for Planning Services, Jim Sparrow, Rankin & Rankin; Dick Rankin, Rankin & Rankin; John Schmidt, NCAD, and Gail H. Deatherage, Administrative Assistant.

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

Mr. Gordon noted that a change on the Agenda, #5 under New Business, swearing in of newly-elected commissioners, would be moved up on the Agenda.

OATH OF OFFICE

Ms. Deatherage administered the Oath of Office to Commissioners Bradford, Hahn, Noll.

ELECTION OF OFFICERS

Commissioner Litzler nominated the present officers to serve again in FY04: Commissioner Kordenbrock, Chair; Commissioner Hahn, Vice Chair; and Commissioner Goetz, Treasurer; Mr. Kriege seconded the motion. There were no other nominations from the floor. Vice Chair Hahn asked if there were any questions; there were none. He asked for a roll call vote which found Commissioners Goetz, Bradford, Kriege, Litzler, and Noll, and Vice Chair Hahn in favor. The officers were elected with

unanimous approval. Mr. Edmondson administered the Oath of Office to Vice Chair Hahn and Treasurer Goetz.

ACCEPTANCE OF AGENDA

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

OLD AND UNFINISHED BUSINESS

Mr. Gordon noted that the commission had asked him to invite the auditor of the FY02 books to come to give an overview of the audit and to answer any questions. He stated that Mr. Sparrow was present to give the overview and would answer any questions. Mr. Sparrow gave some highlights of the 2001-2002 FY audit as performed by Ms. Linda Chapman; he noted that Ms. Chapman was no longer with their firm. There were no questions for Mr. Sparrow. Mr. Noll made a motion to accept the FY02 Audit as presented by Ranking and Rankin; 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 Commissioners Goetz, Bradford, Kriege, Litzler, and Noll and Vice Chair Hahn in favor. The motion passed unanimously.

Vice Chair Hahn recognized Mr. Schmidt and asked him if he cared to speak to the Commission. Mr. Schmidt noted that he was President of NCAD Company, introduced himself, and gave some background on his company. After hearing his remarks, Vice Chair Hahn suggested that Mr. Schmidt contact the NKAPC GIS staff for further discussions.

Mr. Gordon noted he is continuing his work on items on his 'to do' list as included in the agenda. He noted that the FY04 GIS budget is now complete and this will allow him to reduce the needed draw down from the Commission's reserve account from \$143,000 to \$98,000. He stated he had met with Mr. Bowdy to get further clarification on the GIS budget process.

Mr. Kriege asked if the newly-revised budget figures would need to be presented again to the Council budget committee for its approval. Mr. Edmondson noted he felt that since it was a decrease in the amount taken out of the reserve fund, and since the Council has the ability to change the budget proposal, it would not be necessary to get the members' approval again. He felt their approval would only be necessary if there was going to be an increase in the amount taken out of the reserve fund.

Mr. Gordon noted he is working on the RFP to solicit auditing firms to perform our audit and that this information will be going out to several Northern Kentucky auditing firms.

Mr. Gordon noted he is working on an RFP for PlaNet GIS for marketing the system's products. He gave

some further overview of the process and the results he feels the partners are hoping to achieve in promoting GIS.

Mr. Gordon noted he is still working on the FY04 Work Program and that this will be finished soon.

Mr. Gordon noted he is still working on the Vision/Mission/Values Statement and that this will be finished by the end of June.

Mr. Noll asked about the progress being made on the proposed Personnel Rules and Regulations. Mr. Gordon noted that he has this project almost completed and will soon have a draft ready for the committee's review.

Mr. Noll noted that he is a member of the Kenton County Library Advisory Board. He stated that at the board's last meeting they had asked him to request assistance from the NKAPC staff in their search for a suitable location for another library site in the southern portion of Kenton County. He noted the next board meeting will be on July 16 at 10:00 am. Mr. Gordon noted he would have Mr. Schwartz attend this meeting to get things started for the search.

Vice Chairman Hahn then asked for a motion to go into executive session to discuss a personnel matter, pursuant to KRS 61.810. Commissioner Goetz made a motion to go into executive session. Commissioner Noll seconded the motion. Vice Chairman Hahn 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 6:30 pm

Vice Chairman Hahn closed the executive session at 7:02 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.

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 7:03 pm.