

**NORTHERN KENTUCKY AREA PLANNING COMMISSION  
MEETING MINUTES  
JULY 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 2005 X

Treasurer Bill Goetz May 2002 through May 2004 X

Commissioner Billy Bradford May 2001 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 2001 through May 2005 X

Also present were Dennis Andrew Gordon, FAICP, Executive Director; Larisa Hughes, AICP, Principal Planner; John Schmidt, NCAD; and Gail H. Deatherage, Administrative Assistant.

Commissioner Noll 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 Hahn 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.

**OLD AND UNFINISHED BUSINESS**

Chairman Kordenbrock asked if the Minutes of May 28, June 11, 16, and 30, 2003, were acceptable or if anyone had any additions/corrections. Commissioner Goetz noted that the terms of office on some of the minutes needed to be changed to the correct year of their terms. Commissioner Litzler made a motion to accept the Minutes as amended; Mr. Noll seconded the motion. Chairman Kordenbrock asked for a roll call vote which found

Commissioners Hahn, Goetz, Litzler, Noll, and Chairman Kordenbrock in favor. The motion passed unanimously.

Chairman Kordenbrock noted that the May 2003 Report of Receipts and Expenditures had been passed out to the members. Mr. Gordon noted that the close of the books for June 2003 had not been completed as yet and therefore no report was available. Chairman Kordenbrock asked if there were any comments or questions.

Mr. Noll noted that since he had not had a chance to review the May financial report as yet, he would like to make a motion to table approval of the May 2003 financial reports until the August business meeting; Mr. Goetz seconded the motion. Chairman Kordenbrock asked if there were any questions; there were no questions. He then asked for a roll call vote, which found Commissioners Hahn, Goetz, Litzler, Noll, and Chairman Kordenbrock in favor. The motion passed unanimously.

Chairman Kordenbrock noted there was no legal counsel present and stated that he felt legal counsel should always be present at these meetings. He asked that staff to advise Mr. Edmondson of this policy.

Mr. Gordon stated that Ms. Hughes was present to give an update on grant monies awarded for the watershed proposal. Ms. Hughes noted that the National Forest Service had awarded federal grant monies to some 15 organizations across the county for urban and community forestry and that the NKAPC in conjunction with the NK Urban Forestry Service had received monies in the amount of some \$83,600 which will be used to study the Banklick Creek Watershed. She said the funds would be used for education and to develop a handbook for other watershed counsels. She gave some further overview of the partners involved - Banklick Creek Watershed Counsel, Conservation District, NK Urban Forestry Service and the Telecommunication Board of NK. She stated that NKAPC will offer in-kind services and that GIS will be involved in the program also.

Chairman Kordenbrock thanked Ms. Hughes for the update and asked if anyone had any questions. Some discussion ensued with regard to the value of this grant and the education it will provide for the area.

Mr. Gordon noted that he was continuing work on the Kenton County Planning Commission's FY04 budget. He reported he had recently met with the officers to discuss the budget. He further noted that he would begin work on the RFP for marketing of the PlaNet GIS program. He stated he hopes to have these items wrapped up soon.

Mr. Gordon stated that he had recently met with Mr. Huff, at the direction of the planning commission, to discuss several items, mainly when they anticipate they will be vacating this building. He stated that Mr. Huff said that the contractor building his new office

building had informed him that they should be ready to move out of this building by September 15, 2003, and that they would be completely out of the building, except for the south pod, by September 30, 2003. Mr. Gordon noted in his conversation with Mr. Huff that they are now in technical breach of their lease contract. Mr. Gordon informed the members of various items which he discussed with Mr. Huff such as the sharing in the cost of repair of the basement area, which he noted has shown no indication of any leaks due to the large amount of rain which we have received this spring and summer. He said that he had received no comment from Mr. Huff with regard to sharing in the cost of this repair. Commissioner Litzler asked if Mr. Huff had asked for a lease extension and Mr. Gordon responded that Mr. Huff had requested an extension verbally but he had nothing in writing. Some discussion ensued with regard to the conditions in the lease signed by Mr. Huff when the building was purchased from him.

Commissioner Noll made a motion that Mr. Gordon should pursue a lease extension in writing from Mr. Huff to extend the lease through September 30, 2003, at a rate of \$15 per square foot for the center first floor pod with all other areas to be assessed as spelled out in the lease; Vice Chair Hahn seconded the motion. Chairman Kordenbrock asked for a roll call vote, which found Commissioners Hahn, Goetz, Litzler, Noll, and Chairman Kordenbrock in favor. The motion passed unanimously.

Mr. Gordon passed out the final version of the Personnel Rules, Regulations, and Policies Manual and noted this had been given to all staff members. He stated a full staff meeting would be held on Tuesday, July 29, and he will attempt to answer any questions staff may have at that time. He requested that a meeting be held with the Personnel Committee to discuss further any questions or concerns which staff may have. After some discussion, it was decided to have the Personnel Committee - Commissioners Noll, Goetz, and Litzler - meet at 10:00 am on July 29.

Mr. Gordon noted that staff had worked very hard at the Kenton County Fair booth this past week and that they have already started working on ways of improving the booth for next year. Some members noted they had visited the booth and Chairman Kordenbrock noted that although he had been unable to attend the fair for the first time in many years, that he had heard many good comments about our booth. He asked Mr. Gordon to extend his thank you and appreciation to the staff for another job well done. Some discussion ensued about the value of our presence at the fair and the good image and PR that it provides the Commission.

Commissioner Goetz asked about the status of our GeoPlan software. Mr. Gordon noted that legal counsel had a contact in Pittsburgh and intended to track down the company through that contact.

Mr. Gordon noted that Mr. Slagle's retirement date is January 1, 2004.

Chairman Kordenbrock asked for comments from members.

Commissioner Goetz noted that at the Commission's retreat in January 2003 it had been discussed that the executive director wanted to hire a long-range planning director to address various long range planning issues. He said that he feels this was an excellent idea and that it should be pursued immediately. He further noted he feels it would improve the image of the NKAPC and would provide creditability in working with local cities/agencies, etc. and also that he felt this person should be on board prior to Mr. Slagle's retirement. Commissioner Noll noted that this person would get us involved in planning for other than the comprehensive plan and get us more involved in other areas we have not been able to be as involved as we have in the past.

Mr. Gordon noted that Item #9, under New business on the agenda, "Realizing the Vision", deals with further programming and that this is part of his proposal and could be discussed further at that time.

Vice Chair Hahn noted that he was pleased to have the Chairman return to his chair and that he had been missed, especially at the Council dinner meeting in June. He further noted that he felt that Commissioner Kriege had done a good job in presenting the NKAPC financial future at that meeting.

Commissioner Noll noted that he was a member of the Kenton County Library Advisory Board and that Mr. Schwartz had attended in order to assist the board in locating possible new sites for a library for the Independence area. He gave some further information on the Board's direction for the future. He noted that he felt the both the planning and GIS staff would provide some valuable assistance in this effort.

Mr. Schmidt gave a brief presentation on his company, NCAD.

## NEW BUSINESS:

Mr. Gordon gave some background on the contents of his draft "Realizing the Vision", which he passed out to members. He stated that at the January retreat, the Commission had given him some specific directions to pursue and that this document was his effort in response to those directions for change. He said it also looked at long-range options for the future of the NKAPC. He noted that the contents were his "vision" for the NKAPC, its staff, and its future direction. He then briefly gave an overview of each section included in the document and noted that he would expect the members to digest it further and be prepared to discuss its contents more extensively.

Mr. Gordon then noted, in getting back to Commissioner Goetz's comments, that the long-range planning director's position is important and that he would like permission to pursue

filling it. He noted that he had placed an ad for this position on the APA website and had received approximately 15 or so resumes, many of which seemed very strong and could prove to be beneficial. He noted he had not mentioned a salary range in the ad, and therefore was surprised at the interest in the position without mention of monies involved.

Commissioner Goetz made a motion to pursue immediately the hiring for the position of Long Range Planning Director; Commissioner Noll seconded the motion.

Chairman Kordenbrock questioned where funding for this position would come from.

Commissioner Goetz noted that the Reserve for Mapping fund could be used to pay for this position until January 1, 2004, and use the additional revenues from the lease extension, etc. Some discussion ensued on how to proceed in hiring for the long-range planning director position.

Commissioner Noll noted he didn't feel comfortable until this is discussed with the Area Planning Council Executive Committee. Vice Chair Hahn noted that with two commission members absent this meeting, he would feel more comfortable making this decision when all members were present.

Commissioner Noll then made a motion to table Mr. Goetz's motion until the next meeting on August 13, 2003; Vice Chair Hahn seconded the motion. Chairman Kordenbrock asked if there were any questions; there were none. Chairman Kordenbrock asked for a roll call vote, which found Commissioners Hahn, Goetz, Litzler, Noll, and Chairman Kordenbrock in favor. The motion passed unanimously.

Chairman Kordenbrock asked about the ongoing rising health care costs and the effect this would have on continuing to provide these benefits to the staff. Mr. Gordon noted he had met with Mr. Frye and gave some overview on that meeting. He indicated he planned to meet again with Mr. Frye in the near future and that he would be able to brief the Commission better after that meeting.

Commissioner Litzler asked if it was necessary or possibly premature to have the Council Executive Committee come to our next meeting to discuss this one position (long-range planning director) and feels the Commission should further pursue this and then meet with them to tell them the plan. Mr. Gordon noted that the Council Executive Committee is scheduled to be at the meeting in September. Commissioner Goetz noted he doesn't feel the Council should necessarily be involved in hiring this one position anyway and he felt it was necessary to get this person hired as soon as possible.

Chairman Kordenbrock asked if there were any other comments or business to come before the Commission. There being no further business, he adjourned the meeting with unanimous consent at 7:55

pm.