

**NORTHERN KENTUCKY AREA PLANNING COMMISSION  
MEETING MINUTES  
AUGUST 13, 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; Garry Edmondson, legal counsel; 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 Goetz 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 July 23, 2003, Minutes were acceptable or if anyone had any additions/corrections. Commissioner Noll noted corrections on Page 1, and also Page 2, Paragraph 7. Commissioner Litzler made a motion to accept the Minutes as corrected; Commissioner Noll seconded the motion. Chairman Kordenbrock asked for a roll call vote, which found Commissioners Hahn, Goetz, Litzler, Noll, and Chairman Kordenbrock in favor. Commissioners Bradford and Kriege did not vote. The motion passed unanimously.

Chairman Kordenbrock noted that unless anyone had any objections, he would reappoint members of the commission to the various committees on which they were presently serving for Fiscal Year 2004. No objections were voiced.

Chairman Kordenbrock asked for a report from Mr. Litzler, Chair, Building/Office Committee. Mr. Litzler noted that he had talked to Mr. Huff with regard to the lease extension of the first floor area, and that Mr. Huff indicated he was offended at NKAPC's action to increase the rate from \$12/sq. ft. to \$15/sq. ft. for leasing the first floor area for the period from July to September 2003. He further noted that Mr. Huff stated that he felt that his relationship with the NKAPC had been a very good one over the past years and that he does not feel we should increase the price in the square footage for the extension of time he has requested.

Commissioner Litzler gave a brief overview of his memory of the history of the negotiations in buying the building, stating that Huff had originally thought they'd be out by June 30, 2003. He noted that due to construction problems, the Huff staff is unable to vacate the building and that he had verbally asked for an extension until September 30, 2003. He stated that Mr. Huff pointed out to him that during the time of the repair of the basement area, that Huff staff had not had use of the area for approximately three weeks. Some discussion and comments from commission members ensued with regard to the negotiation process with Mr. Huff. Chairman Kordenbrock noted that it was his feeling that the commission should not do anything to create a bad feeling or relationship with Mr. Huff and further noted that Mr. Huff is presently paying the same amount per square foot that NKAPC was paying when they leased their area.

After further discussion, Commissioner Litzler made a motion to rescind the decision of the NKAPC made during its meeting on July 23, 2003, relative to the Huff office space and to grant Mr. Huff an extension of the existing leased space at the rate specified in the lease until September 30, 2003. Commissioner Bradford 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 Goetz, Bradford, Litzler, Kriege, and Chairman Kordenbrock in favor; and Commissioners Hahn and Noll against. The motion passed five votes to two.

Chairman Kordenbrock asked Mr. Litzler to convey the commission's action to Mr. Huff.

Some discussion ensued on how to proceed on this situation after September 30, 2003, and whether to raise the rate of the square footage if Huff has not vacated the building. Chairman Kordenbrock noted that the large display sign on the interstate was important to Huff. He said that due to zoning regulations, Huff needs to maintain a presence in this building; this is why they will continue to lease the south pod on the first floor after the rest of their staff has moved to the new building. After some further discussion, it was the consensus that Mr. Litzler should convey to Mr. Huff that if the lease is extended after September 30, 2003, the rate on the square footage would be increased.

Mr. Gordon then gave an update on several issues which staff raised with regard to the personnel rules

and regulations. He noted that he had met with the Personnel Policy Review Committee and that some changes had been made and this will be on the agenda for the August 27 meeting. After some discussion, it was decided that the Personnel Policy Review Committee would meet at 5:00 pm on August 27 to further discuss these changes.

Chairman Kordenbrock noted that at the meeting on August 13 Mr. Gordon had passed out a draft of the "Realizing the Vision" document. He expressed concern about being able to find the additional revenues that will be needed for this "vision" and a tax rate increase might be necessary.

Commissioner Kriege noted that as chair of the Long Range Financial Planning Committee, he felt the intent of the vision document was to get the study started by showing the most expensive portion of the budget - new positions, employee salaries, etc. He asked if the commission was on board with what had been presented and that he felt that it is not necessary to spend the full amount shown, but to proceed with adding additional staff in steps which could be phased in over the next year or so. He further noted

that he felt this was a good starting point and that a vote was necessary to accept this first conceptual phase in the overall vision in order to move forward. He asked the commission to make any other comments.

Mr. Gordon gave some brief comments on the various employee positions he wants to add to the staff. Some discussion ensued with regard to the time line and implementation. Commissioner Kriege noted that he felt this document should be viewed as a concept and accepted as such and that more specific approval on the various items in the vision would be discussed later.

Commissioner Kriege made a motion to endorse "Realizing the Vision" in concept and reserve the right to make specific changes to it in the future; 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, Bradford, Kriege, Litzler, Noll, and Chairman Kordenbrock in favor. The motion passed unanimously.

Chairman Kordenbrock noted that a motion was tabled at the July 23 meeting that would have authorized the executive director to proceed in hiring a deputy director for long range planning. He recalled that it was discussed at length at the last meeting that this position would replace the technical coordinator supervisor. Commissioner Goetz noted that the ALS study that is needed could use this person to help in their area and that other cities have expressed interest in having assistance in future planning for their area; he feels we need this person on board as soon as possible. Mr. Hahn asked about the monies in the budget. Mr. Gordon noted that the monies for this position would be paid from a transfer of \$30,000 from the budget's Office Upgrades line item and then from the technical coordinator supervisor position. Some discussion ensued with regard to moving monies from one line item to another. Mr. Edmondson noted he felt that in moving monies from one budget area to another would require approval from the Area Planning Council executive committee. Some discussion ensued with regard to salaries and benefits, etc.

Commissioner Goetz made a motion to authorize the executive director to hire a deputy director for long range planning, pending approval of the Area Planning Council executive committee; Mr. Noll 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, Bradford, Kriege, Litzler, Noll, and Chairman Kordenbrock in favor. The motion passed unanimously.

Mr. Gordon noted he would have revised figures to the commission at the meeting on August 27, 2003.

## DISCUSSION TOPIC

Mr. Gordon passed out a draft of "Revitalizing Our Work Space" and noted that this report was his recommendations on how to proceed with rehabilitating the NKAPC building to meet the challenges posed by KRS 147 and the newly adopted Vision/Mission/Core Values Statement. He noted that there were no cost estimates as there are so many variables on what could be considered appropriate for a public building. Some discussion ensued on various aspects of expanding the office and the planning involved in this effort. Commissioner Kriege noted that again, the members should decide on whether the concept as presented is what the members feel is the right direction. Chairman Kordenbrock asked members to read the document and to be prepared to offer comments at the next meeting.

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 7:35 pm.