

Northern Kentucky Area Planning Commission
Meeting Minutes: April 14, 2004

Chairman Afton Kordenbrock called the monthly business meeting of the Northern Kentucky Area Planning Commission to order at 5:15 pm in the first floor conference room of the Commission's offices in Fort Mitchell. 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; Michael Schwartz, AICP, Deputy Director for Current Planning; Keith Logsdon, AICP, Deputy Director for Long Range Planning, Melissa Jort, Principal Planner, Jack Kleymeyer, AICP, Zoning Administrator, Brandon Voelker, 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. Mr. Gordon requested that the discussion topic (item #10 on the agenda) be moved to the top, after acceptance of the Agenda. Commissioner Kriege made a motion to accept the agenda with item #10 moved; Commissioner Goetz seconded the motion. Chairman Kordenbrock asked for a roll call vote on the motion which found unanimous approval. The agenda was accepted with the noted change.

OLD AND UNFINISHED BUSINESS

Chairman Kordenbrock asked if the Minutes of the March 24, 2004, meeting were acceptable or if anyone had any additions/corrections. Commissioner Goetz noted that in the last paragraph of page 3 the correct name "Kentucky League of Cities" should be indicated. Mr. Noll requested that on Page 1, second paragraph, to add the words "subject to audit" as part of the motion of acceptance of the financial report. Commissioner Hahn made a motion to accept the Minutes of March 24, 2004, as corrected; Commissioner Noll seconded the motion. 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 stated that Mr. Logsdon was present to provide an update on the ongoing Kenton County BLS/ALS Study. Mr. Logsdon began by noting that Ms. Jort and Mr. Kleymeyer were present because they assisted in the work to date. He reminded members he had presented a preliminary report during the Commission's March 24 meeting. He stated that with the member's comments, he had finalized a status report for their review. He said he would make their recommended changes and present them to the Mayors Group and then to the committee studying the service. He then provided an overview of the study via PowerPoint slides (copy of this information attached to the original Minutes). Mr. Logsdon answered some general questions. It was the consensus of the members that the study is on target. Chairman Kordenbrock thanked staff for their presentation.

The members took a recess from 6:50 to 6:55 pm.

Chairman Kordenbrock asked for an update from legal counsel. In Mr. Edmondson's absence, Mr. Voelker stated there was nothing new to report.

Chairman Kordenbrock asked the executive director for his reports.

Mr. Gordon stated that as a follow up to the Commission's recent retreat, he had some information on several issues. He noted he had received information on bond issues by which the Commission would renovate the building. He stated that he still had some questions which he wanted to have answered before he made a recommendation to the members at the next meeting of the Commission. Mr. Gordon gave each member a copy of the Updated Annual Audit data and provided some overview of the report. (Copy attached to the Original Minutes.) Mr. Noll requested that any information given to the members include the date it was generated. Mr. Gordon noted he would see that the date is included. He then passed out information on KRS 147 for members' information.

Mr. Gordon noted that Humpert Wolnitzek Architects is working on plans and space requirements for the renovation for the building. He reported that space planners will be doing a walk through of the office this week. He noted that bid packages should be ready to go out some time in May.

Mr. Gordon provided some update comments on his work regarding user fees charged in Northern Kentucky. He told members that a meeting was held earlier in the day. He reported on the meeting's discussion and noted it was the consensus of the group that something should be done to find a more coordinated way of handling building permits and inspections. He stated it had been questioned whether a contract could be struck with

NKAPC to set fees and administer the program, with all the necessary paperwork remaining at NKAPC-much the way it is structured for engineering fees. Mr. Gordon answered some general questions from the members and stated he would keep them updated on the progress of this initiative.

Mr. Gordon noted he had met with the new Area Planning Council President, Adam Koenig, and had answered some general questions for him. He stated that the Council By-Laws had not been updated in many years and noted he felt this was something Mr. Koenig would be addressing. He also said that they had discussed the Council's review of the proposed NKAPC budget and that Mr. Koenig would be appointing new committee members. Mr. Gordon reported that Mr. Koenig mentioned that he wants the Council more involved in area planning activities.

Chairman Kordenbrock asked for an update from Commissioner Noll on a proposed amendment to the NKAPC Personnel, Regulations, Policies and Procedures Manual. Mr. Noll reminded members that they had held many discussions on the amount to be allocated for members' travel to conferences during their two-year terms. He stated it was the Personnel Committee's recommendation that effective with the members just elected to the Commission each member shall be authorized to spend up to a total of \$3,000 for commission-related continuing education and travel expenses for their two-year term, that unused funds would not be carried forward from one two-year term to another for re-elected members, and that unused funds would not be available if a member is not re-elected, except as authorized by the Commission. (Recommended policy attached to Original Minutes.) Mr. Kordenbrock asked if legal counsel would be included under this policy; Mr. Gordon stated that he is not included as he is a private contractor.

Commissioner Kriege made a motion to accept the recommended amendment; Commissioner Bradford seconded the motion. Chairman Kordenbrock asked if there were any questions; there were none. He then called 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 stated that with regard to the NKAPC Bylaws, he had met with Commissioner Bradford and asked members to submit proposed changes to the Bylaws which had been done. He reminded the members that they had received copies of the Bylaws and noted that action would need to be taken to amend or approve them. Commissioner Noll made a motion to approve the recommended changes to the NKAPC Bylaws as recommended by the Bylaws Committee; Commissioner Bradford seconded the motion. Chairman Kordenbrock asked if there were any questions; there were none. He then called 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 the next meeting date of April 28 was during the time some members would be attending the APA national planning conference. He asked if there would be a quorum present or if the meeting should be cancelled. After a show of hands, Commissioner Noll made a motion to cancel the meeting of April 28; Commissioner Kriege seconded the motion. Chairman Kordenbrock asked if there were any questions; there were none. He then called 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 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 8:25 pm.