

Northern Kentucky Area Planning Commission
Meeting Minutes: August 11, 2004

Chairman Bill Goetz called the monthly discussion forum 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. Attendance of the members was as follows.

Term Present Absent

Chairman Bill Goetz May 2004 through May 2006 X
Vice Chairman Paul Hahn May 2003 through May 2005 X
Treasurer Tom Kriege May 2004 through May 2006 X
Commissioner Billy Bradford May 2003 through May 2005 X
Commissioner Afton Kordenbrock May 2004 through May 2006 X
Commissioner Tom Litzler May 2004 through May 2006 X
Commissioner Lou Noll May 2003 through May 2005 X

Also present were: Dennis Andrew Gordon, FAICP, Executive Director; Michael D. Schwartz, AICP, Deputy Director for Current Planning; and, Alex Edmondson, legal counsel.

Commissioner Noll gave the invocation and Chairman Goetz led the Pledge of Allegiance.

ACCEPTANCE OF AGENDA

Chairman Goetz asked if the agenda's contents were acceptable or if anyone had any additions/corrections. Commissioner Noll made a motion to accept the agenda; Commissioner Hahn seconded the motion. Chairman Goetz called the roll on the motion and found Commissioners Hahn, Kriege, Bradford, Kordenbrock, Noll, as well as himself in favor. The motion passed unanimously.

OLD AND UNFINISHED BUSINESS

Chairman Goetz asked if the Minutes of the July 28, 2004 business meeting were acceptable or if anyone had any additions/corrections. Commissioner Noll made a motion to accept the Minutes of July 28; Commissioner Bradford seconded the motion. Chairman Goetz called the roll on the motion and found Commissioners Hahn, Kriege, Bradford, Kordenbrock, Noll, as well as himself in favor. The motion passed unanimously.

Chairman Goetz asked for an update from legal counsel. Mr. Edmondson responded he had nothing to report. Chairman Goetz asked if there were any questions for legal counsel; there were none.

Mr. Gordon called on Mr. Schwartz to provide an update report from the Current Planning department. Mr. Schwartz provided Commission members with a wrap up of his department's activities during FY04.

Using a handout (attached and made a part of the permanent minutes), he outlined his team's activities as well as numbers of permits processed, applications handled for the Kenton County Planning Commission, and hits on the Commission's website. He responded then to questions from the members.

Mr. Gordon reported on a meeting he had in Frankfort with Van Cook, Executive Director of the Kentucky Office of Housing, Buildings, and Construction, and some of his key staff. He said Mr. Cook had invited him to meet to discuss co-locating some of the state's inspectors in our building and working on an agreement to this effect with NKAPC. He said this could include anywhere from three to seven people for which the state would lease space. Commissioner Bradford asked how this would impact the Commission's current work on redesigning space within the building. Mr. Gordon responded that this was a good time for the issue to be raised because it can be worked into the process without causing any long-term problems. He reminded Commission members of the several month delay in construction they enacted earlier this summer and called that a good decision since it may facilitate greater cooperation with state government. He said he expected to receive a formal proposal from the OHBC within the next two weeks and would bring that to the Commission upon its receipt. Mr. Gordon concluded by saying this initiative could help immensely with the Commission's Realizing the Vision strategy.

Mr. Gordon gave an update on his progress with the One Stop Shop program and his on-going discussions with local governments. He provided a handout (attached and made a part of the permanent copy of these minutes) that illustrates each of the local governments in Kenton County and its status with the program. Mr. Kriege asked Mr. Gordon if Independence was planning to join the program. Mr. Gordon responded that he had met with Mayor Chris Moriconi and discussed the city's situation with user fees. He said he came away from the meeting with the belief that the city would not join due to the anticipated loss in revenue the city would sustain. Mr. Gordon reminded members that building permit fee revenue cannot be used for anything except administration of a building code administration program. He concluded discussion on the subject by saying staff's intention was to initiate operation of the One Stop Shop for existing government clients by 01 October. New clients will be brought online by 01 December.

Mr. Gordon reported that he had received the final property tax assessment figures from the state. He said he anticipated initiating revision work on the FY05 budget using these figures. He also reminded members of their charge that he have this revision work completed by the end of the month. He said he would have no trouble meeting this deadline in preparation for the Commission's 13 September public hearing to set the 2004 tax levy rate.

Mr. Gordon gave some update comments on ongoing work with architects and space planners on plans for renovating the Commission's offices. He said that discussions with the state's Office of Housing, Buildings, and Construction were obviously having an impact on this process but that so far they were able to work through issues without delaying the project work.

Mr. Gordon reminded the members that the FY05 budget included a new position to staff the main customer service desk when the building renovation was complete. He said he filled that position in

house with Becky Warnke and advertised for a replacement for Ms. Warnke in the Building Codes Administration department. He reported that after reviewing 82 resumes, Ms. Deatherage and Ms. Crabb recommended two finalists that he interviewed last week. He stated that he offered the position to Sharon Skinners of Ludlow who is presently employed by Doc Rusk in Cincinnati. He said she would be starting work on 23 August and attending the Commission's business meeting later in the month.

Mr. Gordon reported that he has received 12 or 13 resumes from individuals who want to be considered for the open deputy director for building codes administration position. He indicated he did not intend to hurry the process to fill the opening but he would keep members up to date on his process.

Mr. Gordon then told the Commission of staff's intent to transition to new, more professional look for the organization on 01 Oct, the beginning of the second quarter of FY05. He noted that these changes are part of the Realizing the Vision strategy that forms the foundation of the FY05 annual work program and budget. He indicated that this transition effort will include new letterhead, business cards, NKAPC and GIS web sites, and a new electronic newsletter that will be sent out monthly. He pointed to the Commission's Vision, Mission, and Core Values Statement that has been created in this new format and framed for hanging the new reception area. Members were complimentary of the look.

Mr. Gordon reported that the management team would be attending a day-long leadership seminar in Lexington on 13 October, the same date of the Commission's monthly discussion forum. He noted that the October business meeting would conflict with the Annual Fall Meeting of the Area Planning Council. He suggested that perhaps the members could consider moving their meetings to the first and third Wednesdays for that month. Several members voiced conflicts on either the first or third Wednesdays. Chairman Goetz asked that Ms. Deatherage contact members to ascertain other dates that would work for a majority of them.

There being no further Old and Unfinished Business, Chairman Goetz moved on to New Business. He noted that he had been giving thought to the Commission's committee structure. He provided a handout (attached and made a part of the permanent Minutes) that outlined the current committee structure and proposed a new framework to replace it. He asked members to review it, provide him with feedback, and be prepared for discussion regarding it during the August business meeting.

Chairman Goetz then moved on to the monthly discussion topic, Opportunities presented by working with the Commonwealth of Kentucky Office of Housing, Building, and Construction. He asked Mr. Gordon for comments. Mr. Gordon responded that he had included this topic for discussion because he felt it warranted some time given the relationship that could be in the offing. He noted that members had discussed the issue at length as part of his report on the subject and that he had no further information to pass along. Chairman Goetz asked members if they had anything else they wanted to say on the subject pending receipt of paperwork from Frankfort; none did.

Chairman Goetz 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 6:22 pm.