

**Northern Kentucky Area Planning Commission
Meeting Minutes: September 13, 2004**

Chairman Bill Goetz called the monthly discussion forum of the Northern Kentucky Area Planning Commission to order at 5:21 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; Scott Hiles, Deputy Director for Infrastructure Engineering; Garry Edmondson, legal counsel; Stacie Hegge, legal assistant; John Dorsey, Fort Mitchell citizen; and Gail H. Deatherage, Administrative Assistant.

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

ACCEPTANCE OF AGENDA

Chairman Goetz noted that this was a rescheduled meeting of the Commission and asked for approval of the agenda. Commissioner Litzler made a motion to accept the agenda; Commissioner Kriege seconded the motion. Chairman Goetz asked for a voice vote on the motion which found unanimous approval. The motion passed.

PUBLIC HEARING PER KRS 132.023

Chairman Goetz opened the public hearing on the 2004 tax rate at 5:25 pm. He stated that the Northern Kentucky Area Planning Commission is required to take public testimony prior to setting its tax rate for the year. He asked Mr. Gordon to give an overview of the efforts that led to the Commission's proposed tax rate. Mr. Gordon stated that the question before the Commission was initiated two and a half years ago by his predecessor, Mr. Bowdy, and that members had taken a long hard look at the Commission's financial status; they had purchased the building which staff is presently occupying; hired a new executive director; established a long-range financial planning committee to review the past financial picture, to consider current issues, and to project several scenarios of our financial future. He stated the Commission had participated in a daylong retreat in January 2003 and had asked him to review: the KRS 147 mandate; our contractual relationships; the financial management strategy; the strengths/weaknesses

of and threats/opportunities before the Commission; and to work on a mission statement to focus the staff effort. Mr. Gordon noted that during FY03 he and the Commission had: updated the financial management software and the financial reporting format; drafted and adopted a personnel regulations and procedures manual; and, adopted a vision/mission/core values statement that focuses on Service, Perseverance, Innovation, Collaboration, and Excellence. He noted that during FY04 the Commission had drafted and adopted the "Realizing the Vision" strategy to implement the vision/mission/core values statement. He gave some further overview of the efforts that have been listed in the work program for 2005 and emphasized the core values for staff. (A copy of his statement is attached to the original Minutes). Chairman Goetz thanked Mr. Gordon for the overview.

He stated that this public hearing is being held for the purpose of listening to citizen comments on this proposed tax.

Mr. Dorsey, Fort Mitchell, noted that he was present to ask some questions. He noted he was a former member of the Kenton County Planning Commission (KCPC) and was very familiar with the NKAPC staff and members. He said he realized the value and hard work the commission and staff puts forth. Mr. Dorsey expressed concern, as a citizen and taxpayer, and asked how the increase would be used. He said he had reviewed and compared last year's budget with the current version and noted that wages and benefits have increased, contractual service have been cut, and other areas of the budget show equal change. Commissioner Noll responded that the increase is one cent per \$100. Mr. Gordon explained the areas of wages/benefits, noting that this section of the 2005 budget totals only 67% of the total budget and that this is down from 78% in the 2004 budget. He stated that this illustrates the Commission's focus on providing service to its local governments and their citizens. He noted that the new One Stop Shop would be prompting an addition of staff, but that permit fees would cover this cost. He stated that this would provide relief to cities because they would no longer have this to finance this burden. He stated that our long range planning efforts had taken a back seat to the GIS activities during the 1990s and this budget would address both areas. He noted that long range planning would be adding additional staff in order to serve the cities better and help in their long range planning. Chairman Goetz provided some further overview on the work the commission has pursued. Mr. Dorsey thanked the Commission for its comments and answers to his questions. He concluded he was supportive of the work of the NKAPC and its staff.

Chairman Goetz thanked Mr. Dorsey for his questions and comments.

After calling for any further public comment, Chairman Goetz noted that there were no other citizens present and closed the hearing at 5:47 pm.

Chairman Goetz read Resolution Number 798 (a copy of which is attached to the original Minutes). Commissioner Noll made a motion to adopt Resolution Number 798; Commissioner Hahn seconded the motion. Chairman Goetz asked if there were any questions; there were none. He then asked for a roll call vote which found Commissioners Noll, Hahn, Bradford, Kordenbrock, Kriege, Litzler, and Chairman Goetz in favor. The motion passed unanimously.

OLD AND UNFINISHED BUSINESS

Chairman Goetz asked if the Minutes of August 31, 2004, meeting were acceptable or if anyone had any additions/corrections. Commissioner Noll made a motion to accept the Minutes and Commissioner Kriege seconded it. Chairman Goetz asked for a roll call vote which found Commissioners Noll, Kriege, Bradford, Kordenbrock, Litzler, Noll, and Chairman Goetz in favor. The motion passed unanimously.

Chairman Goetz asked for report from legal counsel. Mr. Edmondson responded that he had nothing to report.

Chairman Goetz asked for update reports from Mr. Gordon and staff.

Mr. Gordon noted staff had contacted a representative from the Kentucky League of Cities (KLC) regarding reverse bidding at the request of Commissioner Noll. He stated that the representative noted that some cities in our area had pursued this and were pleased with the results. He also noted he discussed this with Mr. Humpert who expressed concern. Mr. Gordon suggested he could invite the KLC representative to come to our next meeting in order to give his presentation or he could present it to the Building Committee. After some discussion, Mr. Gordon responded that he would invite the representative to come to the next meeting if he is available and would also invite Mr. Humpert too.

Mr. Gordon passed out a building renovation time schedule noting that no changes had been made to this most recent schedule. He noted that there is a pre-bid conference scheduled for Wednesday, October 20 at 10:00 am and invited the commission members to attend.

Mr. Gordon noted that staff would contact the members to reschedule the October 13 meeting as he and staff would be at a conference in Lexington that day. He noted that the Area Planning Council dinner meeting is on October 27 which is also the date of the business meeting for the Commission. He stated that action would be needed by the Commission on the 27th on building renovation bids and that members could meet immediately following the dinner meeting. Commissioner Noll indicated he would not be in town for the Council dinner meeting. Other members expressed no opposition to the plan.

Mr. Gordon noted that he continues to meet with various builders/contractors on the building code inspection fees. He reported that this group is making good headway on the fee structure. After some discussion, Mr. Gordon noted he would bring the fee structure for building inspections at a future meeting.

Mr. Gordon reported he narrowed resumes to seven for the Deputy Director of Building Codes position. He stated he then narrowed the field to three following interviews. He said he would be pursuing a second round of interviews soon.

Mr. Gordon noted that Mr. Hiles was present to provide an update report from the infrastructure engineering department. Mr. Hiles reported that he and his staff had been working on:

- a new fee structure for subdivision review;
- subdivision regulations for Kenton, Boone and Campbell Counties; and
- a seminar on new street maintenance for cities.

He gave some further information on the work that has gone into getting the fees increased and the impact it has had on his staff. Mr. Hiles answered some general questions regarding the fee structure, subdivision regulations, and street maintenance, etc. Chairman Goetz noted that he felt that local governments should be more involved in the street maintenance process along the way as they are the ones who eventually have to maintain them. Mr. Hiles noted he is in favor of more involvement by the cities and that his staff is going to be more active in issues involving the maintenance/drainage under the streets. He indicated that staff is attending seminars regarding street maintenance and gave some brief information on this.

Chairman Goetz thanked Mr. Hiles for the information he provided.

Mr. Gordon passed out copies of the Proposed Amended FY05 Budget and staff organization, noting that members had received copies at the last meeting (copies of which are attached to the original Minutes). Some discussion ensued with regard to whether the Area Planning Council would need to approve this amended budget. Mr. Edmondson responded that since the bottom line was different, the Council would need to approve the amended budget.

Commissioner Kriege made a motion to accept the Proposed Amended FY05 Budget and staff organization as presented and to recommend it on to the Planning Council; Commissioner Noll seconded the motion. Chairman Goetz asked if there any questions; there were none. He then asked for a roll call vote which found Commissioners Kriege, Noll, Bradford, Kordenbrock, Hahn, Litzler, and Chairman Goetz in favor. The motion passed unanimously.

There were no member comments.

Chairman Goetz 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 6:40 pm.