

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

Chairman Bill Goetz called the monthly discussion forum 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 Bill Goetz May 2004 through May 2006 X
Vice Chairman Paul Hahn May 2003 through May 2005 X
Treasurer Tom Krieger 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; Garry Edmondson, legal counsel; Stacie Hegge, legal assistant; Larry Humpert, architect for the building remodeling project; and Gail H. Deatherage, Administrative Assistant.

ACCEPTANCE OF AGENDA

Chairman Goetz asked for approval of the agenda. Commissioner Litzler made a motion to accept the agenda; Commissioner Kordenbrock seconded the motion. Chairman Goetz asked for a voice vote on the motion which found unanimous approval. The motion passed.

OLD AND UNFINISHED BUSINESS

Chairman Goetz asked if the minutes of September 22, 2004, meeting were acceptable or if anyone had any additions/corrections. Commissioner Hahn wanted to clarify his remarks regarding the reverse bidding auction progress; he stated he was in favor of the process so long as it did not adversely affect the project's timetable. Commissioner Hahn made a motion to accept the minutes as corrected; Commissioner Noll seconded it. Chairman Goetz asked for a roll call vote which found Commissioners Hahn, Noll, Krieger, Kordenbrock, Litzler, and himself in favor. Commissioner Bradford did not vote. The motion passed unanimously.

Chairman Goetz asked if the minutes of September 23, 2004, special meeting were acceptable or if anyone had any additions/corrections. Commissioner Noll made a motion to accept the minutes as submitted; Commissioner Kordenbrock seconded it. Chairman Goetz asked for a roll call vote which found Commissioners Hahn, Noll, Krieger, Kordenbrock, Litzler, and himself in favor. Commissioner Bradford did not vote. The motion passed unanimously.

Chairman Goetz asked for report from legal counsel. Mr. Edmondson responded that he had nothing to report but gave some update comments on the SOB study and the lawsuit filed against the resulting licensing ordinance. He suggested the suit had been filed to have the federal court find that the county ordinance is unconstitutional. He also reported that Mr. Cloyd's unemployment appeal had been denied by the state. Mr. Edmondson answered some general questions from the Commission.

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

Mr. Gordon responded that he had met with Mr. Humpert and they had talked with Mr. Ramsey of KLC and Ken Day from Ecuity, the company that would be conducting the reverse auction process. Mr. Humpert gave some comments on the renovation timeline and noted that the project and pre-bid conference have been pushed back approximately two weeks to accommodate the reverse auction; the new date is October 26 at 2:00 pm. He also noted he was meeting with Mr. Day to set up training for those who will be participating. Mr. Humpert then answered some general questions from the Commission regarding the timeline and the bidding process.

Chairman Goetz asked for a motion to authorize Mr. Humpert to proceed with the necessary work for conducting the on-line bidding process. Commissioner Bradford made a motion to authorize Mr. Humpert to proceed; Commissioner Litzler seconded the motion. Chairman Goetz asked if there were any questions; there were none. He asked for a roll call vote which found Commissioners Bradford, Litzler, Kordenbrock, Hahn, Krieger, Noll, and himself. The motion passed unanimously.

Mr. Gordon passed out the latest update on the One Stop Shop (OSS) program showing the additional cities that have signed on and the others with which he is working. He stated that staff has seen a full presentation on the new software program to be used for OSS. He then gave some overview remarks on the presentation by Pentamation and various highlights of the program being.

Mr. Gordon reported that he had promoted John Lauber to fill the position of Deputy Director for Building Codes Administration on a six-month basis. He explained that Mr. Lauber had stepped into the position on a temporary basis and had done a very good job, keeping the inspection process running smoothly. He said that the staff reporting to him had reported they were pleased with his work and attitude. He stated he is looking to hire a Level 3 inspector to replace Mr. Lauber.

Mr. Kordenbrock asked about the status of an organization chart he had requested with a name and picture of each employee. Mr. Gordon noted he planned to pursue this when more of the positions are filled. Mr. Kordenbrock stated he would like to have it as soon as possible and that new positions/pictures could be added as they are filled.

Chairman Goetz asked if there any questions for the Executive Director; there were none.

Under new business, Mr. Gordon reported that he and the deputy directors are in the process of

performing performance evaluation reviews for FY04. He asked that Commission members review his performance and passed out a performance evaluation review form to facilitate the process. Chairman Goetz asked member to complete their evaluations of Mr. Gordon and return them to him within the next week.

Mr. Gordon reminded members that action would be needed on OSS Interlocal Agreements and accompanying contracts with the Cities of Edgewood and Lakeside Park. Commissioner Kriege made a motion to authorize the Chairman to sign any standard interlocal agreement that is completed by a local government; Commissioner Hahn seconded the motion. Chairman Goetz asked if there were any questions; there were none. He asked for a roll call vote which found Commissioners Kriege, Hahn, Bradford, Litzler, Kordenbrock, Noll, and himself in favor. The motion passed unanimously.

Commissioner Litzler stated he felt it would be good for the executive director to send a letter to each city that has signed onto the One Stop Shop program, thanking them for their trust. Mr. Gordon responded he would do this.

Chairman Goetz noted that members received his recommended committee restructuring. Some discussion ensued with regard to the proposed bylaws amendment that would accomplish this. It was determined that further discussion on the committee structure amendment would be put on the agenda for the next meeting.

Chairman Goetz asked for comments from members.

Commissioner Hahn expressed concern about getting commission meeting information via email. He noted he was not always in a position to receive the email, and would appreciate receiving his information via mail. Chairman Goetz noted he felt that receiving the information via this email method was the fastest and easiest way to get the information but staff would accommodate his request.

Mr. Edmondson asked the Planning Commission to pay half of Ms. Hegge's expenses for the APA annual conference in March 2005. After some discussion, Commissioner Hahn made a motion to approve half on Ms. Hegge's 2005 APA conference expenses; Commissioner Kriege seconded the motion. Chairman Goetz asked if there were any questions; there were none. He asked for a roll call vote which found Commissioners Hahn, Kriege, Bradford, Litzler, Kordenbrock, Noll, and himself in favor. The motion passed unanimously.

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 6:35 pm.