

**Northern Kentucky Area Planning Commission
Meeting Minutes: January 26, 2005**

Chairman Bill Goetz called the monthly business meeting of the Northern Kentucky Area Planning Commission to order at 5:15 pm in the Council Chambers of the Fort Mitchell City Building. 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; Garry Edmondson, legal counsel; and Sheila Spradling, Principal Secretary.

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

Commissioner Noll asked if meetings held at the Fort Mitchell location should be considered special meetings due to the meeting place change. Mr. Edmondson stated the newspapers were notified of the meeting location change along with the time. He felt possibly a motion should be made to prevent problems. Commissioner Kriege made a motion that the Northern Kentucky Area Planning Commission meet at the Fort Mitchell City Building until further notice in accordance with renovation taking place at the Commission's offices on Royal Drive. Commissioner Noll seconded the motion. Chairman Goetz asked for a roll call vote, which found Commissioners Kriege, Noll, Bradford, Kordenbrock, Hahn, and Chairman Goetz. The motion passed unanimously.

ACCEPTANCE OF AGENDA

Chairman Goetz asked for review and approval of the agenda. Commissioner Hahn made a motion to accept the agenda as presented; Commissioner Noll 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 the December 9, 2004, business meeting were acceptable or if anyone had any additions/corrections. He then asked for a correction of spelling be made. Commissioner Hahn made a motion to accept the minutes; Commissioner Noll seconded it. Chairman Goetz asked for a roll call vote, which found Commissioners Hahn, Noll, Bradford, Kordenbrock, and Chairman Goetz in

favor. Commissioner Kriege did not vote. The motion passed unanimously.

Chairman Goetz asked if the minutes of the special meeting of January 12, 2005, discussion forum were acceptable or if anyone had any additions/corrections. Commissioner Kriege made a motion to accept the minutes; Commissioner Bradford seconded it. Chairman Goetz asked for a roll call vote, which found Commissioners Bradford, Kordenbrock, Kriege, Hahn, Noll, and Chairman Goetz in favor. The motion passed unanimously.

Chairman Goetz asked for a financial update, questioning the revenue numbers in Rental Income. Mr. Gordon referred members to terms of the lease agreement with Huff Realty. He reminded members that the terms provided the space to Huff through August 2005 (three years) with a renewal clause for an additional three years. He said he had asked Huff in October 2004 to prepare to leave after it was definite that the Commission would need and pursue renovating that space for a new Commission Chambers. He stated that Jim Huff told him that they would leave as he had promised since selling the building to the Commission. Mr. Huff also told Mr. Gordon that he had spent close to \$10,000 earlier in 2004 to renovate and reface the high-rise sign along the expressway. Mr. Gordon said he told Mr. Huff that the Commission would amortize that cost over the remainder of Huff's time in the building because the company had relied on terms of the lease and its renewal clause to upgrade the sign. Commissioner Kordenbrock asked if the Huff lease agreement could be changed by either party. Mr. Edmondson suggested that the Huff lease agreement be discussed at the next meeting when he would have had time to review it.

Mr. Gordon responded to another question, saying the new telephone system and roof repairs were maintenance issues and not part of the construction bid. He stated further that both projects had been completed. Chairman Goetz asked if the remainder of the December Report of Receipts and Expenditures was acceptable. Commissioner Kriege made a motion to accept the report as presented, subject to audit; Commissioner Hahn seconded the motion. Chairman Goetz asked for a roll call vote which found Commissioners Kriege, Hahn, Bradford, Kordenbrock, Noll, and Chairman Goetz in favor. The motion passed unanimously.

Upon being asked by Chairman Goetz, Mr. Edmondson said he had nothing to report.

Chairman Goetz asked for update reports from Mr. Gordon.

Mr. Gordon gave an overview of progress on renovation of the building. He noted the work on Phase I (first floor and basement) is proceeding well except the contractor discovered the electrical wiring does not meeting current code requirements and must be replaced. He said this could cost as much as \$50,000 additional, depending on what they find on the second floor. He reported that during demolition in the ingress/egress corridors contractors discovered mold on the drywall from the floor up approximately six inches high. The contractor will cut out these areas and replace them at an approximate cost of \$1,000. Commissioner Hahn asked what cleaning is being performed during the construction. Mr. Gordon stated the cleaning company has been providing service to the Huff area daily and emptying the garbage twice

a week on the second floor. He stated he planned to go out with an RFP for cleaning services once construction has been completed.

Mr. Gordon reported that staff appreciated the Commission's approval of the new health insurance. He also stated Humana has agreed to apply any medical costs the employees incur in January to their 2005 deductibles. He presented Resolution 800 that completes the insurance change process. Commissioner Noll made a motion to adopt the resolution and Commissioner Bradford seconded it. Chairman Goetz asked for a roll call vote, which found Commissioners Noll, Bradford, Kordenbrock, Kriege, Hahn, and Chairman Goetz in favor. The motion passed unanimously.

Mr. Gordon discussed the status of One Stop Shop (OSS). He said he continues to work with each jurisdiction but the process is slow. The building permit fee schedule has been completed by the task force and must be adopted now by each jurisdiction. Per state law, the fees may only cover the cost of the permit and inspection process. Adjustments can be made annually and Mssrs. Gordon and Edmondson are crafting an ordinance that increases the fees each year based on the CPI published by state government.

Mr. Gordon stated he had talked with Greg Jarvis with the City of Covington regarding NKAPC performing planning/zoning, board of adjustments, and possibly building services for the city. Covington would also like NKAPC to contract with them to complete the re-writing of their zoning ordinance. He said this will increase the overall OSS workload and that additional staff will be needed but that the fees coming in from Covington would to handle that cost.

Mr. Gordon updated Commission members on the CY05 election at OKI. He stated that Mr. Ralph Grieme would represent NKAPC on the board of trustees and that he would as well, having been selected as a member at large. Mr. Gordon also reported that he was elected second vice president, putting him in line to be OKI's president in four years.

Mr. Gordon reported that Jan Crabb purchased anniversary cards to be signed and sent by the Commission to individual staff members to show appreciation for their dedication. The cards will be mailed to the employee's home. Chairman Goetz stated the City of Fort Mitchell recognizes its employees' service at five year intervals, awarding them with gift items such as monogrammed glasses, paperweights, etc. Chairman Goetz asked the personnel committee to review the options.

Chairman Goetz introduced Resolution 799 approving a lease with the Kentucky League of Cities (KLC) for the financing of the building renovation project. Mr. Gordon reported that this is the first of two steps for financing through KLC. The second step will be included on the Commission's next agenda. After some discussion, Commissioner Noll made a motion to adopt the resolution; Commissioner Kriege seconded the motion. Chairman Goetz asked for a roll call vote, which found Commissioners Noll, Kriege, Hahn, Bradford, Kordenbrock, and Chairman Goetz in favor. The motion passed unanimously.

Chairman Goetz reminded members that he had passed out committee assignments for the year during the Commission's last meeting. He asked if any member wanted to be considered for a different committee. It was agreed that the committee assignments were acceptable as suggested.

Chairman Goetz passed out a synopsis of comments provided by individual members regarding the executive director's FY04 performance. Commissioner Kriege said he agreed overall with the comments and noted Mr. Gordon has not received a merit increase in pay since he was hired in 2002. He suggested a retroactive 1.5 to two percent increase per year. Commissioner Kordenbrock asked for the executive director's pay range. Mr. Gordon responded that the Pay Plan implemented earlier this fiscal year includes neither the executive director nor the five deputy directors. Commissioner Kordenbrock asked why. Mr. Gordon stated that each is a unique situation regarding educational background needed, level of experience required, certifications held, and supply and demand in the outside market. He said this makes it tough to group them together in a format like the Commission uses for its pay plan. Mr. Gordon reported that the five deputy directors had received merit increases in both FY03 and 04. Chairman Goetz suggested the Commission review salaries for the deputy directors when the FY06 budget proposal is presented later this fiscal year. Chairman Goetz asked Mr. Gordon provide members with the highs and lows in terms of percentages for merit increases in FY03 and 04. Mr. Gordon responded that he would email this information to members. In lieu of this information, Chairman Goetz suggested the issue be discussed further at the next meeting.

Chairman Goetz asked for reports from members of the commission. Commissioner Bradford said he is willing to pay the cost to go to the APA Conference in San Francisco, ending the discussion that began during the last meeting. Commissioner Kordenbrock acknowledged that the last couple meetings had been contentious and that he had made several emotional remarks. He suggested that with the issues prompting the discussion behind the Commission now, that members should return to their positive working relationships. Discussion ensued and all agreed with Commissioner Kordenbrock. 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 6:50 pm.