

Northern Kentucky Area Planning Commission

Meeting Minutes: September 14, 2005

Chairman Bill Goetz called the monthly discussion forum of the Northern Kentucky Area Planning Commission to order at 5:21 PM in the Commission Chambers of the NKAPC Building in Fort Mitchell. Attendance of the members was as follows.

	Term	Present	Absent
Chairman Bill Goetz	May 2004 through May 2006	X	
Vice Chairman Tom Kriege	May 2004 through May 2006	X	
Treasurer Afton Kordenbrock	May 2004 through May 2006	X	
Commissioner Tom Litzler	May 2004 through May 2006	X	
Commissioner Lou Noll	May 2005 through May 2007	X	
Commissioner Dick Spoor	May 2005 through May 2007	X	
Commissioner Gene Weaver	May 2005 through May 2007	X	

Also present were Dennis Andrew Gordon, FAICP, Executive Director; Mike Schwartz, AICP, Deputy Director for Current Planning; Garry Edmondson, legal counsel; Stacie Hegge, legal assistant; and Gail H. Deatherage, Administrative Assistant.

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

ACCEPTANCE OF AGENDA

Chairman Goetz asked for review of the agenda. Commissioner Noll made a motion to accept the agenda as presented; Commissioner Spoor 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 2005 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 stated that this public hearing is being held for the purpose of listening to citizen comments on this proposed tax. After calling for public comments, he noted there was no one present to speak on the issue and closed the hearing at 5:25 PM.

Chairman Goetz read Resolution Number 802 (a copy of which is attached to the original Minutes). Commissioner Kordenbrock made a motion to adopt Resolution Number 802; Commissioner Litzler 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 Kordenbrock, Litzler, Kriege, Noll, and Spoor, and

Chairman Goetz in favor. The motion passed unanimously.

(Commissioner Weaver arrived at approximately 5:30 pm.)

PRESENTATION/ DISCUSSION

Mr. Gordon noted that Mr. Schwartz was present to give an update on progress regarding the Current Planning Department's implementation of the One Stop Shop (OSS) program. Mr. Schwartz noted that his staff has been working on OSS for ten weeks; he then passed out an analysis for that period showing the number of permits by city, by type, and the resulting income/costs (copy attached to the Original Minutes). Mr. Schwartz answered some general questions from the Planning Commission and Mr. Gordon emphasized that this update is a "snapshot" of one department's experience with the program. He cautioned against drawing any conclusions until more data are available.

Chairman Goetz thanked Mr. Schwartz for the update and asked for a recess in order to take a group picture before some members had to leave. The meeting recess started at 5:40 pm and the meeting reconvened at 5:47 pm.

OLD AND UNFINISHED BUSINESS

Chairman Goetz asked if the Minutes of August 24, 2005, meeting were acceptable or if anyone had any additions/corrections. Commissioner Noll made a motion to accept the Minutes as presented and Commissioner Spoor seconded it. Chairman Goetz asked for a roll call vote which found Commissioners Noll, Spoor, Kriege, and Weaver, and Chairman Goetz in favor. Commissioners Kordenbrock and Litzler did not vote. The motion passed unanimously.

Chairman Goetz asked for report from legal counsel. Mr. Edmondson gave some update on Phase II of the SOB study, noting he had met with city attorneys for six Kenton County cities. He also provided an overview of a meeting to be held at NKAPC on Saturday, September 17. Chairman Goetz asked if there were any questions for legal counsel; there were none.

Chairman Goetz asked for update reports from Mr. Gordon.

Mr. Gordon noted that staff had received a request from URISA for professional GIS technicians to offer assistance for post-disaster relief in the aftermath of Hurricane Katrina. He said he felt that the Commission should draft a policy allowing staff who wish to help in post-disaster relief – i.e., building/construction; rebuilding, mapping, etc. He made some further comments regarding funding to be received from the Red Cross with funds they receive from FEMA to come to the disaster area for travel, but noted he felt a policy should be established for future requests. He asked for Commission member's feelings. Commissioner Litzler responded that he felt this should be left to the executive director to determine depending on staff levels, work load, other factors, etc. Commission Noll agreed this should be left to the executive director and suggested that a policy be developed for inclusion to the NKAPC

personnel manual. Mr. Gordon thanked the Commission for its consensus and stated he would work out the details when the personnel manual is updated later this fiscal year.

Mr. Gordon reported that OSS jurisdictions would be receiving new 2004 aerial photographs of their city and that they would be contacted when they are available. Commissioner Noll noted he felt it would be nice to have an aerial photograph of each planning commissioner's city.

Mr. Gordon reported that staff has met with the general contractor to pursue punch list items for the building renovation so that final payments could be made.

Mr. Gordon reported with regret that the new I-75 sign came in with mistakes and would be remanufactured for installation on September 26.

Mr. Gordon reported that the IRS reimbursement rate for use of personal vehicles had been raised from 40.5 to 48.5 cents per mile retroactive to September 1, 2005.

Chairman Goetz asked if there were any questions for Mr. Gordon; there were none.

Chairman Goetz noted that the next item of business was discussion of contractual work by staff for governmental jurisdictions outside Kenton County. He directed the Finance Committee to study this issue and report back to the Commission after looking at the fees charged, 100% cost of recovery, etc.

(Commissioner Spoor left the meeting at approximately 6:30 pm.)

Chairman Goetz noted Item 11 was a proposed interlocal agreement with the City of Cold Spring to accept delegation of its authority to administer the City's subdivision regulations, zoning ordinance, property maintenance code, and building code. Mr. Gordon explained that this interlocal agreement is a modified version of the OSS program for Campbell County communities. He noted that fees are the same as Kenton County, with 100% cost coverage and was self-sustaining. After some discussion and member's comments, Chairman Goetz noted that any concern regarding fees, etc. would come under the Finance Committee's review of fees charged outside Kenton County. Commissioner Kriege made a motion to authorize the Chairman to sign the interlocal agreement with the City of Cold Spring; Commissioner Weaver seconded the motion. Chairman Goetz asked if there were any questions; there were none. A roll call vote found Commissioners Kriege, Weaver, Litzler, and Noll, and Chairman Goetz in favor and Commissioner Kordenbrock against. The motion passed.

Commissioner Noll noted that the Long Range Planning Committee meeting would be rescheduled for September 20 at 4:30 PM.

Commissioner Noll noted as the Commission's MGLNK representative, that he would be unable to attend the MGLNK meeting on Thursday, September 29, at the Drees Pavilion. He stated if any member wanted to attend in his place, to please do so.

Commissioner Litzler noted that he had attended a meeting staff put together for the City of Fort Wright regarding form district zoning. He reported that he had found it very interesting.

Chairman Goetz asked staff for an update on the new OSS tracking system. Mr. Schwartz reported that Pentamation training (the OSS tracking system) had begun earlier that day and then gave some further updates on the program. He noted that the software will be in use in December, if all goes as planned, and be "live" in January 2006.

Mr. Schwartz gave some clarification on continuing education credits for planning commission members at the request of Mr. Litzler. He noted that the NKAPC is not required to have the eight hours of CE credits in two years, but that all board of adjustment members, KCPC members, etc., are required to have these credits. He reminded members that this information is maintained by staff for the KCPC. Some discussion ensued about having Saturday morning workshops for boards of adjustments, elected officials, planning commission members, etc. in order to assist cities with their CE credit requirements. Mr. Gordon noted that an ethics seminar was on his To-Do list for later this fiscal year.

NEW BUSINESS

Chairman Goetz noted that members had received his proposal to complete the CY05 staff base salary adjustments in order to align management salaries more closely with the outside market. Mr. Gordon gave some overview on the agencies he had contacted for salary information for positions similar to ours. After some discussion, Commissioner Kriege made a motion to adopt the Chairman's recommendation (drafted initially by the executive director) as presented (a copy of which is attached to the original Minutes); Commissioner Weaver seconded the motion. Chairman Goetz asked if there were any questions.

Commissioner Kordenbrock expressed concern that the salary information did not reflect performance incentives and benefits paid to the management staff. Chairman Goetz explained that these are not considered part of the employees' base salaries. Commissioner Noll reported he was not able to print out the information provided him via computer and therefore had not had time to study the figures presented. He noted that even though he would not be present at the next meeting, would like to table further action until the September 28 meeting and that after further review, would submit his views in writing to the Chairman. He then made a motion to table action on the management salary recommendation until September 28; Commissioner Kordenbrock seconded the motion. Chairman Goetz asked if there were any questions; there were none. A roll call vote found Commissioners Noll and Kordenbrock in favor with Commissioners Kriege, Litzler, and Weaver, and Chairman Goetz against. The motion failed 2-4.

Further discussion ensued and Commissioner Litzler called the question. Chairman Goetz asked for a roll call vote on Commissioner Kriege's motion. A roll call vote found Commissioners Kriege, Litzler, and Weaver, and Chairman Goetz in favor, and Commissioners Noll and Kordenbrock against. The

motion passed 4-2. Commissioners Noll stated for the record that he was not against the numbers presented in the recommendation but simply had not had time to review it. Commissioner Kordenbrock noted that he too had not had time to review the information presented.

Commissioner Weaver requested a staff salary and benefits breakdown report for the first meeting in October. Mr. Gordon responded that he would get the report prepared.

Commissioner Noll reminded members that he would not be present at the September 28 as he will be in Ireland.

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 7:35 pm.

Bill Goetz, Chairman

Dennis Andrew Gordon, FAICP

Executive Director/Secretary