

**Northern Kentucky Area Planning Commission
Meeting Minutes: March 14, 2007**

Chairman Bill Goetz called the monthly discussion forum of the Northern Kentucky Area Planning Commission to order at 5:15 PM in the Commission Chambers of the NKAPC Building in Fort Mitchell. Attendance of members was as follows.

	Term	Present	Absent
Chairman Bill Goetz	May 2006 through May 2008	X	
Vice Chairman Tom Kriege	May 2006 through May 2008	X	
Treasurer Tom Litzler	May 2006 through May 2008	X	
Commissioner Gloria Grubbs	May 2006 through May 2008	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: Trisha Brush, GISP, Deputy Director for GIS Administration; John Lauber, Deputy Director for Building Codes Administration; Bobby Whitaker, Electric Official; Dennis Andrew Gordon, FAICP, Executive Director; Garry Edmondson, Legal Counsel; Stacy Hege, Legal Counsel; and, Gail Deatherage, Administrative Assistant.

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

ACCEPTANCE OF AGENDA

Chairman Goetz asked for review of the agenda and a motion for acceptance of the agenda. Commissioner Noll made a motion to accept the agenda; Commissioner Weaver seconded the motion. Chairman Goetz asked for a voice vote on the motion which found unanimous approval. The motion passed.

ONGOING AND UNFINISHED BUSINESS

Chairman Goetz noted he would like to move Item #11 to Item #6 on the agenda and had forgotten to ask for this change. Commissioner Weaver noted he would like the Minutes to reflect that the Chairman had made a “mistake”. All agreed to the change.

Chairman Goetz asked if the Minutes of the January 24, 2007, meeting were acceptable or if anyone had any additions/corrections. Commissioner Noll made a motion to accept the Minutes as presented; Commissioner Kriege seconded the motion. Chairman Goetz asked for a roll call vote which found Commissioners Noll, Kriege, Grubbs, Spoor, Weaver, Litzler, and Chairman Goetz in favor. The motion passed.

Chairman Goetz asked if the Minutes of the special meeting on January 31, 2007, were acceptable or if anyone had any additions/corrections. Commissioner Noll made a motion to accept the Minutes as

presented; Commissioner Kriege seconded the motion. Chairman Goetz asked for a roll call vote which found Commissioners Noll, Kriege, Grubbs, Weaver, Litzler, and Chairman Goetz in favor; Commissioner Spoor did not vote. The motion passed.

Mr. Gordon noted that the January 2007 Report of Expenditures and Receipts which was discussed at the Commission retreat had been corrected. Chairman Goetz asked for a motion to approve the January 2007 Financial Report. Commissioner Weaver made a motion to approve the report as submitted; Commissioner Grubbs seconded the motion. Chairman Goetz asked for a roll call vote which found Commissioners Weaver, Grubbs, Noll, Kriege, Spoor, Litzler, and Chairman Goetz in favor. The motion passed.

NEW BUSINESS

Mr. Gordon gave some background information on his request for authorization to sign a contract with ESRI to audit the current GIS hardware and software configurations along with its operating procedures, noting that the amount would not exceed \$39,750. He stated that the funds would come from the GIS Special Projects Reserve. He stated that Ms. Brush was present to give a brief overview on the reasons for pursuing the study. Ms. Brush explained in detail the various areas in which ESRI would be studying and answered some general and pertinent questions from Commission members.

After some discussion and clarification regarding monies to be allocated and transferred for this project, Commissioner Grubbs made a motion to authorize the executive director to sign a contract with ESRI, in an amount not to exceed \$39,750; Commissioner Kriege seconded the motion. Chairman Goetz asked for a roll call vote which found Commissioners Grubbs, Kriege, Noll, Spoor, Weaver, Litzler, and Chairman Goetz in favor. The motion passed.

Ms. Brush then gave a brief update on 2007 aerial photography, noting that the LIDAR flight is complete and the aerial photography is about 80 percent finished. She answered some general questions from Commission members.

Chairman Goetz asked for a report from legal counsel. Mr. Edmondson reported that in the Lakeside Park litigation, summary judgment had been granted and no appeal had been filed. Chairman Goetz asked if there were any questions for legal counsel; there were none. Chairman Goetz complimented Mr. Edmondson on the board of adjustment workshop he had conducted, noting he had received several good comments from persons attending and for all the work he and Mr. Gordon had done on getting various bills passed through the legislature.

Chairman Goetz asked for update reports from the executive director.

Mr. Gordon noted that Mr. Lauber was present to introduce a new staff member, Bobby Whitaker. Mr. Lauber gave some brief background on Mr. Whitaker who was hired as a third electrical inspector. Mr. Whitaker gave some background on his professional career and some personal highlights. Chairman Goetz welcomed Mr. Whitaker to the NKAPC staff.

Mr. Gordon noted that a GIS Visioning Workshop would be held on March 28 and 29 to help the GIS staff develop a plan for what our system should be in the future and to aid in its planning. He explained that the information gained from this workshop will provide an informal strategic plan and work program for the next couple of years and that approximately 25 agencies would be attending.

Mr. Gordon announced that he had contracted with a transportation engineer to fill the vacancy left by Laura Mitchell. He gave some background on Adam Kirk who is presently working for the Kentucky Transportation Center and noted that he will be starting on March 19. He reported that Mr. Kirk is under contract for 18 months and will be introduced at the next Commission meeting.

Mr. Gordon gave a brief update on the One Stop Shop (OSS) program, noting that Fort Wright was being used as a “model” for the new software which will provide information to all jurisdictions and will allow complete access to all information stored in OSS. He gave some further overview of how the program will work for all the cities and that he would be presenting this information at the Mayors’ Group meeting next month.

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

Mr. Gordon gave some background information regarding a proposal to remove the restriction from use of the Commission’s Mapping Reserve Fund, to eliminate it, distribute its assets, and to complete the reserve funds process by transferring FY07 funds into five reserve funds and adopting Resolution 809, of which he noted members had received a copy (copy attached to the Original Minutes). After some discussion, Chairman Goetz read for the record Resolution 809, which is a resolution establishing procedural policy for annual contributions to its reserve funds in accordance with Resolution 808, which establishes the policy relating to annual budget contribution to its reserve funds. “The Commission shall review its financial status each January to determine the extent to which it can fulfill financial commitments made to its reserve funds by way of the current fiscal year budget. Using its December financial report and revenue and expenditure projections from the executive director for the second half of the fiscal year, the Commission shall transfer all or a portion of the dollars appropriated in its general fund budget to its reserve funds. In the event it chooses to transfer only a portion of the dollars it had appropriated, the Commission may transfer the balance of the dollars so appropriated later in the fiscal year.”

Mr. Gordon answered and addressed several members’ concerns and some further discussion ensued, Commissioner Noll made a motion to remove the restriction from use of the Commission’s Mapping Reserve Fund, to eliminate it, distribute its assets, and to complete the reserve funds process by transferring FY07 funds into five reserve funds; by consensus, the Commission had determined during earlier discussion that Resolution 809 was not needed. Commissioner Spoor 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 Goetz, Spoor, Grubbs, Weaver, Litzler, Kriege and Chairman Goetz in favor, the motion passed unanimously.

Chairman Goetz asked for reports or comments from committees or individual members.

Commissioner Grubbs noted that the By Laws, Personnel Policies & Procedures Committee would be meeting on Thursday, March 15 at 1:00 PM and that the committee consists of Commissioners Spoor, Noll, and Grubbs.

Commissioner Noll stated that the Long-Range Planning Committee would meet on March 12 and gave some brief overview of the small area studies that would be on their agenda.

Commissioner Spoor complimented staff member Dennis Uchtman on his work on code enforcement for Park Hill and that he has been very helpful to the city.

No other comments were made by members.

Mr. Gordon noted members had received a synopsis of the five major issues discussed at their recent retreat that they felt needed to be addressed over the next several months by staff (copy attached to the Original Minutes). He noted these issues would be discussed by the Commission at future meetings.

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 6:51 PM.

Bill Goetz, Chairman

Dennis Andrew Gordon, FAICP
Executive Director/Secretary