

**Northern Kentucky Area Planning Commission
Meeting Minutes: September 12, 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 2007 through May 2009	X	
Commissioner Billy Bradford	May 2007 through May 2009		X
Commissioner Gene Weaver	May 2007 through May 2009		X

Also present were: John Lauber, Deputy Director for Building Codes Administration; Trisha Brush, GISP, Deputy Director for GIS Administration; Ernie Campbell, Electric Official; Garry Edmondson, Legal Counsel; Dennis Andrew Gordon, FAICP, Executive Director; 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. He noted that he would like to move item #9, staff introduction, before the public hearing in order to accommodate Mr. Campbell's long drive home. He also suggested that he would move item #12 to follow the public hearing. Commissioner Kriege made a motion to accept the agenda as recommended; Commissioner Litzler seconded the motion. Chairman Goetz asked for a voice vote on the motion which found unanimous approval. The motion passed.

Mr. Gordon noted that John Lauber was present to introduce a new employee, Ernie Campbell, Electrical Official. Mr. Lauber stated that Mr. Campbell is the third electrical inspector to be hired on staff and then asked Mr. Campbell to give some personal background information for Commission members. Mr. Campbell noted he is presently living in Berea, Kentucky, with his family and that he hoped to move to the area as soon as possible. He then gave some personal and professional background information. Chairman Goetz welcomed Mr. Campbell to the NKAPC staff.

PUBLIC HEARING PER KRS 132.023

Chairman Goetz opened a public hearing on the 2007 NKAPC tax levy at approximately 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 levy. After calling for public comments, he noted there was no one present to speak on the issue and closed the hearing at 5:26 PM.

Chairman Goetz read Resolution Number 809, a resolution assessing and levying a tax on all real property, personal property, motor vehicles, watercraft, and inventory in transit in Kenton County assessed as of January 1, 2007, to cover the Commission's Fiscal Year 2008 operations (attached to the original Minutes). Commissioner Kriege made a motion to adopt the resolution as presented and set the included levy rates; Commissioner Noll 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 Kriege, Noll, Litzler, Grubbs, and Chairman Goetz in favor. The motion passed unanimously.

ONGOING AND UNFINISHED BUSINESS

Chairman Goetz asked Ms. Brush for her report listed as item #12. Ms. Brush thanked the Commission and noted that she was pleased to give an overview and background on the recent ESRI audit of the Commission's GIS hardware and software. She stated this is the third phase of the GIS strategy for stepped-up effectiveness. The first phase was the data quality report. The second phase was the visioning workshop, which she noted some Commission members had attended. She gave some brief overview of the contents of the report and noted how staff is adjusting to the changes being made by ESRI. She told members if they would like a copy of the report that she could have it emailed to them.

Ms. Brush then gave a brief update on the 2007 aerial orthophotography project and noted that the project is on schedule.

Chairman Goetz thanked Ms. Brush for her informative update.

Chairman Goetz asked if the Minutes of August 22, 2007, business meeting were acceptable or if anyone had any additions/corrections. Commissioner Noll made a motion to accept the Minutes as presented; Commissioner Grubbs seconded the motion. Chairman Goetz asked for a roll call vote which found Commissioners Kriege, Grubbs, Litzler, Noll, and Chairman Goetz in favor; the motion passed.

Chairman Goetz noted members had received copies of the July 2007 Financial Report (attached to the original Minutes). Mr. Gordon noted that the report that members had in front of them was a corrected report and then explained various line items for Commission members' information and answered some questions. Commissioner Grubbs made a motion to accept the July 2007 financial report as presented for audit; Commissioner Noll 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 Grubbs, Noll, Litzler, Kriege, and Chairman Goetz in favor. The motion passed unanimously.

Chairman Goetz asked for a report from legal counsel. Mr. Edmondson gave a brief update on litigation involving River City Views, LLC and Tanner Custom Homes. He reported it was an appeal of a recent staff decision on fire hydrant location and pressure. There were no questions for legal counsel.

Mr. Gordon noted that the Kenton County Planning Commission (KCPC) had approved the Independence Small Area Study by a vote of 13-4 and that an article on this is in the September NKAPC eNewsletter. He noted this study is now incorporated in the comprehensive plan and that meetings with the mayor and staff will follow to assist in implementation of the study.

Mr. Gordon gave some information on a recent meeting held by the staff with some local electrical contractors and the state electrical inspector. He noted there had been some complaints from several local electrical contracts on actions and decisions made by the staff on various inspections. He gave some overview of the highlights of the meeting and noted he felt the meeting had been positive for those attending.

Mr. Gordon noted that he recently had had a conversation with a representative of the Concrete Promotion Council of Southwest Ohio (CPCSO) regarding a pervious concrete surface demonstration

recently attended by staff. He said staff felt that this type of concrete surface could be useful in the model zoning ordinance and subdivision regulations. After some discussion with the representative, Mr. Gordon stated that the CPCSO was interested in doing a small area of the NKAPC parking lot in order to better demonstrate how it performs and the value it could be to builders, developers, etc., who come to our office. After some discussion, Commission members authorized Mr. Gordon to pursue a more in-depth discussion with the CPCSO regarding this proposal.

Mr. Gordon told members that he had recently met with Ralph Grieme, NKAPC's representative to OKI. He reported that Mr. Grieme had expressed concern about the lack of debate over a new local toll-based funding strategy for replacement of the Brent Spence Bridge. In light of Mr. Grieme's concern, Mr. Gordon noted he felt that Mr. Grieme should attend a future meeting to further discuss this. The Commission agreed and asked Mr. Gordon to invite him to come to a future meeting.

Mr. Gordon noted that since he had been absent from the last meeting where discussion had taken place regarding the financial advisor's position, he wished to clarify his remarks on the position in an email sent to members. He stated that he was in favor of the position and further would like to have the position filled as soon as possible. Commissioner Kriege noted that the Long-Range Operations Committee would begin the discussion in earnest on the development of guidelines for this position. He noted that committee members are Commissioners Litzler, Weaver, in addition to himself and suggested a meeting on September 17 or 18 and asked Mr. Gordon to coordinate this meeting.

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

Chairman Goetz asked for comments and reports from members.

Commissioner Grubbs noted that Mr. Logsdon had attended Elsmere's Council meeting to make a presentation but unfortunately had to leave due to the length/discussion at the meeting. She said she wanted to apologize to him, as she realizes that this is extra time away from home.

Commissioner Grubbs asked when the personnel policy handbook would be ready for review. Mr. Gordon noted he was hopeful of having a final draft of the policy by the end of October.

Commissioner Grubbs noted that the Wall of Honor committee had not met yet due to other more pressing obligations.

Commissioner Litzler asked about a timeline for sign regulations. Mr. Gordon responded that an amended draft of the regulations has been sent to Eric Kelly who will incorporate the comments into a final draft. He suggested that the effort is intended to be complete by the end of the calendar year.

Chairman Goetz read a letter of thank you to staff for their effort in a recent code enforcement issue.

Chairman Goetz also noted he wanted to acknowledge what he felt was "above and beyond" service by staff for some GIS mapping information he had inquired about on a weekend. He reported that two staff members, Mr. Schwartz and Ms. Powell, had both responded to his email and resolved his inquiry. He noted he was impressed and appreciative of their response.

NEW BUSINESS

Chairman Goetz noted that he would like to postpone discussion of the executive director's performance review until the next meeting since two members were not present this evening, but felt a recommendation for his annual salary increase was in order. He reminded members that the executive and deputy directors do not receive annual COLAs like the rest of staff and recommended a 3.4% increase retroactive to July 1 based on overall increases given to other NKAPC staff. He asked for further discussion.

Commissioners Litzler and Kriege expressed concern that basing an increase on other staff increases might be inappropriate. After some further discussion, members decided that the increase was appropriate for now but that further analysis was in order for next year. Chairman Goetz asked for a motion. Commissioner Noll made a motion to approve a 3.4% increase in the executive director's salary as recommended; Commissioner Grubbs 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, Grubbs, Litzler, Kriege, and Chairman Goetz in favor. The motion passed unanimously. Commissioners Litzler and Kriege noted they voted in favor of the motion, but feel analysis of other salaries should be made in the future.

Mr. Gordon reported that staff is reviewing all salaries and wages in comparison with the outside market as a basis for the upcoming FY09 budget. He reminded Commission members that this review is included in the current policies and procedures manual.

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.

Bill Goetz, Chairman

Dennis Andrew Gordon, FAICP
Executive Director/Secretary