

**Northern Kentucky Area Planning Commission
Meeting Minutes: January 23, 2008**

Chairman Bill Goetz called the monthly business meeting 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: Garry Edmondson, Legal Counsel; Dennis Andrew Gordon, FAICP, Executive Director; and, Gail Deatherage, Administrative Assistant.

Commissioner Grubbs gave the invocation.

ACCEPTANCE OF AGENDA

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

Chairman Goetz asked if the Minutes of January 9, 2008, discussion forum were acceptable or if anyone had any additions/corrections. Commissioner Weaver 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 Weaver, Grubbs, Kriege, Litzler, and Chairman Goetz in favor; the motion passed unanimously.

Chairman Goetz noted members had received copies of the December 2007 Financial Report (attached to the original Minutes). Mr. Gordon explained various line items for Commission members' information and answered some general questions, noting that reserve monies had been moved to National City Bank from 5th/3rd Bank, and then gave some further overview of various line items and their impact on the budget. Commissioner Kriege made a motion to accept the December 2007 financial report as presented for audit; 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 Kriege, Litzler, Weaver, Grubbs, and Chairman Goetz in favor. The motion passed unanimously.

Chairman Goetz asked for a report from legal counsel. Mr. Edmondson responded he had nothing new to report.

Mr. Gordon gave a brief update on FY08 budget issues, noting that as of December 2007 revenues in three fee-driven lines were down approximately \$162,000. He then gave some overview of the areas where revenues were not coming in as anticipated. He noted he is setting in place budget restraints and taking other steps to bring revenues and expenditures more in line. Infrastructure engineering inspectors are working 32-hour work weeks. The CY07 mileage reimbursement rate increase is being held over despite an increase by the IRS. All purchase order requisitions are being reviewed carefully for degree of need. Vacancies are not being filled. Overtime is prohibited unless approved. Unneeded staff travel is being cancelled.

He explained he sees this financial crunch as temporary but has no idea how long these restraints will be needed. He stated there were some bright spots in our current predicament: the December 2007 financial report "big picture" looked good; several proposed projects may be announced soon; our dedicated staff is rallying around the need to conserve, etc. He noted he would have a more complete update on the financial picture at the February 27 meeting. Some discussion ensued.

Mr. Gordon passed out a comparison of NKAPC benefits with those of area cities and agencies (attached to the original minutes). Some brief discussion ensued and Mr. Gordon answered some general questions from members.

Mr. Gordon passed out a projected health insurance cost update on Anthem health care coverage for CY08 as compared to 2007 costs.

Mr. Gordon noted that members had received a copy of his report to the Kenton County Mayors' Group (copy attached to the original minutes).

Chairman Goetz asked if there were any questions for Mr. Gordon. Mr. Kriege asked about progress on a new monthly financial reporting template. Mr. Gordon responded he would have a full report for the members at their retreat on February 2.

Chairman Goetz asked for comments and reports from members.

Chairman Goetz reminded members of the Area Planning Council Annual Winter Meeting to be held on January 30 at Twin Oaks. He stated that in addition to his position, Commissioners' Litzler, Kriege, and Grubbs' seats were up for election. He reported that Commission Grubbs had decided not to run for re-election.

Chairman Goetz noted that members had received a copy of the final FY07 audit report from VanGorder Walker CPAs and asked for a motion to accept it. Commissioner Litzler made a motion to accept the final audit report as submitted; Commission Weaver 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 Litzler, Weaver, Grubbs, Kriege, and Chairman Goetz in favor; the motion passed unanimously.

Mr. Gordon noted that members had received copies of a proposed resolution establishing flexible spending accounts as part of the Commission's health care program for CY08. Commissioner Grubbs made a motion to authorize the executive director to sign an amended form for additions to the health care benefits to establish flexible spending accounts to the Commission's health care program for CY08, effective January 1, 2008; 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 Grubbs, Litzler, Weaver, Kriege, and Chairman Goetz 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 6:05 PM.

Bill Goetz, Chairman

Dennis Andrew Gordon, FAICP
Executive Director/Secretary