

**Northern Kentucky Area Planning Commission
Meeting Minutes: March 18, 2009**

Chairman Bill Goetz called the monthly business meeting of the Northern Kentucky Area Planning Commission to order at 5:40 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 2008 through May 2010	X	
Vice Chairman Tom Kriege	May 2008 through May 2010	X	
Treasurer Tom Litzler	May 2008 through May 2010	X	
Commissioner Billy Bradford	May 2007 through May 2009		X
Commissioner Sherry Carran	July 2007 through May 2009	X	
Commissioner Paul Meier	May 2008 through May 2010	X	
Commissioner Gene Weaver	May 2007 through May 2009	X	

Also present were: Scott Hiles, Deputy Director for Infrastructure Engineering; Lori Remley, Administrative Assistant; Garry Edmondson, Legal Counsel; and, Dennis Andrew Gordon, FAICP, Executive Director.

Chairman Goetz asked for a moment of silent prayer and led the Pledge of Allegiance.

ACCEPTANCE OF AGENDA

Chairman Goetz asked that Item 10 of the proposed agenda be heard after Item 5. He then asked for a motion for acceptance of the revised agenda. Commissioner Weaver made a motion to accept the agenda as proposed and amended; Commissioner Carran seconded the motion. Chairman Goetz asked for a voice vote on the motion which found unanimous approval. The motion passed.

ONGOING BUSINESS

Chairman Goetz asked if the Minutes of the February 17 monthly business meeting and the March 2 special meeting were acceptable or if anyone had any additions/corrections. There being no additions/corrections, Chairman Goetz asked for a motion to accept both sets of minutes as presented. Commissioner Litzler made a motion to accept the February 17 and March 2 minutes as presented; Commissioner Kriege seconded the motion. Chairman Goetz asked for a role call vote on the motion which found Commissioners Litzler, Kriege, Carran, Meier, Weaver, and Chairman Goetz in favor of the motion. The motion passed unanimously.

Mr. Gordon gave a brief overview of the February financial report. He advised members that, due to the recession, the KACo Advance Revenue Program has been discontinued and that the bookkeeper is looking for a replacement program. After a brief discussion, Chairman Goetz asked for a motion to accept the February financial report as presented. Commissioner Meier made a motion to accept the February financial report as presented subject to audit; Commissioner Weaver seconded the motion. Chairman Goetz asked for a role call vote on the motion which found Commissioners Meier, Weaver, Kriege, Litzler, Carran, and Chairman Goetz in favor of the motion. The motion passed unanimously.

Chairman Goetz asked for a review of a proposed contract for professional services with the City of Covington.

Mr. Gordon stated that the revenue generated by this contract would allow the engineering inspectors to resume their normal 40 hour work week through the duration of this project. Mr. Hiles then provided members with background information regarding the work to be performed under the contract. He stated that local jurisdictions must complete a Reflectivity Sign Assessment by 2012 as required by the Federal Highway Administration. The work to be completed consists of four elements: creation of a sign assessment database; assessment of city curb and sidewalks, including repairs needed, type of repair, and GPS coordinates; creation of GIS map of all the coordinates; and, identification of buildings that have basements that extend under city sidewalks and streets, including GPS coordinates. Mr. Hiles estimated that this project will take approximately three months to complete with two people working on it everyday.

Upon a question from Commissioner Litzler, Mr. Hiles also provided information on the “greening up” of the model subdivision regulations. At the suggestion of a consultant for SD1, the subdivision regulations are being looked at with regard to narrowing of streets; narrowing of rights of way; the need for sidewalks everywhere; and, changing the standard with regard to the need for curbs and gutters. Mr. Hiles advised members of an upcoming meeting on this issue which is scheduled for 10 AM on March 26 in the Commission Chambers.

After a brief discussion, Chairman Goetz asked for a motion to authorize the contract for professional services with the City of Covington. Commissioner Litzler made a motion to authorize the executive director to sign the contract for professional services with the City of Covington; Commissioner Weaver seconded the motion. Chairman Goetz asked for a role call vote on the motion which found Commissioners Litzler, Weaver, Kriege, Carran, Meier, and Chairman Goetz in favor of the motion. The motion passed unanimously.

Chairman Goetz asked for a report from legal counsel. Mr. Edmondson stated that there was nothing new to report.

Chairman Goetz asked for a report from the executive director. Mr. Gordon reviewed fee-based-revenue-to-date figures that had been provided to members and stated that there had been some increase in activity. He indicated that the lost revenue—both realized and anticipated—should not exceed the \$165,000 cuts made to the current fiscal year budget.

Mr. Gordon advised members that the meeting schedule for April may be problematic due to budget review and that it will be necessary to have a special meeting. He reminded members

that the final budget has to be submitted to the NKAP Council's Budget Review Committee by May 1. After some discussion, it was agreed that a special meeting will be held at 5:15 PM on Wednesday, April 29.

Mr. Gordon told members that there is potential good news with regard to the federal stimulus bill. He stated that there is a section of the bill that provides money for home owners who upgrade their homes and make them more energy efficient. After some research and contacting Congressman Davis' office, Mr. Gordon has found that money may be available to local government bodies that make energy saving improvements to their facilities. He read an email received from Congressman Davis' office regarding the funds that may be available through the State Energy Program. He stated that he will continue to investigate whether the replacement windows and other improvements to the NKAPC building would qualify for stimulus money or state funds.

Mr. Gordon asked members for their input regarding monthly department reports at future Commission meetings. Since each department had given a report, he stated that he was contemplating having members interact and participate with staff through demonstrations and presentations of projects currently being worked on – i.e. the website rehabilitation, the hillside project. He asked members how they would feel about being “guinea pigs” in a staff demonstration of the GIS website prototype – the staff would set up computers and give the members assignments to complete. This would allow them to see if the prototype is user friendly or if there are areas that need improvement. It was the general consensus of members that this would be interesting and they agreed to participate.

Mr. Gordon advised members that the LINK-GIS partnership had authorized the signing of a subscription agreement/contract with Envista for pavement coordination/management software. He stated that this program works with LINK-GIS and would help the partners and local governments in Kenton and Campbell Counties coordinate construction/paving activities.

Finally, Mr. Gordon advised members that an application for zoning change had been received with regard to the Fort Wright form district. Unfortunately, this change would do away with everything created as a result of that City's Small Area Study.

This concluded Mr. Gordon's report.

Chairman Goetz then asked for a review of the executive director's FY09 compensation. He recommended that the executive director's compensation be set in line with that of the deputy directors (a 4.77 percent increase). This increase would be retro-active to January 1, 2009 and would be subject to the five percent salary rollback enacted by Mr. Gordon on February 1. After a brief discussion, Chairman Goetz asked for a motion with regard to the executive director's compensation. Commissioner Weaver made a motion to increase the executive director's compensation by 4.77 percent effective January 1 and subject to the five percent rollback effective February 1; Commissioner Carran seconded the motion. Chairman Goetz asked for a roll call vote on the motion which found Commissioners Weaver, Carran, Kriege, Litzler, Meier, and Chairman Goetz in favor of the motion. The motion passed unanimously.

Mr. Gordon thanked the Commission.

Chairman Goetz asked if there were any reports from committees or members. Commissioner Weaver provided members with an update regarding the recent Long-Range Planning Committee meeting. Mr. Gordon provided members with an update regarding the LiDAR seminar that took place earlier in the day. Commissioner Carran provided members with information regarding the Banklick Watershed Council meeting scheduled for Monday, March 23. Mr. Edmondson updated members on the status of the new jail.

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 approximately 6:45 PM.

Bill Goetz
Chairman

Dennis Andrew Gordon, FAICP
Executive Director/Secretary