

**Northern Kentucky Area Planning Commission
Meeting Minutes: April 29, 2009**

Chairman Bill Goetz called the special 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 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: Mike Schoettelkotte, The Drees Company; Bob Schroder, Arlinghaus Builders; Michael Schwartz, AICP, Deputy Director for Current Planning; Lori Remley, Administrative Assistant; Stacy Tapke, 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 an item be added after Item 4 to allow for guest presentation(s). He then asked for a motion. Commissioner Kriege made a motion to accept the agenda as amended; Commissioner Litzler 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 April 15 monthly business meeting were acceptable or if anyone had any additions/corrections. Commissioner Meier noted a name correction on page three and Chairman Goetz asked for a motion to accept the minutes as amended. Commissioner Kriege made a motion to accept the April 15 minutes as amended; Commissioner Meier seconded the motion. Chairman Goetz asked for a role call vote on the motion which found Commissioners Kriege, Meier, Litzler, Weaver, and Chairman Goetz in favor of the motion. The motion passed unanimously.

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

Chairman Goetz invited Mr. Schoettelkotte to address the board. Mr. Schoettelkotte asked that he be allowed to speak during the budget review portion of the meeting.

Chairman Goetz then asked for a report from the executive director. Mr. Gordon reviewed fee-based-revenue-to-date figures that had been provided to members. He indicated that the rate of loss had slowed considerably and that the cuts made at the beginning of February should more than cover the losses through the end of the fiscal year.

Mr. Gordon provided members with a staffing update. He stated that a building department secretary, Joan Morris, has taken advantage of the offer for voluntary lay-off to pursue her education. Mr. Gordon indicated that the annual savings, including wages and benefits, would be approximately \$45,000 and that reinstatement of the remaining secretaries' hours would be evaluated on an as-needed basis.

Mr. Gordon then advised members that he is continuing to receive information from other agencies and from a number of city administrators regarding their condolence policies. After some discussion, Mr. Gordon committed to providing members with the results of his investigation and a proposed policy on the matter.

Commissioner Carran joined the meeting at this time.

Finally, Mr. Gordon provided members with a progress report on GIS website rehabilitation and stated that he hoped to schedule the staff/member demonstration in conjunction with the May meeting.

After some discussion, Chairman Goetz asked if there were any reports from committees or members. There being none, Chairman Goetz asked for a review of the final draft of the FY10 annual work program and budget. He again invited Mr. Schoettelkotte to address the board.

Mr. Schoettelkotte stated that he had attended the NKAPC meeting two weeks prior on behalf of the Home Builders Association. He also indicated that he was not speaking as a representative of HBA but rather as a Kenton County resident and tax payer. He advised the Commission that he was surprised and concerned by the lack of questions they asked during the last meeting with regard to the budget and how tax money is being spent. He asked why the Commission did not question the increase in tax revenue during Mr. Gordon's presentation two weeks prior. He stated that while planning is good, it is not an essential service, and other communities "get by" without it. He also stated that taxes should not be raised for non-essential services.

Members and Mr. Gordon addressed Mr. Schoettelkotte's concerns, stating that the Commission is updated monthly with regard to the budget and that there had been numerous discussions leading up to Mr. Gordon's work on the new budget. Commission members indicated that they are kept fully informed and current on financial issues and, as a result, did not need to ask as many questions as one might expect. They further stated that NKAPC's function directly affects the health, safety, and welfare of the community and is therefore, in their opinion, an essential service.

Mr. Schoettelkotte then asked questions regarding the breakdown of specific line items in the budget, work being done for Campbell County, and what he saw as NKAPC's undercutting of private business. He then asked if cuts could be made to the proposed budget to avoid a tax increase.

Mr. Gordon provided details relating to each budget line item in question. He also explained the process by which NKAPC agrees to perform work for jurisdictions outside Kenton County and assured Mr. Schoettelkotte that all costs/expenses related to that work are paid for by the receiving jurisdiction, not Kenton County taxpayers. Mr. Gordon stated that NKAPC does not bid on jobs nor does it actively compete with the private sector. The board assured Mr. Schoettelkotte that NKAPC is not subsidizing work for other jurisdictions or agencies and that the Commission has been a good steward when spending tax money.

Mr. Schoettelkotte thanked the board for the opportunity to speak and asked that they find a way to avoid increasing taxes.

Chairman Goetz then invited Mr. Schroder of Arlinghaus Builders to address the board. Mr. Schroder stated that he too was attending the meeting for personal reasons and was not representing Arlinghaus or HBA. He questioned whether there is duplication of services between NKAPC and the Kenton County Planning Commission.

Mr. Gordon advised Mr. Schroder that KCPC does not have the funding for the staff necessary to perform the work done by NKAPC and that their fees would be drastically increased if they were to take on NKAPC's role. Board members provided background regarding funding and explained the difference between Kenton County and other jurisdictions.

Mr. Schroder then commented on past experiences dealing with NKAPC and, when asked, stated that he had not spoken to the executive director regarding these issues. Board members indicated that it was the goal of NKAPC to make the process easier for builders and asked Mr. Schroder bring any future issues to Mr. Gordon's attention so that he can address them. Mr. Schroder indicated that the bulk of his problems had taken place during the tenure of a former employee.

After additional discussion of the issues raised by Mr. Schoettelkotte and Mr. Schroder, Chairman Goetz asked for the review of the final draft FY10 annual work program and budget.

Mr. Gordon advised members that there were no major new initiatives and pointed out several items that had changed from last year's work program. After a brief discussion, Mr. Gordon then addressed the final draft of the budget. He stated that the only changes made since the last review were corrections to FY09 figures. Members discussed various issues of the budget and asked Mr. Gordon to review the figures again to determine if any additional cuts could be made.

Commissioner Litzler left the meeting at this time.

After a brief discussion, members agreed to meet on Wednesday, May 13 at 6:00 PM to review the budget again.

Chairman Goetz asked if there were any other comments or business to come before the Commission. There being no further business, he asked for a motion to adjourn. Commissioner Meier made a motion to adjourn; Commissioner Weaver seconded the motion. The meeting was adjourned with unanimous consent at approximately 7:17 PM.

Bill Goetz
Chairman

Dennis Andrew Gordon, FAICP
Executive Director/Secretary