

**Northern Kentucky Area Planning Commission  
Meeting Minutes: March 15, 2010**

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.

|                            | <b>Term</b>                 | <b>Present</b> | <b>Absent</b> |
|----------------------------|-----------------------------|----------------|---------------|
| Chairman Bill Goetz        | May 2008 through April 2010 | <b>X</b>       |               |
| Vice Chairman Tom Kriege   | May 2008 through April 2010 | <b>X</b>       |               |
| Treasurer Tom Litzler      | May 2008 through April 2010 | <b>X</b>       |               |
| Commissioner Sherry Carran | May 2009 through April 2011 | <b>X</b>       |               |
| Commissioner Paul Meier    | May 2008 through April 2010 | <b>X</b>       |               |
| Commissioner Dick Spoor    | May 2009 through April 2011 | <b>X</b>       |               |
| Commissioner Gene Weaver   | May 2009 through April 2011 | <b>X</b>       |               |

Also present were: Michael Schwartz, AICP, GISP, Deputy Director for Current Planning; Andy Videkovich, AICP, Principal Planner; Mike Ionna, Associate Planner; Stacy Tapke, Legal Counsel; Dennis Andrew Gordon, FAICP, Executive Director; and Lori Remley, Administrative Assistant.

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

**ACCEPTANCE OF AGENDA**

Chairman Goetz asked for a motion regarding the agenda as presented. Commissioner Kriege made a motion to accept the agenda as presented; 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 called for comments from the public and noted that no one was present to speak.

Chairman Goetz asked if the Minutes of the February 25 special monthly business meeting were acceptable or if anyone had any additions/corrections. Commissioner Carran made a motion to accept the February 25 minutes as presented; Commissioner Kriege seconded the motion. Chairman Goetz asked for a role call vote on the motion which found Commissioners Carran, Kriege, Litzler, Meier, Spoor, and Chairman Goetz in favor of the motion. The motion passed unanimously.

Commissioner Weaver joined the meeting at 5:22 PM.

Mr. Gordon began his overview of the February financial report by updating members on the appropriated funds that are now available to be moved to Reserves. After a brief discussion, Chairman Goetz asked for a motion to approve the transfer of these appropriated funds to the reserve funds outlined in the FY10 budget and monthly financial reports. Commissioner Spoor made a motion to approve the transfer as outlined by Mr. Gordon; Commissioner Kriege seconded the motion. Chairman Goetz asked for a roll call vote on the motion which found Commissioners Spoor, Kriege, Carran, Litzler, Meier, Weaver, and Chairman Goetz in favor of the motion. The motion passed unanimously. Mr. Gordon responded that these transfers would be shown in the Commission's March financial report.

Mr. Gordon continued the overview of a number of line items in the February financial report and reviewed the most recent fee-based revenue report. After a brief discussion, Chairman Goetz asked for a motion. Commissioner Meier made a motion to accept the February reports as presented subject to audit; Commissioner Weaver seconded the motion. Chairman Goetz asked for a roll call vote on the motion which found Commissioners Meier, Weaver, Carran, Kriege, Litzler, Spoor, 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 she had nothing to report.

Chairman Goetz asked the executive director for his report. Mr. Gordon updated members on the RFP process for windows and doors. He stated that the ad had been placed and ten to 11 requests for information had been received. He indicated that the deadline for bids to be submitted is Friday, March 19 and it will take some time to work through the information. After a discussion of the process, Mr. Gordon agreed to notify members when the information is ready for their review and stated that it may be necessary to hold a special meeting.

Mr. Gordon stated that he would be meeting with Commissioner Spoor to discuss NKAPC's investment policy. Several members suggested that members of the Long-Range Operations Committee be included in this meeting.

Mr. Gordon updated members on the status of Covington, the One Stop Shop Program, and the FY11 budget. He indicated that he had begun work on the FY11 budget under the premise that Covington would be withdrawing. He stated that it would be easier to add the figures back in than it would be to take the figures out later.

Mr. Gordon reminded members that there would be two meetings in April – the regular business meeting and another to discuss the FY11 work program and budget.

Chairman Goetz asked for the report from Current Planning. Mr. Schwartz introduced Andy Videkovich and Mike Ionna and stated that they would be providing members with an update on Current Planning's workload and the *2020 Sourcebook*.

Mr. Schwartz reviewed the number of zoning permits, board of adjustment applications, violations, and planning commission issues handled from July 1 through the end of February.

He answered several general questions and turned the floor over to Mr. Videkovich and Mr. Ionna. (A copy of their PowerPoint presentation is attached to the original minutes.)

Mr. Videkovich gave a brief overview of the history and Mr. Ionna provided an outline of the benefits of the *2020 Sourcebook*. Mr. Videkovich then updated members on recent progress made and stated that several more e-blasts would be sent out over the summer.

There was a brief discussion regarding the involvement of city officials and the Kenton County Planning Commission; the objectives of the *2020 Sourcebook*; and presenting it to the Mayors' Group.

Chairman Goetz and other members took the opportunity to thank Mr. Schwartz for his service and wish him well. Mr. Schwartz thanked members for the pleasure, privilege, and honor of working for NKAPC for 25 years. There was a round of applause for Mr. Schwartz.

Chairman Goetz asked for reports from committees or members. Commissioners Weaver and Carran updated members on the recent long-range planning committee meeting during which improved communication with Covington Catholic was suggested. Commissioner Litzler commented on the recent article regarding NKAPC's partnership with SD1 on storm sewer inspections. Chairman Goetz stated that he and Mr. Litzler would be meeting with Bernie Wessels of Fort Wright on Friday.

## **NEW BUSINESS**

Mr. Gordon provided background information regarding Resolution 808 and the potential need to draw reserve funds to balance the budget in 2011. After discussion, the following was decided preliminarily:

- Building Maintenance/Upgrades Reserve Fund – freeze at \$150,000;
- GIS Aerial Photography Reserve Fund – no action since these are not NKAPC funds;
- GIS Special Projects Reserve Fund – leave as is;
- Holding Reserve Fund – leave as is;
- Infrastructure Inspection Program Reserve Fund – leave as is;
- One Stop Shop Program Reserve Fund – leave as is;
- Sinking Reserve Fund – increase from five to ten percent of the total annual general fund budget and increase annual deposits from one-half percent to one percent of the total annual general fund budget; and
- Work Program Reserve Fund – leave as is.

Mr. Gordon stated that he would make the necessary changes and submit a new resolution to members for their review and action.

Mr. Gordon then reviewed Resolution 815 and after a brief discussion, Chairman Goetz asked for a motion to approve the Resolution. Commissioner Weaver made a motion to approve Resolution 815 as presented; Commissioner Spoor seconded the motion. Chairman Goetz asked for a role call vote on the motion which found Commissioners Weaver, Spoor, Carran, Kriege, Litzler, Meier, and Chairman Goetz in favor of the motion. The motion passed unanimously.

Mr. Gordon then reviewed Resolution 816 and after a brief discussion, Chairman Goetz asked for a motion to approve the Resolution. Commissioner Weaver made a motion to approve Resolution 816 as presented; Commissioner Spoor seconded the motion. Chairman Goetz asked for a roll call vote on the motion which found Commissioners Weaver, Spoor, Carran, Kriege, Litzler, Meier, and Chairman Goetz in favor of the motion. The motion passed unanimously.

Chairman Goetz asked if there were any other comments or business to come before the Commission. There being none, he and adjourned the meeting at 7:10 PM.

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Bill Goetz, Chairman

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Dennis Andrew Gordon, FAICP  
Executive Director/Secretary