

**Northern Kentucky Area Planning Commission
Meeting Minutes: December 13, 2010**

Vice Chairman Tom Kriege 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 2010 through April 2012		X
Vice Chairman Tom Kriege	May 2010 through April 2012	X	
Treasurer Tom Litzler	May 2010 through April 2012	X	
Commissioner Sherry Carran	May 2009 through April 2011	X	
Commissioner Paul Meier	May 2010 through April 2012	X	
Commissioner Dick Spoor	May 2009 through April 2011		X
Commissioner Gene Weaver	May 2009 through April 2011	X	

Also present were: John Chamberlin and John Walker of VanGorder Walker CPAs; Mike Williams of Sherrill Morgan Associates; Jan Crabb, PHR, Finance/HR Administrator; Stacy Tapke, Legal Counsel; Dennis Andrew Gordon, FAICP, Executive Director; and Lori Remley, Administrative Assistant.

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

ACCEPTANCE OF AGENDA

Vice Chairman Kriege asked for review of the agenda and recommended that items 12 and 13 be moved up to follow item 3. Commissioner Weaver made a motion to accept the agenda as recommended/presented; Commissioner Carran seconded the motion. Vice Chairman Kriege asked for a voice vote on the motion which found unanimous approval. The motion passed.

ONGOING BUSINESS

Vice Chairman Kriege asked for review of staff's and Sherrill Morgan Associates' recommendation regarding staff medical insurance coverage for CY11. Mike Williams of Sherrill Morgan provided members with three handouts (copies of which are attached to the original set of minutes). He outlined the current cost/plans and indicated that these same plans would cost 42.77% more in 2011. Mr. Williams then compared the current plans with two other plans that would cost an additional 7.29%. He also provided numbers/percentages on why these plans work.

After a lengthy discussion regarding the coverage and cost of the proposed plans, Vice Chairman Kriege asked for a motion. Commissioner Litzler made a motion to accept the recommendation of the staff benefits committee regarding employee medical insurance coverage for CY11; Commissioner Weaver seconded the motion. Vice Chairman Kriege asked for a role call vote on the motion which found Commissioners Litzler, Weaver, Carran, Meier, and Vice Chairman Kriege in favor of the motion. The motion passed unanimously.

Vice Chairman Kriege asked for review of staff's recommendation regarding administration of NKAPC's "opt out" program for employees with outside medical insurance coverage. Jan Crabb provided members with handouts for CY10/CY11 and outlined the proposed incentive program for CY11 (copies of which are attached to the original set of minutes).

After some discussion, Vice Chairman Kriege asked for a motion. Commissioner Meier made a motion to accept staff's recommendation regarding the administration of the "opt out" program for employees with outside medical insurance coverage; Commissioner Weaver seconded the motion. Vice Chairman Kriege asked for a role call vote on the motion which found Commissioners Meier, Weaver, Carran, Litzler, and Vice Chairman Kriege in favor of the motion. The motion passed unanimously.

Vice Chairman Kriege called for comments from the public and noted that there were no members of the public present.

Vice Chairman Kriege asked if the Minutes of the November 8, 2010 business meeting were acceptable or if anyone had any additions/corrections. Commissioner Weaver made a motion to accept the November 8 minutes as presented; Commissioner Meier seconded the motion. Vice Chairman Kriege asked for a role call vote on the motion which found Commissioners Weaver, Meier, Carran, Litzler, and Vice Chairman Kriege in favor of the motion. The motion passed unanimously.

Mr. Gordon gave a brief overview of several line items in the November financial report and reviewed the most recent fee-based revenue report. After a brief discussion, Vice Chairman Kriege asked for a motion. Commissioner Litzler made a motion to accept the November reports as presented subject to audit; Commissioner Carran seconded the motion. Vice Chairman Kriege asked for a role call vote on the motion which found Commissioners Litzler, Carran, Meier, Weaver, and Vice Chairman Kriege in favor of the motion. The motion passed unanimously.

Vice Chairman Kriege asked for a report from legal counsel. Ms. Tapke stated that she had nothing new to report.

Vice Chairman Kriege then asked for the review of the final FY10 audit report from VanGorder Walker CPAs. John Chamberlin introduced John Walker and provided members with a copy of his PowerPoint presentation (a copy of which is attached to the original set of minutes). Mr. Chamberlin outlined the auditor's opinion and findings regarding the management of assets and expenditures. He then reviewed the financial statements for year ended June 30, 2010 and asked members to pay particular attention to the Notes section of the report.

Following a brief discussion, Vice Chairman Kriege asked for a motion. Commissioner Meier made a motion to accept the audit as presented; Commissioner Carran seconded the motion. Vice Chairman Kriege asked for a role call vote on the motion which found Commissioners Meier, Carran, Litzler, Weaver, and Vice Chairman Kriege in favor of the motion. The motion passed unanimously.

Vice Chairman Kriege asked the executive director for his report. Mr. Gordon outlined changes to the Kentucky Building Code regarding HVAC inspections. Mr. Gordon provided background information regarding the State taking HVAC inspections back under its umbrella and indicated that the State discovered that it could not meet the goals set with regards to handling these inspections. He advised members that the State has delegated this responsibility back to NKAPC for Kenton County and Cold Spring beginning January 1, 2011. He also indicated that the fees charged for an HVAC inspection is now mandated by the State and is higher than what NKAPC previously charged. Mr. Gordon and Mr. Sims provided additional information regarding the jurisdictions not covered by NKAPC. Mr. Gordon stated that a Memorandum of Agreement would be signed with each such jurisdiction delegating this responsibility back to them and indemnifying NKAPC from any liability.

Mr. Gordon advised members that attorney Eric Kelly would be drafting NKAPC's amicus brief regarding *Bellevue Independent School District v. KYTC, Department of Highways*. He stated that KAPA would also be filing a brief in support of KYTC and the Department of Highways. He indicated that Mr. Kelly is also a planner and is familiar with the issues.

Mr. Gordon advised members that the IRS is raising its reimbursement rate for use of private vehicles to \$0.51 from \$0.50 on January 1, 2011. Staff is recommending that NKAPC's rate for inspectors remain at \$0.55 per mile.

Mr. Gordon provided background regarding the current One Stop Shop fee schedule and asked Mr. Sims to outline his streamlining of it (copies of old and new schedules are attached to the original set of minutes). Mr. Sims indicated that a number of items had been combined to eliminate confusion and provided examples—large accessory structure/detached garage—of that process. He also emphasized that these actions would not increase overall revenue. A brief discussion followed with members agreeing that the streamlined schedule would be easier to understand. Commissioner Meier asked Mr. Gordon if staff was prepared to discuss these issues with the incoming mayors. Mr. Gordon responded that staff would be meeting with new One Stop Shop mayors after the first of the year to acquaint them with the program.

Mr. Gordon reminded members that the APA National Planning Conference will take place in Boston from April 9 through April 12. There was a brief discussion regarding the continuing education budget and those eligible to attend.

Mr. Gordon reminded members that the 2011 Lou Noll Symposium will be held on February 12 and attendees will be traveling between the four host locations. He asked members who have attended past symposiums to stay at NKAPC to assist staff. Commissioners Meier and Carran volunteered.

Vice Chairman Kriege asked for reports from committees or members. With no reports, Vice Chairman Kriege moved on to new business.

NEW BUSINESS

Vice Chairman Kriege asked for a review of an interlocal agreement submitted by the City of Fairview to join the One Stop Shop Program. Mr. Gordon provided background information regarding Mayor Parks' request to join the One Stop Shop Program and advised that the mayor submitted the signed agreement just after the November 2 election. He then asked members to authorize the Chairman to sign the agreement in the event the new mayor and the City of Fairview want to pursue the contract.

After a brief discussion, Vice Chairman Kriege asked for a motion. Commissioner Weaver made a motion to authorize the Chairman to sign the interlocal agreement submitted by the City of Fairview to join the One Stop Shop Program; Commissioner Carran seconded the motion. Vice Chairman Kriege asked for a role call vote on the motion which found Commissioners Weaver, Carran, Litzler, Meier, and Vice Chairman Kriege in favor of the motion. The motion passed unanimously.

Vice Chairman Kriege asked for a review of a recommendation to appoint the executive director to a one-year term representing NKAPC on the OKI Board of Trustees and Executive Committee to commence in January 2011. Mr. Gordon stated that he is currently serving in the capacity and, unless one of the members wished to assume this role, he was willing to serve as NKAPC's representative for 2011.

With no other volunteers, Vice Chairman Kriege asked for a motion. Commissioner Litzler made a motion to appoint the executive director to a one-year term representing NKAPC on the OKI Board of Trustees and Executive Committee to commence in January 2011; Commissioner Meier seconded the motion. Vice Chairman Kriege asked for a role call vote on the motion which found Commissioners Litzler, Meier, Carran, Weaver, and Vice Chairman Kriege in favor of the motion. The motion passed unanimously.

Vice Chairman Kriege asked if there were any other comments or business to come before the Commission.

With no other comments, Vice Chairman Kriege adjourned the meeting at 6:55 PM.

Bill Goetz, Chairman

Dennis Andrew Gordon, FAICP
Executive Director/Secretary