

**Northern Kentucky Area Planning Commission
Meeting Minutes: May 21, 2012**

Treasurer Tom Litzler called the annual organizational/business meeting of the Northern Kentucky Area Planning Commission to order at 5:21 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 2012 through April 2014		X
Treasurer Tom Litzler	May 2012 through April 2014	X	
Commissioner Nancy Atkinson	May 2012 through April 2014	X	
Commissioner Sherry Carran	May 2011 through April 2013		X
Commissioner Paul Meier	May 2012 through April 2014	X	
Commissioner Dick Spoor	May 2011 through April 2013	X	
Commissioner Gene Weaver	May 2011 through April 2013		X

Also present were: former NKAPC Commissioner Tom Kriege; Councilwoman Elizabeth Fricke (Chair), Councilwoman Gloria Grubbs, City Manager Larry Klein, and Commissioner Kris Knochermann of the NKAP Council’s Budget/Annual Work Program Review Committee; Garry Edmondson, Legal Counsel; Trisha Brush, GISP, Deputy Director for GIS Administration; Jan Crabb, PHR, Finance/HR Administrator; Scott Hiles, Deputy Director for Infrastructure Engineering; Keith Logsdon, AICP, Deputy Director for Long-Range Planning; Martin Scribner, AICP, Deputy Director for Current Planning; Brian Sims, Deputy Director for Building Codes Administration; Dennis Andrew Gordon, FAICP, Executive Director; and Lori Remley, Administrative Assistant.

Treasurer Litzler asked for a moment of silent prayer and led the Pledge of Allegiance. He also asked that the record reflect that the Oath of Office was administered by Ms. Remley to Commissioners Atkinson, Litzler, and Meier prior to the start of the meeting.

Treasurer Litzler then recognized Tom Kriege for his service and read a brief statement from Chairman Goetz. The other Commissioners also thanked Mr. Kriege for his service and guidance. Treasurer Litzler then presented Mr. Kriege with a token of the Commission’s appreciation. Mr. Kriege thanked the Commissioner, Mr. Gordon and Ms. Remley for their support and stated that it had been a pleasure working with them for the past 12 years.

ACCEPTANCE OF AGENDA

Treasurer Litzler asked for review of the agenda and suggested moving item 5 up before item 4. Commissioner Meier made a motion to accept the agenda as amended; Commissioner Spoor seconded the motion. Treasurer Litzler asked for a voice vote on the motion which found unanimous approval. The motion passed.

ELECTION OF OFFICERS

Treasurer Litzler asked for nominations for Chairman. Commissioner Meier nominated Tom Litzler for Chairman; Commissioner Atkinson seconded the nomination. Commissioner Litzler agreed to the nomination and asked if there were any other nominations. There were none. Commissioner Spoor made a motion to close nominations for Chairman; Commissioner Meier seconded the motion. With no other nominations, Treasurer Litzler called the question to close nominations and elect Tom Litzler as the 2012-13 Chairman. The role call vote was unanimous and Commissioner Litzler was elected Chairman for the 2012-13 program year.

Treasurer Litzler asked for nominations for Vice Chairman. Treasurer Litzler nominated Paul Meier for Vice Chairman; Commissioner Spoor seconded the nomination. Commissioner Meier agreed to the nomination and Treasurer Litzler asked if there were any other nominations. There were none. Commissioner Atkinson made a motion to close nominations for Vice Chairman; Commissioner Spoor seconded the motion. With no other nominations, Treasurer Litzler called the question to close nominations and elect Paul Meier as the 2012-13 Vice Chairman. The role call vote was unanimous and Commissioner Meier was elected Vice Chairman for the 2012-13 program year.

Treasurer Litzler asked for nominations for Treasurer. Commissioner Meier nominated Dick Spoor for Treasurer; Commissioner Atkinson seconded the nomination. Commissioner Spoor agreed to the nomination and Treasurer Litzler asked if there were any other nominations. There were none. Commissioner Meier made a motion to close nominations for Treasurer; Commissioner Atkinson seconded the motion. With no other nominations, Treasurer Litzler called the question to close nominations and elect Dick Spoor as the 2012-13 Treasurer. The role call vote was unanimous and Commissioner Spoor was elected Treasurer for the 2012-13 year.

Pursuant to provisions included in the NKAPC Bylaws, “the Secretary position shall be filled by the executive director who shall see to the accurate preparation and completion of minutes and records for each meeting of the Commission.”

Chairman Litzler then called for comments from the public. Mr. Scribner took the opportunity to introduce Amy Albright, the summer interim who is a resident of Union and attends Texas A&M. The Commissioners welcomed Ms. Albright and wished her luck.

FY13 BUDGET DISCUSSION

Chairman Litzler opened discussion on the final draft FY13 budgets. Mr. Gordon indicated that the members and Budget/Annual Work Program Review Committee had been provided with the copies of the final draft of the FY13 budget (dated 05.15.12, a copy of which is attached to the original minutes) and stated that this budget has undergone the most intense review of any budget in the history of the agency. He went on to say that the Commission has met five times to review and discuss the budget and that the Review Committee has now met four times.

Mr. Gordon outlined the goals realized in the proposed budget: provides more detail by department; uses the local economy for grounding approximates the bottom line of the NKAPC

FY06 budget; approximates the FY03 staffing level; proposes a less-than-compensating tax rates; and, cuts tax revenue by roughly \$150,000.

Mr. Gordon stated that the proposed budget responds to the NKAP Council's call for: increased billable hours rates; increased fee revenue from the One Stop Shop program; a separate LINK-GIS budget; increased revenue from local plumbers for the state inspector's office space; pending new contracts for privatized electrical inspection service; holding the line on health care insurance costs through employee contributions and coverage only for non-working spouses and children; and funds for the proposed organizational assessment.

He went on to recap that this budget provides a one percent salary and wage adjustment for all staff, funds for increased payment into CERS, funds for contributions to reserves, and funds for replacement of the Commission's permit-tracking system software.

With this background and information, Mr. Gordon stated that staff recommends this proposed budget to members of the Commission and members of the Council's Budget/Annual Work Program Review Committee. He added that he would be happy to answer any final questions that members might have.

There was discussion regarding the expectation of participants of the One Stop Shop Program (OSS) and the effect that lowering the tax revenue and increasing OSS fees would have on OSS jurisdictions. Mr. Gordon indicated that the effect on the jurisdictions would be minimal and that the increased fees would be incurred by the users. He reminded members of Brian Miller's statement at the legislative hearing last June at CVG that "these services should pay for themselves". He also stated that the proposed ten percent increase in fees will not reach the goal of 90 percent cost recovery but that staff would continue its diligence on this issue during FY13. Chairman Litzler noted that not only was there a \$150,000 reduction in tax revenue but an additional \$320,000 was being saved by not taking the compensating rate.

Mr. Gordon reported that the LINK-GIS partnership met last week and will begin meeting in July to start working through the process of an alternative funding strategy. He indicated that they have been advised of the Council's mandate to take steps to reduce tax revenue contributions.

There was discussion regarding last week's Review Committee meeting and County Commissioner Knochelmann stated that the Committee is supportive of the final budget but there are several structural items, i.e. pay scale, benefits and staffing issues, which should be addressed over the next year. He indicated that the Committee agreed with the tax rate and that there is no way to make up with fee increases what will be lost in tax revenue but this also needs to be worked on over the next year.

Mr. Klein stated that the Committee agreed that the compensation structure should be kept in place for the next year to allow time to work on a new structure based on merit. He indicated that health insurance costs had been reduced \$60,000 in one year and that \$7,000 per employee was much less than what the cities that NKAPC serves pay for their employees. Chairman Litzler reminded members and the Committee that employees have taken several substantial hits over the past three to four years with regard to health benefits and working reduced hours. He stated that employees took a voluntary reduction in an effort to keep anyone

from losing their jobs and that they had only received a one percent cost of living adjustment since 2008.

Councilwoman Grubbs reiterated the Committee's position regarding changing the step system to a merit-based system.

With no further comments or questions, Chairman Litzler asked for a motion. Commissioner Meier made a motion to recommend the proposed May 15, 2012 NKAPC and LINK-GIS budgets to the Council's Budget/Annual Work Program Review Committee and noted that the NKAPC budget is based on a tax rate of \$0.030 per \$100; Commissioner Spoor seconded the motion.

After a brief discussion, Chairman Litzler asked for a roll call vote on the motion which found Commissioners Meier, Spoor, and Chairman Litzler in favor of the motion with Commissioner Atkinson abstaining from the vote. The motion passed unanimously.

County Commissioner Knochelmann left the meeting at this time.

Commissioner Spoor indicated that he would need to leave soon and asked that any matters requiring a quorum be moved up on the agenda.

Chairman Litzler stated that approval of the minutes for the April 23rd and April 30th meetings would be held until the June meeting. Mr. Gordon noted that items 14-16 would need a quorum present for action to be taken.

NEW BUSINESS (items 14-16)

Chairman Litzler opened discussion on the need to replace the Commission's current Comdial phone system. Mr. Gordon provided background information regarding the current phone system and the problems being encountered. He stated that Comdial will stop providing support for this antiquated system within the next few months and that IT staff is having to repair the system on a weekly basis. Mr. Gordon asked members for authorization to go out for an RFP for a new phone system. He reminded them that any proposal to spend funds would obviously have to come before the Commission.

After a brief discussion, Chairman Litzler asked for a motion. Commissioner Spoor made a motion to authorize staff to prepare and publish an RFP for a new phone system; Commissioner Atkinson seconded the motion. Chairman Litzler asked for a roll call vote on the motion which found Commissioners Atkinson, Spoor, and Chairman Litzler in favor of the motion with Commissioner Meier abstaining. The motion passed unanimously.

Chairman Litzler asked for review of a staff proposal to increase all One Stop Shop program fees by ten percent effective July 1st in accordance with a recommendation from the NKAP Council. Mr. Gordon recommended members increase the One Stop Shop fees by ten percent across the board as discussed in relation to the review of the budget.

After a brief discussion, Chairman Litzler asked for a motion. Commissioner Meier made a motion to approve the proposed increase to all One Stop Shop program fees by ten percent effective July 1, 2012, in accordance with the NKAP Council's recommendation; Commissioner

Spoor seconded the motion. Chairman Litzler asked for a roll call vote on the motion which found Commissioners Atkinson, Meier, Spoor, and Chairman Litzler in favor of the motion. The motion passed unanimously.

Chairman Litzler then asked for review of the proposed meeting schedule for the 2012-13. Mr. Gordon stated that the listed dates on the handout were in line with members' previous discussions that the fourth Monday of the month would work best and asked if there were any questions. Commissioner Meier asked if the new schedule addressed any holidays that fell on Monday such as Martin Luther King Day, Presidents' Day, and Memorial Day. Mr. Gordon indicated that Martin Luther King Day and Presidents Day holidays were no longer an issue since the meeting was moved to the fourth week and that the May 2013 meeting has been moved to the following Tuesday, May 28th.

After a brief discussion, Chairman Litzler asked for a motion. Commissioner Spoor made a motion to approve the schedule for the 2012-13 year as presented; Commissioner Meier seconded the motion. Chairman Litzler asked for a roll call vote on the motion which found Commissioners Atkinson, Meier, Spoor, and Chairman Litzler in favor of the motion. The motion passed unanimously.

Commissioner Spoor left the meeting.

At 6:15 PM, Chairman Litzler recessed the meeting and reconvened it at 6:20 PM.

ONGOING BUSINESS

Ms. Crabb gave an overview of the April financial report and the most recent fee-based revenue report to date. After a brief discussion, Chairman Litzler stated that the April financial reports would need to be approved at the June meeting.

Chairman Litzler asked for legal counsel's report. Mr. Edmondson stated that the County Clerk had asked for an extension until June 15, 2012 in which to file the results of her review of the petition signatures.

Chairman Litzler asked the executive director for his report. Mr. Gordon advised members that three proposals had been received in response to the RFQ for electrical inspection services. He indicated that these proposals were under review and that contracts would be presented at the next meeting for their consideration. A brief discussion followed.

Mr. Gordon stated that he was working on the budget for the Kenton County Planning Commission and that the Commission was ending the year more in the red than it did last year. He indicated that he has spoken to some members of the Commission's executive committee regarding the need to increase fees to cover expenses. There was discussion regarding "loaning" funds to the Commission versus "giving" the money.

Mr. Gordon then advised members that part of the fee revenue deficit was due to the \$27,000 in fees waived due to the March 2 tornado. He indicated that residents of the affected areas have until June 11 to apply for their permits. A brief discussion followed.

Chairman Litzler asked for the report from HR regarding health care for FY13. Ms. Crabb stated that she had hoped to be able to give members more information but that Humana had withdrawn its quote so the health insurance committee will be reevaluating the various options. She indicated that she should have more information within the next few weeks.

Chairman Litzler then asked for reports from committees or members. Commissioner Meier stated that there was no Long-Range Planning meeting this month and that the next meeting is scheduled for June 11th at 4:30 PM. He also advised that the next public Direction 2030 meeting is scheduled for June 14th from 6-8 PM in Ludlow.

With no additional business, Chairman Litzler adjourned the meeting at approximately 6:38 PM.

Tom Litzler, Chairman

Dennis Andrew Gordon, FAICP
Executive Director/Secretary