

**Northern Kentucky Area Planning Commission  
Meeting Minutes: February 25, 2013**

Chairman Tom Litzler 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 Tom Litzler	May 2012 through April 2014	<b>X</b>	
Vice Chairman Paul Meier	May 2012 through April 2014	<b>X</b>	
Treasurer Dick Spoor	May 2011 through April 2013	<b>X</b>	
Commissioner Nancy Atkinson	May 2012 through April 2014		<b>X</b>
Commissioner Sherry Carran	May 2011 through April 2013	<b>X</b>	
Commissioner Bill Goetz	May 2012 through April 2014		<b>X</b>
Commissioner Gene Weaver	May 2011 through April 2013	<b>X</b>	

Also present were: Jan Crabb, PHR, Finance/HR Administrator; Garry Edmondson, Legal Counsel; Dennis Andrew Gordon, FAICP, Executive Director; and Lori Remley, Administrative Assistant.

Chairman Litzler asked for a moment of silence and led the Pledge of Allegiance. He asked that the record reflect that a quorum was present.

**ACCEPTANCE OF AGENDA**

Chairman Litzler asked if there was a motion to accept the agenda. Commissioner Weaver made a motion to accept the agenda as presented; Commissioner Meier seconded the motion. Chairman Litzler asked for a voice vote on the motion which found unanimous approval. The motion passed.

Chairman Litzler called for comments from the public and noted that there were none.

**ONGOING BUSINESS**

Chairman Litzler asked if the Minutes of the January 28, 2013 monthly business meeting were acceptable or if anyone had any additions/corrections. Commissioner Meier made a motion to accept the January 28, 2013 minutes as presented; Commissioner Spoor seconded the motion. Chairman Litzler asked for a roll call vote on the motion which found Commissioners Carran, Meier, Spoor, and Chairman Litzler in favor of the motion with Commissioner Weaver present but not voting. The motion passed unanimously.

Chairman Litzler asked if the Minutes of the February 6, 2013 annual work program and budget work session were acceptable or if anyone had any additions/corrections. Commissioner Meier noted a typo on page one and made a motion to accept the February 9, 2013 minutes as corrected; Commissioner Spoor seconded the motion. Chairman Litzler asked for a roll call vote on the motion which found Commissioners Carran, Meier, Spoor, and Weaver in favor of the motion with Chairman Litzler present but not voting. The motion passed unanimously.

Ms. Crabb gave an overview of the January financial report along with the fee-based revenue report through February 22<sup>nd</sup> (\$3,703 in the black). After a brief discussion, Chairman Litzler asked for a motion. Commissioner Meier made a motion to accept the January report and fee-based revenue report as presented subject to audit; Commissioner Carran seconded the motion. Chairman Litzler asked for a roll call vote on the motion which found Commissioners Carran, Meier, Spoor, Weaver and Chairman Litzler in favor of the motion. The motion passed unanimously.

Chairman Litzler asked for legal counsel's report. Mr. Edmondson advised members that the Appellate Court denied our request to file an amicus brief in the County Clerk case and that an answer had been filed in the Kuhnhein litigation. He also stated that the attorneys had signed an agreement for an accelerated schedule which will save costs. Mr. Edmondson provided brief background information regarding a new lawsuit filed by Chris Jeffries and stated that attorney Jeff Mando has filed an answer on behalf of NKAPC and Rob Zwick.

Chairman Litzler asked the executive director for his report. Mr. Gordon provided members with a copy of a letter received from the City of Fort Wright. He indicated that Mr. Hiles and Mr. Scribner would be attending the March 6<sup>th</sup> city meeting along with Mr. Litzler and him.

Mr. Gordon then provided members with a copy of an informational sheet provided to the 911 dispatch funding committee regarding address points. He stated that there are currently 85,000 points in the database and that they believe there are approximately 100,000 points in Kenton County, including apartments.

With regard to LINK-GIS, Mr. Gordon stated that staff purchased one download of data from an online source for \$400 and that they could purchase a supplement which would get them approximately an additional 10% of data. He advised members that it may be more cost effective to send someone to the courthouse to gather the data and build our own database. There was discussion regarding the information needed and the costs involved. Mr. Gordon indicated that SD1 is working with its legal counsel regarding the PVA charging for open records and stated that the PVA wants to charge the partnership \$140,000 for the data. After some discussion, Commissioner Spoor stated that it was the Commission's duty to pursue the cheapest course as long as they weren't breaking any rules. Mr. Gordon indicated that if they do pursue this alternate course, he would not be in favor of selling the data unless directed to by the Commission. He stated that he did not want to undercut or harm the PVA in any way.

Mr. Gordon then advised members that he has asked Mr. Edmondson for a legal opinion regarding NKAPC's structural issue. A brief discussion followed.

Finally, Mr. Gordon stated that all of NKAPC's off-site storage has been moved back into the building and asked Ms. Remley to provide an update. Ms. Remley stated that Mr. Sims has brought the last shelving unit back today. She indicated that Ms. Cullum has reviewed the

accounting documents and that she and Ms. Spradling are creating an inventory of building plans. Once the review has been completed, the documents that meet the state retention schedule requirements for destruction will be shredded or recycled. Ms. Remley indicated that a midsize shredder has been ordered for use in disposing of confidential documents. A brief discussion followed regarding the different retention requirements.

Chairman Litzler asked for the report from Administration/HR. Ms. Crabb provided information regarding the new Health and Wellness program based on Metabolic Syndrome. She outlined the risk factors and stated that a screening was offered to staff in January with a second screening taking place in June. She told members that two programs have been created to help staff reduce their risk factors – Step It Up and Take It Off. Ms. Crabb stated that the Step It Up program has 24 participants and Take It Off has 17 participants with 3 staff members acting as coaches. Participants will receive prizes and if they successfully reduce their risk factors they could receive a discount toward their insurance premiums in FY14.

Mr. Gordon and Ms. Crabb provided members with a copy of the current pay plan and a copy of a possible pay plan for FY14 based on Mayor Bell's recommendation that the pay scale be more in line with the private sector which is based on merit not longevity. Mr. Gordon expressed concern about the costs of CERS and Social Security growing using this new approach. There was discussion regarding the difference between the two pay scales and Mr. Gordon stated that it was a work in progress.

Chairman Litzler asked for reports from committees or members of the Commission. There were no reports.

## **NEW BUSINESS**

None

## **DISCUSSION**

Chairman Litzler opened the ongoing discussion on the FY14 annual work program and budget.

Mr. Gordon stated that he has spoken to the Fiscal Court and the City of Fort Mitchell regarding the asset tracking procedures and that the Fiscal Court recommend not using its system. He advised members that the financial software currently used, Peachtree, has an asset tracking package and that staff is working to get it in place by the end of the fiscal year. Commissioner Meier suggested getting a sample report to the members and then presenting it to the full Council at the April meeting. A brief discussion followed.

Chairman Litzler then opened discussion on the fiscal management recommendations given to the Commission by the NKAP Council.

Members discussed the following recommendations received from Council:

Recommendation #3 –

Work with the Kenton County Planning Commission to increase fees so they cover the costs authorized by the Kentucky Revised Statutes, so fees meet KCPC's programming needs, and so fees end KCPC's dependence on tax dollars for fiscal independence. Make certain that any fee increases are benchmarked against what other planning units charge in Northern Kentucky and the Cincinnati area.

Mr. Gordon stated that no action has been taken yet and members recommended scheduling a meeting with KCPC's executive committee to discuss this.

Recommendation #5 –

Work to reduce tax revenue contributions to the LINK-GIS partnership. Encourage the partners to review how various GIS services are funded for non-partner users and whether it is feasible to charge them for different levels of data delivery. Provide the partnerships with research results regarding how local governments across the US fund their GIS programs.

Mr. Gordon advised members that this recommendation has become problematic due to the issue with the PVA. A brief discussion followed.

Recommendation #14 –

Prepare an RFP for an Operational and Organizational Assessment/Performance Audit of the NKAPC, Planning Council, and Commission. This RFP, prior to issuance by the Commission, will be reviewed by the Council and the proposals received may be recommended to the Commission for execution and implementation if anticipated benefits outweigh the prospective cost. The Council will use the audit findings in its oversight role with the Commission.

Members discussed how to pursue this recommendation and the comments made after the last Council meeting. There was discussion regarding how this recommendation was linked to recommendation 15 which has been taken away by the Council president establishing a special committee.

Chairman Litzler asked if there was any other business.

With no new business, Chairman Litzler reminded members of upcoming meetings as noted on the agenda.

With no other business to discuss, Commissioner Weaver made a motion to adjourn; Commissioner Meier seconded the motion. With no objections, Chairman Litzler adjourned the meeting at approximately 6:25 PM.

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Tom Litzler, Chairman

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Dennis Andrew Gordon, FAICP  
Executive Director/Secretary

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