

**Northern Kentucky Area Planning Commission  
Meeting Minutes: April 8, 2013**

Chairman Tom Litzler called the first April business meeting of the Northern Kentucky Area Planning Commission to order at 5:20 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: 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 March 25, 2013 monthly business meeting were acceptable or if anyone had any additions/corrections. Commissioner Carran made a motion to accept the March 25, 2013 minutes as presented; Commissioner Weaver seconded the motion. Chairman Litzler asked for a roll call vote on the motion which found Commissioners Carran, Meier, Weaver, and Chairman Litzler in favor of the motion. The motion passed unanimously.

Mr. Gordon gave an overview of the fee-based revenue report through April 5<sup>th</sup> (\$48,981 in the black). He indicated that this figure would continue to grow due to several big projects – an apartment complex in Elsmere and expansion project at L’Oreal.

Chairman Litzler asked for legal counsel's report. Mr. Edmondson stated that there was no change in the pending litigation. He advised members that he had met with Judge Arlinghaus and Joe Shriver regarding the LINK-GIS issue and that they are going to schedule this matter to be discussed at a Fiscal Court caucus meeting. A brief discussion followed.

Chairman Litzler asked the executive director for his report. Mr. Gordon advised members that staff had completed its calculations of the costs associated with keeping the GIS parcel layer up to date - \$7,000-\$8,000 per year. He indicated that this amount is already part of salaries and that it was just a matter of re-allocating time. Mr. Gordon also stated that SD1 and the Water District were willing to share in this cost. Members asked if the PVA knew that NKAPC, SD1 and the Water District weren't going to pay the \$35,000 each for data. Mr. Gordon indicated that he had not notified the PVA by the January deadline that they would be participating. He stated that they would wait to see what the outcome of the caucus meeting is.

Chairman Litzler asked for reports from committees or members of the Commission. There were none.

## **NEW BUSINESS**

Chairman Litzler asked for review of staff's recommendation to correct plumbing problems associated with the lower level sprinkler system, install a meter and new two-inch service line to the system, install new sprinkler heads on the system, and install a non-water fire suppression system in the computer server room for a price not to exceed \$24,500; the funds will come from the FY13 NKAPC Building Maintenance line item and the Building Maintenance/Upgrades Reserve. Mr. Gordon outlined estimates from KW and Eckert. There was discussion regarding the health issue related to the black water and the need to have the existing system capped off as soon as possible. Commissioner Meier stated that they would need to issue an RFP for the remaining work since the estimate was over \$20,000.

After a brief discussion, Chairman Litzler asked for a motion. Commissioner Meier made a motion to contract with KW immediately to remove the old sprinkler heads and cap the existing lines due to the emergency/health issue involved; Commissioner Carran seconded the motion. Chairman Litzler asked for a roll call vote on the motion which found Commissioners Carran, Meier, Weaver and Chairman Litzler in favor of the motion. The motion passed unanimously.

Commissioner Meier then made a second motion to issue an RFP for the installation of a meter and new two-inch service line to the system, the installation of new sprinkler heads on the system, and the installation of a non-water fire suppression system in the computer server room; Commissioner Weaver seconded the motion. Chairman Litzler asked for a roll call vote on the motion which found Commissioners Carran, Meier, Weaver and Chairman Litzler in favor of the motion. The motion passed unanimously.

Chairman Litzler then asked for review of the initial draft FY14 budget. Mr. Gordon briefly outlined the draft budget provided to the members. He indicated that, instead of dividing expenses/costs by the number of departments as they did last year, agency-wide expenses would be divided by the number of people in each department. He also stated that they are still working on the breakdown for TRAKiT.

Mr. Gordon advised members that he would have a completed draft to them before the meeting on the 22<sup>nd</sup>. Chairman Litzler made the observation that the FY14 budget was five percent less than the FY13 budget which was five percent less than the year before. Mr. Gordon agreed that it was and that it would be based on the compensating tax rate at most.

Mr. Gordon then reviewed a ten-year salary comparison and a lengthy discussion followed regarding step/grid system vs. merit. Members discussed both systems and expressed concern about which system would best benefit NKAPC while still retaining quality employees.

Under the merit system employees wouldn't have to wait five years to get a bump. Based on their performance, they could receive a raise every year which would not only increase their salaries but the yearly contributions to their CERS and FICA.

Under the grid system, employees receive a tenure-based raise once every five years with yearly COLAs. The CERS and FICA contributions on this one-time payment are less than if it were added to employees' base salaries every year.

Members asked Mr. Gordon to provide some additional information regarding what system other government entities use.

## **DISCUSSION**

Chairman Litzler opened the ongoing discussion on fiscal management recommendations from the NKAP Council. Mr. Gordon reviewed four staff recommendations which were based on Mr. Edmondson's legal opinion. After a lengthy discussion, members agreed not to take any action at this time and to present this recommendation #1 to the Council's Recommendation 15 Committee on April 30<sup>th</sup>.

At 6:45 PM on the recommendation of Mr. Edmondson, Commissioner Meier made a motion that members go into executive session to discuss a personnel issue pursuant to KRS 61.810(1)(c); Commissioner Weaver seconded the motion. Chairman Litzler asked for a voice vote which found unanimous approval. The motion passed.

At 6:52 PM Commissioner Meier made a motion to come out of executive session and noted that no action had been taken during the executive session; Commissioner Carran seconded the motion. Chairman Litzler asked for a voice vote which found unanimous approval. The motion passed unanimously.

Based on discussions during the executive session, Commissioner Meier made a motion to schedule a special meeting at 4:00 PM on Monday, April 22, 2013, to discuss personnel issues; Commissioner Carran seconded the motion. Chairman Litzler asked for a roll call vote on the motion which found Commissioners Carran, Meier, Weaver, and Chairman Litzler in favor of the motion. The motion passed unanimously.

Chairman Litzler asked if there was any other business. With none, he reminded members of upcoming meetings as noted on the agenda.

With no other business to discuss, Commissioner Weaver a motion to adjourn; Commissioner Carran seconded the motion. With no objections, Chairman Litzler adjourned the meeting at approximately 6:55 PM.

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Tom Litzler, Chairman

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Dennis Andrew Gordon, FAICP  
Executive Director/Secretary