Northern Kentucky Area Planning Commission
Meeting Minutes: April 22, 2013

Chairman Tom Litzler called the second April business meeting of the Northern Kentucky Area Planning Commission to order at 5:35 PM in the Commission Chambers of the NKAPC Building in Fort Mitchell. Attendance of members was as follows.

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<th>Term</th>
<th>Present</th>
<th>Absent</th>
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<tbody>
<tr>
<td>Chairman Tom Litzler</td>
<td>May 2012 through April 2014</td>
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<td>Vice Chairman Paul Meier</td>
<td>May 2012 through April 2014</td>
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<td>Treasurer Dick Spoor</td>
<td>May 2011 through April 2013</td>
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<td>Commissioner Nancy Atkinson</td>
<td>May 2012 through April 2014</td>
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<td>Commissioner Sherry Carran</td>
<td>May 2011 through April 2013</td>
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<td>Commissioner Bill Goetz</td>
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<td>Commissioner Gene Weaver</td>
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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 Carran made a motion to accept the agenda as presented; Commissioner Weaver 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 April 8, 2013 monthly business meeting were acceptable or if anyone had any additions/corrections. Commissioner Meier made a motion to accept the April 8, 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 with Commissioner Atkinson, Goetz and Spoor present but not voting. The motion passed unanimously.
Ms. Crabb gave an overview of the March financial report along with the fee-based revenue report through April 19th ($56,400 in the black). After a brief discussion, Chairman Litzler asked for a motion. Commissioner Goetz made a motion to accept the March 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 Atkinson, Carran, Goetz, 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 stated that he had nothing new to report.

Chairman Litzler asked the executive director for his report. Mr. Gordon advised members that KW would be here at 3:00 PM on Monday, April 29th, to address the sprinkler issue in the basement and that the water will need to be turned off for three to four hours. Commissioner Meier asked if they would purge the system once the work is complete and Mr. Gordon stated that they would. Mr. Gordon then stated that the RFP was 80 percent complete and would allow two – three weeks for bids.

Mr. Gordon indicated that the final round table regarding the subdivision regulations has been scheduled for 5:30 PM on Wednesday, May 23rd. He stated that several mayors have asked if staff will be making recommendations and asked members for their thoughts. After some discussion, it was the general consensus of members that “Mayor” Meier would ask KCPC to allow a staff recommendation like any other text amendment. Additional discussion followed regarding geo tech reports and underdrain requirements.

Chairman Litzler asked for review of the completed draft FY14 budget. Mr. Gordon stated that the draft budget needed to be presented to the Council by May 1st pursuant to statute. Commissioner Atkinson suggested presenting the final draft to all Council members at this Thursday’s meeting. Additional discussion regarding the budget review process followed.

Mr. Gordon then began the review of the LINK-GIS budget. Since this budget had just been separated out of the NKAPC budget, he reviewed each item line by line. He advised members that Pendleton County is paying the out-of-county rate and that Campbell County remains the same as it has been in the past. Members questioned why Other Revenue is down from last year and Mr. Gordon stated that the partners didn’t make their $25,000 contribution this year since it isn’t needed. Members asked that a footnote be added to explain this difference.

Mr. Gordon reviewed projected expenditures and explained how most expenses are broken down on a departmental basis by the number of employees and anything that was department specific. There was discussion regarding salaries and sages. Mr. Gordon explained that this was labor and reminded members that NKAPC is the hub for GIS because we use GIS for everything we do. He reiterated the sentiment from last year’s review that “those who use it should pay for it” and stated that we are.

Mr. Gordon advised members that Ms. Brush would be updating the Council regarding an emergency response project being housed at OKI and stated that the bombing at the Boston Marathon is a perfect example of why GIS is invaluable. Commissioner Carran stated that OKI is also using GIS for Northern Kentucky transportation projects and that she doesn’t think people understand how important GIS is. Chairman Litzler agreed that there needs to be a
greater appreciation of its value. Mr. Gordon advised members that the new TRAKiT software is grounded on GIS so the budget for next year will reflect this change. He indicated that everything will be integrated within the new system and that we will be able to see a complete history by simply clicking on a parcel.

Mr. Gordon reviewed Consumable Supplies and Contracts/Services. He provided members with a breakdown of the $75,600 in NKAPC Reimbursements – insurance, voice/data, building maintenance, debt, and utilities.

With no other questions or comments, Mr. Gordon began the review of the NKAPC budget by stating that the budget is based on a less-than-compensating rate. He reviewed the Revenue Summary and stated that he would review the breakdown by department in more detail unless there were any questions regarding the summary. There was a brief discussion regarding One Stop Shop, Miscellaneous Revenue and Product Sales. Mr. Gordon indicated that the Building Department had just received 24 sets of plans and that things were picking up. He also stated that this is the smallest budget since 2005 and that it is down $1.4 million from 2010 – which is a 27.1% reduction.

Mr. Gordon reviewed the FY14 Revenue section for Administration. After a brief discussion, Mr. Gordon reviewed the Revenue section for Building Codes Administration. There was discussion regarding Cell Phone Cost Sharing. Mr. Gordon explained that there have only been two occasions when employees have gone over their allotments of minutes and had to pay that part of their bill. Commissioner Meier stated that we may need to look at this if employees start going over to ensure employee aren’t paying for business calls.

Mr. Gordon reviewed the Revenue section for Infrastructure Engineering. He advised members that KCPC is still being billed at a 40% rate instead of 80% and will finish the year in the red again. Members asked Mr. Gordon to explain Transfers In. He stated that developers pay the full fee for a project’s inspections up front and that the money is held in a reserve account (page 42) until it is needed.

Mr. Gordon then reviewed the Revenue section for Planning & Zoning. There was a brief discussion regarding staff support provided to KCPC and the fees collected. Mr. Gordon advised members that staff doesn’t anticipate any other long-range planning projects since they would be devoting most of their time to the comprehensive plan.

Next Mr. Gordon began the review of the Expenditure Summary. Members asked why there was such a difference in Salaries/Wages and Mr. Gordon reminded them that this figure did not include GIS. He also noted that Benefits included an anticipated 13% increase in healthcare. After a brief discussion regarding the summary, Mr. Gordon began a detailed review of expenditures by department.

Mr. Gordon provided a detailed outline of the expenditures for Administration and again reminded members that some expenses were assigned based on the number of employees in the department. He indicated that Salaries/Wages included funds for raises which could be divided up by the grid or merit system whichever method the Commission prefers. Members discussed both pay systems and Commissioner Meier indicated that he believed the grid system would cost NKAPC less in the long run. Mr. Gordon then indicated that all of Building Maintenance (unexpected costs) had been put into Administration while other building expenses have been
divided by department. Mr. Gordon outlined the Contributions to Reserve Funds and told members that with the $44,207 contribution the Sinking Fund would be fully funded at ten percent.

Mr. Gordon next outlined the expenditures for the Building Codes Administration. He again noted that Salaries/Wages included money which could be used for the grid or merit system.

At this time, Commissioner Goetz suggested taking a break from the budget to hear Item #12 on the agenda so Mr. Edmondson didn’t have to sit through the rest of the budget review. Chairman Litzler opened discussion regarding issues before the LINK-GIS/Kenton County partnership. Mr. Gordon stated that the next partnership meeting was scheduled for Monday, April 29th. He indicated that there is a meeting scheduled for tomorrow with SD1 and the Water District to discuss where they stand on the MOU and the $35,000 fee the PVA proposes for data. He also advised members that staff identified a private company selling the same data at a cost of $2,500 per year. He indicated that we would receive quarterly updates and the fee could be split four ways between the partners. Mr. Gordon stated that Steve Lilly and Michelle Allender had recently gathered data from the County Clerk’s Office and that we are now up to date through the end of March. There was discussion regarding the information available through KCOR and the cost of the data from the private company versus staff gathering it. Additional discussion followed regarding the contract/MOU with the PVA.

After discussing the options, Mr. Gordon asked members for their direction on two issues – (1) Should staff pursue buying data from Core Logic? (2) Should we pursue the PVA’s breach of contract? The general consensus was to buy the data from Core Logic and not to pursue the breach of contract. Members also felt that NKAPC should continue to take the high road and continue to provide information to the PVA, at least for the time being.

Mr. Edmondson left the meeting at 7:48 PM.

Mr. Gordon resumed review of the Building Codes Administration Expenditures. He stated that the building department will be the heaviest user of LINK-GIS once TRAKiT goes live. He also advised members that the TRAKiT software development/implementation is on schedule.

Mr. Gordon outlined the Infrastructure Engineering Expenditures and stated that Engineering will be the third heaviest user of LINK-GIS/TRAKiT.

Mr. Gordon then outlined the Planning & Zoning Expenditures and noted that under the new Interlocal Agreement, Code Enforcement Board members would be $50 per month instead of the original $100 per month. He indicated that Planning & Zoning is the second highest user of LINK-GIS/TRAKiT.

Next Mr. Gordon outlined the Projected Contributions, Appropriations, and Balances (page 42). He pointed out the $91,599 appropriation for Infrastructure Engineering that was recorded as Revenue under Transfers In (page 34). There was discussion regarding the Holding Fund and what it could/couldn’t be used for. Members questioned whether or not it should be rolled into another fund. Mr. Gordon stated that this fund was governed by Resolutions 808 and 817 which specifically stated that this money had been set aside for future expenditures relating to medical insurance. It was recommended that the Finance Committee review the issue and make a recommendation.
Mr. Gordon asked members if they had any additional questions or comments regarding the proposed budget. Chairman Litzler made the recommendation to allow each Commission Member $2,000 every two year for continuing education, at a minimum for the members who were also “elected” officials. Members agreed that training was important and that the information would be useful to the cities as well. Commissioner Spoor recommended not limiting it to “elected” officials. After some discussion members were of the consensus that an additional $7,500 should be added for continuing education and they asked Mr. Gordon to provide them with a copy of the travel policy to ensure they follow the rules.

Additional discussion followed regarding presenting the proposed budget to the full Council at Thursday’s Council meeting and the pay grid versus merit system.

Chairman Litzler asked for reports from committees or members of the Commission. Commissioner Meier advised members that there is a Direction 2030 meeting scheduled for this Wednesday but he would be unable to attend.

NEW BUSINESS

Chairman Litzler asked for review of the executive director’s claims for third quarter expense reimbursements. Mr. Gordon stated that due to his time devoted to the budget, this issue would be held over to the next meeting.

Chairman Litzler then opened discussion regarding a proposed meeting with members of the NKAPCouncil Budget Review Committee. Members discussed inviting the Budget Review Committee to meet on May 6th after the special meeting but that would conflict with regularly-scheduled city council meetings. Members then suggested inviting the Committee to the May 28th meeting. Mr. Gordon indicated that he would check for conflicts and report back to members.

DISCUSSION

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

Members briefly discussed recommendation #15 and noted that Mayor Wiest’s Recommendation 15 Committee would be meeting on Tuesday, April 30th.

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 Atkinson made a motion to adjourn; Commissioner Weaver seconded the motion. With no objections, Chairman Litzler adjourned the meeting at approximately 8:30 PM.

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Tom Litzler, Chairman

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Dennis Andrew Gordon, FAICP
Executive Director/Secretary