Chairman Tom Litzler called the June 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.

<table>
<thead>
<tr>
<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>
<td>X</td>
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<td>Vice Chairman Paul Meier</td>
<td>May 2012 through April 2014</td>
<td>X</td>
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<td>Treasurer Dick Spoor</td>
<td>May 2011 through April 2015</td>
<td>X</td>
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<td>Commissioner Nancy Atkinson</td>
<td>May 2012 through April 2014</td>
<td>X</td>
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<td>Commissioner Sherry Carran</td>
<td>May 2011 through April 2015</td>
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<td>Commissioner Bill Goetz</td>
<td>May 2012 through April 2014</td>
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<td>Commissioner Gene Weaver</td>
<td>May 2011 through April 2015</td>
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Also present were: Trisha Brush, GISP, Director of LINK-GIS Administration; Jan Crabb, PHR, Finance/HR Administrator; Steve Dahlheimer, Principal Building Official; James Fausz, AICP, Principal Planner; Scott Hiles, CPC, Director of Infrastructure Engineering; Sharmili Reddy, AICP, Planning Manager; Martin Scribner, AICP, Director of Planning and Zoning; Brian Sims, CBO, Chief Building Official; 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 as presented. Commissioner Goetz made a motion to accept the agenda as amended; 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 no members of the public present.

ONGOING BUSINESS

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

Ms. Crabb gave an overview of the May financial report along with a fee-based revenue report through June 21st ($167,540 in the black). After a brief discussion, Chairman Litzler asked for a motion. Commissioner Goetz made a motion to accept the May report and fee-based revenue report as presented subject to audit; Commissioner Meier seconded the motion. Chairman Litzler asked for a roll call vote on the motion which found Commissioners Goetz, Meier, Weaver, and Chairman Litzler in favor of the motion. The motion passed unanimously.

Chairman Litzler asked if there was any news or developments regarding health insurance. Mr. Gordon advised members that, after the Commission’s action at last month’s meeting, Ms. Crabb and Mr. Williams went back to Anthem in an attempt to negotiate a better price. He stated that they were successful and that there would be a -0.01 percent decrease from premiums charged in FY13.

Chairman Litzler asked for the report from legal counsel. Mr. Edmondson stated that a Motion for Summary Judgment in the Kuhnhein case had been filed that morning but other than that he had nothing new to report.

Chairman Litzler asked the executive director for his report. Mr. Gordon advised members that TRAKIT goes live on Thursday with a data dump from the current system on Tuesday night. He stated that a trainer has been here for a week, the project manager will be here Tuesday and the programmer will be here Wednesday. Mr. Gordon indicated that Mr. Scribner has been handling the installation and training issues and things have been going well.

Mr. Gordon indicated that the workload has increased with code enforcement barely keeping up; engineering is busier than they have been in years; and, building permits/inspections are up. He stated that staff is keeping an eye on the workload but doesn’t want to ask for additional help until they see if business stays up. Mr. Gordon assured members that he would keep them up to date on the issue.

Chairman Litzler asked if there had been any feedback or issues with the electrical inspections being done outside NKAPC. Mr. Gordon stated that it had been quiet since the three inspection companies had been designated. Mr. Sims advised members that NKAPC still issues the permits and that the building inspectors verify that necessary electrical and plumbing inspections are done timely.

Commissioner Goetz asked if there had been any issues since taking on Villa Hills. Mr. Gordon stated that there have been issues with building projects started under Mr. Schutzman. He indicated that the inspectors are finding things that are not allowed under the building code but were allowed by Mr. Schutzman. The inspectors have explained that they follow the code and try to help the contractors correct the issues. Mr. Gordon stated that the City appears to be happy with the level of code enforcement service and is considering joining the Kenton County Joint Code Enforcement Board.

Chairman Litzler recommended that staff attend the Villa Hills City Council meetings to answer any questions they might have. A brief discussion followed regarding this recommendation and
Mr. Gordon outlined the monthly updates/reports emailed regularly to each of the city’s council members.

Mr. Gordon then updated members on the GIS parcel layer issue. He indicated that the partners were still hopeful that Mr. Vogt might relent and begin providing parcel data again. He stated that they will meet again in July and will vote on the issue.

Mr. Gordon advised members that Ms. Crabb has redrafted the funeral leave policy and due process procedures of the personnel manual. He indicated that he is in the process of reviewing these sections and will get with Commissioner Carran to schedule a time for the By-Laws, Personnel and Procedures Committee to review them. He stated he hopes that can be accomplished by the July meeting.

Mr. Gordon stated that the Kenton County Planning Commission did not take action on the Direction 2030 goals and objectives and that the group recommended staff work with the cities on several last minute issues. He indicated that staff will be holding a meeting to discuss these issues on Wednesday, June 26th, at 5:30 PM and eight of 20 jurisdictions have confirmed that one of their representatives will be attending.

Mr. Gordon reminded members that there would be a special commission meeting immediately following Thursday’s Council meeting and that they would need a quorum present to vote on the budget. Ms. Remley noted that Commissioners Atkinson and Spoor will be on vacation and Commissioner Carran has a conflicting meeting. Commissioner Goetz, Meier, Weaver, and Chairman Litzler stated that they would be attending Thursday’s meeting.

Mr. Gordon advised members that Ms. Cullum has spoken with VanGorder Walker CPA’s and they will be here the last week of July to start the annual audit.

Chairman Litzler asked for the report from Building Codes Administration. Mr. Sims introduced Mr. Dahlheimer, a principal building inspector, and stated that he would be providing members with a brief overview of the residential permitting process.

Mr. Dahlheimer began his PowerPoint presentation (a copy of which is attached to the original minutes) by showing members an example of a first submittal drawing received from a typical property owner and explained some of the difficulties encountered when dealing with people who don’t have experience with drawings and/or building experience. Mr. Dahlheimer stated that, with the input from the other inspectors, he created an information packet including drawings to assist homeowners/contractors with their submittals and indicated that the packet is available online. After reviewing the contents of the packet, he showed members the much-improved second drawing submitted by the same property owner.

Following Mr. Dahlheimer’s presentation there was discussion regarding the percentage of homeowners (20%) versus contractors (80%) that apply for permits and how many projects are done without permits. Mr. Dahlheimer indicated that it was hard to tell how many projects were pursued without permits because a lot of them can’t be seen from the street. There was additional discussion regarding whether stores, i.e. Home Depot, would be willing to tell customers that they may need a permit for their projects. Mr. Sims stated that these stores want to avoid liability since their employees are not familiar with the building code.
Chairman Litzler asked for reports from committees or members of the Commission. There were none.

NEW BUSINESS

Chairman Litzler asked for review of a proposed contract for the new fire suppression system in the basement. Mr. Sims stated that the RFP had been published (May 23, 2013) and that Eckert was the only bid received. He briefly reviewed the proposed contracts for the wet type sprinkler system and the FM-200 (chemical) fire suppression system –

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<th>Type</th>
<th>Cost</th>
<th>Area</th>
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<tbody>
<tr>
<td>Wet type</td>
<td>$6,950</td>
<td>basement area</td>
</tr>
<tr>
<td>FM-200</td>
<td>$8,802</td>
<td>server room</td>
</tr>
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Mr. Sims noted that these contracts do not include the cost of installing of the new 2-inch water supply line ($5,900), the Water District’s $2,000 tap-in fee, or approximately $1,500 in electrical work. The total project will cost $25,152.

After a brief discussion, Chairman Litzler asked for a motion. Commissioner Meier made a motion to authorize the executive director to sign the proposed contracts with Eckert Fire Protection Systems, Inc. for the installation of the wet type sprinkler system and the FM-200 system in the basement/server room along with the needed ancillary work as noted; Commissioner Goetz seconded the motion. Chairman Litzler asked for a roll call vote on the motion which found Commissioners Goetz, Meier, Weaver, and Chairman Litzler in favor of the motion. The motion passed unanimously.

Chairman Litzler asked for review of the MOU and scope of work for a transportation plan update for Kenton County. Mr. Fausz thanked the members for the opportunity to speak and outlined the proposed scope of work for the plan (a copy of the PowerPoint presentation is attached to the original minutes).

Mr. Fausz answered the question – Why now? He provided information regarding the last plan (2003) and the overarching themes. He then outlined the final product and NKAPC’s role in the process. In conclusion, he stated that this would be a one-year study to update the ten-year old plan that will provide detailed transportation recommendations. It will also recommend macro-level land use considerations.

There was discussion regarding prioritizing projects and possible funding of these projects.

Chairman Litzler asked for a motion. Commissioner Goetz made a motion to approve the scope of work for the transportation plan and authorize the executive director to sign the MOU with OKI subject to legal review; Commissioner Weaver seconded the motion. Chairman Litzler asked for a roll call vote on the motion which found Commissioners Goetz, Meier, Weaver, and Chairman Litzler in favor of the motion. The motion passed unanimously.

Chairman Litzler opened discussion of the proposed 2013-2014 meeting schedule. Mr. Gordon apologized for this item not making last month’s agenda and stated that the dates follow the current meeting schedule – the fourth Monday of each month - with the exception of December to accommodate Christmas.
After a brief discussion, Chairman Litzler asked for a motion. Commissioner Goetz made a motion to adopt the meeting schedule as submitted; Commissioner Meier seconded the motion. Chairman Litzler asked for a roll call vote on the motion which found Commissioners Goetz, Meier, Weaver, and Chairman Litzler in favor of the motion. The motion passed unanimously.

DISCUSSION

Chairman Litzler opened ongoing dialog regarding the fiscal management recommendations given to the Commission by the NKAPCouncil. Mr. Gordon advised members that the RFQ had been advertised for two weeks and three Statements of Qualifications had been received. He indicated all three companies appear to be qualified and that all are from California with one having an office in Illinois. He told members that he would be sending copies of the SOQs out shortly and that the Recommendation 15 Committee would be meeting at 7:30 on Wednesday. Discussion followed.

Chairman Litzler asked if there was any other business. Mr. Gordon advised members that Mark Hushebeck of Lakeside Park is resigning his position on the Kenton County Planning Commission. He stated that Mayor Jansing announced that Keith Logsdon will be the city’s new representative.

With no further business, Chairman Litzler reminded members of upcoming meetings as noted on the agenda. Commissioner Meier made a motion to adjourn; Commissioner Weaver seconded the motion. With no objections, Chairman Litzler adjourned the meeting at approximately 6:35 PM.

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Tom Litzler, Chairman

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Dennis Andrew Gordon, FAICP
Executive Director/Secretary