Northern Kentucky Area Planning Commission  
Meeting Minutes: September 23, 2013

Chairman Tom Litzler called the September 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>
<td>X</td>
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<tr>
<td>Commissioner Bill Goetz</td>
<td>May 2012 through April 2014</td>
<td>X</td>
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<tr>
<td>Commissioner Gene Weaver</td>
<td>May 2011 through April 2015</td>
<td>X</td>
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Also present were: Jan Crabb, PHR, Finance/HR Administrator; Dennis Andrew Gordon, FAICP, Executive Director; and Lori Remley, Administrative Assistant.

Chairman Litzler asked for a moment of silence and then led the Pledge of Allegiance. After Ms. Remley called the roll, 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 Meier made a motion to accept the agenda as presented; Commissioner Spoor 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 August 26, 2013 business meeting were acceptable or if anyone had any additions/corrections. Ms. Remley stated that there was a correction needed on page three, line three of paragraph four - June report should read July report. Chairman Litzler asked if there were any other additions/corrections. Commissioner Goetz made a motion to accept the Minutes of the August 26, 2013 business meeting as amended; Commissioner Atkinson seconded the motion. Chairman Litzler asked for a roll call vote on the motion which found Commissioners Atkinson, Carran, Goetz, Meier, Spoor, and Chairman Litzler in favor of the motion. The motion passed unanimously.
Ms. Crabb gave an overview of the monthly financial report ending August 31, 2013 (general fund, reserve funds, and fee-based revenue). After a brief discussion, Chairman Litzler asked for a motion. Commissioner Goetz made a motion to accept the August 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 Atkinson, Carran, Goetz, Meier, Spoor, and Chairman Litzler in favor of the motion. The motion passed unanimously.

Chairman Litzler asked for the report from legal counsel. Mr. Edmondson stated that Judge Bartlett’s decision in the Metzger vs. Summe case had been sustained by the Court of Appeals. He indicated that oral arguments had taken place last week in the Cloyd case and he expected to hear something within the next few months. Mr. Edmondson stated that the court also ruled that the library tax can be collected while the appeal is pending.

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

Chairman Litzler asked for a review of the August invoice for professional services provided to the Kenton County Planning Commission. Mr. Gordon briefly outlined the invoice and supporting documentation (a copy of which is attached to the original set of minutes). He stated that he had given a copy of this handout to the executive committee of the Kenton County Planning Commission last week and that the executive committee members indicated that they would not pursue review of any organizational structure issues until the organizational/operational assessment was complete. There was discussion regarding the RFP process and the cost KCPC would pay elsewhere for meeting space.

Chairman Litzler then asked for a review from the executive director regarding accounts receivable from the Kenton County Planning Commission and a financial accountability opinion from VanGorder Walker, CPAs. Mr. Gordon summarized VanGorder Walker’s opinion that the debt should be written off as uncollectable. There was discussion regarding the amount of the debt ($60,323 since FY09) and whether or not to act on the recommendation at this time.

After a brief discussion, Chairman Litzler asked for a motion. Commissioner Spoor made a motion to defer a decision on this matter until the organizational/operational assessment is completed; Commissioner Goetz seconded the motion. Chairman Litzler asked for a roll call vote on the motion which found Commissioners Atkinson, Carran, Goetz, Meier, Spoor, and Chairman Litzler in favor of the motion. The motion passed unanimously.

NEW BUSINESS

Chairman Litzler asked for review of financial segregation duties for the collection, accounting, and dispersal of NKAPC funds. Mr. Gordon stated that the duties/procedures outlined in the segregation handout (a copy of which is attached to the original minutes) was developed after the issues the City of Covington has recently experienced.

There was discussion regarding having a different person balance the checkbook on a random basis and tracking “other” revenue and casual sales.
After a brief discussion, Commissioner Goetz made a motion to approve the steps taken to segregate duties with the addition of the random reconciliation of the bank statement and steps to track “other” revenue and casual cash sales; Commissioner Atkinson seconded the motion. Chairman Litzler asked for a roll call vote on the motion which found Commissioners Atkinson, Carran, Goetz, Meier, Spoor, and Chairman Litzler in favor of the motion. The motion passed unanimously.

Chairman Litzler opened discussion regarding the process to be used to review the executive director’s FY13 performance. After a brief discussion regarding last year’s process, Chairman Litzler asked Mr. Gordon to provide a copy of the staff evaluation form to each of the members. He then asked each member to forward their completed form to him for inclusion in the formal review.

Chairman Litzler asked if there was any other business. Commissioner Spoor asked if there was any news regarding the PVA and the collection of parcel data. Mr. Gordon stated that things were the same – staff is collecting the information from the County Clerk’s Office and updating the data on a weekly basis. He indicated that both SD1 and the Water District were in agreement with members regarding not paying more than necessary for the information. A brief discussion followed.

With no further business, Chairman Litzler reminded members of upcoming meetings as noted on the agenda. Commissioner Carran made a motion to adjourn; Commissioner Atkinson seconded the motion. With no objections, Chairman Litzler adjourned the meeting at approximately 5:47 PM.

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Tom Litzler, Chairman

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Dennis Andrew Gordon, FAICP
Executive Director/Secretary