Northern Kentucky Area Planning Commission
Meeting Minutes: October 28, 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>
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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: Garry Edmondson, Legal Counsel; Jan Crabb, PHR, Finance/HR Administrator; James Fausz, AICP, Principal Planner; Sharmili Reddy, AICP, Planning Manager; Martin Scribner, AICP, Director of Planning and Zoning; Chris Schneider, Associate Zoning Official; 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 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 asked for the introduction of the new staff member. Mr. Scribner introduced the newest member of the Planning & Zoning team, Chris Schneider. He advised members that Mr. Schneider has been driving in from Centerville, Ohio every morning for the last three weeks and that he is very pleased with his performance.

Mr. Schneider stated that he is originally from southeast Kentucky but went to school in Ohio. He’s married and his wife is a special education teacher. Since joining NKAPC, his time has been spent focusing primarily on code enforcement.
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 September 23, 2013 business meeting were acceptable or if anyone had any additions/corrections. Commissioner Spoor made a motion to accept the Minutes of the September 23, 2013 business meeting as presented; Commissioner Atkinson seconded the motion. Chairman Litzler asked for a roll call vote on the motion which found Commissioners Atkinson, Carran, Meier, Spoor, and Chairman Litzler in favor of the motion with Commissioner Weaver present but not voting. The motion passed unanimously.

Ms. Crabb gave an overview of the monthly financial report ending September 30, 2013 (general fund, reserve funds, and fee-based revenue). She advised members that the fee-based revenue ended the month $91,711 in the black. After a brief discussion, Chairman Litzler asked for a motion. Commissioner Meier made a motion to accept the September 30, 2013 report as presented subject to audit; Commissioner Weaver seconded the motion. Chairman Litzler asked for a roll call vote on the motion which found Commissioners Atkinson, Carran, Meier, Spoor, Weaver, and Chairman Litzler in favor of the motion. The motion passed unanimously.

Chairman Litzler took the opportunity to update the members on action taken by the Executive Committee on Friday, October 18th. He advised members that the Executive Committee held a special meeting to address the issue of whether or not to renew the health care insurance contract in December at a 3% increase or to wait until July 2014 which would require a 47% increase. He indicated that the deadline to respond to Anthem was by the close of business on the 18th and that the Executive Committee voted to renew the contract with Anthem on December 1, 2013.

There was discussion regarding the Affordable Health Care Act and the cost of renewing in December (an additional $600/month) or waiting until July (an additional $8,000/month). Commissioner Meier advised members that renewing in December would reset staff’s deductibles after only five months and that they are looking at ways to help offset this with employees who have already paid toward their deductibles.

After some additional discussion, Commissioner Meier made a motion to ratify the Executive Committee’s decision to renew the health care insurance contract with Anthem on December 1, 2013; Commissioner Weaver seconded the motion. Chairman Litzler asked for a roll call vote on the motion which found Commissioners Atkinson, Carran, Meier, Spoor, Weaver, and Chairman Litzler in favor of the motion. The motion passed unanimously.

Chairman Litzler asked for a report from legal counsel. Mr. Edmondson stated that there has been no change since last month.

Chairman Litzler asked for the report from the executive director. Mr. Gordon advised members that staff was proposing three additional steps to the segregation of responsibilities. He also stated that since Ms. Remley has been added to the process, she would need to be bonded which would result in a minimal additional cost.
Mr. Gordon reminded members that the staff appreciation and SPICE award breakfast was scheduled for tomorrow at 8:00 AM.

Mr. Gordon stated that the auditors have finished their work and, based on the State Auditor’s recommendation, he believes the first report should be made to the Long-Range Operations Committee rather than to staff. There was discussion regarding scheduling a committee meeting and Mr. Gordon stated that staff would contact the members of the committee shortly.

Mr. Gordon advised members that staff has been working with the Executive Committee of KCPC regarding the Council’s recommendation that its fees be increased to cover more of its costs and that staff is hopeful that the Executive Committee will take action soon.

Mr. Gordon indicated that he had provided members with the first staff time report for July 1st through September 30th and that this report shows how staff utilized its time. He reminded members that the request for this report was a last minute insert into the annual work program by NKAPCouncil President Wiest. Mr. Gordon advised members that the new Timeslips software makes generating this report much easier and that he would be providing it on a quarterly basis.

Mr. Gordon informed members that he forwarded the proposed RFP to Council President Wiest approximately five weeks ago and that he had received President Wiest’s feedback on Thursday. Discussion followed and members were in agreement that a copy of the proposed RFP should be provided to the Recommendation 15 Committee members along with President Wiest’s comments and that a meeting of the Committee should be scheduled prior to the RFP being sent out.

Chairman Litzler stated that he had advised the Council that the Commission had concerns about the cost of the proposed organizational/operational assessment and wanted input from the full Council prior to making any decision. He said that after some discussion by the Council regarding the RFP and potential cost of the evaluation, President Wiest instructed staff to provide copies of the RFP responses to the full Council for review. Discussion followed.

Chairman Litzler asked for reports from the departments. Ms. Reddy provided a brief update regarding the status of the new comprehensive plan. She indicated that the second phase is underway and that staff had been doing research while it waited for the goals and objectives to be adopted. She stated that the research is almost done and that the first taskforce meeting had been held a couple of weeks ago.

Ms. Reddy stated that the goal was to incorporate as much community involvement as possible and to develop a plan that will be implemented. She indicated that the taskforce is made up of Commission members, KCPC members, members of the technical taskforce, and that they have asked for volunteers from the NKAPCouncil. She believes that there was a good representation at the first meeting.

Ms. Reddy indicated that another goal is to develop a strong web presence with the new comprehensive plan so as to make it user friendly. She also stated that staff is coordinating meetings with the cities to discuss land use issues and mapping. She advised members that there will be a forum for elected officials next year along with a few public meetings to address accommodations and elements.
Ms. Reddy also advised members that there is a South Kenton County effort by the residents of Piner and the surrounding area. Staff has been meeting with this group for about a year and a half in an effort to give them a voice.

Mr. Fausz provided a brief update regarding work on the new Kenton County Transportation Plan. He provided a handout (a copy of which is attached to the original minutes) and asked members to take a minute to participate in the survey which ends October 31st. He stated that staff has been working on a map, Facebook outreach, and an email newsletter. He indicated that there is also a GIS analysis underway regarding the existing conditions phase and that staff is looking at land use issues. Land use changes are anticipated and these will affect the Transportation Plan.

Mr. Fausz indicated that there was an advisory meeting on October 9th and the map was presented. He stated that safety and congestion are discussion points and that they are working on recommendations made as well as finding other funding sources.

Chairman Litzler recommended sending the survey flyer to Commissioner Goetz for distribution.

Chairman Litzler asked for reports from committees and/or members of the Commission. Commissioner Meier stated that NKAPC will be hosting the Mayors Group Meeting in November and that there will be a presentation on TRAKiT. Commissioner Carran advised members that a Northern Kentucky Forum regarding the Brent Spence Bridge will be held on November 4th at Drees Pavilion from 6-8.

Chairman Litzler asked for a review of the September 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 will continue to provide this information on a monthly basis.

Chairman Litzler asked for a review of the updated financial segregation duties for the collection, accounting, and dispersal of NKAPC funds. Mr. Gordon outlined three steps which were added after the September 23rd Commission meeting.

Chairman Litzler asked if there was a motion to approve the updated duties. Commissioner Weaver made a motion to approve the updated financial segregation of duties as presented; Commissioner Spoor seconded the motion. Chairman Litzler asked for a roll call vote on the motion which found Commissioners Atkinson, Carran, Meier, Spoor, Weaver, and Chairman Litzler in favor of the motion. The motion passed unanimously.

After some additional discussion, Commissioner Weaver amended his original motion to accept the updated financial segregation of duties to include the addition of another step which would require the bookkeeper to obtain a W-9 form from every new vendor prior to adding them to the accounting software (Peachtree). Commissioner Spoor seconded the amended motion. A roll call vote found Commissioners Atkinson, Carran, Meier, Spoor, Weaver, and Chairman Litzler in favor of the amended motion. The motion passed unanimously.
NEW BUSINESS

Chairman Litzler asked for the initial review of a recommendation from the executive director regarding inspection of residential rental units in Ludlow and hiring an additional code administration official to pursue the task and to help with the ongoing workload in other One Stop Shop jurisdictions. Mr. Gordon advised members that Ludlow Mayor Wynn and Administrator Brian Richmond have approached staff about providing an apartment inspection program through One Stop Shop. Mr. Gordon stated that he advised the Mayor that this couldn’t be offered under OSS but could be done under a contract for professional services. He advised members that Mayor Wynn and Mr. Richmond are very happy with the services provided through OSS and that they would like NKAPC to handle this for them.

Discussion regarding the number of rental units (500) in the City of Ludlow and the current licensing process followed. Commissioner Carran provided background information on the City of Covington’s rental inspection and licensing process. She stated that once a license is issued, an interior inspection would only be done if there was an exterior trigger.

Mr. Gordon briefly outlined the proposed new process for Ludlow. All rental properties would be inspected in 2014 with each paying $100 for certification; if the property didn’t pass inspection the license wouldn’t be renewed. After the initial inspections, one-fourth (125) of the rental units would be inspected each year of a four-year cycle.

Mr. Gordon stated that the income from these inspections/licenses would pay for the biggest share of an additional inspector and that the inspections would be administered under the International Property Maintenance Code (IPMC) regulations.

Commissioner Carran left the meeting (6:15).

After some additional discussion, Mr. Gordon asked members if they were willing to go forward with providing this service and reminded them that any contract for professional services would need their approval before it could be finalized. Members were in agreement that staff should pursue this issue.

Chairman Litzler asked for review of a notice from Inspection Bureau, Incorporate regarding an increase in electric inspection fees. Mr. Gordon provided a copy of the IBI’s notice (a copy of which is attached to the original minutes) to increase its permit processing fee from $30.00 to $37.50. He stated that IBI is one of the three companies providing electrical inspection services. He indicated they are required to notify NKAPC of any rate changes and that no action is required on this issue.

Chairman Litzler asked for review of the executive director’s claims for FY14 first-quarter expense reimbursements. After a brief review and discussion of the expenses, Chairman Litzler asked for a motion. Commissioner Weaver made a motion to approve and authorize reimbursement of the executive director’s FY14 first-quarter expenses as submitted; Commissioner Meier seconded the motion. Chairman Litzler asked for a roll call vote on the motion which found Commissioners Atkinson, Meier, Spoor, Weaver, and Chairman Litzler in favor of the motion. The motion passed unanimously.

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At 6:25 PM, Commissioner Meier made a motion that members go into executive session to discuss personnel issues pursuant to KRS 61.810(1)(f); Commissioner Weaver seconded the motion. Chairman Litzler asked for a voice vote which found unanimous approval. The motion passed.

Mr. Edmondson and Ms. Remley were excused from the meeting.

At 6:38 PM Commissioner Meier made a motion to come out of executive session; Commissioner Weaver seconded the motion. Chairman Litzler asked for a voice vote which found unanimous approval. The motion passed unanimously.

Chairman Litzler stated that the Commission had taken no action during the executive session.

With no further business, Chairman Litzler reminded members of upcoming meetings as noted on the agenda. Commissioner Spoor made a motion to adjourn; Commissioner Atkinson seconded the motion. With no objections, Chairman Litzler adjourned the meeting at approximately 6:40 PM.

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Tom Litzler, Chairman

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Dennis Andrew Gordon, FAICP
Executive Director/Secretary