Chairman Tom Litzler called the December 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.

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<th>Term</th>
<th>Present</th>
<th>Absent</th>
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<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>
<td>X</td>
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<td>Treasurer Dick Spoor</td>
<td>May 2011 through April 2015</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: John Chamberlin, CPA, MBA, Van Gorder, Walker & Co., Inc.; Nicole Cullum, CB, Bookkeeper; 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 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 on the agenda as presented. Commissioner Meier made a motion to accept the agenda as presented; Commissioner Carran seconded the motion. Chairman Litzler asked for a voice vote on the motion which found unanimous approval. The motion passed.

Chairman Litzler asked if there were any comments from the public and noted that there were none.

**ONGOING BUSINESS**

Chairman Litzler asked for the report from VanGorder Walker CPAs on its audit of NKAPC’s FY13 books. John Chamberlin thanked members for the opportunity to audit the FY13 books. He provided members with a copy of VanGorder, Walker & Co., Inc.’s opinion letter dated July
Mr. Chamberlin reviewed his opinion letter and final financial statements for the year ending June 30, 2013. He stated that expenditures were more than revenue for the last two years due to aerial photography and the purchase of new software which were paid for from reserves. He indicated that NKAPC does a good job keeping budget revenue and actual revenue close. Mr. Chamberlin noted that actual expenditures are under the budgeted amount. Following Mr. Chamberlin’s review there was discussion regarding the audit process.

Chairman Litzler asked if there was a motion with regard to the audit report. Commissioner Weaver made a motion, based on the Long-Range Operations Committee’s recommendation, that the audit report be approved as presented at that committee’s meeting on November 11, 2013 and again here tonight. Commissioner Spoor seconded the motion. Chairman Litzler asked for a roll call vote on the motion which found Commissioners Carran, Meier, Spoor, Weaver, and Chairman Litzler in favor of the motion. The motion passed unanimously.

Chairman Litzler asked if the Minutes of the October 28, 2013 business meeting were acceptable or if anyone had any additions/corrections. Ms. Remley noted that Mr. Edmondson had been left out of the list of those present and had been added to the original minutes. Commissioner Carran made a motion to accept the Minutes of the October 28, 2013 business meeting as amended; Commissioner Meier seconded the motion. Chairman Litzler asked for a roll call vote on the motion which found Commissioners Carran, Meier, Spoor, Weaver, and Chairman Litzler in favor of the motion. The motion passed unanimously.

Ms. Crabb gave an overview of the monthly financial report ending November 30, 2013 (general fund, reserve funds, and fee-based revenue). She advised members that the fee-based revenue ended the month $144,798 in the black based on projections. After a brief discussion, Chairman Litzler asked for a motion. Commissioner Weaver made a motion to accept the November 30, 2013 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 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. Gordon advised members that Mr. Edmondson had excused himself during Ms. Crabb’s presentation due to another commitment. He then provided an update on behalf of Mr. Edmondson. He advised members that the decision in the Metzger/HBA case against the County Clerk had been upheld by the Court of Appeals and that the appellants had filed a request for re-hearing. Mr. Gordon stated that the Court of Appeals had denied this request on November 7, 2013 and that the appellants had had 30 days in which to file an appeal with the Supreme Court. He stated that since this deadline had passed, the case was in Mr. Edmondson’s words “fully and finally resolved.” Mr. Gordon also stated that Mr. Edmondson indicated that Motions for Summary Judgment are still pending before Judge Summe in the Kuhnhein case and that they will be requesting a decision from the Judge at the end of January if she hadn’t issued a decision by then. A brief discussion followed.
Chairman Litzler asked for the report from the executive director. Mr. Gordon advised members that he and Pete Berard, the Public Information Coordinator, had been working on a public education/marketing initiative in 2011 before the petition drive took everyone’s time and attention and that the two of them were now beginning to revive the effort. He indicated that the initiative includes a social media campaign that will get underway next month.

Mr. Gordon reminded members that elections would take place at the January meeting and that four Commission seats would be on the NKAPCouncil’s ballot – Nancy Atkinson, Bill Goetz, Paul Meier, and Tom Litzler. He indicated that a legal ad was placed in the Enquirer on December 4, 2013 asking anyone interested in serving on the Commission to submit a resume and cover letter by Friday, December 20th. Mr. Gordon stated that he had spoken to Council President Wiest some time ago regarding selecting members of the Nominating Committee but that he had not received the list of names yet.

Mr. Gordon advised members that the stack of gifts sitting on the side tables were for a family that staff adopted for Christmas. In addition to providing this family’s Christmas, staff donated $100 worth of turkeys for Thanksgiving and donated $100 for gifts to the NKY Foster/Adoptive Parent Support Network. He stated that all of this is funded with staff money paid to wear jeans, non-NKAPC shirts and gym shoes on Fridays.

Commissioner Carran left the meeting at this time (6:15 PM).

Chairman Litzler asked for reports from committees and/or members of the Commission. Commissioner Meier stated that the Direction 2030 Taskforce continues to meet monthly and that the Sub Regs update is moving forward.

Chairman Litzler asked for a review of the October and November invoices for professional services provided to the Kenton County Planning Commission. Mr. Gordon briefly outlined the invoices and stated that this detailed documentation is being provided to KCPC officers (a copy of which is attached to the original set of minutes).

Chairman Litzler opened discussion regarding the executive director’s FY13 performance. At this time, Ms. Remley left the room so members could discuss Mr. Gordon’s performance with him.

Ms. Remley rejoined the meeting. Commissioner Meier made a motion to approve a 2.03% performance incentive for Mr. Gordon based on the Commission’s FY13 performance review of Mr. Gordon. Commissioner Weaver seconded the motion. Chairman Litzler asked for a roll call vote on the motion which found Commissioners Meier, Spoor, Weaver, and Chairman Litzler in favor of the motion. The motion passed unanimously.

NEW BUSINESS

Chairman Litzler asked for review of a request from the Northern Kentucky Urban Forestry Council for GIS imagery to be used as an in-kind contribution for a canopy study of Kenton County. Mr. Gordon stated that the Urban Forestry Council had received a grant to do a canopy study of Boone, Campbell and Kenton County and have requested digital mapping
data from GIS. He indicated that historically this type request has been provided to the Urban Forestry Council at no charge and that it doesn’t seem right to charge another local “agency” for the public information.

Following a brief discussion, Commissioner Meier made a motion to authorize staff to provide the data requested by the Northern Kentucky Urban Forestry Council at no charge. Commissioner Weaver seconded the motion. Chairman Litzler asked for a roll call vote on the motion which found Commissioners Meier, Spoor, Weaver, and Chairman Litzler in favor of the motion. The motion passed unanimously.

**DISCUSSION**

Chairman Litzler opened discussion regarding ongoing commitments necessary for the One Stop Shop Codes Administration Program. Mr. Gordon outlined several inquiries received from various jurisdictions that could bring additional work into the One Stop Shop Codes Administration Program. He advised members that if these requests come to fruition, NKAPC may need to hire one or two additional staff members. Discussion followed but no action was taken at this time.

Chairman Litzler opened discussion regarding fiscal management recommendations given to the Commission by the NKAPC Council. Mr. Gordon stated that the draft RFP had been provided to Council President Wiest by email in late October but no feedback had been received yet. A brief discussion followed.

With no further business, Chairman Litzler reminded members of upcoming meetings as noted on the agenda. Commissioner Weaver made a motion to adjourn; Commissioner Meier seconded the motion. With no objections, Chairman Litzler adjourned the meeting at approximately 7:10 PM.

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Tom Litzler, Chairman

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Dennis Andrew Gordon, FAICP
Executive Director/Secretary