Chairman Tom Litzler called the February 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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<tr>
<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>
<td>X</td>
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<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; Nicole Cullum, Bookkeeper; Garry Edmondson, Legal Counsel; and Dennis Andrew Gordon, FAICP, Executive Director.

Chairman Litzler asked for a moment of silence and then led the Pledge of Allegiance. After Mr. Gordon 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 Goetz 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 if there were any comments from the public and noted that there were none.

**ONGOING BUSINESS**

Chairman Litzler asked if the Minutes of the February 24, 2014 business meeting were acceptable or if anyone had any additions/corrections. Commissioner Carran made a motion to accept the Minutes of the February 24, 2014 business meeting as presented; Commissioner Meier 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 and Commissioner Goetz present but not voting. The motion passed unanimously.

Ms. Crabb gave an overview of the monthly financial report for the period ending February 28, 2014 (general fund, reserve funds, and fee-based revenue). She advised members that fee-based revenue ended the month $159,154 ahead of projections. After a brief discussion, Chairman Litzler asked for a motion. Commissioner Meier made a motion to accept the February 28, 2014 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 Carran, Goetz, Meier, Weaver, and Chairman Litzler in favor of the motion. The motion passed unanimously.

Chairman Litzler asked for a report from legal counsel. Mr. Edmondson updated members regarding the Kuhnhein case, Judge Patricia Summe’s summary judgment in favor of NKAPC, and the appeal that has just been filed. He stated that most of the work is done regarding submittals to the court of appeals. Discussion regarding the cost incurred followed.

Chairman Litzler asked for the report from the executive director. Mr. Gordon advised members on One Stop Shop program matters involving three cities. He reported that he and staff have meet with the mayor and members of Bromley’s city council on two occasions and that they seem receptive to joining the program. He said that he is scheduled to attend next week’s legislative meeting during which they are expected to vote on whether to become a participant in the collaborative program.

Mr. Gordon reported that Ludlow has scaled back its plans for an apartment-inspection program in which NAKPC staff would play a role. He said he expects to receive a copy within the week of the city ordinance establishing the program, noting the mayor had asked for feedback on its contents. He indicated the ordinance is supposed to go before the city’s next council meeting so he hopes to have a proposed professional services agreement with the City of Ludlow ready for this commission’s action on April 14.

He also reported that Mayor Mike Martin had spoken with him following the last meeting of the Kenton County Mayors’ Group. The subject was One Stop Shop. Mr. Gordon reported that the mayor had recently asked one of his councilmen who had voted against joining the program what he had heard since NKAPC assumed those responsibilities over a year ago. He said the mayor told him that the councilman responded that he hadn’t heard a word and that that was good news. Mr. Gordon complimented his staff for the attitudes they take out into the community for work like this.

Mr. Gordon announced that the fire suppression system for the computer room in the basement has been completed, inspected, and paid for.

He told commissioners he was in discussion with Captain Humphrey at the Kenton County Jail about utilizing inmate labor for painting areas within the NKAPC building that need to be
spruced up after seven years of wear and tear. NKAPC would only be responsible for the cost of the paint and materials.

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

Chairman Litzler asked for review of the February invoice for professional services provided to the Kenton County Planning Commission. Mr. Gordon stated that the invoice was provided for informational purposes only.

**NEW BUSINESS**

Chairman Litzler asked for review of cost estimates received from two of the three pre-qualified vendors for an organizational/operational assessment of NKAPC. Mr. Gordon outlined the costs estimates received and provided additional information regarding the comments from the vendors. Commissioner Carran asked several questions. Mr. Edmondson recommended getting an estimate from Zucker or at least finding out why the firm didn’t submit a number. Mr. Litzler asked that Mr. Gordon get the number of hours and cost per hour from Matrix. Mr. Gordon indicated that he would get the information for the next meeting.

Commissioner Carran left the meeting at 6:15.

Chairman Litzler asked for the initial review of the FY15 budget. Mr. Gordon outlined the FY15 budget, making the following points.

• He has held tax revenue static with a total that is perhaps a little less than this year. He said he wouldn’t know completely how that will impact the levy rate until we get the tax data from Frankfort in July/August but he expected it to be a less-than-compensating rate.

• He was budgeting 1.5% for all staff and 0.5% to be divided among those staff with higher achievement on their FY14 performance reviews

• CERS employer contributions have been reduced by roughly 1% since FY14.

• He added an additional code enforcement official for the planning and zoning staff based on workload being experienced most of the winter.

• He included KCPC revenue and expenditures in this draft because it is easier to take numbers and pages out of Excel than to insert them later.

• He included $65,000 for a generator to power the three north pods in the event of long-term power outage.

• Along that same line, he said he included a small amount of money in the building codes department for bug out bags in the event of a disaster.

• He said he inserted a small increase in the professional development budget for the engineering department for inspector training and certification from the American Public Works Association.
Mr. Gordon stated that with other issues pending on the agenda, he would ask members to review this draft of the budget and be prepared for the April 14 meeting at which time a final document would be provided; one that was complete and balanced. Members agreed.

**DISCUSSION**

Chairman Litzler then opened discussion on the fiscal management recommendations given to the Commission by the NKAP Council. He asked Mr. Gordon to address issues involving finances of the NKAPC and Kenton County Planning Commission, their interrelatedness, and options for clarity, streamlining, and cost savings.

Mr. Gordon presented information resulting from a recent discussion between NKAPC Chairman Litzler and KCPC Chairman Paul Darpel. He also reviewed the operating models used by 76 jurisdictions in metro Cincinnati, Northern Kentucky, Kentucky, Indiana, and Ohio. He made the point that Model 1 is the most prevalent by far throughout the three states and that this is the model he recommends we work toward achieving. Model 1 is an operation in which the planning staff is part of local government, funded along with the planning commission by user fees and local tax dollars, and in which it pursues a number of local government responsibilities beyond its statutory responsibilities to the local planning commission.

He asked members to consider this information prior to the April 14th meeting and said he would meet with Commissioners Atkinson, Carran, and Spoor before then to bring them up to date.

With no further business or objections, Chairman Litzler adjourned the meeting at approximately 7:20 PM.

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Tom Litzler, Chairman

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Dennis Andrew Gordon, FAICP
Executive Director/Secretary