Northern Kentucky Area Planning Commission
Meeting Minutes: June 30, 2014

Vice Chairman Paul Meier called the monthly 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>
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<th>Term</th>
<th>Present/ Absent</th>
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<tbody>
<tr>
<td>Chairman Tom Litzler</td>
<td>May 2014 through April 2016</td>
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<td>Vice Chairman Paul Meier</td>
<td>May 2014 through April 2016</td>
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<td>Treasurer Dick Spoor</td>
<td>May 2013 through April 2015</td>
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<td>Commissioner Sherry Carran</td>
<td>May 2013 through April 2015</td>
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<td>Commissioner Bill Goetz</td>
<td>May 2013 through April 2015</td>
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<td>Commissioner Chris Moriconi</td>
<td>May 2013 through April 2016</td>
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<tr>
<td>Commissioner Gene Weaver</td>
<td>May 2013 through April 2015</td>
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Also present were: Robyn Bancroft, OKI; Jan Crabb, PHR, Finance/HR Administrator; James Fausz, AICP, Principal Planner; Garry Edmondson, Legal Counsel; Dennis Andrew Gordon, FAICP, Executive Director; and Lori Remley, Administrative Assistant.

Vice Chairman Meier 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

Vice Chairman Meier asked if there was a motion on the agenda as presented. Commissioner Weaver made a motion to accept the agenda as presented; Commissioner Spoor seconded the motion. Vice Chairman Meier asked for a voice vote on the motion which found unanimous approval. The motion passed.

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

ONGOING BUSINESS

Vice Chairman Meier asked if the Minutes of the May 27, 2014 business meeting were acceptable or if anyone had any additions/corrections. Commissioner Spoor made a motion to
accept the Minutes of the May 27, 2014 business meeting as presented; Commissioner Weaver seconded the motion. Vice Chairman Meier asked for a roll call vote on the motion which found Commissioners Moriconi, Spoor, Weaver, and Vice Chairman Meier in favor of the motion. The motion passed unanimously.

Ms. Crabb gave an overview of the monthly financial report for the period ending May 31, 2014 (general fund, reserve funds, and fee-based revenue). After a brief discussion, Vice Chairman Meier asked for a motion. Commissioner Weaver made a motion to accept the May 31, 2014 report as presented subject to audit; Commissioner Spoor seconded the motion. Vice Chairman Meier asked for a roll call vote on the motion which found Commissioners Moriconi, Spoor, Weaver, and Vice Chairman Meier in favor of the motion. The motion passed unanimously.

Vice Chairman Meier asked for the report from legal counsel. Mr. Edmondson advised members that he had nothing new to report on the litigation front.

Vice Chairman Meier asked for the report from the executive director. Mr. Gordon provided members with a copy of the amendment to Chapter 6 – Job Classification of the Personnel Manual and provided background information for Commissioner Moriconi’s benefit.

Mr. Gordon advised members that only a handful of the Commission’s 38 employees have exhausted their PTO since annual leave and sick leave were combined last year. He reminded members that this had been a concern at the time the two categories of leave were merged into PTO. He reported that some employees would like to put their year-end PTO time in their extended leave bank like they had previously been able to do with leftover sick leave. There was discussion regarding the allowable balance of each employees’ extended leave bank and how many PTO hours could be carried over.

Ms. Crabb reminded members that they had increased the numbers of hours employees are allowed to accumulate in their extended leave bank since NKAPC does not carry short-term disability. She indicated that each employee could accumulate 720 hours in extended leave and could carry over 80 hours of PTO. Anything over 80 hours could be transferred to extended leave or donated to a PTO bank.

Discussion regarding the PTO bank and revisions to Chapter 6 of the personnel manual followed. Mr. Gordon provided members with a proposed text revision to the personnel manual that would allow this year-end transfer. He asked that it be considered during the July business meeting.

Vice Chairman Meier asked for the report from the Planning and Zoning department regarding the 2014 Kenton County Transportation Plan. Mr. Fausz advised members that the ICC and OKI Board had adopted the proposed plan and that Robyn Bancroft was present to provide more information.
Ms. Bancroft stated that the new transportation plan was adopted at the June 12th Board of Directors’ Meeting and indicated that a lot had changed since 2003 when the last transportation plan was approved. She stated that the update was spearheaded by Judge-Executive Arlinghaus and that NKAPC staff had participated with regard to land use issues.

Ms. Bancroft outlined the traditional planning process used to develop the new plan (a copy of Ms. Bancroft’s PowerPoint presentation is attached to the original minutes).

1. Advisory Team and Public Participation – which included public meetings in October and April along with a public survey.
2. Existing and Future Conditions
3. Needs Assessment – including a GIS overlay showing 1,200 points of need from which the 60 “worst of the worst” were selected.
4. Draft Recommendations
5. Final Prioritized Recommendations

Ms. Bancroft provided members with an executive summary and directed them to page 10 for an alphabetical list of the proposed projects which had been ranked high, medium or low priority. She indicated that this plan is web-based which will hopefully go live tomorrow but indicated that the map would take a little more time to finalize.

There was discussion regarding the funding process. Ms. Bancroft stated that only unfunded needs had been included and that they had worked closely with KYTC on the numbers. Additional discussion followed.

Vice Chairman Meier asked for the report from Human Resources. Ms. Crabb advised members that NKAPC would not be pursuing the proposed self-funded health insurance option being pursued by the Municipal Government League. She indicated that pricing was higher than expected and that due to a medical condition that had recently come up, the underwriter would no longer include NKAPC. Discussion followed regarding the current plan with Anthem.

Vice Chairman Meier asked for the review of the May invoice for professional services provided to the Kenton County Planning Commission. Mr. Gordon stated that the invoice was being provided for informational purposes and asked members to let him know if they had any questions. He also stated that there would be a change in format on the July invoice due to the new agreement with KCPC.

Vice Chairman Meier asked for review and final deliberation, questions, and comments regarding the FY15 annual work program and budget. Mr. Gordon stated that this was a housekeeping matter since members had approved the initial budget and referred it to the NKAPCouncil’s Budget Review Committee. He indicated that the Budget Review Committee had recommended the budget to the full Council and that the Council had unanimously approved the proposed budget, work program, and tax levy on Thursday, June 26th.
After some additional discussion, Vice Chairman Meier asked for a motion. Commissioner Goetz made a motion to adopt the FY15 budget and work program as presented; Commissioner Weaver seconded the motion. Vice Chairman Meier asked for a roll call vote on the motion which found Commissioners Goetz, Moriconi, Spoor, Weaver and Vice Chairman Meier in favor of the motion. The motion passed unanimously.

Vice Chairman Meier asked for review of a recommendation from legal counsel regarding DBA certification for the name Planning and Development Services of Kenton County. Mr. Edmondson indicated that he has researched the issue and that nothing really fits with a government agency so he will take the existing forms, amend them to fit our needs and then file them with the County Clerk. Vice Chairman Meier asked if these forms had to be filed with the Secretary of State and Mr. Edmondson indicated that they did not. There was discussion regarding the State Auditor and the Department of Revenue. Mr. Edmondson stated that we didn’t need to take any action with the State Auditor’s Office and that the Department of Revenue would change the name based on what the County Clerk says.

Vice Chairman Meier opened discussion regarding the future of the organization’s non-conforming expressway sign and reminded members that the sign adds at least $100,000 to the value of the property. There was discussion regarding whether the sign should be changed and the Council’s opinion was that it should be maintained due to the value added. Mr. Gordon stated that changing the sign face would cost approximately $11,000-$12,000.

Mr. Moriconi stressed the importance of the non-conforming sign at the Drawbridge and stated that it was key to the development of that property. He indicated that they are working with Martin Scribner to maintain its non-conforming status and that the sign will be blank for a while. He also stated that it made no sense for the ground sign and the high rise sign to not match.

After some additional discussion, Vice Chairman Meier asked for a motion. Commissioner Goetz made a motion to replace/change the face of the high rise sign and to pull the money from the RFP reserve; Commissioner Weaver seconded the motion. Vice Chairman Meier asked for a roll call vote on the motion which found Commissioners Goetz, Moriconi, Spoor, Weaver and Vice Chairman Meier in favor of the motion. The motion passed unanimously.

Vice Chairman Meier asked for reports from committees or members of the Commission. With no other reports, Vice Chairman Meier advised members that the taskforce anticipates finalizing Direction 2030 in July and setting it for public hearing in September. He also advised members that there continue to be weekly subdivision regulation meetings.

**NEW BUSINESS**

Vice Chairman Meier asked for review of the recommendation from legal counsel and the executive director to approve a Memorandum of Agreement with the Kenton County Planning Commission to replace the 2005 Contract for Professional Services. Mr. Edmondson provided members with some background information, the budget under KRS 147, and explained the
Mr. Gordon also advised members that the KCPC approved the Agreement last week.

After a brief discussion regarding how the comp plan would be handled under the new agreement, Vice Chairman Meier asked for a motion. Commissioner Spoor made a motion to approve the Memorandum of Agreement with the Kenton County Planning Commission and authorize the Chairman to sign same; Commissioner Moriconi seconded the motion. Vice Chairman Meier asked for a roll call vote on the motion which found Commissioners Goetz, Moriconi, Spoor, Weaver, and Vice Chairman Meier in favor of the motion. The motion passed unanimously.

Vice Chairman Meier asked for review of the recommendation from the executive director to forgive the debt owed by the Kenton County Planning Commission to NKAPC at 5 PM. Mr. Gordon stated that, in addition to the new Agreement, NKAPC has agreed to forgive KCPC’s outstanding debt as of close of business today, June 30th. He indicated that the most accurate estimate of this debt is $42,363.95. Mr. Gordon advised members that the new Agreement would start at 8:00 AM tomorrow, July 1st.

After some discussion, Vice Chairman Meier asked for a motion. Commissioner Spoor made a motion to forgive the debt owed by the Kenton County Planning Commission to NKAPC on Monday, June 30, 2014; Commissioner Goetz seconded the motion. Vice Chairman Meier asked for a roll call vote on the motion which found Commissioners Goetz, Moriconi, Spoor, Weaver, and Vice Chairman Meier in favor of the motion. The motion passed unanimously.

With no further business, Vice Chairman Meier reminded members of upcoming meetings as noted on the agenda and adjourned the meeting at approximately 6:22 PM.

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Tom Litzler, Chairman

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Dennis Andrew Gordon, FAICP
Executive Director/Secretary