

**NORTHERN KENTUCKY AREA PLANNING COMMISSION  
MEETING MINUTES  
DECEMBER 11, 2002**

Chairman Afton Kordenbrock called the meeting of the Northern Kentucky Area Planning Commission to order at 5:45 pm in the public meeting room of the Commission's offices in Fort Mitchell, Kentucky. Attendance of the members was as follows.

Chairman Afton Kordenbrock  
Vice Chairman Paul Hahn  
Treasurer Bill Goetz  
Commissioner Billy Bradford  
Commissioner Tom Kriege  
Commissioner Tom Litzler  
Commissioner Lou Noll

Also present were Dennis Andrew Gordon, FAICP, Executive Director; Russell Cloyd, Building/Zoning Services Manager; Jack Kleymeyer, AICP, Zoning Administrator; Chris Warneford, Zoning Administrator; and Gail H. Deatherage, Executive Secretary. Legal Counsel Garry Edmondson arrived at 5:50 pm.

Commissioner Bradford gave the invocation. Chairman Kordenbrock led the Pledge of Allegiance.

**ACCEPTANCE OF AGENDA**

Chairman Kordenbrock noted that Mr. Gordon reconfigured the agenda. He asked further if the agenda's contents were acceptable or if anyone had any additions/corrections. Commissioner Kriege made a motion to accept the agenda as presented. Commissioner Goetz seconded the motion. Chairman Kordenbrock asked for a voice vote on the motion, which found unanimous approval. The motion passed.

**OLD AND UNFINISHED BUSINESS**

Chairman Kordenbrock asked if there were any corrections or changes to the November 13, 2002 minutes. Commissioner Goetz made a motion to accept the minutes of November 13, 2002 as submitted; Commissioner Noll seconded the motion. Chairman Kordenbrock asked for a voice vote on the motion, which found unanimous approval. The motion passed.

## LEGAL COUNSEL'S REPORT

Mr. Edmondson noted that in the Jump litigation, a motion for summary judgment to release NKAPC from the suit had been submitted and they are now waiting on the Judge to make a final determination. He noted this might go to trial in the spring.

Mr. Edmondson noted that with regard to sexually-oriented businesses (SOB) study, he had attended a meeting with Campbell County officials in order to try to get them to join the study and gave some further overview of meetings in Campbell County. He further noted they are trying to meet with Phil Heimlich of Cincinnati to give them an overview on his success in Cincinnati with SOB's. Some further discussion took place on various cities that are or are not involved in the study.

Mr. Edmondson noted there was nothing further to report.

## STAFF'S REPORT

Mr. Gordon noted that Mr. Cloyd was present to introduce two new staff members. Mr. Cloyd then introduced Mr. Warneford, a full time Zoning Administrator. Mr. Warneford gave some brief personal background on himself and noted he was pleased to be working at NKAPC.

Mr. Cloyd then introduced Mr. Kleymeyer, noting he was a contractual employee who is providing a supporting role to the zoning staff in regard to reinspections and zoning issues. Mr. Kleymeyer then gave some brief background information on himself.

Mr. Cloyd noted that both gentlemen bring a wealth of knowledge and experience to the department and he was glad to have them on his staff.

Chairman Kordenbrock welcomed both Mr. Warneford and Mr. Kleymeyer to the NKAPC staff and wished them well.

Mr. Gordon noted that with regard to the planned retreat, staff had checked three places in which to hold the retreat and had summarized them. He passed this information out to the members. He noted that in an effort to keep costs down, that he was recommending that the members meet one day on January 11 from 8:00 am to 5:00 pm, at the Chancellor's Conference Room at Thomas More College. He further noted that two meals would be served during the course of the day.

Chairman Kordenbrock noted that he would like to come out of this meeting with a mission statement.

Mr. Gordon noted that he had met with some Commission members, and planned to meet with all the members prior to the retreat. He felt he had a good idea for agenda items from these individual meetings. Commissioner Goetz suggested that an agenda item be included for staff input and that he felt it was not necessary that they be present, but have some input for discussion purposes.

Mr. Edmondson asked if he needed to attend this retreat and Chairman Kordenbrock noted he felt it would be a good idea for him to attend.

Mr. Gordon noted that all arrangements would be made for the retreat for January 11 at Thomas More College and that he would have an agenda ready by December 31, 2002. He also noted he felt it was more important for the Commission to set its goals, vision, mission, direction, etc., before making any financial decision or any long range financial planning. Commissioner Litzler asked about having a facilitator and Chairman Kordenbrock noted he did not feel it was necessary.

Mr. Gordon then brought up the issue of the Commission's relationship with OKIRCOG. He gave some brief background on the payment history, noting that since the 1960's, NKAPC has been making the annual payments for the Kenton County Fiscal Court. He stated that this fiscal year the payment will be approximately \$50,000, but that by NKAPC making the payment, the fiscal court does not have a vote on the budget committee. He further noted that there are some issues going on within the OKI power structure that are beyond our control. Mr. Gordon noted that Judge/Executive Murgatroyd is president of OKI and that this has caused some problems because he has no vote, and that the fiscal court will now be making the payment to OKIRCOG, thus relieving NKAPC of this payment. Mr. Gordon noted that although J/E Murgatroyd has verbally told him that they will make the payment, he has not received anything in writing that this will be done. Commissioner Goetz suggested that possibly this money could be set aside in case things change and the payments would start again. Some further discussion ensued on the history of the relationship with OKI and how the payments originated. Commissioner Litzler noted he felt that Commissioner Goetz's suggestion of setting the dollar amount aside is a good one and could be put in the reserve for remapping fund.

Mr. Gordon noted that he and the bookkeeper are working on a new financial reporting format for the Commission. He noted that he and the bookkeeper had met with Ms. Chapman, an auditor from Rankin and Rankin in order to learn what the auditor will be looking for at the end of the fiscal year and noted that she had some suggestions and ideas on reporting on the financial statement. He noted that Ms. Chapman also noted that our accounting system is different from municipalities/cities, but there are some similarities and that she would help in setting up this system.

Mr. Gordon noted that the bookkeeper will be attending Peachtree classes and that he felt the financial report in February will reflect how the Commission would like to have their statements. Mr. Gordon also noted that he has managed multi-million dollar budgets in the past and feels that there just isn't the information in the present reports that needs to be and that he would like to have a financial report reflective of the NKAPC today. He noted that at the retreat he plans to have a full report of all contracts with the various cities as has been requested.

Mr. Gordon noted that staff had come to him seeking permission to submit an application for a grant for the Urban Forestry Canopy Study, noting they feel it will help with stormwater, erosion control measures, etc. He gave some further background on obtaining the grant and what would be involved and what it would specifically include. He noted that Planning and GIS staffs are working on this proposal. He stated that if the Commission is invited to submit a full application, he would come back for approval of the Commission. Commissioner Noll asked about what staff will be working on this and noted he is concerned about the amount of time staff will expend on this project. Mr. Gordon said the Planning and GIS staffs would be prepared to answer this question when and if the invitation was received.

Mr. Gordon noted that he has been looking at the proposed new Personnel Rules and Regulations and noted that he would like to meet with the Commission's committee that worked on it. Commissioner Noll indicated his willingness to meet with Mr. Gordon.

Mr. Gordon noted that we have received a notice from Cincinnati Bell that they will no longer service a portion of our phone service. Cincinnati Bell provides Centrex service (5 + lines) and that this is now outdated and they will no longer be supported by Cincinnati Bell. He noted that a representative stated that our bill has been overpaid by some \$200/month for the past two years and that now we have a credit of \$6,000. He noted that staff had met with a sales representative from Cincinnati Bell and that we would need to have specifications on a new phone system. He further noted that we will need to get proposals from other companies.

Chairman Kordenbrock expressed concern that we are not pressured into doing something before we have had an opportunity to check things out.

Mr. Gordon noted he would get further information on this phone system and report back to the Commission.

Mr. Gordon noted that prior to accepting the position of executive director, that he had been approached by the Planning Accreditation Board (PAB) to be on a Site Visit Team. He noted this is something Mr. Bowdy had participated in for many years. He asked for approval from the Commission to be on the Site Visitor Team to visit Eastern Washington

State University in February 2003.

Chairman Kordenbrock noted that he had previously discussed this with Mr. Gordon and that he recommended that the Commission approve Mr. Gordon's request.

Commissioner Goetz made a motion to approve Mr. Gordon's participation on the Planning Accreditation Board (PAB) Site Visit Team; Commissioner Litzler seconded the motion. Chairman Kordenbrock asked if there were any questions; there were none. Chairman Kordenbrock asked for a roll call vote which found Commissioner Hahn, Commissioner Goetz, Commissioner Bradford, Commissioner Kriege, Commissioner Litzler, Commissioner Noll, and Chairman Kordenbrock in favor. The motion passed unanimously.

Chairman Kordenbrock asked if there were any questions for the Executive Director.

Commissioner Goetz asked about the parking lot not being cleaned off after the recent snowstorm. Mr. Gordon noted that the same company that mows the lawn, etc., was supposed to continue cleaning the parking lot/sidewalks after it snows, but a miscommunication happened. He said that it will be done in the future. He noted that staff had purchased snow shovels, salt, etc., and had pitched in and cleaned off the sidewalks.

## CHAIRMAN'S REPORT

Chairman Kordenbrock noted that members had received a copy of the response from Mr. Donaghy from TANK in response to our Resolution 792, which requested that bus service be extended to the new Kenton County Library in Erlanger. It was noted the letter said that at this time due to budget constraints that they are not able to provide bus service. Commissioner Goetz noted his disappointment in the response. Some discussion ensued and Commissioner Noll noted he feels that this response should be called to the attention of the Fiscal Court, TANK Board of Directors, etc. Mr. Gordon noted he would work with Mr. Edmondson on this issue and decide how to proceed.

Mr. Edmondson noted there is a group in the county that is going to be studying this issue and that TANK is in financial trouble.

Chairman Kordenbrock noted that over \$10,000 had been raised for the William W. Bowdy Fund and that this money had been presented to the University of Cincinnati School of Planning.

Chairman Kordenbrock reminded everyone of the joint planning commission holiday party at the Oriental Wok on December 18 starting at 6:00 pm.

Mr. Gordon noted that due to a new executive director signing checks, etc., that a new signature card needed to be on record at Fifth Third Bank, and that a resolution reflecting this change and showing all persons who can sign checks would need to be approved.

Commissioner Kriege made a motion to approve the new Signature Card for Fifth Third Bank, reflecting the name change from Mr. Bowdy to Mr. Gordon; Commissioner Noll seconded the motion. Chairman Kordenbrock asked if there were any questions; there were none. Chairman Kordenbrock asked for a roll call vote which found Commissioner Hahn, Commissioner Goetz, Commissioner Bradford, Commissioner Kriege, Commissioner Litzler, Commissioner Noll, and Chairman Kordenbrock in favor. The motion passed unanimously.

Chairman Kordenbrock noted that appointment to fill the Commission's two seats on OKIRCOG was necessary. He noted that he holds one seat and the other seat is held by Mr. Grieme. He gave some history on the OKI situation and appointments. Chairman Kordenbrock recommended that Mr. Gordon replace him and that Mr. Grieme should be reappointed for one year, but that this would be his last year. He noted that Mr. Grieme has been a good representative and has only missed one meeting at OKI.

After some further discussion, Commissioner Hahn made a motion to reappoint Mr. Grieme to a one-year term on the Executive Committee and to appoint Mr. Gordon to the Board of Trustees for one year; Commissioner Noll seconded the motion. Chairman Kordenbrock asked if there were any questions.

Commissioner Goetz asked why we weren't appointing Mr. Gordon to the Executive Committee. Commissioner Litzler asked if there was a problem between J/E Murgatroyd and Mr. Grieme regarding positions at OKI. Chairman Kordenbrock noted he was not aware of any problems and that he has attempted to meet with J/E Murgatroyd. Commissioner Litzler noted he felt we need to have more information before making any final decisions.

Commissioner Litzler then made a motion to table Commissioner Hahn's motion until more information is available; Commissioner Bradford seconded the motion. Chairman Kordenbrock asked for a roll call vote which found Commissioner Hahn, Commissioner Goetz, Commissioner Bradford, Commissioner Kriege, Commissioner Litzler, Commissioner Noll, and Chairman Kordenbrock in favor. The motion passed unanimously.

Chairman Kordenbrock asked staff to set up a meeting with J/E Murgatroyd in order to get more information.

Chairman Kordenbrock noted that the next regular meeting of the Commission is

scheduled for January 8, which is two days before the planned retreat. He asked if the members wanted to cancel this meeting. After some discussion, it was decided to have the meeting on January 8.

## MEMBER'S COMMENTS

Commissioner Bradford noted that the city of Elsmere had approved being part of the SOB Study. He also noted he was pleased to see Chairman Kordenbrock at the meeting. Chairman Kordenbrock shared some of his health issues with the Commission.

Chairman Kordenbrock asked if there were any other comments or business to come before the Commission. There being none, he adjourned the meeting with unanimous consent at 8:02 pm.