

**NORTHERN KENTUCKY AREA PLANNING COMMISSION  
MEETING MINUTES  
JUNE 11, 2003**

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

**Term Present Absent**

Chairman Afton Kordenbrock May 2002 through May 2004 X  
Vice Chairman Paul Hahn May 2003 through May 2005 X  
Treasurer Bill Goetz May 2002 through May 2004 X  
Commissioner Billy Bradford May 2003 through May 2005 X  
Commissioner Tom Kriege May 2002 through May 2004 X  
Commissioner Tom Litzler May 2002 through May 2004 X  
Commissioner Lou Noll May 2003 through May 2005 X

Also present were Dennis Andrew Gordon, FAICP, Executive Director; and Gail H. Deatherage, Administrative Assistant.

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

**ACCEPTANCE OF AGENDA**

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

**OLD AND UNFINISHED BUSINESS**

Mr. Gordon noted that the Personnel Policies and Regulations Committee and the Deputy Directors/Administrative Assistant had received copies of the proposed draft of the Personnel Policy Manual and it will be presented to the Commission for their approval at the June 25 meeting.

Mr. Gordon noted that the Proposed FY04 Budget is completed and the Work Program is in the final stages of completion and that they would be sent to the Council representatives for action for approval at the Council dinner meeting on June 30.

Mr. Gordon noted that the GIS Open House would be June 15 at the new Kenton County Library in Erlanger and gave some overview on other agencies who would be there to share how they use GIS information. He noted this is sponsored by the GIS partnership and that it will be held from 10:30 to

2:30 and there would be refreshments available during that time. He urged commission members to stop by to see this display of GIS information.

Chairman Kordenbrock asked about any information in our health care policy and Mr. Gordon noted this had been addressed in the Personnel Policy Manual.

Chairman Kordenbrock noted that the next scheduled meeting was June 25 and the executive director had noted he would need to be in Fort Wayne arranging the moving of his personal items to Northern Kentucky and asked whether the June 25 meeting could be changed to have the regular meeting after the Council dinner on June 30 instead of having a "special" meeting to just adopt the FY04 Budget and Work Program. Mr. Kriege made a motion to change the meeting to June 30; Mr. Noll seconded the motion. Chairman Kordenbrock asked if there were any questions; there were none. He then asked for a roll call vote which found Chairman Kordenbrock, Commissioner Hahn, Commissioner Bradford, Commissioner Kriege, Commissioner Litzler, Commissioner Noll, and Chairman Kordenbrock in favor. The motion passed unanimously.

Chairman Kordenbrock asked for an update on the Sexually Oriented Business (SOB) study. Mr. Gordon stated that Duncan and Associates will be presenting an update on the Study and noted they had been in the area visiting various businesses for their report and they would be meeting in the near future with owners, agents, etc. of the various business in Kenton and Campbell County and also with all city attorneys in both counties. Some further discussion ensued with regard to the SOB zone.

Chairman Kordenbrock asked Mr. Gordon how things were going with the staff and the NKAPC in general. Mr. Gordon noted he felt things were going well and that his transition had been smooth and that he was settling into the job well.

Mr. Gordon noted he and the bookkeeper would be reviewing the RFP for the auditor on Monday, June 16 and asked if the commission wished to be present. Commissioner Kriege noted he felt this was the job of the executive director and bookkeeper and would recommend that they review the proposals and make the decision on the auditing firm. Mr. Noll noted that their decision could be provided to the commission for recommendation to the Area Planning Council.

Chairman Kordenbrock asked if there were any questions for the Executive Director. There were no questions.

DISCUSSION TOPIC:

Commissioner Kriege passed out a handout of the recommendations of the Long Range Financial Planning Committee (attached to the original Minutes). He noted it was his recommendation that any decisions would include the commission as a whole. He stated he had met with Mr. Gordon and together they had developed some background to help them in their study. He gave some overview of these facts and also the proposed goals/charge which stated that by October 22 the committee will provide to the commission an analysis of its current financial situation, project receipts and expenditures for a reasonable time period, which he recommended would be four years, or at least a minimum of three years, and would make recommendations that will maximize the organization's chances for success under the direction of its new vision / mission / core values statement. He then gave a brief overview of the proposed objects, which he noted were in random order some of which will be to gain a complete understanding of our current position vis a vis receipts and expenditures; develop three to five year projections; review our vision/mission/core values statement; study the funding mechanisms that sustain our current efforts; review billing procedures and outcomes; provide for great accountability for the public funds entrusted to us, etc.

He then gave an overview of the key dates and time lines for this process which are included in the report.

Commissioner Noll noted he felt the report was a very good job by both Commissioner Kriege and the executive director and that he is hopeful that the financial report will spell out what will happen if we don't have a tax increase and what will happen to this agency.

Commissioner Kriege noted that steps are already in place for the executive director to address cost savings no matter how small the amount and feels this is a first step in the right direction. Some further discussion ensued on the schedule, discussions of direction for promotion of this report.

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 7:04 pm