

**NORTHERN KENTUCKY AREA PLANNING COMMISSION
MEETING MINUTES
SEPTEMBER 24, 2003**

Chairman Afton Kordenbrock called the monthly business 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. Attendance of the members was as follows.

Term Present Absent

Chairman Afton Kordenbrock May 2002 through May 2004 X

Vice Chairman Paul Hahn May 2001 through May 2005 X

Treasurer Bill Goetz May 2002 through May 2004 X

Commissioner Billy Bradford May 2001 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 2001 through May 2005 X

Also present were Dennis Andrew Gordon, FAICP, Executive Director; Trisha Brush, Deputy Director for GIS Administration; Garry Edmondson, legal counsel; and Gail H. Deatherage, Administrative Assistant.

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

ACCEPTANCE OF AGENDA

Chairman Kordenbrock asked if the agenda contents were acceptable or if anyone had any additions/corrections. Mr. Gordon requested to move Ms. Brush up on the agenda so she could leave to meet another commitment. Commissioner Goetz 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

Chairman Kordenbrock asked if the Minutes of September 10, 2003, were acceptable or if anyone had any additions/corrections. Commissioner Noll made a motion to accept the

Minutes as presented; Commissioner Goetz seconded the motion. Chairman Kordenbrock asked for a roll call vote which found Commissioners Hahn, Goetz, Bradford, Kriege, Litzler, Noll, and Chairman Kordenbrock in favor. The motion passed unanimously.

Mr. Gordon noted that members had received a copy of the Report of Receipts and Expenditures template for FY04 financial reports and been asked to look it over and offer any comments or recommendations for change. Commissioner Litzler suggested adding a percentage column showing where we are at any one point during the year. Mr. Gordon noted he would find a way to include this information on the form. Commissioner Goetz noted he still wants to see this information broken down by department but said he will talk to Mr. Gordon about this. After some general discussion and various suggestions for items to include, Mr. Gordon responded he would include the items suggested and would see that July and August financial reports were mailed next week.

Chairman Kordenbrock asked for a report from Legal Counsel. Mr. Edmondson noted that a trial date of March 9, 2004, had been set in the Jump litigation. He stated further that Mr. Burke would be included in the case, but that for now NKAPC was out. He provided some overview of various points of law which can affect a case such as this. Mr. Litzler asked about the possibility of an increase in liability insurance premiums. Mr. Edmondson responded that it has not affected the premiums at this time. He noted there was nothing further to report.

Ms. Brush gave an update on GIS activities, noting that staff has been very busy working on projects such as: Campbell County readdressing; updated PlaNet GIS website; the NK GIS Users Group; a meeting with Robert Horine, Campbell County administrator to discuss the parcel funding effort; a meeting with Mr. Schmidt, NCAD; GIS data sales; a meeting with Tri-Ed at the request of J/E Murgatroyd; staff participation at the Taylor Mill Park Fest; and Taste of Edgewood. Ms. Brush noted she felt participation in these events was good public relations for both NKAPC staff and the PlaNet GIS. She reported she is working on the RFP for aerial photography in the spring 2004 and that we will be partnering with Boone County on this effort. She stated that the Monumentation website will be available to the public by mid-October. She gave some overview information on staff participation in the Cincinnati Regional Homeland Security effort which she noted is an eight-county regional effort. She stated that new subscribers are Lakeside Park and Taylor Mill. Chairman Kordenbrock asked if there were any questions for Ms. Brush. Commissioner Goetz asked the number of new addresses for Campbell County and Ms. Brush noted she wasn't sure of the number, but noted that staff is locating houses/properties that are not in the PVA data base. Chairman Kordenbrock noted that Mr. Horine is a former employee of NKAPC. Chairman Kordenbrock thanked her for the informative update on GIS staff activities.

Mr. Gordon reported that: the Kenton County Fiscal Court had approved and signed the contract with the State for a three-year reauthorization to administer state-level building

plan review and inspection; Tri-Ed is pursuing an effort for New Economy jobs by engaging the services of an Austin, Texas, consultant; with regard to BLS/ALS, Mr. Logsdon will be involved in this issue and that public discussion on the strategy will take place here with the commission involved in that process; the RFP for marketing of GIS had been changed to an RFQ and that it will go out this week; and, he met the KCPC's Executive Committee on its draft FY04 budget which includes a number of fee increases to cover their deficit. Commissioner Noll asked whether discussion took place about services provided by staff and the cost of providing these services. Mr. Gordon responded that he feels his understanding of the budget process is much clearer after ten months on the job, and that the facts and figures for future budgets will be better. Some discussion ensued with regard to changes for staff under KRS 100 and 147. Mr. Gordon noted he will be setting up a meeting with the administrators of the liability insurance and asked if any member wished to attend. Commissioners Goetz and Noll responded they would. Mr. Gordon said he would advise them of the date when it is set.

Mr. Gordon then passed out an example of the new Compensation Package report for staff. He stated the information will be given to the staff on September 30.

Mr. Gordon noted he has the commission's review of wireless communication facilities on his "to do" list.

Mr. Gordon stated that the Area Planning Council business meeting would be held on Thursday, October 30 at the Twin Oaks Plantation and Golf Club with the program to be announced.

Chairman Kordenbrock asked Commissioner Litzler for a report on the Building/Office Committee. Commissioner Litzler noted that the committee had not had a meeting, but that Mrs. Huff had told Mr. Gordon that they will begin moving next week. Mr. Gordon noted there was some furniture that they are leaving behind, such as conference tables and chairs and they had put a fair price on them.

Chairman Kordenbrock asked Commissioner Kriege for a report on long-range financial planning. Commissioner Kriege noted that Mr. Gordon was passing out the Proposed "Realizing the Vision Funding Options" and that this document is a "work in progress." He said this is one of the parallel tracks that will be included in the final committee report. Mr. Gordon stated that if additional revenues are to be sought, the commission would need to determine how to put their best foot forward and also determine how we proceed. He gave some further information on the proposed Options - Personnel, Technology, and GIS. Some discussion ensued on how to package and promote these options to the various agencies and the general public. Commissioner Kriege noted that if any member had an interest in a particular option and feel they could be helpful, they should give him or Mr. Gordon their input. Mr. Gordon stated this information is to give the members something

to think about and absorb and asked them to come back with comments.

Commission Litzler noted he was grateful for the work Mr. Gordon has done so far on the long-range financial planning process and that at the next meeting perhaps a refresher course on the timeline for a possible tax increase would be good.

Mr. Gordon presented his proposed Rules for Use of the Conference Room. After some discussion on whether to charge a fee for the use of the room, Mr. Edmondson recommended some additional wording for the rules. Commissioner Hahn made a motion to accept the proposed "Rules for Use of the Conference Room", with additional wording recommended by legal counsel; Commissioner Noll seconded the motion. Chairman Kordenbrock asked if there were any questions; there were none. He asked for a roll call vote which found Commissioners Hahn, Goetz, Bradford, Kriege, Litzler, Noll, and Chairman Kordenbrock in favor. The motion passed unanimously.

Chairman Kordenbrock asked for comments from the members.

Commissioner Noll noted that the Kenton County Library Advisory Board Search Committee would be meeting on October 7 at 4:00 pm at Independence and asked to have staff present for this meeting. Mr. Gordon note that Mr. Schwartz or someone would attend.

Commissioner Noll noted that a workshop was being held at NKADD on October 23 on "What if a Blackout Occurred in Northern Kentucky". The workshop runs from 8:30-11:30 am if anyone is interested.

Commissioner Litzler asked about the Model Zoning Ordinance and brought up a specific issue which had come before the Fort Wright Board of Adjustment concerning "outside storage". He asked whether staff could address the definition of "outside storage" and the fact that it is not permitted in any zone in Fort Wright. Some discussion ensued and Mr. Gordon responded that staff could work with the cities in this regard.

NEW BUSINESS:

Chairman Kordenbrock then asked for a motion to go into executive session to discuss a personnel matter pursuant to KRS 61.810. Commissioner Goetz made a motion to go into executive session; Commissioner Hahn seconded the motion. The motion passed with unanimous consent and the Commission went into executive session at 8:00 pm. Chairman Kordenbrock closed the executive session at 8:26 pm and stated that personnel matters were discussed and that no actions were taken.

Chairman Kordenbrock asked if there were any other comments or business to come before the

Commission. There being no further business, he adjourned the meeting with unanimous consent at 8:27 pm.