

**Northern Kentucky Area Planning Commission
Meeting Minutes: February 11, 2004**

Chairman Afton Kordenbrock called the monthly business meeting of the Northern Kentucky Area Planning Commission to order at 5:15 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 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; Scott Hiles, Deputy Director for Engineering/Inspection Services; Ryan Hutchinson, Principal Infrastructure Planner; Michael Schwartz, AICP, Deputy Director for Current Planning; 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's contents were acceptable or if anyone had any additions/corrections. Commissioner Litzler 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 the Minutes of the January 14, 2004, meeting were acceptable or if anyone had any additions/corrections. Commissioner Litzler made a motion to accept them as submitted; Commissioner Hahn seconded the motion. Chairman Kordenbrock asked for a roll call vote, which found Commissioners Hahn, Goetz, Kriege, Litzler, Noll, and Chairman Kordenbrock in favor. Commissioner Bradford abstained. The motion passed unanimously.

Chairman Kordenbrock noted members had received their copies of the December 2003 Report of Receipts and Expenditures. Commissioner Noll asked if Mr. Goetz had received

answers to questions he raised. Commissioner Goetz responded he had talked to Mr. Gordon and his questions had been answered with regard to the October/November reports. He suggested there were still some items he would like to see in the report but those had no bearing on this report. Commissioner Noll requested revised copies of the October and November reports. Some discussion ensued regarding the Maintenance/Service Contracts line item. Mr. Gordon stated this was for maintenance and upkeep of the building and that he would provide information on what has been paid out of these accounts at the next meeting. Mr. Gordon explained that the figures he used for this year's budget had been provided by Mr. Huff's bookkeeper and that this information was not completely accurate. Commissioner Noll expressed some concern on income from Contracts. He asked if the cities understand the impact. Mr. Gordon explained how he had set up the budget and repeated what he has stated previously-if he knew then what he understands now, he would have structured his first budget differently. He said that regardless of formatting issues, his budget was purposely conservative and the Commission was on solid ground financially. Some general discussion ensued regarding various areas of the budget to watch, particularly the Conferences/Seminars line item. Commissioner Kriege made a motion to accept the December 2003 Report of Receipts and Expenditures; Commissioner Litzler 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 stated that Deputy Director for Engineering and Inspections Services Scott Hiles was present to introduce a new staff member. Mr. Hiles introduced Ryan Hutchinson as the newest member of his staff, noting his title is Principal Infrastructure Planner. Mr. Hutchinson then gave a brief summary of his personal and professional history. Chairman Kordenbrock welcomed Mr. Hutchinson and wished his well in his career at NKAPC.

Mr. Gordon reported that he and the deputy directors had met at a retreat on February 9 at Thomas More College to discuss the FY05 work program and budget and elaborated on some of the discussion and highlights of the day. He stated he felt it had been a good meeting and that he would provide the planning commission with a copy of the results of the meeting. Commissioner Litzler said he felt this was a very good idea and that the planning commission should consider doing another retreat.

Mr. Gordon reported that the NKAPC e-newsletter will be coming soon. Mr. Schwartz is working on this and it is close to being ready to go. He stated that Mr. Edmondson is providing us with a database of names for Northern Kentucky and he is hopeful that it should prove to be valuable.

Commissioner Noll said it had been some time since we have had any continuing education workshops and felt it was something we should start again. Some discussion ensued regarding continuing education for BoA members. Mr. Schwartz reminded that the

APA Audio Conference on zoning would be on Wednesday, February 18 at 4 pm in the large NKAPC conference room. Some discussion ensued on the work program and its structure.

Mr. Gordon provided information on the building renovation program and reported that the contract with Humpert Wolnitzek / Interior Project Management had been signed. He said he had met with the group and their mechanical engineer to walk through the building. He reported that they will give us a "ball park" estimate of costs at the February 25 meeting. He said he feels things are on schedule and that we should be able to start construction in May-June and be completed by the end of September.

Chairman Kordenbrock asked if there were any additional questions for the executive director; there were none.

Chairman Kordenbrock asked for an update from legal counsel. Mr. Edmondson responded that the Sexually Oriented Business licensing ordinance is in its fourth draft; he then gave a brief overview of the issues being discussed with the consultants. He said he is hopeful to have a final of the draft by next week.

Mr. Edmondson reported that the Jump case was scheduled to go to a pretrial meeting on Thursday, February 19. He provided some overview comments on the various meeting that have taken place and closed by telling members that it is set to go to trial in March 2004. Chairman Kordenbrock asked if there were any questions for legal counsel; there were none.

Commissioner Noll said he would like to propose a committee of two or three members to set up rules/regulations/guidelines for commissioners attending national conferences so that Mr. Gordon could have this information for the FY05 budget. Chairman Kordenbrock responded he had been working on a policy proposal and planned to present it at the next meeting. Mr. Litzler suggested that a committee could condense the information and present it to the group. After some discussion, it was decided that each member would submit their travel proposals to Mr. Gordon by the February 25 meeting. Mr. Gordon could then present a proposal to members during the March 10 meeting for further discussion.

Chairman Kordenbrock asked for member comments. Mr. Edmondson asked if the remodeling of the conference room would include connecting it directly to the cable company. Mr. Gordon stated that the KCPC wants more advanced TV presentations--similar to the Fiscal Court's--and that he had already met with cable television personnel to start the process.

Chairman Kordenbrock read into the record a letter from the City of Fort Mitchell

commending staff members Kevin Linn and Ryan Kent for their help and assistance on some projects for the city. He also read a letter from Strauss and Troy thanking Scott Hiles for his help on a recent application.

Chairman Kordenbrock noted the invitation for Marshall Slagle's retirement party on February 28 at the Drawbridge Inn.

Mr. Gordon asked for guidance on how to proceed on financing renovation and upgrading of the NKAPC building. He reported the bookkeeper had talked to the Kentucky League of Cities financial department and also to various banks on financing and what they should be looking for. He noted that the KLC financing is fairly easy to obtain and quoted figures he had received. Commissioner Litzler suggested that Mr. Gordon ask about adding additional financing to our present mortgage. Commissioner Noll suggested contacting the NKADD regarding a revolving loan fund to see if we qualify. Mr. Gordon responded he would contact these people to get some information. Some further general discussion ensued with regard to the amount of money that will be needed for the remodeling and the importance of pursuing upgrades that will make the building more marketable should a decision ever be made to sell.

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 6:50 pm.