

Northern Kentucky Area Planning Commission
Meeting Minutes: May 12, 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. 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; Garry Edmondson, legal counsel; and Gail H. Deatherage, Administrative Assistant.

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

OATH OF OFFICE

Mr. Edmondson administered the Oath of Office to Commissioners Goetz, Kordenbrock, Kriege, and Litzler.

ELECTION OF OFFICERS

Chairman Kordenbrock noted the next item on the agenda was to elect a chairman, vice-chairman, and treasurer. Ballots were passed out to members. Mr. Edmondson collected and counted the ballots and reported the following results: Commissioner Goetz was elected Chairman; Commissioner Hahn was elected Vice-Chairman; and, that there was a tie for Treasurer between Commissioners Kriege and Kordenbrock. Commissioner Kordenbrock declined the position and Commissioner Kriege was declared the Treasurer by acclamation.

Commissioner Kordenbrock thanked the members for their dedicated service during his tenure and noted that it had been an honor for him to serve as the Chairman since 1991. He congratulated the new officers elected.

Chairman Goetz assumed the chairmanship and thanked members for electing him and

noted he was looking forward to continuing Commissioner Kordenbrock's work of promoting the NKAPC to better serve the communities. He thanked Commissioner Kordenbrock for his years of service and for the many contributions and programs he had directed over his years as a member of the commission and as Chair, and that everyone was better for his leadership. All members thanked Commissioner Kordenbrock for his service as Chair and as a member by way of a standing ovation.

Mr. Edmondson then swore in Chairman Goetz, Vice Chair Hahn, and Treasurer Kriege.

ACCEPTANCE OF AGENDA

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

OLD AND UNFINISHED BUSINESS

Chairman Goetz asked if the Minutes of the April 8, 2004, meeting were acceptable or if anyone had any additions/corrections. Commissioner Kriege made a motion to accept the Minutes; Commissioner Bradford seconded the motion. Chairman Goetz called for a roll call vote, which found Commissioners Hahn, Kriege, Bradford, Kordenbrock, Litzler, and Chairman Goetz in favor. The motion passed unanimously.

Chairman Goetz asked if the Minutes of the April 14, 2004, meeting were acceptable or if anyone had any additions/corrections. Commissioner Litzler noted a typo on the last paragraph of page 2, that the word "be" should be added. Commissioner Kriege made a motion to accept the Minutes as corrected; Commissioner Litzler seconded the motion. Chairman Goetz called for a roll call vote, which found Commissioners Hahn, Kriege, Bradford, Kordenbrock, Litzler, and Chairman Goetz in favor. The motion passed unanimously.

Mr. Gordon noted that members had received their copy of the March 2004 Report of Receipts and Expenditures (copy attached to Minutes). Mr. Gordon answered some general questions on the line items showing a negative amount and gave some further explanation of the report's contents. After further discussion, Commissioner Kordenbrock made a motion to accept the March 2004 Report of Receipts and Expenditures subject to the end-of-year audit; Commissioner Litzler seconded the motion. Chairman Goetz asked for a roll call vote, which found Commissioners Hahn, Kriege, Bradford, Kordenbrock, Litzler, and Chairman Goetz in favor. The motion passed unanimously.

Chairman Goetz asked for legal counsel update. Mr. Edmondson noted that the presentation of the SOB Study draft report had gone well and gave some brief overview. He stated that Campbell County will have its first meeting soon and noted that the committing is attempting to assure that each draft will be the same. He gave some further overview on how this will affect the zoning aspect and the work that will be necessary.

Mr. Gordon then gave an overview via slide presentation of the new office layout for each department and an update of the progress of the office renovation and his meetings with Mr. Humpert, architect. He stated everything is on schedule for now as far as the architect/space planners are concerned and that bid packages should be ready to go out for bid by the end of May 2004. He noted that the space planners had provided a preliminary draft layout of the office and would be meeting with the deputy directors to further finalize each department to suit their needs.

Mr. Gordon passed out a copy of his initial draft of the "Unified Codes Administration Program" (copy attached to the Minutes) and noted that he had given a draft of an Interlocal Agreement to legal counsel for review. He asked members to review the document and be prepared to discuss it at the next meeting and then gave some overview of the parameters of the services, how fees would be set according to the International Code Council and how it could be structured. He noted that this information is the result of meetings and discussions with his User Fees Committee, noting they had suggested that the NKAPC have the ability to set fees, monitor the fees, and operate the program in order to have a more uniform service for the cities. He stated that Boone County has this same type program in place but that the Fiscal Court administers the program. Mr. Gordon then answered some general questions from the members. He explained that if the program were to be accepted that additional staffing would be needed and explained the timing on hiring that staff. Mr. Gordon asked the members to think about the Interlocal Agreement and to give him some feedback on the program.

Some discussion ensued with regard to the renovation of the office and the possible expansion into the south first floor pod. Commissioner Kordenbrock noted that he was against every department having its own conference room as he felt that it was a waste of valuable office space and that he was totally against improving and spending monies on what he felt was already a very nice central conference room which accommodated most meeting needs. Commissioner Kriege noted he is concerned about timing of the renovation and questioned how to proceed with construction without knowing what revenue dollars will be available. Mr. Litzler noted he felt the conference rooms were necessary and Mr. Gordon stated that we now have four additional conference meeting areas on the first floor and they are constantly in use. Mr. Litzler and Mr. Kriege questioned whether we should wait until fall to start the renovation and to also wait to see what revenue will be available.

After some further discussion and comments, Commissioner Kordenbrock made a motion

to proceed with the bids for the renovation of the office as originally conceptualized; Commissioner Hahn seconded the motion. Commissioner Kriege asked for clarification of the motion and expressed concern about voting for change order on the bids. Mr. Edmondson noted it would be a change order, but a bid alteration. Commissioner Kordenbrock noted that he did not think the bids should include expansion into the south pod of the building. Chairman Goetz noted he was concerned about authorizing the project and then spending monies making changes. Commissioner Bradford made a motion to table Commissioner Kordenbrock's motion until the next meeting in order to have Mr. Gordon bring back a report on exactly how the bid process will work; Commissioner Hahn seconded the motion to table. Chairman Goetz asked for a roll call vote, which found Commissioners Hahn, Bradford, Litzler, and Goetz in favor; Commissioners Kordenbrock and Kriege voted no. The motion passed 4-2.

Chairman Goetz asked for comments from members who attended the recent APA Conference in Washington, DC. Mr. Edmondson responded he had attended many interesting workshops and sessions, but felt the most interesting was the underground railroad mobile workshop.. He said he felt it was something that could be used in our area with the new Underground Railroad museum in Cincinnati. He also noted that APA is coming out with new model zoning ordinance provisions for signs. Commissioner Hahn noted the planning commission sessions he attended were very good and felt that this year's conference was better coordinated than in the past. He noted the Metro in DC was interesting and fairly easy to navigate and noted it would be nice to have something like this in our area. Commissioner Bradford stated he had been very busy attending sessions and workshops and felt it was a good conference and thanked the commission for letting him attend.

Mr. Gordon gave some brief information on a web cast presentation for continuing education credit, stating that the web cast is being co-sponsored by NKAPC and the Northern Kentucky Urban Community Forestry Council and will be held on May 18 from 2:00-3:30 pm in the NKAPC Conference Room. He noted if anyone had any questions he would be glad to answer them.

Mr. Gordon stated he was seeking direction from the Commission on whether staff should continue to pursue the Interlocal agreement with local governments for the administration of the users fee initiative. Some discussion ensued with Mr. Gordon explaining how the program would operate, be administered, etc. and answered some general questions from the members. Chairman Goetz noted he felt the commission should endorse it. It was the consensus of the members that the executive director should pursue the program.

Mr. Gordon noted members had received copies of the first complete draft of the FY05 Annual Work Program and Budget. Some general discussion ensued with regard to some of the terminology used and some recommended changes were suggested on the work program. Mr. Gordon answered some general questions on the revenues/expenditures

portion of the budget and noted that he would have a final draft of the budget by the May 28 meeting. After some discussion, it was decided that a special meeting of the commission would be held on Wednesday, May 19 at 5:15 to further discuss the budget and work program. Chairman Goetz asked that the media be notified. It was determined that the review of the budget and work program with the Council's Budget Review Committee would be at the regular meeting of the Commission on Wednesday, May 26, 2004 at 5:15 pm. Chairman Goetz asked that staff inform the Budget Review Committee of this meeting time.

Chairman Goetz 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 8:00 pm.