

**Northern Kentucky Area Planning Commission
Meeting Minutes: November 10, 2004**

Chairman Bill Goetz called the monthly discussion forum 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 Bill Goetz May 2004 through May 2006 X
Vice Chairman Paul Hahn May 2003 through May 2005 X
Treasurer Tom Kriege May 2004 through May 2006 X
Commissioner Billy Bradford May 2003 through May 2005 X
Commissioner Afton Kordenbrock May 2004 through May 2006 X
Commissioner Tom Litzler May 2004 through May 2006 X
Commissioner Lou Noll May 2003 through May 2005 X

Also present were: Dennis Andrew Gordon, FAICP, Executive Director; Garry Edmondson, legal counsel; Larry Humpert, architect for the building remodeling project; and Gail H. Deatherage, Administrative Assistant.

ACCEPTANCE OF AGENDA

Chairman Goetz asked for approval of the agenda. Commissioner Noll made a motion to accept the agenda as presented; Commissioner Hahn seconded the motion. Chairman Goetz asked for a voice vote on the motion, which found unanimous approval. The motion passed.

OLD AND UNFINISHED BUSINESS

Chairman Goetz asked if the minutes of the October 24, 2004 meeting were acceptable or if anyone had any additions/corrections. Commissioner Kriege made a motion to accept the minutes; Commissioner Kordenbrock seconded it. Chairman Goetz asked for a roll call vote, which found Commissioners Hahn, Kriege, Bradford, Kordenbrock, and Litzler in favor. Commissioner Noll and Chairman Goetz did not vote. The motion passed unanimously.

Chairman Goetz asked for a report from legal counsel. Mr. Edmondson responded he had no report.

Chairman Goetz asked for update reports from Mr. Gordon and staff.

Mr. Gordon gave some overview comments on the bid advertising process for the renovation project noting the ad would be published on November 19 with the bid opening scheduled for November 30 at 2:00 pm in the first floor conference room. Mr. Humpert said he felt that nine or ten contractors would

be bidding. Mr. Gordon stated that the next meeting of the Planning Commission would be December 8 prior to the annual holiday party and suggested that members consider having a special meeting in order to hear the recommendation of the architect regarding the low bidder.

Mr. Gordon then explained the various display boards provided by the interior designer for the paint colors, laminates, flooring, wallcovering, etc. for the renovated space; he also answered various questions regarding the selections. Mr. Kordenbrock expressed his continued displeasure that the first floor public meeting room is being moved and asked when the decision was made to do this, as he did not recall being involved in the decision. Chairman Goetz responded that the issue had been discussed thoroughly at previous meetings and approved by the Commission as the minutes would show.

Mr. Gordon provided overview comments on the following items:

- progress on adding staff in the long-range/current planning departments-he will start advertising for the new positions in the next several weeks;
- the FY05 Pay Plan will take effect in mid-January 2005;
- renovation process would take four-five months, with completion to be March or April 2005;
- he talked to the Director of Department of Housing, Buildings, and Construction to get something in writing from them regarding occupying space in our newly-renovated offices;
- Kenton Vale has signed its interlocal agreement for OSS-he stated that it is taking longer than he anticipated for the cities to take action for this program;
- the build permit fee task force has been meeting and making good progress; and
- several staff members who will be key users of the software for OSS participated in a recent conference call with the company in order to answer their questions, concerns, etc.

Chairman Goetz asked if there any questions for the Executive Director. Mr. Gordon and legal counsel answered some general questions regarding the Cloyd unemployment compensation ruling.

Mr. Gordon reminded members that the Council had approved a proposed amendment to the FY05 budget at its most recent meeting. He stated that the Commission would now need to adopt the recommended changes. Commission Hahn made a motion to adopt the Proposed Amended FY05 Budget; Commissioner Bradford seconded the motion. Chairman Goetz asked if there were any questions; there were none. He then asked for a roll call vote, which found Commissioners Hahn, Bradford, Kriege, Kordenbrock, Litzler, Noll, and Chairman Goetz in favor. The motion passed unanimously.

Chairman Goetz introduced the next item on the agenda, a proposed amendment to the NKAPC Bylaws regarding standing committees. He explained his reasoning on the various proposed committees and noted that the Commission had had time to consider the proposed changes. Some general discussion ensued regarding clarification of the various committees, and after some further discussion, Mr. Gordon stated he would incorporate the recommended wording into the proposal and submit this to the Planning Commission for its next meeting.

Chairman Goetz asked commission members to complete their evaluation forms for Mr. Gordon's FY04 performance review and to submit them to him by email, in person, or by mail before the next meeting.

Chairman Goetz asked for comments from members.

Chairman Goetz apologized for not being able to attend the Council business meeting and was especially sorry for missing the recognition that evening of former Chairman Kordenbrock.

Commissioner Kriege announced that he and Allison are expecting a baby in May 2005.

After some discussion, Commissioner Kriege made a motion to cancel the next meeting on November 24; Commissioner Noll seconded the motion; Chairman Goetz asked if there were any questions; there were none. He then asked for a roll call vote, which found Commissioners Kriege, Noll, Hahn, Bradford, Kordenbrock, Litzler, and Chairman Goetz in favor. The motion passed unanimously.

After some discussion, the members decided to start the December 8 meeting at 4:30 pm-prior to the joint holiday party for the staff at 5:00 pm-and then to hold a special meeting on Thursday, December 9 at 5:15 pm. Chairman Goetz asked staff to provide proper notification to the newspapers of these meeting changes.

Chairman Goetz noted that he had suggested to Mr. Gordon that he felt the NKAPC should have procurement policies and procedures in place. He said Mr. Gordon had agreed them to be needed. Commissioner Kriege said he felt the Commission should investigate model codes from other agencies, etc. Chairman Goetz asked Commissioner Noll to chair a committee to pursue this with Commissioners Litzler and Kordenbrock assistance.

Chairman Goetz 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 6:25 pm.