

**Northern Kentucky Area Planning Commission**  
**Meeting Minutes: January 12, 2005**

Chairman Bill Goetz called the monthly discussion forum of the Northern Kentucky Area Planning Commission to order at 5:15 pm in the Council Chambers of the Fort Mitchell City Building. 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; Stacy Hege, Legal Counsel; Mike Schwartz, AICP, Deputy Director for Current Planning; Jan Crabb, Fiscal/HR Administrator; Ryan Hutchinson, Principal Infrastructure Planner; Susan Conrad, AICP, Research Analyst; Larisa Keith, AICP, Senior Planner; Jeff Bechtold, Senior Building Official; Gretchen Boyce, Associate Secretary; Mark Morgan, President, Sherrill Morgan Associates; Michael Williams, Vice President, Sherrill Morgan Associates; Phil Coleman, Humana, Inc.; and Gail H. Deatherage, Administrative Assistant.

ACCEPTANCE OF AGENDA

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

Mr. Gordon reminded members that the Kenton County Fiscal Court had asked the NKAPC to seek its own health benefits insurance coverage by June 2005. He said he asked staff members to volunteer to serve on a task force to search for the best coverage it could find within the FY05 budget. He introduced members of the task force who were present as well as the insurance brokers and a representative of the insurance company they selected. He explained he had asked Ms. Crabb to lead the effort and that members had been working diligently over the last several months to come up with a plan that would meet his charge. He noted that task force members Rich McAllister and Steve Lilly were unable to attend this evening's meeting and thanked all the members for their diligence in accomplishing such a daunting task in such a short time period.

Mr Hutchinson gave several brief remarks on the work of the task force. He noted there were two main

goals of the task force's charge: to keep insurance benefits as close as possible to our current level; and, to keep overall costs as low as possible. He then introduced Mr. Morgan who introduced Mr. Williams and Mr. Coleman.

Mr. Morgan gave some history of his company, noting they have been in business in Northern Kentucky for many years. He said they specialize in government benefits, working with many local city governments such as Fort Mitchell, Newport, and Florence. He thanked the task force for selecting them to be the broker for NKAPC. He provided background information on the company's work to secure quotes from insurance companies and reported that Humana had been selected. He gave a PowerPoint presentation showing the various health insurance options in Kentucky (Aetna, Anthem Blue Cross, Humana, United Health Care, etc.) and additional options such as health reimbursements arrangements (HRA), health savings accounts (HSA) and Section 125 plans/flexible spending accounts (FSA).

He stated that with the Commission's budget for health coverage, it was determined that Humana was the best option. He explained the Humana plan in detail, showing comparisons with current benefits, what would be provided and covered, the HRA Analysis and reimbursements, and other details. He explained that the dental and vision benefit plan would remain self-insured. He showed the cost summary of the plan, estimating savings of approximately \$27,934 the first year. Ms. Crabb and Mr. Morgan answered questions from the members of the Commission.

Commissioner Kordenbrock asked how this proposed plan compared to Northern Kentucky Area Development District's benefits and other local public agencies. Mr. Morgan responded that it is difficult to compare one benefit program with another program, as there are many variables, but that he felt it was comparable and a very good package for the money.

After some general discussion, Commissioner Litzler made a motion to accept the employee benefits proposal as presented and to authorize the executive director to sign the necessary paperwork to effect the change in providers; Commissioner Kriege 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 Litzler, Kriege, Bradford, Hahn, Kordenbrock, Noll, and Chairman Goetz in favor. The motion passed unanimously.

Some discussion ensued on the proposed flexible spending plan with Mr. Morgan and Ms. Crabb answering questions. Mr. Morgan stated that the Commission should adopt a resolution to cover this in its personnel policies manual. Commissioner Kriege made a motion for the executive director to draft a resolution to cover the flexible spending plan; Commissioner Litzler 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, Litzler, Bradford, Hahn, Kordenbrock, Noll, and Chairman Goetz in favor. The motion passed unanimously.

Chairman Goetz thanked all those present for the presentation and the members of the task force for their diligent work.

## OLD AND UNFINISHED BUSINESS

Chairman Goetz asked if the minutes of the December 8, 2004, meeting were acceptable or if anyone had any additions/corrections. Commissioner Kordenbrock made a motion to accept the minutes; Commissioner Kriege seconded it. Chairman Goetz asked for a roll call vote, which found Commissioners Kordenbrock, Kriege, Litzler, Bradford, Hahn, and Noll in favor. Chairman Goetz did not vote. The motion passed unanimously.

Chairman Goetz asked if the minutes of the special meeting of December 9, 2004, meeting were acceptable or if anyone had any additions/corrections. Commissioner Kordenbrock asked that since the minutes were quite long and he had not had a chance to review them, could action be delayed until the meeting on January 25. Chairman Goetz directed that the minutes of December 9, 2004, be on the agenda for the next meeting.

Mr. Gordon gave an overview of the November 2004 Report of Receipts and Expenditures. He reminded members that the Commission would need to look into its liability coverage now that health coverage had been secured. He stated again that Fiscal Court requested this change. After some discussion, Chairman Goetz asked Mr. Gordon to check with the Kentucky League of Cities for coverage. Mr. Gordon answered some general questions from the Commission regarding various line items. Chairman Goetz questioned the Building Expenses showing \$10,000 and why this was under "Upgrades". Mr. Gordon explained that this was the annual assistance payment from the Kenton County Planning Commission towards the cost of the new commission chambers. Some discussion ensued with regard to this payment and whether the county commission should get a loan to pay this debt. Mr. Edmondson noted that statutes did not allow them to borrow money. Commissioner Noll noted he felt we should have some type of "contract" with the officers of the KCPC so that we have this debt in writing. Chairman Goetz asked Mr. Edmondson to check to see if it would be possible to draw up a legal document with the Kenton County Planning Commission.

Chairman Goetz asked for a report from legal counsel. Mr. Edmondson reported that an agreement had been reached in the SOB litigation and that the licensing ordinance is now in effect. He said the zoning study for sexually-oriented businesses should be finalized by spring. He noted there was nothing new to report in the Jump litigation.

Chairman Goetz asked if there were any questions for Mr. Edmondson; there were none.

Chairman Goetz asked for update reports from Mr. Gordon.

Mr. Gordon introduced Mr. Bechtold, Senior Building Official. Mr. Bechtold gave a brief background report on his work and personal history, noting he has previously worked as a Boone County building inspector for 17 years and was glad to be a member of the NKAPC staff. Chairman Goetz welcomed Mr. Bechtold to the staff.

Mr. Gordon commented on meetings he attended with Kenton County and Campbell County GIS partners regarding the reorganization of each. He said the meetings had gone well and that all partners were fully supportive of this reorganization effort.

Mr. Gordon reported that the FY04 audit is still incomplete, noting that the auditors are still trying to sort out GIS partnership issues. He said once this is resolved, the firm will close out the books on the partnerships and we will no longer have to deal with this issue. He stated the auditors are anxious to get this wrapped up and move on to income tax season.

Mr. Gordon then gave an update of the renovation project. He noted that a pre-construction meeting had taken place with all parties involved and that work began officially on January 5 and that completion is scheduled for 120 calendar days from this date. He explained the contractor's work schedule for each area and floor and noted that the new commission chambers should be completed in time for the Commission to hold its April 13 meeting there. He noted that the KLC is finalizing the funding resolution for the January 26 meeting and that paperwork for the loan would be on the February 9 agenda. Commissioner Noll asked about the expressway sign. Mr. Gordon reported he is working on a proposal for what to do with this sign to present to the Commission.

Mr. Gordon gave a brief update on the one stop shop program, noting he had sent out letters to cities that indicated a desire to participate but have not returned their Interlocal Agreement. He noted that the Kenton County Fiscal Court passed the interlocal agreement at its last meeting. Mr. Gordon reported that Mr Edmondson was working on an ordinance to form a unified code enforcement board at the request of Judge/Executive Drees. He noted the inspection fees task force would be meeting soon for the last time. Mr. Gordon noted that Mr. Edmondson is looking at wording for this fee-setting ordinance.

Mr. Gordon noted we would be getting a contract from the City of Cold Spring to administer its building inspection program.

Mr. Gordon noted he had been contacted in 2003 by the Insurance Services Office (ISO) to monitor our building inspection program. He stated the last time this monitoring had occurred was in 1997 and that ISO had granted NKAPC's program a Level 4. He explained the various rating levels, noting that the national average for a local government building inspection program was Level 5. He said he was pleased to inform the Commission that our inspectors had received a Level 4 for the residential inspection program and a Level 3 for the commercial inspection program.

Mr. Gordon then played two voice mail messages he received recently commending staff members Rich McAllister and Michael Carpenter for going above and beyond their job duties. He reported that the program has generated few complaints the past six months. He said he wanted members to hear these favorable, unsolicited comments.

Mr. Gordon gave a brief update on the coordinated subdivision regulations initiative, noting that the review committee of the Kenton County Planning Commission had recommended approval of the first

steps in this process to the full county planning commission. He noted this would likely receive final approval at the KCPC's meeting on February 3.

(Commissioner Noll left the meeting at approximately 7:20 pm)

Mr. Gordon noted that staff was very pleased with the attendance at the recent roundabout seminar held at Thomas More College. He noted that Commissioners Hahn, Litzler, and Noll and approximately 140 others had attended this seminar and that all appeared to be pleased with its focus.

Chairman Goetz asked if there were any questions for Mr. Gordon; there were none.

Chairman Goetz noted he had submitted to all Commission members a summary of their comments on Mr. Gordon's FY04 performance. He asked members to look them over and be prepared to discuss them at the meeting on January 26.

Chairman Goetz noted that he received a letter from Mayor Gene Weaver of Fort Wright, expressing his and the Council's appreciation for staff involvement in amending the Areawide Comprehensive Plan with the KY 17 Corridor Study. He read the letter for the record. (Copy attached to the original minutes).

Chairman Goetz passed out his 2005 committee assignments (copy attached to the original minutes). He noted if anyone was put on a committee on which he did not want to serve, to let him know.

Chairman Goetz asked for member comments.

Commissioner Bradford thanked Mr. Gordon for attending his city council meeting to explain the one stop shop program. He stated that he was not going to seek re-election to the planning commission when his term expires in May. He said he discussed this with Mr. Gordon in relation to his desire to attend the APA Conference in San Francisco. He stated he would be willing to pay his own way to San Francisco if the Commission chose not to pay his expenses.

Commissioner Kordenbrock stated that he was against the idea of a member not being able to attend the APA conference each year. He indicated that he feels strongly that as planning commission members, each should attend conferences, seminars, etc. in order to keep abreast of current issues. He emphasized that he did not agree with the new policy with its spending limits. He said he would like for the Commission to consider revising the policy so that Commission members could attend the APA conference each year.

Mr. Edmondson noted that as mayor, Commissioner Bradford could ask his city to pay some of his expenses.

Some discussion ensued with regard to why the policy was changed and the general thinking behind it. After some additional member comments, Chairman Goetz asked that this item be placed on the agenda for the meeting on January 26.

Commissioner Hahn noted he had sent an email to Commission members expressing his concern that Ms. Deatherage would not be attending the conference to coordinate activities for members, as has been done in the past. He said he feels a staff member should be there to handle things.

Mr. Gordon responded he had no idea that members felt so strongly in this regard and that he would assure that Ms. Deatherage would attend the San Francisco conference to coordinate activities for the members. He reminded the Commission that Ms. Deatherage is retiring at the end of CY05.

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 7:46 pm.