

**Northern Kentucky Area Planning Commission
Meeting Minutes: November 18, 2008**

Chairman Bill Goetz called the monthly business meeting of the Northern Kentucky Area Planning Commission to order at 5:15 PM in the Commission Chambers of the NKAPC Building in Fort Mitchell. Attendance of members was as follows.

	Term	Present	Absent
Chairman Bill Goetz	May 2008 through May 2010	X	
Vice Chairman Tom Kriege	May 2008 through May 2010	X	
Treasurer Tom Litzler	May 2008 through May 2010	X	
Commissioner Billy Bradford	May 2007 through May 2009		X
Commissioner Sherry Carran	July 2007 through May 2009	X	
Commissioner Paul Meier	May 2008 through May 2010	X	
Commissioner Gene Weaver	May 2007 through May 2009	X	

Also present were: Michael Schwartz, AICP, Deputy Director for Current Planning; Keith Logsdon, AICP, Deputy Director for Long-Range Planning; James Fausz, AICP, Associate Planner; Mike Ionna, Associate Planner; Nicole Cullum, Bookkeeper; Trisha Brush, GISP, Deputy Director for GIS Administration; Ben Brandstetter, Brandstetter Carroll, Inc.; John Walker and John Chamberlain, VanGorder Walker & Co. CPAs; Lori Remley, Administrative Assistant; Garry Edmondson, Legal Counsel; and, Dennis Andrew Gordon, FAICP, Executive Director.

Chairman Goetz asked for a moment of silent prayer and then led the Pledge of Allegiance.

ACCEPTANCE OF AGENDA

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

ONGOING BUSINESS

Chairman Goetz asked if the Minutes of the October 21 monthly business meeting and the November 4 special meeting were acceptable or if anyone had any additions/corrections. There being no additions/corrections, Chairman Goetz asked for a motion to accept the minutes as presented. Commissioner Litzler made a motion to accept the October 21 and November 4 minutes as presented; Commissioner Kriege seconded the motion. Chairman Goetz asked for a role call vote on the motion which found Commissioners Litzler, Kriege, Carran, Meier and

Chairman Goetz in favor of accepting both sets of minutes as presented. Commissioner Weaver voted in favor of the November 4 minutes and abstained with regard to the October 21 minutes. The motion passed unanimously.

Mr. Gordon gave a brief overview of the October financial report. Chairman Goetz asked if the report was acceptable. Commissioner Weaver made a motion to accept the October financial report as presented; Commissioner Kriege seconded the motion. Chairman Goetz asked if there were any questions; there were none. He then asked for a roll call vote on the motion which found Commissioners Weaver, Kriege, Litzler, Carran, Meier, and Chairman Goetz in favor. The motion passed unanimously.

Chairman Goetz asked for a report from legal counsel. Mr. Edmondson stated that there were no new items to report and that the motion to dismiss NKAPC from a case filed by owners of the Den-Lou Motel in Park Hills was still pending. Mr. Edmondson will provide the members with an update when the Judge issues his ruling.

At this time, Chairman Goetz asked members to be flexible with regard to the order of the agenda. He stated that some of the members would need to leave early due to other commitments and it would be necessary to take several items out of order.

With no objection, Chairman Goetz asked for the review of the site plan for the new Kenton County detention center in accordance with KRS 147.680.

Keith Logsdon advised members that staff's review and presentation focused on the site plan of the new jail. He stated that Ben Brandstetter, the engineer hired by the Fiscal Court, was present and would be able to answer any questions they may have. Mr. Logsdon then turned the floor over to James Fausz.

Mr. Fausz reviewed staff's comments, findings, and recommendation which had been provided to members (attached and made a part of the original Minutes). He also showed members pictures of the site and surrounding area, as well as the plat of the proposed site. Mr. Fausz indicated that there was a correction to the outline on page 3, item 5 (c). This line should read "Parking lot drive aisles will be a minimum of 24 feet in width." At this time, there was a brief discussion. Members voiced concerns about the percentage of the site that had been cleared, the proposed handling of increased storm water, bus service and bus stops, and sidewalks and safety of those crossing KY 17 to get to/from the facility. Mr. Fausz provided answers and introduced Ben Brandstetter of Brandstetter Carroll, Inc. for further explanation.

Mr. Brandstetter explained the storm water and retention system. He stated that the flow rate would actually be reduced with the retention system in place. He advised members that he was working with the Transportation Cabinet on the right turn lane and other issues. Mr. Brandstetter then answered questions posed by members.

Commissioner Carran left the meeting (5:50 PM) during the questions/answer session.

After some discussion, Chairman Goetz asked if there were any additional questions. There being none, he asked if there was a motion to resolve the issue. Commissioner Litzler made a motion to endorse the location, design, and extent of construction for the proposed county

detention center with the staff recommendations outlined in the NKAPC Staff Comments, Findings and Recommendations; Commissioner Kriege seconded the motion. Chairman Goetz asked if there were any questions; there were none. He then asked for a roll call vote on the motion which found Commissioners Litzler, Kriege, Meier, Weaver, and Chairman Goetz in favor. The motion passed unanimously.

Chairman Goetz asked for the report from Current Planning. Mr. Schwartz reviewed the handouts provided to members (attached and made a part of the original Minutes). He explained that the reason for the difference in income in 2007 and 2008 was due to Unincorporated Kenton County and the Fiscal Court's attempt to clean up Latonia Lakes. After a brief discussion, Mr. Schwartz introduced Mike Ionna who provided an update on contract work being pursued for Pendleton County.

Mr. Ionna gave background information regarding establishing relationships in Pendleton County and creating the zoning application and brochure. He provided a copy of the brochure – "Protect Your Investment: Understanding and Applying for Pendleton County Zoning Permits". He stated that the Fiscal Court has been very supportive and that the public response has been positive.

Chairman Goetz asked if there were any questions. There being none, he asked for a report of the executive director. Mr. Gordon advised members that the auditors were present and that it may be more efficient to hear their report first. With no objections, Chairman Goetz asked for the report from the auditors.

John Walker of VanGorder Walker & Co. CPAs provided background information on the audit of FY08 financial statements and introduced John Chamberlain.

Mr. Chamberlain stated the audit found that the financial reports "present fairly, in all material respects, the financial position of Northern Kentucky Area Planning Commission as of June 30, 2008". He then reviewed the financial statements noting that liabilities were decreasing and the special fund balances were increasing. He stated that the NKAPC budget was conservative and that 2008 was the first year fee-based revenue has fallen below projections. He pointed out that NKAPC had done an excellent job keeping its expenditures down.

After some discussion, Chairman Goetz asked there were any additional questions. There being none, Chairman Goetz asked for a report from the executive director.

Mr. Gordon stated that members had been provided with a copy of the fee-based-revenue-to-date figures. He noted that overall fee revenue line items had finished the last week ahead of projections and that this was the second week in a row.

Mr. Gordon advised members that preliminary figures for CY09 health insurance coverage were being gathered and that an eight to 11 percent increase is anticipated. He stated that this increase falls within what was expected when the budget was crafted.

Mr. Gordon provided an update on a proposed Covington assets management inventory. He stated that the formal proposal had been presented to Tom Logan, City Engineer for the City of Covington, and it is anticipated that work could begin in mid December.

Mr. Gordon updated members on the status of a possible Crescent Springs small area study and market study. He stated that this issue is on Crescent Springs City Council's agenda for December 8. If the City Council grants authorization for Mayor Jim Collett to sign the contract, this matter will be added to the December 16 agenda.

This concluded Mr. Gordon's report.

Chairman Goetz then asked for the recommendation from staff regarding the rebuild of the LinkGIS website.

Mr. Gordon provided members with background regarding the RFQ and RFP processes and stated that the vendors had been narrowed down to two – Woolpert and Stantec. He then turned the floor over to Trisha Brush.

Ms. Brush outlined the LinkGIS website RFP recommendation (attached and made a part of the original Minutes). She provided background information as to why staff was recommending that the contract for Phase 1 of the rebuild be given to Woolpert and the contract for Phase 2 to Stantec.

After some discussion, Chairman Goetz asked if there were any additional questions. There being none, he asked if there was a motion on the recommendation. Commissioner Litzler made a motion to approve the staff recommendation to rebuild the LinkGIS website using Woolpert for Phase I and Stantec for Phase II with the total cost not to exceed \$125,000 and that the funds will be paid from the GIS Special Fund; the motion would authorize staff to negotiate contracts with the firms and Chairman Goetz to sign those contracts. Commissioner Weaver seconded the motion. Chairman Goetz asked if there were any questions; there were none. He then asked for a roll call vote on the motion which found Commissioners Litzler, Weaver, Kriege, Meier, and Chairman Goetz in favor. The motion passed unanimously.

Commissioner Weaver left the meeting at this time (6:55 PM).

Chairman Goetz asked for the review of a proposal to authorize the executive director to sign a professional services contract with the City of Park Hills for a small area study and market study.

Mr. Gordon provided background information regarding the proposed study and requested that members authorize him to sign the contract on behalf of NKAPC.

Chairman Goetz asked if there were any questions. There being none, he asked if there was a motion to authorize the executive director to sign a professional services contract with the City of Park Hills for a small area study and market study. Commissioner Kriege made a motion authorize the executive director to sign a professional services contract with the City of Park Hills for a small area study and market study; Commissioner Meier seconded the motion. Chairman Goetz asked if there were any questions; there were none. He then asked for a roll call vote on the motion which found Commissioners Kriege, Meier, Litzler, and Chairman Goetz in favor. The motion passed unanimously.

Chairman Goetz asked if there were any reports from committees or members. There being none, Chairman Goetz then asked for review of a recommendation from the executive director to reappoint Ralph Grieme to a one-year term representing NKAPC on the OKI Board of Trustees and Executive Committee.

Mr. Gordon provided background information and asked members to re-appoint Mr. Grieme to the OKI Board.

After some discussion, Chairman Goetz asked if there were any questions. There being none, he asked if there was a motion to reappoint Mr. Grieme. Commissioner Litzler made a motion to reappoint Ralph Grieme to a one-year term representing NKAPC on the OKI Board of Trustees and Executive Committee; Commissioner Kriege seconded the motion. Chairman Goetz asked if there were any questions; there were none. He then asked for a roll call vote on the motion which found Commissioners Litzler, Kriege, Meier, and Chairman Goetz in favor. The motion passed unanimously.

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 approximately 7:02 PM.

Bill Goetz, Chairman

Dennis Andrew Gordon, FAICP
Executive Director/Secretary