

**Northern Kentucky Area Planning Commission  
Meeting Minutes: December 16, 2008**

Vice Chairman Tom Kriege 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.

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

Also present were: Scott Hiles, Deputy Director for Infrastructure Engineering; Steve Lilly, Land Surveying Analyst; Rob Zwick, Senior Infrastructure Inspector; Jan Crabb, PHR, Fiscal/HR Administrator; Mike Williams, Senior Vice President, Sherrill D. Morgan Associates; Andy Aiello, AICP, Assistant Director of Communication and Development, TANK; Lori Remley, Administrative Assistant; Garry Edmondson, Legal Counsel; and, Dennis Andrew Gordon, FAICP, Executive Director.

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

**ACCEPTANCE OF AGENDA**

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

**ONGOING BUSINESS**

Vice Chairman Kriege asked if the Minutes of the November 18 monthly business meeting were acceptable or if anyone had any additions/corrections. There being no additions/corrections, Vice Chairman Kriege asked for a motion to accept the minutes as presented. Commissioner Litzler made a motion to accept the November 18 minutes as presented; Commissioner Weaver seconded the motion. Vice Chairman Kriege asked for a role call vote on the motion which found Commissioners Litzler, Weaver, Carran, Meier, and Vice Chairman Kriege in favor of

accepting the November 18 minutes as presented. Commissioner Bradford abstained from the vote. The motion passed unanimously.

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

Vice Chairman Kriege asked for a report from legal counsel. Mr. Edmondson stated that there were no new items to report.

Vice Chairman Kriege 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, as of the week ending December 12, there is a deficit in the amount of \$27,360. Mr. Gordon indicated that this was due in part to the weather and in part to the economy. He also stated that he had met with Ms. Crabb and Ms. Cullum last week and with the Leadership Team on Monday to discuss the situation. Mr. Gordon noted that cash flow is keeping up; fee-based income is behind projection; and that the fee-based workload is down. Mr. Gordon will meet with Ms. Crabb, Ms. Cullum and the Leadership Team again on January 26 to review the matter.

Mr. Gordon stated that the COLA scheduled for the first payroll in January was included in the budget and will be implemented. He also stated that the goal is to keep the NKAPC team employed as long as there was legitimate work to be done.

Mr. Gordon then provided members with information regarding his recent meeting with Judge Bertram of Pendleton County. Due to loss of income from a mineral tax, Pendleton County has cut back on its contract with NKAPC. During the meeting on Thursday, November 11, Judge Bertram indicated that they were completely satisfied with the services provided by NKAPC but the money simply isn't there to fund the effort. Mike Ionna will be wrapping things up in Pendleton County this week and will continue to provide technical support on an as-needed basis.

Mr. Gordon advised members that proposed contracts for the GIS website rehabilitation have been received from Woolpert and Stantec. He indicated that the total amount does not exceed the amount authorized by the Commission and reminded members that the money comes from the GIS special projects fund. He stated that the contracts will be given to Mr. Edmondson for review prior to signing.

Mr. Gordon updated members on the status of the Park Hills small area study. He stated that the contract will be signed within the next few days. He also asked members for authorization to sign a similar contract with the City of Crescent Springs for small area study. He stated that this will be the first time that the long-range planning team will be working on two studies at the same time.

Vice Chairman Kriege asked if there was a motion to authorize the executive director to sign a professional services contract with the City of Crescent Springs for a small area study. Commissioner Weaver made a motion to authorize the executive director to sign a professional services contract with the City of Crescent Springs for a small area study; Commissioner Litzler seconded the motion. Vice Chairman Kriege asked if there were any questions; there were none. He then asked for a roll call vote on the motion which found Commissioners Weaver, Litzler, Bradford, Carran, Meier, and Vice Chairman Kriege in favor. The motion passed unanimously.

Mr. Gordon then advised members that the response to the Lou Noll Symposium was not as great as expected. He stated that 210 invitations had been sent out and only 12 RSVP's have been received to date. Mr. Gordon indicated that he, Mr. Lovan, and Mr. Eger will be discussing the possibility of rescheduling the event. At this time, Commissioner Meier requested that the invitation be emailed to him.

Mr. Gordon stated that the new IRS reimbursement rate for use of private vehicles is 55 cents effective January 1st. He advised members that Ms. Crabb had pursued her routine investigation of USDOT and AAA websites to calculate a rate for NKAPC inspectors and that the information would be discussed later in the meeting.

This concluded Mr. Gordon's report.

Vice Chairman Kriege asked for a report from Scott Hiles, Deputy Director for Infrastructure Engineering. Mr. Hiles provided members with background information regarding special projects his team has been working on. He stated that the team normally would not have participated in these projects but due to the decrease in workload, it allowed them time to handle special projects that are part of the annual work program. Mr. Hiles advised members that they had been working on the Model Subdivision Regulations and are in the final stages. He also stated that they have been working with SD1 to create green infrastructure provisions for the document and that the initial draft has been reviewed. Mr. Hiles then introduced two members of his team, Steve Lilly and Rob Zwick.

Mr. Lilly provided members with background information on plan review. He indicated that staff has received 39 identification plats, 16 final plats with 100 lots, and grading and improvement drawings for Lakemont, Phase 4 and Manor Lake, Phase A. Mr. Lilly indicated that he has been working with the PVA on keeping the parcel layer up to date; maintaining the building layer, centerline layer, and the road layer which includes commercial parking lots using GPS. The team has been working on the Kenton County Fiscal Court Asset Management Project. The Asset Management Project included walking approximately 100 miles of county roads and collecting information on approximately 4,300 coordinates. Mr. Lilly then turned the floor over to Mr. Zwick who provided background information on the inspection program.

Mr. Zwick provided additional information on the Asset Management Project and Model Subdivision Regulations, as well as information on the geo-referencing project, monument database, and their collaboration with GIS on address points in Campbell County. He advised members that subdivision inspections were down but condo and commercial inspections were up. He went on to state that there were 99+00 feet of new street creating, 126 detached lots, 13 condo buildings with 182 units on 16 different projects and that the driveway inspection

program was ongoing. He also indicated that they have been inspecting progress on the new detention center and the Tuscany Condo Project as well as inspecting 700 feet of street at the Independence Gateway Center last week. He stated that there was work being done at Manor Lake single family houses and the Views Condo Project.

Following Mr. Zwick's comments, there was a brief question and answer session.

Vice Chairman Kriege asked if there were any reports from committees or members. Commissioner Weaver provided members with an update regarding the recent Long-Range Planning Committee meeting.

With there being no other reports, Vice Chairman Kriege asked for the presentation by TANK on the Kenton County Transportation Payroll Tax and review of options. At this time, Andy Aiello, Assistant Director of Communication and Development for TANK provided members with an information packet (attached and made a part of the original Minutes) and background regarding TANK.

Garry Edmondson left the meeting at this time (6:05 PM).

Mr. Aiello stated that TANK is a regional organization created under KRS 96(A). Its board is made up of nine members and it services a three-county area (Boone, Campbell and Kenton). He provided information regarding TANK – TANK operates 365 days/year; services 27 routes; has 19 park and ride locations; provides ramp service for the disabled and Daytripper service for seniors; makes 3.9 million trips/year; has TANK/Metro connections; and 75% of all trips are work related. Mr. Aiello outlined TANK's proposal which is to give the County the authority to allow the amount of taxable income to grow at a reasonable rate. He indicated that the current taxable income is capped at \$25,000 and TANK is asking to increase that cap at the local level. He also stated that the current tax is divided between TANK (90%); school bus service (5%) and other transportation issues (5%).

After a brief question and answer session, it was decided that members would not take action on this matter at this time. Vice Chairman Kriege suggested that a resolution be drafted reflecting the Commission's support of the need for mass transit and continued funding. Mr. Gordon stated that he would prepare a resolution for the members' review and put it on the agenda for the January 20 meeting.

Commissioner Carran left the meeting at this time (6:40 PM).

Vice Chairman Kriege then asked for the recommendation from staff and Sherrill Morgan regarding medical insurance coverage for CY09. Ms. Crabb introduced Mike Williams, Senior Vice President of Sherrill D. Morgan Associates. Mr. Morgan provided members with copies of comparison charts for medical and dental coverage (attached and made a part of the original Minutes). He indicated that there would be a 4.01 percent increase for medical coverage and stated that this was a below-average increase. He also stated that this coverage included a discount vision program. Mr. Morgan advised members that more affordable dental coverage was available through MetLife and reminded them that this coverage was currently self-funded.

After a brief discussion, Vice Chairman Kriege asked if there was a motion to authorize the signing of the contracts with Anthem for medical coverage and with MetLife for dental coverage as presented. Commissioner Meier made a motion to authorize the signing of the contracts with Anthem for medical coverage and MetLife for dental coverage as presented; Commissioner Weaver seconded the motion. Vice Chairman Kriege asked if there were any questions; there were none. He then asked for a roll call vote on the motion which found Commissioners Meier, Weaver, Litzler, Bradford, and Vice Chairman Kriege in favor. The motion passed unanimously.

Vice Chairman Kriege asked for the recommendation from staff regarding administration of NKAPC's "opt out" program for employees with outside medical insurance coverage (attached and made a part of the original Minutes). Ms. Crabb provided background information and stated that there were approximately eight employees who opted out of part or all coverage offered.

Vice Chairman Kriege asked if there was a motion to approve the "opt out" program as presented. Commissioner Bradford made a motion to approve the "opt out" program as presented; Commissioner Meier seconded the motion. Vice Chairman Kriege asked if there were any questions; there were none. He then asked for a roll call vote on the motion which found Commissioners Bradford, Meier, Litzler, Weaver, and Vice Chairman Kriege in favor. The motion passed unanimously.

Vice Chairman Kriege asked for the review of the proposal to amend the Commission's reimbursement for use of private vehicles for inspections with the proposed rate being 55 cents per mile. Mr. Gordon provided members information regarding the current rates used by the USDOT, AAA and the IRS. He stated that the IRS rate had been used in the past as a guideline and the current IRS rate is 55 cents. He also noted that both the USDOT and AAA rates are lower than the IRS rate. Based on this information, Mr. Gordon recommended that the NKAPC rate be lowered from 63 ½ cents to 55 cents per mile.

After a brief discussion, Vice Chairman Kriege asked if there was a motion to lower the NKAPC reimbursement rate for use of private vehicles for inspections to 55 cents per mile as presented. Commissioner Litzler made a motion to lower the reimbursement rate for use of private vehicles for inspections to 55 cents per mile as presented; Commissioner Meier seconded the motion. Vice Chairman Kriege asked if there were any questions; there were none. He then asked for a roll call vote on the motion which found Commissioners Litzler, Meier, Bradford, Weaver, and Vice Chairman Kriege in favor. The motion passed unanimously.

Vice Chairman Kriege 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 6:55 PM.

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Dennis Andrew Gordon, FAICP  
Executive Director/Secretary