

**Northern Kentucky Area Planning Commission  
Meeting Minutes: March 2, 2009**

Chairman Bill Goetz called a special meeting of the Northern Kentucky Area Planning Commission to order at 4:30 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: Bernie Wessels, Fort Wright Councilman; and, Dennis Andrew Gordon, FAICP, Executive Director.

Chairman Goetz reported that Dick Spoor, recently-elected Commissioner (who will take office during the May organizational meeting), had been invited but was ill and unable to attend. He also announced that Commissioner Bradford was not able to attend. He then led the Commission in silent prayer and the Pledge of Allegiance.

Chairman Goetz asked for review of the agenda. All agreed that the agenda included those topics the Commission intended to discuss.

**COMMENTS FROM MEMBER LOCAL GOVERNMENTS**

Chairman Goetz asked Mr. Wessels if he had comments or input for the Commission’s consideration. Mr. Wessels responded that he wanted to discuss the subject of small area studies. He asked the Commission to consider setting aside more funds to pursue these studies for communities that might not be able to afford them. He suggested that perhaps the Commission should look at doing the studies at no cost to communities.

Commissioner Meier asked Mr. Wessels if cost was the reason Fort Wright decided not to engage NKAPC’s services to study its portion of Dixie Highway. Mr. Wessels responded that other factors—philosophical approaches, market analyses, and control of the agenda—prompted him and his colleagues to go it alone. Commissioner Litzler asked Mr. Gordon to refresh everyone’s memory as to how the Commission established its policy on local funds being a necessary part of the small study effort. Mr. Gordon stated that the Commission was concerned

about local buy in to the planning efforts and also about ultimate implementation of its recommendations. He reported that the Commission established the 75-25 percent “match” threshold in response to these concerns. He said there was no magic in the 25 percent local match figure; it was just intended to assure that local communities had to commit something to the total effort.

Mr. Wessels asked if the Commission or staff had considered pursuing updates to the marketing studies that have become a central part of these small area studies. Mr. Gordon responded no but all agreed that it was worth considering. Mr. Wessels thanked the Commission for its time and departed.

There being no other persons in attendance to speak on behalf of their local governments, Chairman Goetz moved on.

### **COMMISSION DISCUSSION**

Mr. Gordon said he included item 5, general discussion regarding the FY09 annual work program and budget, to allow members to start the discussion with a recap of any questions or comments they might have about the current work program and budget. Commissioner Meier raised the subject of the Area Planning Council, its regular meetings, its role—both historically and currently, and whether this should be considered again. A number of Commission members weighed in on the issue. It was the general consensus of the group that more efforts needed to be undertaken to engage Council members in the Commission’s agenda setting and work.

Chairman Goetz asked Mr. Gordon to kick off discussion on item 6, general discussion on objectives in the FY09 annual work program related to public education and engagement. Mr. Gordon highlighted a number of initiatives staff has undertaken in the name of public education. In so doing, he raised a concern he has about presenting a focused message about planning and the Commission, suggesting that a central message might increase the effectiveness of these education efforts. Commissioner Carran responded that she thought that the staff’s willingness to be there, to help when needed, and to be responsive to requests for help was a positive message. Commissioner Kriege asked if the Commission’s five core values weren’t a strong message. Chairman Goetz suggested that perhaps the Commission could look into seeking outside assistance in creating a clear message. Additional discussion ensued.

Chairman Goetz asked Mr. Gordon to review the Commission’s revenue sources for the FY10 budget. Mr. Gordon recapped the three main categories of revenue on which the Commission relies: tax revenue; contractual revenue; and, other revenue. He provided his own preliminary account of what the Commission might expect to receive during FY10. All concluded that the FY10 budget would present unique challenges.

Chairman Goetz reminded members of the need to be mindful of services NKAPC staff provides to the Kenton County Planning Commission. He suggested that the Area Planning Commission might be called upon to step up its support of the County Planning Commission as this recession drags on.

Mr. Gordon asked if the Commission had any questions or comments about the monthly financial report template that staff had utilized for January figures. He noted that Commission

members were handed the reports during the February meeting and that he had suggested then that they look them over—specifically the transfers from reserve accounts to the general fund—prior to this work session. All appeared to agree that the reporting methods used were appropriate.

Chairman Goetz asked Mr. Gordon to recap the building maintenance issues that staff is handling currently. Mr. Gordon responded that rough estimates sought for replacing all single pane windows and doors in the building had ranged from roughly \$65,000 to \$105,000. He said these should all be replaced with dual-paned, Low E glass. He suggested that he intended to pursue an RFP for this work unless the Commission had objections. He noted that this work would be pursued using dollars from the Commission’s Building Maintenance Reserve Fund. He said he planned to recommend that the Commission commit \$50,000 to this effort given rising utility bills. Commissioner Kriege asked if it didn’t make more sense to just get the job done so long as the cost could be met from the building reserve. Commissioner Meier suggested structuring the RFP to include an itemized listing of costs so the Commission could determine how much of the work it wanted to pursue based on actual costs. Mr. Gordon said he would do this.

Mr. Gordon also reported on repairs and maintenance work necessary for the parking lot. He said he planned to pursue these using a combination of general fund and reserve fund dollars.

Chairman Goetz reminded members that the Commission hadn’t yet set Mr. Gordon’s salary for the fiscal year that’s now eight months old. General discussion ensued. The members agreed that they would address this issue during their regular March meeting.

Chairman Goetz asked if there were any other comments or discussion topics to come before the Commission. There being nothing further, he adjourned the meeting with unanimous consent at approximately 8:06 PM.

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Bill Goetz, Chairman

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Dennis Andrew Gordon, FAICP  
Executive Director/Secretary