

**Northern Kentucky Area Planning Commission
Meeting Minutes: May 20, 2009**

Chairman Bill Goetz called the annual organizational / 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 April 2010	X	
Vice Chairman Tom Kriege	May 2008 through April 2010	X	
Treasurer Tom Litzler	May 2008 through April 2010	X	
Commissioner Sherry Carran	May 2009 through April 2011		X
Commissioner Paul Meier	May 2008 through April 2010	X	
Commissioner Dick Spoor	May 2009 through April 2011		X
Commissioner Gene Weaver	May 2009 through April 2011	X	

Also present were: Michael Schwartz, AICP, GISP, Deputy Director for Current Planning; Trisha Brush, GISP, Deputy Director for GIS Administration; Christy Powell, GISP, Senior GIS Specialist; Garry Edmondson, Legal Counsel; Lori Remley, Administrative Assistant; and, Dennis Andrew Gordon, FAICP, Executive Director.

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

ELECTION OF OFFICERS

Chairman Goetz asked for nominations for Chairman. Commissioner Meier nominated Bill Goetz for Chairman; Commissioner Litzler seconded the nomination. Chairman Goetz asked if there were any other nominations. There being none, he asked for a motion. Commissioner Weaver made a motion to close nominations for Chairman; Commission Kriege seconded the motion. A voice vote found unanimous approval. The motion passed.

Chairman Goetz asked for nominations for Vice-Chairman. Commissioner Weaver nominated Tom Kriege for Vice-Chairman; Commissioner Meier seconded the nomination. Chairman Goetz asked if there were any other nominations. There being none, he asked for a motion. Commissioner Meier made a motion to close nominations for Vice-Chairman; Commission Litzler seconded the motion. A voice vote found unanimous approval. The motion passed.

Chairman Goetz asked for nominations for Treasurer. Commissioner Kriege nominated Tom Litzler for Treasurer; Commissioner Meier seconded the nomination. Chairman Goetz asked if there were any other nominations. There being none, he asked for a motion. Commissioner

Kriege made a motion to close nominations for Treasurer; Commission Meier seconded the motion. A voice vote found unanimous approval. The motion passed.

Chairman Goetz then asked for a motion to accept the slate of officers. Commissioner Weaver made a motion to accept the slate of officers by acclamation; Commissioner Meier seconded the motion. Chairman Goetz asked for a role call vote on the motion which found Commissioners Weaver, Meier, Kriege, Litzler, and Chairman Goetz in favor of the motion. The motion passed unanimously.

Pursuant to provisions included in the NKAPC Bylaws, “the Secretary position shall be filled by the Executive Director who shall see to the accurate preparation and completion of minutes and records for each meeting of the Commission.”

ACCEPTANCE OF AGENDA

Chairman Goetz asked for review of the agenda and a motion for acceptance subject to a 5:45 PM recess for the Council Budget Review Committee’s arrival. Commissioner Kriege made a motion to accept the agenda subject to the requested recess; Commissioner Weaver seconded the motion. Chairman Goetz asked for a voice vote on the motion which found unanimous approval. The motion passed.

ONGOING BUSINESS

Chairman Goetz called for comments from the public and noted that no one was present to speak.

Chairman Goetz asked if the Minutes of the May 13 special meeting were acceptable or if anyone had any additions/corrections. There being no additions/corrections, Chairman Goetz asked for a motion. Commissioner Kriege made a motion to accept the May 13 minutes as presented; Commissioner Weaver seconded the motion. Chairman Goetz asked for a role call vote on the motion which found Commissioners Kriege, Weaver, Meier, and Chairman Goetz in favor of the motion. Commissioner Litzler abstained from the vote. The motion passed unanimously.

Mr. Gordon gave a brief overview of the April financial report. After a brief discussion, Chairman Goetz asked for a motion. Commissioner Weaver made a motion to accept the April financial report as presented, subject to audit; Commissioner Kriege seconded the motion. Chairman Goetz asked for a role call vote on the motion which found Commissioners Weaver, Kriege, Litzler, Meier, and Chairman Goetz in favor of the motion. The motion passed unanimously.

Chairman Goetz asked for a report from legal counsel. Mr. Edmondson responded that there was nothing new to report.

Chairman Goetz asked for a report from the executive director. Mr. Gordon reviewed fee-based-revenue-to-date figures that had been provided to members. He again indicated the cuts made at the beginning of February should cover the losses through the end of the fiscal year.

Mr. Gordon advised members that he had received approximately eight responses to his request for information from other jurisdictions regarding their condolence policies. He indicated that most agencies do not have a formal policy and their practices vary. After some discussion, Chairman Goetz asked Mr. Gordon to formulate a condolence policy and put the matter on the agenda once the policy has been drafted.

Mr. Gordon provided an update regarding federal stimulus/energy efficiency funds. He advised members that, after discussions with Brian Sims, it was decided that NKAPC should pursue funding for replacing the building's HVAC system (est. \$260,000) as well as funds for the doors and windows. He also stated that additional information had been received with regard to the qualifying process which included four questions. He addressed each qualifying question and stated that NKAPC can answer yes to all questions except one - NKAPC is not an incorporated government. After some discussion, Mr. Goetz and Mr. Gordon stated that they would investigate the possibility of the application being submitted on NKAPC's behalf by one of the 18 government bodies represented by the organization.

Mr. Gordon then responded to a question from a previous meeting—Does the fact that we've reduced hours for some employees affect those employees' benefits? He stated that the personnel regulations define a full time employee as someone who works the full-time schedule on a regular basis. Mr. Gordon stated that the employees working reduced hours are working the full-time schedule on a regular basis, and therefore, their benefits are not affected. Members thanked Mr. Gordon for the follow up.

Chairman Goetz noted that the NKAP Council's budget review committee was not yet present and asked for a review of proposed amendments to the Commission's bylaws. Mr. Gordon reviewed the proposed changes that had been provided to members. After some discussion, Chairman Goetz requested that the matter be added to the June agenda for members to take action.

Chairman Goetz then asked for a review of the proposed meeting schedule for June 2009 through May 2010. Mr. Gordon reviewed the proposed schedule that had been provided to members. After some discussion, Mr. Litzler noted a potential conflict and Chairman Goetz requested that Mr. Gordon verify each member's availability and provide alternate dates. In the interim, Chairman Goetz asked for a motion to approve the meeting schedule for June 2009 through May 2010 as proposed with the understanding that it will be amended at a later date. Commissioner Meier made a motion to approve the meeting schedule for June 2009 through May 2010 as presented. Chairman Goetz asked for a roll call vote on the motion which found Commissioners Meier, Weaver, Kriege, Litzler, and Chairman Goetz in favor of the motion. The motion passed unanimously.

At 5:55 PM, the meeting was recessed for review of the recommended FY10 budget with members of the NKAP Council's budget review committee.

At 6:25 PM, Commissioner Weaver made a motion to reconvene the meeting; Commissioner Kriege seconded the motion. A voice vote found unanimous approval. The motion passed.

Chairman Goetz asked for the report from GIS Administration. Ms. Brush advised members that staff had originally planned to have computers set up to allow each member to have a

hands-on demonstration of the Woolpert updates to the website. Due to several glitches, the hands-on portion of the demonstration has been postponed. Ms. Brush provided additional background regarding the Woolpert portion of the rehabilitation and introduced Christy Powell to explain the proposed updates.

Ms. Powell reviewed the goals set for phase 1 of the rehabilitation, demonstrated proposed upgrades, and answered questions from members.

There were no reports from committees or members.

Chairman Goetz asked if there were any other comments or business to come before the Commission. There being no further business, the meeting was adjourned with unanimous consent at approximately 7:08 PM.

Bill Goetz
Chairman

Dennis Andrew Gordon, FAICP
Executive Director/Secretary