

**Northern Kentucky Area Planning Commission
Meeting Minutes: November 16, 2009**

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 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: John Chamberlin, Van Gorder Walker & Co., Inc.; Sharmili Reddy, AICP, Senior Planner; Scott Hiles, Deputy Director for Infrastructure Engineering; Tim Tholemeier, Senior Building Official; Michael Schwartz, AICP, GISP, Deputy Director for Current Planning; Stacy Tapke, Legal Counsel; Dennis Andrew Gordon, FAICP, Executive Director; and Lori Remley, Administrative Assistant.

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

ACCEPTANCE OF AGENDA

Chairman Goetz asked for a motion for acceptance of the agenda. Commissioner Kriege 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 called for comments from the public and noted that no one was present to speak.

Chairman Goetz asked for a review of the audit report on NKAPC’s FY09 financial records from John Chamberlin of Van Gorder, Walker & Co., Inc.

Mr. Chamberlin thanked members for the opportunity to work with them and thanked Dennis Gordon and Nicole Cullum for their assistance during the audit.

Mr. Chamberlin reviewed bar charts and graphs that outlined asset comparisons, revenue vs. expenditures, budget to actual revenue, budget to actual expenditures, and pie charts showing a breakdown of expenditures (a copy of which is attached to the original minutes). He stated that NKAPC funds had been well managed and that expenses had been reduced to compensate for the reduced income. There was a brief discussion regarding cash on hand and investments.

Mr. Chamberlin directed members to the preliminary Financial Statements. However, additional copies of the statements were needed and Chairman Goetz suggested that members hear other matters while copies were being made.

Chairman Goetz asked if the Minutes of the October 19 monthly business meeting were acceptable or if anyone had any additions/corrections. Commissioner Litzler noted a typographical error on page four, second to last paragraph, the word “on” should be “no”. With no additional corrections/changes, Chairman Goetz asked for a motion. Commissioner Weaver made a motion to accept the October 19 minutes as amended; Commissioner Litzler seconded the motion. Chairman Goetz asked for a role call vote on the motion which found Commissioners Weaver, Litzler, Kriege, Carran, Meier, and Chairman Goetz in favor of the motion. The motion passed unanimously.

Mr. Gordon gave a brief overview of a number of line items in the October financial report and reviewed the most recent fee-based revenue report. After a brief discussion, Chairman Goetz asked for a motion. Commissioner Weaver made a motion to accept the October report subject to audit; Commissioner Meier seconded the motion. Chairman Goetz asked for a role call vote on the motion which found Commissioners Weaver, Meier, Kriege, Litzler, Carran, and Chairman Goetz in favor of the motion. The motion passed unanimously.

At this time, Mr. Chamberlin presented members with copies of the preliminary Financial Statements (a copy of which is attached to the original minutes) and reviewed the auditors’ findings. There was a brief discussion regarding restricted and unrestricted funds on page 7 - Statement of Net Assets. Mr. Chamberlin also noted that there was a detailed breakdown of these funds on page 16 – Notes to Financial Statements.

With no further questions, Chairman Goetz asked members to review the Financial Statements thoroughly and contact Mr. Gordon with any additional questions. The final audit report will be placed on the December agenda for final action.

Chairman Goetz asked for a report from legal counsel. Ms. Tapke advised members that she had nothing new to report. Chairman Goetz thanked Ms. Tapke for attending the meeting on Mr. Edmondson’s behalf and noted that it was her birthday. Members and staff wished Ms. Tapke a happy birthday.

Chairman Goetz asked the executive director for his report. Mr. Gordon provided members with a copy of the CY10 holidays/office closings schedule and apologized for the delay in getting this schedule to them.

Mr. Gordon discussed the carryover funds from FY09 briefly and advised members that a proposal on how to best use these funds would be sent to them before the next meeting.

Mr. Gordon stated that Jan Crabb would be at the next meeting to present CY10 health insurance information and contract. He indicated that, as expected, the cost did increase slightly but is still within budget and that there should be no change in coverage.

Mr. Gordon indicated that preparation for the second annual Lou Noll Symposium has begun and that the preliminary date has been set for January 30, 2010.

Mr. Gordon advised members that the GIS partnership voted on a different flight schedule in late October. He stated that there would be a Pictometry flight in the spring of 2010 and the traditional orthophotography flight in the spring of 2011.

Chairman Goetz asked for an update regarding NKAPC's presence in Covington. Mr. Gordon stated that staff is working closely with Larry Klein and that there is a meeting scheduled for Thursday. He indicated that there are tentative plans to have a Covington presence by January.

Chairman Goetz asked for a report from the internal hills taskforce. Scott Hiles advised members that the scale exercise they had taken previously had been expanded to include other groups and he reviewed the results (a copy of which is attached to the original minutes). Mr. Hiles then provided preliminary results from the online Hillside Survey and stated that over 500 responses had been received. He indicated that the scale exercise had also been a part of this survey.

Mr. Hiles advised members that the first roundtable meeting took place on October 22 and had gone well. Commissioner Carran indicated that the group had been a little reserved but that good comments had been made.

Mr. Hiles reminded members that the Public Forum is scheduled for December 2 from 6:30-8:30 PM at Notre Dame Academy.

Chairman Goetz asked for staff's recommendation regarding a proposed expansion of Northern Kentucky Water District's treatment facility on Grand Avenue in Taylor Mill under requirements of KRS 147.680. Sharmili Reddy reviewed staff's recommendations (a copy of the memo is attached to the original minutes). She outlined the location, site plan, considerations, and proposed changes (a copy of which is attached to the original minutes).

There was a brief discussion during which members asked that staff include the following recommendations:

- Limit disturbance between the proposed building and Banklick Creek.
- Match new building exterior style/material to that of the existing buildings on the site.

After discussion, Chairman Goetz asked for a motion. Commissioner Weaver made a motion to support staff's recommendation regarding the proposed expansion of the Northern Kentucky Water District's treatment facility on Grand Avenue in the City of Taylor Mill, including the recommendation to limit the disturbance between the proposed building and Banklick Creek and to match the new building exterior style/material to that of the existing building. Commissioner Litzler seconded the motion. Chairman Goetz asked for a role call vote on the motion which

found Commissioners Weaver, Litzler, Kriege, Carran, Meier, and Chairman Goetz in favor of the motion. The motion passed unanimously.

Chairman Goetz asked for reports from committees or members.

With no reports from the other Commissioners, Chairman Goetz advised members that he had emailed an article to each of them regarding the Erlanger Police Department's crime mapping program. He stated that a representative of the Police Department will be traveling to Paris to demonstrate their computer technology which is powered by LINK-GIS.

Chairman Goetz then advised members that it was time to appoint NKAPC's representative to the OKI Board. He stated that Ralph Grieme was currently the representative but that he was no longer a Kenton County resident. Chairman Goetz asked members for feedback. It was the general consensus that, since Mr. Grieme is no longer a Kenton County resident, the representative should be a Commission member or a member of staff. Chairman Goetz recommended that Mr. Gordon serve as the representative and that he appoint an alternate to serve in his absence.

Commissioner Meier left the meeting at 6:45 PM.

NEW BUSINESS

Chairman Goetz reminded members that it was time to review Mr. Gordon's FY09 performance as executive director. He then opened the floor for comments. General discussion ensued on a wide range of topics that included:

- fiscal management, specifically as it relates to challenges the Commission has faced over the past 18 months relative to fee-based revenue and the opportunities the Commission will realize from ongoing contributions to its reserve funds;
- outreach efforts to engage elected officials in NKAPC's work, whether through the NKAP Council or otherwise;
- presentation skills of staff;
- long-term needs for changes to the Commission's Chambers;
- the Hills project and the promise it holds for the community and NKAPC;
- Mr. Gordon's commitment to follow through on obligations and to be attentive to the needs of the Commission's member governments;
- continuing to keep NKAPC on the cutting edge of planning and GIS issues; and
- even greater collaboration between long-range and current planning staffs.

Chairman Goetz summarized the members' comments and asked them what action they wished to take relative to thanking Mr. Gordon for his efforts during FY09. He asked Mr. Gordon to remind Commissioners how staff's performance review process had been handled in this regard. Mr. Gordon responded that staff did not and would not receive a cost-of-living increase during FY10. He explained that the budget included limited funds to provide performance incentives to staff based on the scores they earned in the annual performance review process. Chairman Goetz asked about the range of those incentives. Mr. Gordon said that they ranged from several hundred to a little over 1400 dollars. Members discussed what they felt would be appropriate under the circumstances.

Commissioner Carran made a motion to provide Mr. Gordon a 1500 dollar incentive payment based on his and the Commission's accomplishments during FY09. Commissioner Kriege seconded the motion. With no further comments or questions, Chairman Goetz asked for a roll call vote on the motion which found Commissioners Carran, Kriege, Weaver, Litzler, and Chairman Goetz in favor of the motion. The motion passed unanimously.

Chairman Goetz asked if there were any other comments or business to come before the Commission. There being none, he adjourned the meeting at 7:48 PM.

Bill Goetz
Chairman

Dennis Andrew Gordon, FAICP
Executive Director/Secretary