

**Northern Kentucky Area Planning Commission
Meeting Minutes: December 21, 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: Mike Williams of Sherrill Morgan Associates; Jan Crabb, PHR, Finance/HR Administrator; Garry Edmondson, 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 suggested that items 11 and 12 on the agenda be heard after item 5. He then asked for a motion for acceptance of the agenda as amended. Commissioner Weaver made a motion to accept the agenda as amended; Commissioner Kriege 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 November 16 monthly business meeting were acceptable or if anyone had any additions/corrections. Commissioner Litzler made a motion to accept the November 16 minutes as presented; Commissioner Meier seconded the motion. Chairman Goetz asked for a role call vote on the motion which found Commissioners Litzler, Meier, Kriege, Weaver, Carran, and Chairman Goetz in favor of the motion. The motion passed unanimously.

Chairman Goetz asked for a review of the recommendation from staff and Sherrill Morgan Associates regarding medical insurance coverage for CY10. Mike Williams of Sherrill Morgan provided a brief outline of the benefit/cost review process and stated that there were marginal differences in the cost of coverage between the companies surveyed. He indicated that the average market increase ranged between 12-14 percent and that by staying with the same company, NKAPC would only incur an increase of 8.9 percent. He concurred with staff's recommendation that the medical, life, and dental coverage not be changed for CY10. After a brief discussion, Chairman Goetz asked for a motion. Commissioner Kriege made a motion to maintain the current medical insurance coverage for the 2010 calendar year based on the recommendation of staff and Sherrill Morgan; Commissioner Carran seconded the motion. Chairman Goetz asked for a role call vote on the motion which found Commissioners Kriege, Carran, Litzler, Weaver, Meier, and Chairman Goetz in favor of the motion. The motion passed unanimously.

Chairman Goetz asked for a review of a recommendation from staff regarding administration of NKAPC's "opt out" program for employees with outside medical insurance coverage. Ms. Crabb provided a brief outline of the "opt out" program and recommended that this program not be changed for CY10. After a brief discussion, Chairman Goetz asked for a motion. Commissioner Weaver made a motion to maintain the current "opt out" program for the 2010 calendar year based on the recommendation of staff; 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.

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

Chairman Goetz asked for a report from legal counsel. Mr. Edmondson advised members that he had nothing new to report.

Chairman Goetz asked the executive director for his report. Mr. Gordon advised members that that plans for the second annual Lou Noll Symposium were progressing. He stated that the Symposium is scheduled for Saturday, January 30, 2010, and will consist of three sessions. He indicated that NKAPC's will feature the new GIS website and Envista program; NKWD will provide a bus tour of the Taylor Mill water treatment plant; and that SD1 session is still being developed.

Mr. Gordon discussed the proposed MOU with SD1 for stormwater infrastructure inspections. He indicated that the MOU had not been reviewed by Mr. Edmondson prior to being emailed and would be modified to incorporate Mr. Edmondson's minor changes. After discussing the proposed changes, Commissioner Weaver made a motion to authorize the Chairman to sign the MOU with SD1 for stormwater infrastructure inspections once it has been approved by Mr. Edmondson and Mr. Gordon; 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 outlined proposed changes in payroll processing. He indicated that NKAPC's payroll is currently processed by Paychex. He advised members that as of the first of the year, payroll will be processed in-house using Intuit, an online program. After some discussion, Mr. Gordon stated that direct deposit would help simplify the payroll process and asked several members to complete the necessary forms.

Mr. Gordon outlined the proposed uses for FY09 residual funds. After reviewing and discussing each item listed, Commissioner Kriege made a motion to approve the use of the unbudgeted FY09 carryover funds as presented; Commissioner Litzler seconded the motion. Chairman Goetz asked for a role call vote on the motion which found Commissioners Kriege, Litzler, Weaver, Carran, Meier, and Chairman Goetz in favor of the motion. The motion passed unanimously.

Mr. Gordon recommended that NKAPC employees be given an additional four hours of paid time off on Christmas Eve. As he had previously discussed with members, this was being recommended as a token of appreciation for staff's endurance of cutbacks over the past year. Commissioner Weaver then made a motion to give employees an additional four hours of paid time off on Christmas Eve; 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 a review of the final audit report on NKAPC's FY09 financial records as prepared by Van Gorder Walker CPAs. Mr. Gordon indicated that the final report was the same as that presented at the November 16 meeting. After a brief discussion, Chairman Goetz asked for a motion. Commissioner Litzler made a motion to accept the final audit report on NKAPC's FY09 financial records as presented; Commissioner Kriege seconded the motion. Chairman Goetz asked for a role call vote on the motion which found Commissioners Litzler, Kriege, Weaver, Carran, Meier, and Chairman Goetz in favor of the motion. The motion passed unanimously.

Chairman Goetz asked for reports from committees or members. Commissioners Carran and Weaver commented on the recent Hills Project public forum, stating that the attendance was good given the weather and that they were pleased with the program. Commissioner Litzler advised that Boone County would be allowed to withdraw from the Telecommunications Board at the end of June. He also stated that the Judge in the case ruled in favor of TBNK and no assets will be disbursed unless the board is dissolved. Commissioner Meier thanked Michael Schwartz and Scott Hiles on their recent presentation and help in the City of Crestview Hills.

NEW BUSINESS

Chairman Goetz asked for a review of a recommendation to appoint the executive director to a one-year term representing NKAPC on the OKI Board of Trustees and Executive Committee to commence in January 2010. After a brief discussion, Chairman Goetz asked for a motion. Commissioner Meier made a motion to appoint the executive director to a one-year term to represent NKAPC on the OKI Board of Trustees and Executive Committed effective January 1,

2010; Commissioner Carran seconded the motion. Chairman Goetz asked for a role call vote on the motion which found Commissioners Meier, Carran, Kriege, Litzler, Weaver, 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 wished everyone a Merry Christmas and adjourned the meeting at 6:30 PM.

Bill Goetz
Chairman

Dennis Andrew Gordon, FAICP
Executive Director/Secretary