

**Northern Kentucky Area Planning Commission  
Meeting Minutes: April 19, 2010**

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.

	<b>Term</b>	<b>Present</b>	<b>Absent</b>
Chairman Bill Goetz	May 2008 through April 2010	<b>X</b>	
Vice Chairman Tom Kriege	May 2008 through April 2010	<b>X</b>	
Treasurer Tom Litzler	May 2008 through April 2010	<b>X</b>	
Commissioner Sherry Carran	May 2009 through April 2011		<b>X</b>
Commissioner Paul Meier	May 2008 through April 2010	<b>X</b>	
Commissioner Dick Spoor	May 2009 through April 2011	<b>X</b>	
Commissioner Gene Weaver	May 2009 through April 2011	<b>X</b>	

Also present were: Jay Fossett, Pat Crowley, Martin Scribner, AICP, 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 suggested that item 7 on the agenda be heard after item 3. 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 asked for a report from legal counsel. Ms. Tapke stated that she had nothing to report.

Chairman Goetz called for comments from the public. Mr. Gordon provided background information regarding NKAPC's ongoing work program objective for public information and education. He then introduced Jay Fossett and Pat Crowley of Strategic Advisers. Mr. Fossett and Mr. Crowley reviewed their Communications and Government Relations Proposal (a copy of which is attached to the original minutes). There was a brief discussion regarding the proposal and Chairman Goetz thanked Mr. Fossett and Mr. Crowley for taking the time to speak to the board.

Chairman Goetz asked if the Minutes of the March 15 monthly business meeting were acceptable or if anyone had any additions/corrections. Commissioner Litzler made a motion to accept the March 15 minutes as presented; Commissioner Spoor seconded the motion. Chairman Goetz asked for a role call vote on the motion which found Commissioners Litzler, Spoor, Kriege, Meier, Weaver, 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 March financial report and reviewed the most recent fee-based revenue report. After a brief discussion, Chairman Goetz asked for a motion. Commissioner Spoor made a motion to accept the March reports as presented subject to audit; Commissioner Weaver seconded the motion. Chairman Goetz asked for a role call vote on the motion which found Commissioners Spoor, Weaver, Kriege, Litzler, Meier, and Chairman Goetz in favor of the motion. The motion passed unanimously.

Chairman Goetz asked the executive director for his report. Mr. Gordon introduced members to Martin Scribner, the new deputy director for current planning, and stated that he was extremely pleased with the energy and new ideas Martin has brought with him. Mr. Scribner then provided members with a brief description of his background.

Mr. Gordon reviewed the staff position cuts scheduled to take place prior to July 1. He stated that four members of staff have been notified that their positions will be eliminated effective July 1 and that two building inspectors will be splitting their time between building and zoning. He indicated that staff would return to 40 hours at the beginning of the fiscal year, assuming approval of the preliminary budget that he will present later in the agenda. Mr. Gordon also advised members that one of the electrical inspectors had resigned in late March and that the remaining inspector is working overtime to cover inspections. There was a general discussion regarding staffing issues and coverage of workloads.

Mr. Gordon advised members that the Long-Range Operations Committee did not meet last week due to a scheduling conflict. Possible dates were discussed and it was decided that May 3 at 4:00 PM worked best with the committee members' calendars.

Mr. Gordon stated that the website RFQ process was ongoing and that the second Hills Public Forum is scheduled for May 4 from 6:00 PM to 8:30 PM. He indicated that the April Long-Range Planning Committee meeting was set for the same date and asked members if they wanted to reschedule this meeting or forgo the April meeting. After a brief discussion, members decided to forgo the April meeting.

Mr. Gordon reminded members that their next meeting was set for Monday, April 26, and Chairman Goetz noted that he would be unable to attend.

Chairman Goetz asked for the report and recommendation from staff regarding proposals received for the replacement of windows and doors in the NKAPC Building. Mr. Gordon provided members with a spreadsheet outlining the RFPs received (a copy of which is attached to the original minutes). He indicated that staff's recommendation was to declare Advanced Glazing Contractors whose final bid was \$78,200 as the best and lowest bid and showed members samples of the products that would be used. He stated that Advanced Glazing had

advised staff of a rebate being offered by Duke Energy when LEED glass is used and that Advanced has agreed to pass this rebate onto NKAPC.

After a discussion of the various options, Chairman Goetz asked for a motion. Commissioner Weaver made a motion to approve staff's recommendation to accept Advanced Glazing Contractors best and lowest bid to pursue replacement of windows and doors in the NKAPC Building; Commissioner Kriege seconded the motion. Chairman Goetz asked for a role call vote on the motion which found Commissioners Weaver, Kriege, Litzler, Meier, Spoor, and Chairman Goetz in favor of the motion. The motion passed unanimously.

Chairman Goetz asked for reports from committees or members. Commissioner Meier reminded members of the upcoming Northern Kentucky Forum at Dixie Heights High School on Saturday, May 24 at 9:00 AM. Chairman Goetz updated members regarding his recent meeting with Fort Wright councilmen.

## **NEW BUSINESS**

Mr. Gordon provided background information regarding Resolution 817 which updates Resolution 808 (2006) creating certain reserve funds, specifying their purposes, establishing their annual and overall funding goals, defining qualified expenditures, and identifying restrictions placed on them.

After a brief discussion, Chairman Goetz asked for a motion to on the proposed resolution. Commissioner Weaver made a motion to approve Resolution 817 as presented; Commissioner Meier seconded the motion. Chairman Goetz asked for a role call vote on the motion which found Commissioners Weaver, Meier, Kriege, Litzler, Spoor, and Chairman Goetz in favor of the motion. The motion passed unanimously.

Chairman Goetz then asked for a review of the initial draft of the FY11 budget. Mr. Gordon gave a brief overview of a number of line items and indicated that the budget reflected the loss of Covington and staff reductions. He also noted that no raises would be given with the exception of scheduled longevity increases. During Mr. Gordon's presentation Commissioner Spoor left the meeting (7:15 PM). The remaining members discussed various line items and Mr. Gordon invited members to email him with any additional comments and/or questions. Additional discussion about the budget and attendant work program is scheduled for Monday evening, April 26 at 5:15 PM.

Chairman Goetz asked if there were any other comments or business to come before the Commission. There being none, he and adjourned the meeting at 7:40 PM.

---

Bill Goetz, Chairman

---

Dennis Andrew Gordon, FAICP  
Executive Director/Secretary