

**Northern Kentucky Area Planning Commission
Meeting Minutes: February 2, 2011**

Chairman Bill Goetz called the annual working session 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 2010 through April 2012	X	
Vice Chairman Tom Kriege	May 2010 through April 2012	X	
Treasurer Tom Litzler	May 2010 through April 2012	X	
Commissioner Sherry Carran	May 2009 through April 2011	X	
Commissioner Paul Meier	May 2010 through April 2012	X	
Commissioner Dick Spoor	May 2009 through April 2011	X	
Commissioner Gene Weaver	May 2009 through April 2011	X	

Also present was Dennis Andrew Gordon, FAICP, Executive Director.

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

ACCEPTANCE OF AGENDA

Chairman Goetz asked for review of the agenda. Commissioner Kriege made a motion to accept the agenda as recommended; 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 there were no members of the public present.

Chairman Goetz opened discussion on issues of relevance to the FY12 annual work program and budget.

Mr. Gordon presented information regarding the FY11 budget and reserves. He pointed out where the Commission is midway through the fiscal year and indicated that staff expects collections to meet projections. Commission members asked about several reserve accounts and Mr. Gordon said he would put the issue on a future agenda for further discussion. He also said he would make sure Commissioners were provided with copies of the resolutions that created these reserves.

Mr. Gordon presented the most recent fee revenue report and told members staff was beginning to review fee revenue vs. the costs of providing the service. He reminded members that the one stop shop interlocal agreements include an escalator clause that authorizes NKAPC to increase its fees annually in an amount equal to the Kentucky consumer price index. Further, he reminded members that NKAPC invoked this clause between program years 2 and 3, and 3 and 4, but that the recession had prompted sufficient concern so as to preclude increases between years 4 and 5, and 5 and 6. He asked members to be considering whether they wanted to invoke the clause on July 1. Members said they wanted to see the results of staff's review.

Mr. Gordon reviewed with Commissioners the contents on the FY11 annual work program. He asked that they review this information and let him know of any concerns or question they may have. He also asked that they let him know if they had any objectives they wanted to see in the FY12 work program.

Mr. Gordon reminded members that the condition of the building's roof had been a concern since NKAPC purchased it in 2002. He reported that maintenance had been pursued several times over the years to extend the current roof's life. He indicated that crews had already fixed several leaks since the onset of winter and that several vendors have suggested that replacement might now be in order. Commission members discussed the fact that the Building Reserve includes funds for this action but encouraged Mr. Gordon to talk to a number of flat roofing experts before developing a recommendation for the Commission's consideration.

Mr. Gordon reminded members of the approved increase in CERS retirement contributions. He indicated that the current rate is 16.93 percent and that it will be increased to 18.96 percent effective July 1, 2011. He reported that this increase will cost an additional \$50,000.

CY12 health insurance was the next subject covered with Mr. Gordon reporting that he had asked for volunteers to work with him and Jan Crabb on ways to contain NKAPC's health insurance costs. He said his timeline for this work to begin is June, not in the fall when Sherrill Morgan and Associates will seek bids. He outlined several proposals Mike Williams had mentioned and suggested that these would be added to staff's list of ideas.

Members then discussed funding for FY12, specifically how decisions should be made for revenue and whether reserves should be off limits.

Mr. Gordon reported that it is his goal to set FY12 priorities such that we can provide staff with an appropriate COLA. Further, he reminded members that staff members have not received a cost-of-living adjustment since July 2008. Discussion ensued regard priorities and the importance of staff to NKAPC's mission.

Mr. Gordon reviewed several community issues of which he thinks members should be aware. This review prompted discussion about the budget and the need to stay the course with regard to frugality in expenditures.

Chairman Goetz asked for reports from committees or members. There were none.

Chairman Goetz asked if there were any other comments or business to come before the Commission.

With no other comments, Chairman Goetz adjourned the meeting at 7:35 PM.

Bill Goetz, Chairman

Dennis Andrew Gordon, FAICP
Executive Director/Secretary