

**Northern Kentucky Area Planning Commission
Meeting Minutes: January 17, 2012**

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 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 2013		X
Commissioner Paul Meier	May 2010 through April 2012	X	
Commissioner Dick Spoor	May 2009 through April 2013	X	
Commissioner Gene Weaver	May 2009 through April 2013	X	

Also present were: Shawn Baker, State Senate Candidate; John Chamberlin, CPA, MBA, Van Gorder, Walker & Co., Inc.; Garry Edmondson, Legal Counsel; Trisha Brush, GISP, Deputy Director for GIS Administration; Jan Crabb, PHR, Finance/HR Administrator; Nicole Cullum, CB, Bookkeeper; Scott Hiles, Deputy Director for Infrastructure Engineering; Keith Logsdon, AICP, Deputy Director for Long Range Planning; Martin Scribner, AICP, Deputy Director for Current Planning; Brian Sims, CBO, Deputy Director for Building Codes Administration; 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 review of the agenda. Commissioner Weaver made a motion to accept the agenda as presented; Commissioner Spoor 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 invited Shawn Baker to introduce herself. Ms. Baker thanked the Commission for the opportunity and indicated that she was running for Senator Westwood's seat. She stated that her purpose for attending the meeting was to observe and educate herself on what the Commission does and how it operates.

Chairman Goetz asked for the review of the final FY11 audit report from VanGorder Walker CPAs. Mr. Gordon indicated that John Chamberlin was present and asked Mr. Chamberlin to present his findings.

Mr. Chamberlin thanked the Commission with special thanks given to Mr. Gordon and Nicole Cullum for the outstanding job they've done. Mr. Chamberlin then reviewed his PowerPoint presentation (a copy of which is attached to the original minutes). He stated that NKAPC has done an exceptional job keeping its expenditures in line with its revenue and that, with the exception of FY08-10, its actual revenue has been slightly higher than its budgeted revenue. Mr. Chamberlin stated that actual expenditures have been consistently at or below budgeted expenditures and that staffing costs represent the majority of expenditures. He then briefly outlined his findings letter dated October 26, 2011 (a copy of which is attached to the original minutes) and indicated that no significant issues were found.

Mr. Chamberlin also stated that, at Mr. Gordon's request, they have analyzed NKAPC's compliance with the *Auditor of Public Accounts Recommendations for Public and Nonprofit Boards* and that their findings had been provided to Mr. Gordon.

Mr. Chamberlin then reviewed the audit report and offered to answer any questions members may have. There was a brief discussion regarding what category the building appeared in and how improvements (new roof) would affect its value.

After a brief discussion, Chairman Goetz asked for a motion. Commissioner Meier made a motion to accept the audit report as presented; Commissioner Weaver seconded the motion. Chairman Goetz asked for a roll call vote on the motion which found Commissioners Kriege, Meier, Spoor, Weaver, and Chairman Goetz in favor of the motion. The motion passed unanimously.

Chairman Goetz asked if the Minutes of the December 19, 2011 monthly business meeting were acceptable or if anyone had any additions/corrections. Commissioner Kriege made a motion to accept the December 19 minutes as presented; Commissioner Spoor seconded the motion. Chairman Goetz asked for a roll call vote on the motion which found Commissioners Kriege, Meier, Spoor, Weaver, and Chairman Goetz in favor of the motion. The motion passed unanimously.

Ms. Crabb gave an overview of the December financial report and most recent fee-based revenue report to date. After a brief discussion, Chairman Goetz asked for a motion. Commissioner Kriege made a motion to accept the December reports as presented subject to audit; Commissioner Meier seconded the motion. Chairman Goetz asked for a roll call vote on the motion which found Commissioners Kriege, Meier, Spoor, Weaver, and Chairman Goetz in favor of the motion. The motion passed unanimously.

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

Chairman Goetz then asked the executive director for his report. Mr. Gordon asked members if they had any questions regarding the report provided by email (a copy of which is attached to the original minutes). Commissioner Meier took the opportunity to advise Mr. Gordon and

members that he would be out of town for the February 1st work session. Mr. Gordon indicated that he would touch base with Commissioner Meier prior to the meeting to discuss any items he would like to have presented for discussion.

Chairman Goetz then asked for the report from Infrastructure Engineering. Scott Hiles updated members on the current status of the proposed subdivision regulations. He indicated that the process is nearing the end and provided a brief historical view. He stated that the proposed regulations have been provided to nine different groups for comment – including the Mayors’ Group and its internal committee, KCPC committee, and HBA committee. Mr. Hiles advised members that committee members had put a great deal of time into this process with the Mayors’ Group committee meeting two dozen times, the KCPC committee meeting a dozen times, and the HBA meeting about six times.

Mr. Hiles outlined the collaboration effort with regard to the HBA. He indicated that the HBA agreed with eight of the 11 original Mayors’ Group recommendations and requested that three other recommendations be added. Of the three recommendations that the HBA did not agree with, one was removed, one was modified and a consensus has yet to be reached on the third. Mr. Hiles reviewed the recommendation still at issue – Recommendation 4: That a full aggregate drainage mat (and filter fabric between the mat and subgrade) be required under the entire pavement in addition to the underdrain beneath the curbs. He provided cost comparisons for both asphalt and concrete streets along with the pavement requirements - 5 ½" with aggregate and 7" respectively.

Mr. Hiles reviewed the next steps in the process and stated that a public hearing regarding the new regulations is expected to occur in the spring. He indicated that last week’s meeting with the HBA was cancelled due to weather and that it would be rescheduled as soon as possible.

After a brief discussion, Chairman Goetz thanked Mr. Hiles and then asked for reports from committees or members. There were no reports. However, Commissioner Meier thanked NKAPC staff on behalf of the Mayors’ Group for all of its help.

NEW BUSINESS

Chairman Goetz opened the discussion regarding Senate Bill 62. Mr. Gordon stated that the bill had been filed by Senator Thayer and would have significant impact if passed. He indicated that others have suggested that the main reason behind SB62 was to lower the threshold with regard to the number of signatures needed on a petition because the HBA petitioners hadn’t been able meet the current threshold.

After a brief discussion regarding a resolution opposing Senate Bill 62, Chairman Goetz asked Mr. Edmondson to prepare the resolution. Commissioner Weaver then made a motion to approve the resolution in opposition to Senate Bill 62 as discussed; Commissioner Kriege seconded the motion. Chairman Goetz asked for a roll call vote on the motion which found Commissioners Kriege, Meier, Spoor, Weaver, and Chairman Goetz in favor of the motion. The motion passed unanimously.

Commissioner Weaver asked Ms. Baker what her opinion was with regard to Senate Bill 62. Ms. Baker indicated that, based on what she has read so far, she believes the higher threshold is appropriate.

Chairman Goetz then opened discussion regarding the Commission's FY13 work session. Mr. Gordon asked members to let him know what items they would like to have on the agenda for this session. He indicated that there were two items already on the agenda - the draft recommendations of the Financial Review Committee and the APA recommendations that Mr. Chamberlin had mentioned earlier.

Mr. Gordon stated that the Financial Review Committee still has several more meetings scheduled and that the list of recommendations is subject to change. He also indicated that, as a result of the state audit of SD1, he had requested that the auditors perform a review based on the 32 issues the state found with regard to SD1. Mr. Gordon stated that the auditors found eight issues that may need to be included in the NKAPC Policies and Procedure Manual.

There was some discussion regarding the auditors' findings during which Commissioner Spoor stated that the requirements for the elected members of the Commission may be different than those of SD1's appointed board members.

With no additional new business, Chairman Goetz adjourned the meeting at approximately 6:20 PM.

Bill Goetz, Chairman

Dennis Andrew Gordon, FAICP
Executive Director/Secretary