

**Northern Kentucky Area Planning Commission
Meeting Minutes: April 30, 2012**

Chairman Bill Goetz called the scheduled business meeting of the Northern Kentucky Area Planning Commission to order at 5:20 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: Mayor Dan Bell, Councilwoman Elizabeth Fricke (Chair), Councilwoman Gloria Grubbs, and City Manager Larry Klein of the NKAP Council’s Budget/Annual Work Program Review Committee; Stacy Tapke, Legal Counsel; Jan Crabb, PHR, Finance/HR Administrator; and, 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 Litzler made a motion to accept the agenda as amended; Commissioner Meier seconded the motion. Vice Chairman Kriege asked for a voice vote on the motion which found unanimous approval. The motion passed.

Chairman Goetz called for comments from the public and noted that there were none.

FY13 BUDGET DISCUSSION

Chairman Goetz then opened discussion on the second draft FY13 budgets. Mr. Gordon provided members and the Budget/Annual Work Program Review Committee with copies of the revised FY13 NKAPC and LINK-GIS budgets. He also distributed handouts (attached and made a part of the original minutes) containing information sought by members of the committee during last week’s meeting.

Mr. Gordon reviewed the handouts first, the initial one showing how NKAPC’s health insurance benefits compare with local jurisdictions in Kenton and Boone/Campbell Counties. According to the annual NKADD study, NKAPC’s Anthem Lumenos offering (HSA) is ranked fourth

lowest of all offerings in Kenton County; its Anthem Blue Access offering (HRA) is ranked eighth.

Second, Mr. Gordon provided information regarding the total cost of personnel benefits from FY04 through FY12. The spreadsheet shows a staffing level of 35 in FY04. It peaked in FY07 with 52 and declined to 37 this fiscal year.

The third sheet showed how those staffing numbers were broken down by department.

Per a request from the earlier budget meeting, Mr. Gordon provided a handout that shows cost-of-living increases earned by staff from FY03 through FY12. The table showed that staff received salary and wage adjustments based on the Kentucky CPU in Fiscal Years 2003, 2004, 2005, 2006, and 2007. Due to the Great Recession, only one increase was provided between FY08 and FY11. Fiscal Year 2012 also provided a 1.5% increase.

The period between FY08 and FY11 included voluntary salary and wage decreases by all staff and voluntary concessions of hours by non-exempt personnel.

The fifth handout provided was a draft pay plan. The sixth handout provided tax revenue and levy rates by year from CY02/FY03 through CY11/FY12. It also showed 2012 additions and deletions to the Kenton County real property calculations from 2011. Some discussion followed with members asking Mr. Gordon how those additions and deletions are provided. Mr. Gordon responded by referring members to Mark Vogt, Kenton County PVA. He also said he would check with staff at the Northern Kentucky ADD on the mathematics of calculating revenue.

Discussion on the updated NKAPC and LINK-GIS budgets ensued, particularly with regard to their interrelationship. Mr. Gordon explained how revenue flowed from the NKAPC budget to the LINK-GIS budget and how LINK-GIS reimbursed NKAPC for costs associated with insurance, telephone land lines, internet service, building maintenance, debt service, utilities, and building upkeep.

Upon completion of Mr. Gordon's review, NKAPC and committee members relayed their general pleasure with the information presented and the manner in which the joint review was being handled. Mr. Gordon concluded his comments by saying the final draft budget and draft annual work program would be sent to Commission and committee members well before the May 21st annual organizational meeting of the NKAPC Commission. He reminded them that this is the meeting historically during which commission members make their recommendation to the full Council.

ONGOING BUSINESS

Chairman Goetz asked for legal counsel's report. Ms. Tapke stated that she had nothing to report.

Chairman Goetz asked the executive director for his report. Mr. Gordon reported that Keith Logsdon, AICP, Deputy Director for Long-Range Planning would be retiring on July 31st and would not be available for consulting work with the Commission after that date. Accordingly, he said, previous discussions about service credits and rates of pay were now moot.

NEW BUSINESS

With no additional business, Chairman Goetz adjourned the meeting at approximately 7:09 PM.

Tom Litzler, Chairman

Dennis Andrew Gordon, FAICP
Executive Director/Secretary