

**Northern Kentucky Area Planning Commission  
Meeting Minutes: June 25, 2012**

Chairman Tom Litzler called the monthly business meeting of the Northern Kentucky Area Planning Commission to order at 5:17 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 Tom Litzler	May 2012 through April 2014	<b>X</b>	
Vice Chairman Paul Meier	May 2012 through April 2014	<b>X</b>	
Treasurer Dick Spoor	May 2011 through April 2013	<b>X</b>	
Commissioner Nancy Atkinson	May 2012 through April 2014	<b>X</b>	
Commissioner Sherry Carran	May 2011 through April 2013	<b>X</b>	
Commissioner Bill Goetz	May 2012 through April 2014		<b>X</b>
Commissioner Gene Weaver	May 2011 through April 2013	<b>X</b>	

Also present were: Scott Campbell, NEC Inspections; Steve Helmer, Electric Inspection; Rick Lechler, IBI; Mike Williams, Sherrill Morgan; President Dave Jansing, NKAP Council; Garry Edmondson, Legal Counsel; Trisha Brush, GISP, Deputy Director for GIS Administration; Keith Logsdon, AICP, Deputy Director for Long-Range Planning; Martin Scribner, AICP, Deputy Director for Current Planning; Brian Sims, Deputy Director for Building Codes Administration; Dennis Andrew Gordon, FAICP, Executive Director; and Lori Remley, Administrative Assistant.

Chairman Litzler asked for a moment of silent prayer and led the Pledge of Allegiance. He also asked that the record reflect that the Oath of Office was administered by Ms. Remley to Commissioner Goetz on June 6, 2012 and Commissioner Spoor on June 8, 2012.

**ACCEPTANCE OF AGENDA**

Chairman Litzler asked for review of the agenda. Commissioner Weaver made a motion to accept the agenda as amended; Commissioner Atkinson seconded the motion. Chairman Litzler asked for a voice vote on the motion which found unanimous approval. The motion passed.

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

**ONGOING BUSINESS**

Chairman Litzler asked if the Minutes of the April 23, 2012 monthly business meeting were acceptable or if anyone had any additions/corrections. Commissioner Meier made a motion to accept the April 23 minutes as presented; Commissioner Spoor seconded the motion. Chairman Litzler asked for a roll call vote on the motion which found Commissioners Carran, Meier,

Spoor, Weaver and Chairman Litzler in favor of the motion with Commissioner Atkinson present but not voting. The motion passed unanimously.

Chairman Litzler asked if the Minutes of the April 30, 2012 monthly business meeting were acceptable or if anyone had any additions/corrections. Commissioner Meier made a motion to accept the April 30 minutes as presented; Commissioner Spoor seconded the motion. Chairman Litzler asked for a roll call vote on the motion which found Commissioners Carran, Meier, Spoor, and Chairman Litzler in favor of the motion with Commissioners Atkinson and Weaver present but not voting. The motion passed unanimously.

Chairman Litzler asked if the Minutes of the May 21, 2012 monthly business meeting were acceptable or if anyone had any additions/corrections. Commissioner Carran indicated that there was a correction needed on the top of page 5 – “Treasurer Litzler” needs changed to “Chairman Litzler”. Commissioner Atkinson made a motion to accept the May 21 minutes as amended; Commissioner Meier seconded the motion. Chairman Litzler asked for a roll call vote on the motion which found Commissioners Atkinson, Meier, Spoor, and Chairman Litzler in favor of the motion with Commissioners Carran and Weaver present but not voting. The motion passed unanimously.

Mr. Gordon asked if there were any questions regarding the May financial report. With no questions, he provided a brief overview of the most recent fee-based revenue report to date. After a brief discussion, Chairman Litzler asked for a motion. Commissioner Meier made a motion to accept the April and May reports as presented subject to audit; Commissioner Carran seconded the motion. Chairman Litzler asked for a roll call vote on the motion which found Commissioners Atkinson, Carran, Meier, Spoor, Weaver, and Chairman Litzler in favor of the motion. The motion passed unanimously.

Chairman Litzler asked for legal counsel’s report. Mr. Edmondson stated that the County Clerk had submitted her signature recount report to Judge Bartlett and that a hearing is scheduled for next week. He indicated that only 14 signatures had been collected within the 90-day period which began on the date of the first signature (February 5, 2011) and that the signatures collected by Petition Partners were null and void. With regard to the fraud suit, Mr. Edmondson stated that he believes the Judge in that case is waiting for the Circuit case to be decided. There was a brief discussion regarding the interpretation of the number of signatures needed – 25% of those who actually voted or 25% of the number of people to who voted in the last presidential election.

Chairman Litzler asked the executive director for his report. Mr. Gordon stated that because he just returned from vacation, he would update members later in the week.

Chairman Litzler asked for a review of qualified electrical inspection providers and proposed contracts for FY13. Mr. Gordon stated that the RFQ process has been completed and that three firms had submitted responses. He indicated that all three met the requirements of the RFQ and that staff is working with Mr. Edmondson on the contract(s) for services. He listed the three electrical firms as follows:

IBI, 250 West Court Street, Suite 125W, Cincinnati, Ohio 45202  
NEC Inspection and Education, PO Box 436, Hebron, Kentucky 41048  
Electric Inspection, 5900 Centennial Circle, Suite 110, Florence, Kentucky 41042

Mr. Gordon recommended that members certify these three firms to conduct electrical inspections and authorize signature of the contract(s) subject to final review by Mr. Edmondson. He asked members if they had any questions and advised that representatives of all three firms were present. Members thanked all three representatives for their interest and briefly discussed the qualifications required.

Chairman Litzler then asked for a motion. Commissioner Meier made a motion to certify the three electrical inspection firms as outlined by Mr. Gordon and to authorize execution of the contracts on behalf of NKAPC subject to final approval by legal counsel; Commissioner Weaver seconded the motion. Chairman Litzler asked for a roll call vote on the motion which found Commissioners Atkinson, Carran, Meier, Spoor, Weaver, and Chairman Litzler in favor of the motion. The motion passed unanimously.

Chairman Litzler advised the members that a list of committee appointments had been provided and briefly outlined his proposed appointments. Commissioners Weaver and Meier asked that their chair positions on the Intergovernmental Relations and Long-Range Planning Committees be switched. Commissioners Spoor and Weaver also requested that Commissioners Carran and Meier be substituted with regard to the Municipal Government League of Northern Kentucky.

Chairman Litzler asked Ms. Remley to amend the committee appointments accordingly (a copy of which is attached to the original minutes) and then asked for a motion. Commissioner Meier made a motion to accept the Committee Appointments as amended; Commissioner Carran seconded the motion. Chairman Litzler asked for a roll call vote on the motion which found Commissioners Atkinson, Carran, Meier, Spoor, Weaver, and Chairman Litzler in favor of the motion. The motion passed unanimously.

Chairman Litzler asked that each committee meet within the next 90 days to review their charges and, if necessary, set a meeting schedule. He then asked if there were any other reports from committees or members.

Commissioner Weaver indicated that the Long-Range Planning committee continues to meet regarding the comp plan and that it has been suggested that a representative of KCPC be included in that group. Commissioner Meier indicated that the Municipal Government League is hosting an event at Freedom Park this Thursday.

## **NEW BUSINESS**

Mr. Gordon suggested moving item 12 up on the agenda to allow Mr. Williams to be heard before the remaining business. With no objections, Chairman Litzler asked for a review of the staff committee's proposal on FY13 health care coverage. Mr. Williams of Sherrill Morgan thanked the members and provided a handout showing the quotes requested for similar plan design (a copy of which is attached to the original minutes). He briefly outlined the quotes received and stated that the policy will be on a fiscal year basis now rather than a calendar year. Mr. Gordon reminded members that working spouses with other health care available have been forced off the plan. He also advised that the health care committee has spent a great deal of time reviewing various options. There was discussion regarding the committee's review process with Mr. Scribner and Ms. Remley providing information on behalf of the committee.

Members discussed the proposed FY13 health care plans and opt-out incentives at length and Chairman Litzler asked for a motion. Commissioner Weaver made a motion to approve the committee's proposal for the FY13 health care and incentive plans; Commissioner Meier seconded the motion. Chairman Litzler asked for a roll call vote on the motion which found Commissioners Atkinson, Carran, Meier, Spoor, Weaver, and Chairman Litzler in favor of the motion. The motion passed unanimously.

Chairman Litzler thanked Mr. Williams and the health care committee for their time and effort.

Chairman Litzler asked for a review of staff's proposal regarding billable hour's rates for FY13. Mr. Gordon provided background and a handout which outlined the proposed rates (a copy of which is attached to the original minutes). He indicated that the proposed new rates are only \$3-\$4 higher than the current rates and that this shows that the Commission has been diligent in the past of keeping these numbers up to date. There was discussion regarding the breakdown of "overhead" and why this would only be charged to entities outside Kenton County. Mr. Gordon indicated that the overhead costs weren't being charged to Kenton County customers due to the tax levy. He also advised members that the figures in the benefits column may change slightly based on employees selecting which health care plan they want.

After a brief discussion, Chairman Litzler asked for a motion. Commissioner Weaver made a motion to approve the billable hour's rates for FY13 including any change due to insurance selection and costs change. Chairman Litzler asked for a roll call vote on the motion which found Commissioners Atkinson, Carran, Meier, Spoor, Weaver, and Chairman Litzler in favor of the motion. The motion passed unanimously.

Chairman Litzler asked for a review of the FY13 annual work program. Mr. Gordon provided background information and indicated that the work program includes more detail as well as the recommendations of the Council. There was discussion regarding benchmarking billable hour's rates that were just approved (page 9, item 4) and Mr. Gordon indicated that this would be done.

After a lengthy discussion, Chairman Litzler asked for a motion. Commissioner Spoor made a motion to approve the FY13 annual work program and to present it to the full Council as presented; Commissioner Atkinson seconded the motion. Chairman Litzler asked for a roll call vote on the motion which found Commissioners Atkinson, Carran, Meier, Spoor, Weaver, and Chairman Litzler in favor of the motion. The motion passed unanimously.

Chairman Litzler then asked for a review of the staff's proposal to issue an RFP to replace the Commission's Pentamation permit-tracking/code enforcement/online reporting software. Mr. Gordon stated that the current program (Pentamation) originally cost \$80,000 to purchase six years ago but has cost \$40,000 per year since then to maintain including Fiscal Court fees, Cincinnati Bell T1 line, and Pentamation. He indicated that Mr. Logsdon and the other deputies had drafted an RFP with the help of Tom East and that the money to purchase a new program was included in the FY13 budget. Mr. Gordon indicated that the potential cost is \$100,000 - \$200,000 and that there would not be a monthly maintenance fee accompanying it so payback could be accomplished over just a few years.

After a brief discussion, Chairman Litzler asked for a motion. Commissioner Meier made a motion to authorize staff to issue an RFP to replace the Commission's Pentamation permit-tracking/code enforcement/online reporting software; Commissioner Carran seconded the

motion. Chairman Litzler asked for a roll call vote on the motion which found Commissioners Atkinson, Carran, Meier, Spoor, Weaver, and Chairman Litzler in favor of the motion. The motion passed unanimously.

Chairman Litzler recognized NKAP Council President Dave Jansing. President Jansing advised members that he was happy with the Budget Review Committee's recommendation of the proposed FY13 budget. He stated that, as Commissioners were aware, this is the most scrutinized budget in the history of the agency and he hadn't received any comments from the other members.

Chairman Litzler reminded members of the upcoming meetings noted on the agenda and stated that the next Commission meeting would be held on Monday, July 23. With no additional new business, he adjourned the meeting at approximately 6:47 PM.

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Tom Litzler, Chairman

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Dennis Andrew Gordon, FAICP  
Executive Director/Secretary