

**Northern Kentucky Area Planning Commission
Meeting Minutes: July 23, 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.

| | Term | Present | Absent |
|-----------------------------|-----------------------------|----------------|---------------|
| Chairman Tom Litzler | May 2012 through April 2014 | X | |
| Vice Chairman Paul Meier | May 2012 through April 2014 | X | |
| Treasurer Dick Spoor | May 2011 through April 2013 | | X |
| Commissioner Nancy Atkinson | May 2012 through April 2014 | X | |
| Commissioner Sherry Carran | May 2011 through April 2013 | X | |
| Commissioner Bill Goetz | May 2012 through April 2014 | X | |
| Commissioner Gene Weaver | May 2011 through April 2013 | X | |

Also present were: Jan Crabb, PHR, Finance/HR Administrator; Sharmili Reddy, AICP, Planning Manager; Garry Edmondson, Legal Counsel; 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.

ACCEPTANCE OF AGENDA

Chairman Litzler asked for review of the agenda. Commissioner Goetz made a motion to accept the agenda as presented; Commissioner Weaver 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 June 25 monthly business meeting were acceptable or if anyone had any additions/corrections. Commissioner Atkinson indicated that there was a correction needed on page two, line four – the date should be May 21 instead of April 30. Commissioner Atkinson then made a motion to accept the June 25 minutes as amended; Commissioner Meier seconded the motion. Chairman Litzler asked for a roll call vote on the motion which found Commissioners Atkinson, Carran, Meier, Weaver and Chairman Litzler in favor of the motion with Commissioner Goetz present but not voting. The motion passed unanimously.

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

Chairman Litzler asked for legal counsel's report. Mr. Edmondson indicated that no decision had been made in the County Clerk lawsuit and that he would be submitting an amicus brief. He stated that the November general election ballots go to print on September 17 and that he can't see the issue being on the ballot. There was discussion regarding the motions for summary judgment filed and discovery that would have to be undertaken.

Chairman Litzler asked the executive director for his report. Mr. Gordon provided members with two spreadsheets that outline the status of the recommendations of the Council and auditors. After a brief discussion, he advised members that the RFP for the permit tracking system had been published two weeks ago. He also stated that the RFP for the new phone system would be published next week.

Mr. Gordon then advised members that the City of Cold Spring has given its 60-day notice and will be going in a different direction with regarding to permitting and staffing. He indicated that there are positives and negatives to losing Cold Spring with the obvious negative being the lost revenue and the positive being the lost argument that "Campbell County is getting a good deal from NKAPC". Mr. Gordon stated that he has had discussions with Larry Klein regarding Covington's building inspections and permitting coming back to NKAPC but a decision hasn't been made by the City yet.

Mr. Gordon indicated that the County Fair had just wrapped up and that staff had manned the NKAPC booth which featured a presentation on NKAPC's response to the March 2 tornado. He advised members that he questioned whether or not it was worth the time, effort or money to continue having a presence at the fair. He stated that staff would look into this to determine if we will pursue the effort next year.

Mr. Gordon stated that the LINK-GIS partners had met last week on future funding issues and that he believes it went well. He indicated that the partners have asked for information to be put together for their next meeting in September or October. He spoke about the need to make a decision soon since the Water District is on a calendar year budget and would need to incorporate any funding changes in its new budget that begins in January. He advised that the partners understood the Planning Council's concerns and comments but that they were frustrated that the Council made its recommendation without having all the information. There was discussion regarding the Water District, SD1 and both PVAs making a presentation to the full Council.

Mr. Gordon indicated that there had been little feedback—positive or negative--regarding the ten percent increase in One-Stop-Shop fees. However, he stated that there had been some complaints from plumbers regarding the increase in the plumbing application fee even though this was discussed with the plumbing association.

Mr. Gordon reminded members that there would be a retirement reception at 4:30 PM on Thursday for Keith Logsdon.

Mr. Gordon then asked members if they had given any thought to doing something for Arnold Simpson or Adam Koenig for their efforts/support over the last year. There was discussion about what could be done. Mr. Edmondson indicated that due to ethics restrictions, it would be inappropriate to take either to lunch or to send a token of thanks. Mr. Litzler stated that he would simply phone both gentlemen and express the Commission's thanks.

Chairman Litzler asked for the review of a six-month contract extension with Dinn Focused Marketing for technical assistance and support for *Direction 2030*. Ms. Reddy advised members that the original agreement was entered into in November 2011 and briefly outlined the areas in which Mr. Dinn has been assisting with the comprehensive plan. She stated that the next few months were critical and that Mr. Dinn's assistance would be invaluable. There was discussion regarding the cost of the six-month extension and what duties Mr. Dinn would perform. Commissioner Carran indicated that she had recently attended a comp plan meeting and that Mr. Dinn listened quite a bit but that when he spoke his comments had a "good punch".

There was additional discussion regarding the cost of the original contract and the cost of the proposed extension as well as the benefits of extending the contract. Chairman Litzler then asked for a motion. Commissioner Meier made a motion to enter into a six-month extension of the contract with Dinn Focused Marketing for technical assistance and support for *Direction 2030*; Commissioner Carran seconded the motion. Chairman Litzler asked for a roll call vote on the motion which found Commissioners Atkinson, Carran, Goetz, Meier, Weaver, and Chairman Litzler in favor of the motion. The motion passed unanimously.

Ms. Reddy thanked the members for their time and reminded them of the public meeting on Wednesday, July 25, and the taskforce meeting on Wednesday, August 8.

Chairman Litzler asked for the review of the executive director's out-of-pocket reimbursements for use of his private vehicle and miscellaneous expenses as well as his use of the credit card for March through June 2012. Mr. Gordon stated that the report provided brought him current with the fiscal year and that he would provide a report now every six months. Commissioner Meier expressed concern about making Mr. Gordon wait to be reimbursed for out-of-pocket expenses for six months. Mr. Gordon indicated that he would submit expenses on a quarterly basis if members would prefer. After a brief discussion, it was agreed that quarterly would be better and Commissioner Meier asked that this be included in the personnel policy manual.

Chairman Litzler then asked for a motion. Commissioner Meier made a motion to approve the executive director's reimbursements for use of his private vehicle and miscellaneous expenses as well as his use of the credit card for December through June 2012; Commissioner Goetz seconded the motion. Chairman Litzler asked for a roll call vote on the motion which found Commissioners Atkinson, Carran, Goetz, Meier, Weaver, and Chairman Litzler in favor of the motion. The motion passed unanimously.

Chairman Litzler opened discussion related to the fiscal management recommendations given to the Commission by the NKAP Council. There was a lengthy discussion regarding Council's recommendation #15 –

Investigate whatever options may exist to streamline and realign responsibilities of Kenton County's planning framework and to guarantee a continuation of operations. If this investigation and subsequent legal review indicate that opportunities exist, conceptualize and develop a plan for realizing the goal and setting forth the benefits it could provide to the citizens and jurisdictions we serve.

Members discussed the confusion regarding two planning commissions – KCPC and NKAPC – and possible steps that could be taken to help eliminate this confusion. Members agreed to brainstorm ideas and to develop a clear process before presenting anything to the full Council.

Chairman Litzler asked for reports from committees or members of the Commission. Commissioner Meier indicated that the meeting on August 18 would actually be a Mayors' Group meeting instead of a Council meeting. Chairman Litzler advised that he had attended the recent Subdivision Regulations Committee meeting on July 12.

There was a brief discussion regarding Mr. Fischer's presentation and the 911 presentation made by Judge-Executive Arlinghaus at the July Mayors' Group meeting.

NEW BUSINESS

With no new business, Chairman Litzler reminded members of the upcoming meetings noted on the agenda and stated that the next Commission meeting would be held on Monday, August 27. With no other business to discuss, he adjourned the meeting at approximately 7:00 PM.

Tom Litzler, Chairman

Dennis Andrew Gordon, FAICP
Executive Director/Secretary