

**Northern Kentucky Area Planning Commission
Meeting Minutes: January 27, 2014**

Chairman Tom Litzler called the January 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 2015	X	
Commissioner Nancy Atkinson	May 2012 through April 2014	X	
Commissioner Sherry Carran	May 2011 through April 2015	X	
Commissioner Bill Goetz	May 2012 through April 2014	X	
Commissioner Gene Weaver	May 2011 through April 2015	X	

Also present were: Jan Crabb, PHR, Finance/HR Administrator; Stacy Tapke, Legal Counsel; Dennis Andrew Gordon, FAICP, Executive Director; and Lori Remley, Administrative Assistant.

Chairman Litzler asked for a moment of silence and then led the Pledge of Allegiance. After Ms. Remley called the roll, he asked that the record reflect that a quorum was present.

ACCEPTANCE OF AGENDA

Chairman Litzler recommended moving item 16 up to follow item 12 since several people needed to leave early. He asked if there was a motion on the agenda as amended. Commissioner Goetz made a motion to accept the agenda as amended; Commissioner Carran seconded the motion. Chairman Litzler asked for a voice vote on the motion which found unanimous approval. The motion passed.

Chairman Litzler asked if there were any comments from the public and noted that there were none.

ONGOING BUSINESS

Chairman Litzler asked if the Minutes of the December 16, 2013 business meeting were acceptable or if anyone had any additions/corrections. Commissioner Spoor made a motion to accept the Minutes of the December 16, 2013 business meeting as presented; Commissioner Meier 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 Commissioners Atkinson and Goetz present but not voting. The motion passed unanimously.

Ms. Crabb gave an overview of the monthly financial report for the period ending December 31, 2013 (general fund, reserve funds, and fee-based revenue). She advised members that fee-based revenue ended the month \$155,698 ahead of projections. After a brief discussion, Chairman Litzler asked for a motion. Commissioner Goetz made a motion to accept the December 31, 2013 report as presented subject to audit; Commissioner Atkinson seconded the motion. Chairman Litzler asked for a roll call vote on the motion which found Commissioners Atkinson, Carran, Goetz, Meier, Spoor, Weaver, and Chairman Litzler in favor of the motion. The motion passed unanimously.

Chairman Litzler asked for a report from legal counsel. Ms. Tapke stated that there was nothing new to report.

Chairman Litzler asked for the report from the executive director. Mr. Gordon reminded members that the City of Ludlow was wanting to implement an apartment inspection program and wanted NKAPC to handle it under its One Stop Shop contract. He indicated that the City has decided to follow Covington's lead and only inspect those apartments for which they receive complaints. The City still wants NKAPC to handle these inspections which would be done under an addendum to the OSS contract. Discussion followed.

Mr. Gordon advised members that the installation of sprinkler and fire suppression systems in the basement was almost complete. He indicated that the fire suppression system required some additional construction work and noted that staff had to extend the wall above the ceiling tiles – creating a fire wall. This work was done during the later part of December when inspections were slower and the only additional costs were for materials. Mr. Gordon stated that both systems would be tested within the next week or two.

Mr. Gordon reminded members that their next scheduled meeting was the work session which would be held on Wednesday, February 5th. He asked if members were still available and if there were any topics they wanted on the agenda. Members confirmed their availability and discussed several issues that they wanted to on next week's agenda – budget, personnel, building issues, emergency generator, and public education.

There was discussion regarding hosting a Lou Noll Symposium again in 2015. Mr. Gordon indicated that both TANK and the Water District were on board but that he had yet to discuss the matter with SD1.

Mr. Gordon updated members on HB1 from last year and indicated that NKAPC's paperwork had been filed long before January 1, 2014. He stated that he had discussed KCPC and the two LINK-GIS partnerships with counsel for the Department for Local Government and was advised that all three would be considered special districts under the legislation. Mr. Gordon advised members that staff is working on the paperwork now and will be completed and filed in Frankfort shortly.

Chairman Litzler asked for reports from committees and/or members of the Commission. Commissioner Meier stated that the committee for *Direction 2030* continues to meet and that their next meeting will be held in March. He indicated that they are waiting on map changes and that things are going well. Commissioner Meier also updated members on the status of the subdivision regulations and stated that the regulations are approximately 90% complete. A brief discussion regarding the proposed regulations followed.

Ms. Tapke left the meeting at 5:50 PM.

At this time, Mr. Gordon requested that item 13 be heard next. With no objections, Chairman Litzler asked for review of a staff recommendation regarding health insurance issues created by NKAPC's changing program years.

Ms. Crabb advised members that renewing the health insurance contract at the beginning of December had caused employees' deductibles to reset after only five months and that this has caused a hardship to those employees. She indicated that she had discussed this issue with Mike Williams at Sherrill Morgan and Lori Owens, who is the tax partner at VanGorder Walker, CPAs, and outlined two options the Commission could pursue should they decide to help employees with this hardship. Discussion of these options followed and members asked Ms. Crabb to provide additional information regarding the cost at the February 5th meeting.

Commissioner Weaver excused himself from the meeting during discussion (6:02 PM).

Chairman Litzler then opened discussion regarding the fiscal management recommendations given to the Commission by the NKAP Council. He stated that the executive committee had met with the executive committee of Kenton County Planning Commission at the request of KCPC Chairman Paul Darpel. Chairman Litzler outlined the three main concerns expressed by the KCPC executive committee:

1. the "incomplete" status noted for Recommendation 3 (of the NKAP Council's 16 recommendations) which they felt reflected badly on them;
2. the July 29, 2013 letter from the auditor stating the KCPC cannot go on operating as it has with ongoing deficits; and
3. KRS 147.673 which they suggest indicates that NKAPC "shall" provide staff support at no charge.

Members discussed these concerns and reviewed KRS 147.673. There was discussion regarding what costs would be covered and what "administrative" costs would not be included – i.e. continuing education training, legal ads, etc.

There was also discussion regarding KCPC fees and budget. Mr. Gordon provided members with a summary reflecting which bodies set fees in other jurisdictions in Kentucky, Indiana, and Ohio.

Commissioner Carran excused herself from the meeting at 6:25 PM.

Following a lengthy discussion, Commissioner Goetz made a motion instructing the executive director to craft a response to KCPC's request indicating that the NKAPC would consider cancelling the \$60,000+ KCPC debt, that members were willing to discuss providing services without cost under KRS 147.673, and to recommend that the KCPC executive committee consider merging the two separate budgets into one. Commissioner Meier seconded the motion. Chairman Litzler asked for a roll call vote on the motion which found Commissioners Atkinson, Goetz, Meier, Spoor, and Chairman Litzler in favor of the motion. The motion passed unanimously.

Mr. Gordon stated that the December invoice for professional services (a copy of which is attached to the original set of minutes) had been provided to the Kenton County Planning Commission and asked members to let him know if they had any questions.

NEW BUSINESS

Chairman Litzler asked for review of a recommendation to reappoint the executive director to a one-year term representing NKAPC on the OKI Board of Trustees and Executive Committee to commence this month. After a brief discussion, Chairman Litzler asked for a motion. Commissioner Goetz made a motion to reappoint the executive director to a one-year term representing NKAPC on the OKI Board of Trustees and Executive Committee to commence in January 2014; Commissioner Atkinson seconded the motion. Chairman Litzler asked for a roll call vote on the motion which found Commissioners Atkinson, Goetz, Meier, Spoor, and Chairman Litzler in favor of the motion. The motion passed unanimously.

Chairman Litzler asked for review of the executive director's claims for FY14 second-quarter expense reimbursements. After a brief review and discussion of the expenses, Chairman Litzler asked for a motion. Commissioner Atkinson made a motion to approve and authorize reimbursement of the executive director's FY14 second-quarter expenses (\$156.19) as submitted; Commissioner Spoor seconded the motion. Chairman Litzler asked for a roll call vote on the motion which found Commissioners Atkinson, Goetz, Meier, Spoor, and Chairman Litzler in favor of the motion. The motion passed unanimously.

With no further business, Chairman Litzler reminded members of upcoming meetings as noted on the agenda. Commissioner Atkinson made a motion to adjourn; Commissioner Meier seconded the motion. With no objections, Chairman Litzler adjourned the meeting at approximately 6:44 PM.

Tom Litzler, Chairman

Dennis Andrew Gordon, FAICP
Executive Director/Secretary