

**Northern Kentucky Area Planning Commission
Meeting Minutes: February 5, 2014**

Chairman Tom Litzler called the annual work program and budget work session of the Northern Kentucky Area Planning Commission to order at 4:45 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: Dennis Andrew Gordon, FAICP, Executive Director.

Chairman Litzler asked for a moment of silence and led the Pledge of Allegiance.

Chairman Litzler asked for comments from the public and noted for the record that no one was present.

Chairman Litzler opened discussion on a proposed organizational/operational assessment RFP sent to the NKAP Commission by the NKAP Council.

Mr. Gordon outlined his conversations with Garry Edmondson regarding the RFP process. He said he was concerned that the Commission might be causing the three prequalified vendors to go to a lot of time, money, and effort to submit proposals for a project that might never happen due to cost. Commissioners Carran and Weaver agreed with that concern.

Commissioner Spoor stated his belief that if the Commission does not believe the project will move forward due to cost, members should just kill it now and not go through the charade to end up at the same place. General discussion followed.

Mr. Gordon responded that he and Garry Edmondson had discussed the possibility of seeking estimates from the vendors so as to have numbers to present to the NKAP Council. He said further that Mr. Edmondson said this course of action would require some legal work to make

sure neither the NKAPC nor the three vendors would be subjecting themselves to possible litigation. Additional discussion followed.

Commissioner Weaver moved to direct Messrs. Gordon and Edmondson to craft an addendum to the draft RFP that would seek estimates from the three prequalified vendors so the Commission had something tangible to take to the NKAP Council; Commissioner Meier seconded the motion. Chairman Litzler asked if there were any further comments or questions; there were none. Chairman Litzler called for the question which resulted in a unanimous affirmative response from the five members present. The motion carried. Mr. Gordon said he hoped he and Mr. Edmondson could have something for the Commission to review by the end-of-February meeting.

Chairman Litzler asked Mr. Gordon to pursue his comments regarding the FY15 annual work program and budget. Mr. Gordon led Commissioners through a wide-ranging discussion about issues that staff recommended be part of the annual work program and budget. The discussion also touched on issues relevant to the NKAPC today.

- Direction for the two documents
- KCPC/NKAP Commission relationship issues
- NKAP Council/NKAP Commission issues
- Staffing levels
- Building needs
- CY13 CPI for Kentucky

Mr. Gordon concluded his comments by asking members to please give these issues some thought and to give him a call if they developed any concerns regarding them. No decisions were made and no votes were taken on these topics.

With no additional business or reports, Chairman Litzler adjourned the meeting at approximately 6:35 PM.

Tom Litzler, Chairman

Dennis Andrew Gordon, FAICP
Executive Director/Secretary