

**Northern Kentucky Area Planning Commission  
Meeting Minutes: April 14, 2014**

Chairman Tom Litzler called the April business meeting of the Northern Kentucky Area Planning Commission to order at 5:15 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 2013 through April 2015	<b>X</b>	
Commissioner Nancy Atkinson	May 2012 through April 2014	<b>X</b>	
Commissioner Sherry Carran	May 2013 through April 2015	<b>X</b>	
Commissioner Bill Goetz	May 2012 through April 2014	<b>X</b>	
Commissioner Gene Weaver	May 2013 through April 2015	<b>X</b>	

Also present were: Pat Crowley and Jay Fossett, Strategic Advisers, LLC; Garry Edmondson, 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.

Chairman Litzler took the opportunity to recognize that tonight would be Commissioner Atkinson’s last meeting and to thank her for her service.

**ACCEPTANCE OF AGENDA**

Chairman Litzler asked that items 13 and 16 be swapped around and if there was a motion on the agenda as amended. Commissioner Weaver made a motion to accept the agenda as amended; Commissioner Goetz 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 March 24, 2014 business meeting were acceptable or if anyone had any additions/corrections. Commissioner Goetz made a motion to accept the Minutes of the March 24, 2014 business meeting as presented; Commissioner Meier seconded the motion. Chairman Litzler asked for a roll call vote on the motion which found Commissioners Carran, Goetz, Meier, Weaver, and Chairman Litzler in favor of the motion with Commissioners Atkinson and Spoor present but not voting. The motion passed unanimously.

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

Chairman Litzler asked for the report from the executive director. Mr. Gordon advised members that he had attended Bromley's recent council meeting and that their council voted to dissolve the City's Board of Adjustment but did not vote to join One-Stop Shop. He also indicated that the City of Ludlow was still working on its apartment inspection ordinance.

Mr. Gordon reminded members of his past comments regarding the growing need to fill one of the code enforcement positions that were vacated during the recession. He stated that as a result of the FY13 audit and resulting carryover funds, resources were now available to fill that position. He stated also that he had provided for this position in the draft FY15 budget. Unless there was objection, he said, he would proceed to fill the position. No objections were voiced.

Mr. Gordon updated members regarding Kenton Fiscal Court candidate comments made about NKAPC at a recent tea party debate.

Finally, Mr. Gordon reminded members of the meeting schedule for the balance of the fiscal year as noted at the bottom of the agenda.

Chairman Litzler asked for reports from committees and/or members of the Commission. There were no reports but members of the Commission took the opportunity to thank Commissioner Atkinson for her service and stated that it had been a pleasure serving with her.

Chairman Litzler asked for review of the March invoice for professional services provided to the Kenton County Planning Commission. Mr. Gordon stated that the invoice and supporting documents were provided for informational purposes. A brief discussion followed.

Chairman Litzler asked for review of cost estimates received from two of the three pre-qualified vendors for an organizational/operational assessment of NKAPC. Mr. Gordon briefly outlined the feedback he has received from members regarding the assessment. Members discussed the cost estimates received and Mr. Gordon advised members that the third vendor had declined to submit an estimate due to the nature and complexity of the situation and because they were aware of the amount NKAPC had set aside to spend on the project.

Jay Fossett and Pat Crowley joined the meeting at this time (5:50 PM).

Members asked Mr. Gordon to go back to the third vendor to see if they would tell him how many hours they thought the assessment would take. Chairman Litzler asked that this matter be put on the May 27<sup>th</sup> agenda for assessment and decision.

Chairman Litzler opened discussion regarding the fiscal management recommendations given to the Commission by the NKAP Council. There was a lengthy discussion regarding the Kenton County Planning Commission (KCPC) and its request for forgiveness of its debt and for ongoing funding assistance. Members could not reach consensus on how to respond so the matter was continued to the May 27<sup>th</sup> meeting.

Chairman Litzler asked for review of draft Resolution 827-2014 updating the substance and intent of Resolutions 808, 817, and 824 which created certain reserve funds, specified their purposes, established their annual and overall funding goals, defined qualified expenditures, and identified restrictions placed on them. Members discussed the proposed resolution and were not able to reach a consensus given the pending funding request. It was suggested that this matter also be continued until the May 27<sup>th</sup> meeting.

Chairman Litzler asked for review of a proposed services agreement with Strategic Advisers, LLC, to develop and pursue a public education initiative regarding planning and development services provided in Kenton County. Mr. Fossett and Mr. Crowley provided background information regarding their experience and knowledge of NKAPC. There was discussion regarding the proposed changes and streamlining of NKAPC. After a lengthy discussion, members determined that they wanted to consider this issue before voting on it. The proposed contract was continued to the May 27<sup>th</sup> meeting.

Commissioner Weaver (7:05 PM) and Spoor (7:15 PM) excused themselves from the meeting during this discussion.

Chairman Litzler asked for review of the final draft FY15 budget. Mr. Gordon stated that the points discussed at the March 24<sup>th</sup> meeting had been incorporated into the budget. He indicated that he was in the process of scheduling a meeting with the NKAP Council Budget Review Committee which consists of Councilwoman Pam Spoor, Councilman Tom Vergamini; Councilman Randy Blankenship, City Manager Larry Klein, and NKAP Council President Chuck Eilerman. This meeting will take place soon and then the Budget Review Committee will attend the May 5<sup>th</sup> NKAP Commission meeting for a full discussion with the Commission.

There was discussion regarding the proposed tax rate and Chairman Litzler outlined several budget inclusions Mr. Gordon had relayed during the Commission's initial discussion on the draft budget. Mr. Gordon indicated that, in addition to adding another code enforcement person, the budget provided for another building inspector if the current increase in permit activity continued. Chairman Litzler asked Mr. Gordon to provide members with a written synopsis of the budget's highlights before the May 5<sup>th</sup> meeting with the NKAP Council's Budget Review Committee.

Commissioner Atkinson and Mr. Edmondson excused themselves from the meeting at this time (7:20 PM).

Discussion continued regarding the final draft FY15 budget. Members agreed to review the budget individually and email Mr. Gordon with questions and comments.

With no further business, Chairman Litzler reminded members of upcoming meetings as noted on the agenda. Commissioner Meier made a motion to adjourn; Commissioner Carran seconded the motion. With no objections, Chairman Litzler adjourned the meeting at approximately 7:25 PM.

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Tom Litzler, Chairman

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Dennis Andrew Gordon, FAICP  
Executive Director/Secretary