

**NORTHERN KENTUCKY AREA PLANNING COMMISSION
MEETING MINUTES
MAY 28, 2003**

Chairman Afton Kordenbrock called the meeting of the Northern Kentucky Area Planning Commission to order at 5:45 pm in the first floor conference room of the Commission's offices in Fort Mitchell, Kentucky. Attendance of the members was as follows.

Term Present Absent

Chairman Afton Kordenbrock May 2002 through May 2004 X

Vice Chairman Paul Hahn May 2001 through May 2005 X

Treasurer Bill Goetz May 2002 through May 2004 X

Commissioner Billy Bradford May 2001 through May 2005 X

Commissioner Tom Kriege May 2002 through May 2004 X

Commissioner Tom Litzler May 2002 through May 2004 X

Commissioner Lou Noll May 2001 through May 2005 X

Also present were Dennis Andrew Gordon, FAICP, Executive Director; Garry Edmondson, Legal Counsel; Michelle Allender, Gretchen Boyce, Donna Bresser, Sheila Spradling, Becky Warnke, secretarial support staff, Russell Cloyd, Deputy Director for Building & Zoning, and Gail H. Deatherage, Administrative Assistant.

Commissioner Bradford gave the invocation and Chairman Kordenbrock led the Pledge of Allegiance.

ACCEPTANCE OF AGENDA

Chairman Kordenbrock asked if the agenda's contents were acceptable or if anyone had any additions/corrections. Commissioner Hahn made a motion to accept the agenda as presented; Commissioner Litzler seconded the motion. Chairman Kordenbrock asked for a voice vote on the motion, which found unanimous approval. The motion passed.

ACCEPTANCE OF MINUTES

Chairman Kordenbrock asked if the Minutes of April 23, April 30, and May 14, 2003, were acceptable or if anyone had any additions/corrections. Mr. Noll noted on Page 3, last paragraph, that he was present for the vote and his name should be added, and Page 3, the second paragraph, change Commissioner Kordenbrock to Mr. Gordon. Commissioner Litzler noted that he did not vote.

Commissioner Noll made a motion to accept the Minutes of April 23, 2003, as amended; Commissioner Goetz seconded the motion. Chairman Kordenbrock asked for a voice vote on the motion, which found unanimous approval. The motion passed.

Commissioner Kriege made a motion to accept the Minutes of April 30, 2003; Commissioner Goetz seconded the motion. Chairman Kordenbrock asked for a voice vote on the motion, which found unanimous approval. The motion passed.

Commissioner Noll made a motion to accept the Minutes of May 14, 2003; Commissioner Litzler seconded the motion. Chairman Kordenbrock asked for a voice vote on the motion, which found unanimous approval. The motion passed.

OLD AND UNFINISHED BUSINESS

Mr. Gordon noted that the members had received the Report of Receipts and Expenditures for April. Mr. Gordon answered some general questions and explained the contents of the statement. Commissioner Goetz asked about Membership and Dues being 176% over budget and also building expenses being over budget. Mr. Gordon noted he would find out why this is and will report back via email.

Commissioner Goetz made a motion to accept the Report of Receipts and Expenditures for April 2003; Commissioner Litzler seconded the motion. Chairman Kordenbrock asked for a voice vote on the motion, which found unanimous approval. The motion passed.

Mr. Edmondson noted there was nothing new to report on litigation. He noted that the SOB Study is moving forward and there will be more meetings with owners of SOB's and all Kenton and Campbell County attorneys.

Chairman Kordenbrock asked if there were any questions for Mr. Edmondson; there were none.

Mr. Gordon noted that Ms. Deatherage would introduce the secretarial support staff. Ms. Deatherage then introduced Ms. Allender, Ms. Boyce, Ms. Bresser, Ms. Cullum, Ms. Spradling and Ms. Warnke, the secretarial support staff, and gave some brief background on each person. Ms. Warnke gave some brief update on activities of the Building and Zoning Department.

Mr. Kordenbrock thanked the support staff on behalf of the commission and noted he felt they did an outstanding job and that their work is appreciated very much.

Mr. Gordon noted that Mr. Cloyd was present to give some brief update on the Building and Zoning Department. Mr. Goetz asked about the tracking system for permits, violations, etc., and if it was on-line for city access. Mr. Cloyd noted that there is a problem with that part of the system and that staff is attempting to contact the company it was purchased from but was not having much success.

Mr. Gordon noted that for the price we paid for the system, we got what we paid for and that he has been in touch with our legal counsel to pursue action against the company. Mr. Edmondson noted that his office is working on locating the company because they have in fact moved. He felt confident they could be located.

Mr. Gordon noted he had completed the FY04 NKAPC and PlaNet GIS budget and that he is working on an RFP for auditing services. He stated that he would be setting up a meeting with the Personnel Policy and Regulations Committee to further review the draft of the personnel policy proposals. He stated he is presently working on the Kenton County Planning Commission FY04 Budget and will meet with their executive committee soon. He noted they too were experiencing the increase in liability insurance premiums and further explained.

Mr. Gordon stated he is working on an RFP for PlaNet GIS marketing. He noted an attempt had been made in this regard some years ago, with no positive response, and that he was working on another approach.

Mr. Gordon noted that he is putting the finishing touches on the Vision/Mission Statement and that he is working on an Interlocal Agreement for Planet GIS with the Campbell County Fiscal Court and the Campbell County PVA.

Mr. Gordon stated that the program for the Area Planning Council dinner meeting on June 30 would be on the Brownfields Study recently completed by NKAPC GIS staff, NKU, and the City of Covington, noting that this study is the first of its kind in the Commonwealth. He stated that it will be used as a model throughout the State.

Mr. Gordon noted that Timeslips, a new software program for more comprehensive time and record keeping, is being installed and that training will begin soon. He noted this will aid the bookkeeping staff in better record keeping and billing of time for our contracts with the various cities. He said it is a very simple and user friendly program. He noted he would have a demonstration of the program at some future meeting after the system has been installed and on-line.

Chairman Kordenbrock asked if there were any questions for the Executive Director. He asked Mr. Gordon how the work program was progressing. Mr. Gordon noted he is still working on this, but due to other higher priorities he feels this will be ready for mail out before the June 30 Council meeting.

Mr. Noll asked about Timeslips and what had been the staff's reaction to it. Mr. Gordon noted that he had explained to staff about why we are installing the new system -- not to keep "track" of staff, but to assure that our contracts are being billed for all the time spent and for more accuracy in billing.

Mr. Gordon noted that GIS staff has been going to Simon Kenton High School to demonstrate GIS for students and that the interest has been well received by the students.

REPORTS FROM COMMITTEES:

Commissioner Kriege, Chair of the Long Range Financial Planning Committee, noted he had met with Mr. Gordon to develop a timeline in order to introduce the concept to the committee. He further noted he feels that the committee of the whole will need to glean what the goals and objectives of the planning commission are going to be. He stated he felt the first meeting of each month should be used to discuss the long-range financial planning issues and asked Mr. Gordon to place this on the agenda for June, July and August. He noted they planned to present to the commission at the June 11 meeting a concept of the ideas/feedback they had received to assure that the committee is heading in the right direction. He stated that at the July meeting, they planned to have the executive director present his proposed strategy for future programming and at the August that the executive director will present his proposed cost estimates in making the building at 2332 Royal Drive work for the planning commission. He noted they plan to project out to 2008, but feel that this is going to have to be refined every year and, if the commission goes for a tax increase, which the timing will likely be in FY 2004-05. He stated there are many issues that the commission must address in order to be fiscally responsible such as: doing nothing (no tax increase); have a clear, long-range vision for NKAPC; focus on the building; long-term thinking regarding a new building or other options with regard to a building. He stated the committee will meet with the Council's budget review committee members to get their comments and feedback, then, the committee will present its initial findings to the planning commission. He stated in early fall that the commission will provide its feedback on the initial findings to the committee and a final report will be ready by the end of October. Some general discussion ensued and it was noted that Mr. Kriege had done a good job in getting this committee off to a good start.

Mr. Noll noted he would like to set a time for a meeting with Mr. Gordon for the Personnel Policy and Regulation Committee to review the final draft of the personnel policies. A date of June 10 at 10:30 am was set.

Mr. Edmondson noted he would not be present at the June 11 meeting, but he would be sending Alex Edmondson to attend this meeting in his absence.

Chairman Kordenbrock asked if there were any other comments or business to come before the Commission. There being none, he adjourned the meeting with unanimous consent at 7:10 pm.