

Northern Kentucky Area Planning Commission
Meeting Minutes: August 31, 2004

Vice Chairman Paul Hahn called the monthly business forum of the Northern Kentucky Area Planning Commission to order at 3:07 pm in the first floor conference room of the Commission's offices in Fort Mitchell. Attendance of the members was as follows.

Term Present Absent

Chairman Bill Goetz May 2004 through May 2006 X
Vice Chairman Paul Hahn May 2003 through May 2005 X
Treasurer Tom Kriege May 2004 through May 2006 X
Commissioner Billy Bradford May 2003 through May 2005 X
Commissioner Afton Kordenbrock May 2004 through May 2006 X
Commissioner Tom Litzler May 2004 through May 2006 X
Commissioner Lou Noll May 2003 through May 2005 X

Also present were: Dennis Andrew Gordon, FAICP, Executive Director; Garry Edmondson, legal counsel; Stacie Hegge, associate legal counsel; Jan Crabb, Fiscal/HR Administrator; and Gail H. Deatherage, Administrative Assistant.

Commissioner Noll gave the invocation and Vice Chairman Hahn led the Pledge of Allegiance.

ACCEPTANCE OF AGENDA

Vice Chairman Hahn asked if the agenda's contents were acceptable or if anyone had any additions/corrections. Commissioner Noll made a motion to accept the agenda as presented; Commissioner Bradford seconded the motion. Vice Chairman Hahn asked for a roll call vote on the motion and found Commissioners Noll, Bradford, Kriege, Litzler, as well as himself in favor. The motion passed unanimously.

OLD AND UNFINISHED BUSINESS

Vice Chairman Hahn asked if the Minutes of the August 11, 2004 business meeting were acceptable or if anyone had any additions/corrections. Commissioner Noll made a motion to accept the Minutes of August 11, 2004; Commissioner Bradford seconded the motion. Vice Chairman Hahn asked for a roll call vote on the motion and found Commissioners Noll, Bradford, Kriege, Litzler, as well as himself in favor. The motion passed unanimously.

Mr. Gordon handed out copies of the Amended June 2004 Report of Receipts and Expenditures. He said he had been concerned about the figures in this monthly report for a number of months given cost containment efforts he had pursued during that time. He then passed out an explanation from the

bookkeeper stating the bookkeeping entry error found by the auditor and corrected in the system (attached and made a part of the permanent copy of these minutes). The bottom line of this issue is that the Commission ended the fiscal year in the black instead of having to rely on reserve funds as had been anticipated. Ms. Crabb explained the bookkeeping self-reversing entry errors and how these entries will be pursued in the future. She assured the members that this type of entry will be done by human input from this point on, and then answered some general questions and concerns from the members. After some further discussion, Commissioner Kriege made a motion to accept the Amended June 2004 Report of Receipts and Expenditures subject to audit; Commissioner Noll seconded the motion. Vice Chairman Hahn asked for a roll call vote on the motion and found Commissioners Kriege, Noll, Bradford, Litzler, as well as himself in favor. The motion passed unanimously.

Mr. Gordon handed out copies of the July 2004 Report of Receipts and Expenditures and then provided commentary on several line items and their accompanying percentages. He answered some general questions from members. Commissioner Kriege made a motion to accept the Amended July 2004 Report of Receipts and Expenditures subject to audit; Commissioner Litzler seconded the motion. Vice Chairman Hahn called for a roll call vote on the motion and found Commissioners Kriege, Litzler, Bradford, Noll, as well as himself in favor. The motion passed unanimously.

Vice Chairman Hahn asked for an update from legal counsel. Mr. Edmondson gave some brief update comments on the SOB Study and noted that Campbell County will be pursuing the first reading on its ordinance. He stated he is preparing for the potential lawsuit regarding the SOB licensing ordinance by various club owners. He noted he is also preparing for the grievance hearing scheduled for Wednesday, September 15, 2004, at 1:00 pm. He stated that this meeting should be advertised as a special meeting. He advised commission members to plan to be here the entire afternoon.

Vice Chairman Hahn asked if there were any questions for legal counsel; there were none.

Mr. Gordon gave an update on his progress with the One Stop Shop program. He noted the next step is to establish the fees and he is working with the Home Builders Association on these fees. He stated he will report on this at a future meeting.

Mr. Gordon gave an overview of the recommended building renovation plans via slide presentation. Commissioner Litzler reported that he and Commissioner Hahn of the Building Committee had met with Mr. Gordon earlier in the day to go over the plans in great detail. He complimented the architect and Mr. Gordon for their work. After viewing the layout and discussing various aspects of the building, Commissioner Kriege made a motion to approve the recommended building renovation plans as presented and to proceed with the final bid package; Commissioner Noll seconded the motion. Vice Chairman Hahn called for a roll call vote on the motion and found Commissioners Kriege, Noll, Bradford, Litzler, as well as himself in favor. The motion passed unanimously.

Commissioner Noll asked when the plans and bid package would be ready for the bid process. Mr. Gordon responded that they would be ready by early October and due by the end of that month. He then

stated that we are on schedule for a notice to proceed by the first of November. He said the work was estimated to take between three and four months. Commissioner Noll suggested that staff look into the reverse bidding process. Mr. Gordon responded he would contact the Kentucky League of Cities for information they may have on the process.

Mr. Gordon noted that he would be interviewing eight persons for the position of Deputy Director for Building Codes Administration in the next week.

Mr. Gordon handed out a proposed amended budget for FY05 and provided an overview of the proposed amendments. He also passed out an organizational chart that is the basis for the amendments and explained how additional staff will be added by way of the 2004 levy and the One Stop Shop program. Some further discussion ensued on the proposed budget amendments. Mr. Gordon reminded members that the amendments, the organizational chart, and the 2004 tax levy would be on the Commission's next meeting agenda.

There were no committee reports or member comments.

Under New Business, Commissioner Noll reported that he and Chairman Goetz had attended a seminar in Cincinnati for Boards of Adjustments. He suggested this would be an excellent program to have for Kenton County's various boards of adjustments. Mr. Gordon stated he would contact the person who conducted the seminar to see if he could conduct the same seminar locally.

Vice Chairman Hahn 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 4:55 pm.