

**Northern Kentucky Area Planning Commission
Meeting Minutes: December 19, 2011**

Chairman Bill Goetz called the monthly 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.

	Term	Present	Absent
Chairman Bill Goetz	May 2010 through April 2012	X	
Vice Chairman Tom Kriege	May 2010 through April 2012	X	
Treasurer Tom Litzler	May 2010 through April 2012	X	
Commissioner Sherry Carran	May 2009 through April 2013	X	
Commissioner Paul Meier	May 2010 through April 2012	X	
Commissioner Dick Spoor	May 2009 through April 2013	X	
Commissioner Gene Weaver	May 2009 through April 2013	X	

Also present were: Michael Dinn, CRE, Dinn Focused Marketing, Inc.; Garry Edmondson, Legal Counsel; Mike Williams, Sherrill Morgan Associates; Jan Crabb, PHR, Finance/HR Administrator; Keith Logsdon, AICP, Deputy Director for Long Range Planning; Sharmili Reddy, AICP, Senior Planner; Brian Sims, Deputy Director for Building Codes Administration; Dennis Andrew Gordon, FAICP, Executive Director; and Lori Remley, Administrative Assistant.

Chairman Goetz asked for a moment of silent prayer and led the Pledge of Allegiance.

ACCEPTANCE OF AGENDA

Chairman Goetz asked for review of the revised agenda. Commissioner Weaver made a motion to accept the agenda as presented; Commissioner Carran seconded the motion. Chairman Goetz asked for a voice vote on the motion which found unanimous approval. The motion passed.

ONGOING BUSINESS

Chairman Goetz called for comments from the public and noted that there were no members of the public present.

Chairman Goetz asked Mr. Gordon to introduce Michael Dinn, CRE, of Dinn Focused Marketing, Inc., the market place consultant for the Direction 2030 comprehensive plan. Mr. Gordon reminded members that they approved signing a contract with Dinn Focused Marketing at last month's meeting and that he thought members would like the opportunity to meet Mr. Dinn. He turned the floor over to Sharmili Reddy.

Ms. Reddy indicated that Mr. Dinn had come highly recommended and that staff has been pleased so far. She stated that Mr. Dinn's expertise will be extremely valuable throughout the process.

Mr. Dinn thanked members for the opportunity and provided a brief description of his background. He stated that he has lived in the Northern Kentucky area for 16 years and has worked in the private sector for both builders and lenders.

Mr. Dinn provided historical information regarding housing cycles and indicated that the last full cycle took ended in the summer of 1991. He stated that there should have been three cycles since then but, due to the economic climate, there has only been one. He also advised that housing prices have stabilized back to 2003 prices.

Mr. Dinn stated that a new understanding and new language would be needed to shape and profile for the future. He indicated that he was looking forward to serving as NKAPC's "market navigator."

A brief discussion followed regarding Mr. Dinn's role and interaction with staff as well as housing trends/cycles.

Chairman Goetz asked if the Minutes of the November 21, 2011 business meeting were acceptable or if anyone had any additions/corrections. Commissioner Litzler made a motion to accept them as presented; Commissioner Spoor seconded the motion. Chairman Goetz asked for a roll call vote on the motion which found Commissioners Carran, Kriege, Litzler, Meier, Spoor, and Weaver in favor of the motion and Chairman Goetz present but not voting. The motion passed unanimously.

Ms. Crabb gave an overview of the November financial report and the most recent fee-based revenue report for FY12. -After a brief discussion, Chairman Goetz asked for a motion. Commissioner Kriege made a motion to accept the November reports as presented, subject to audit; Commissioner Weaver seconded the motion. Chairman Goetz asked for a roll call vote on the motion which found Commissioners Carran, Kriege, Litzler, Meier, Spoor, Weaver, and Chairman Goetz in favor of the motion. The motion passed unanimously.

Chairman Goetz recommended that items 12 and 13 be moved up on the agenda. With no objections, he asked for the recommendation from staff and Sherrill Morgan Associates regarding staff medical insurance coverage for 2012. Mr. Gordon indicated that, in the past, the budget was set and the insurance committee would stay within that budget. He stated that this year's goal was to reduce the insurance costs and the overall budget. He advised members that the new plan would require employee participation in the cost and that spouses with insurance available through their employers would not be permitted to be on NKAPC's plan.

Mr. Gordon stated that Ms. Crabb and a team of employees reviewed various options and came back with two questions: 1) were there any more funds available; 2) could benefits be scaled back? He indicated that he had answered "no" to both of these questions. Mr. Gordon stated that previous budgets had been based on a higher number of employees and that the budget had been reduced accordingly. He also advised the committee that scaling back the benefits any

further would defeat the purpose of having insurance and would not be fair to taxpayers who are paying for insurance that essentially provides few benefits.

Mr. Gordon advised members that the recommendation to go with a six-month extension would give employees time to get their spouses other insurance, either through their employers or a private policy. He also stated that it would give employees time to make the necessary financial adjustments with regard to cost participation. He then turned the floor over to Mike Williams of Sherrill Morgan Associates

Mr. Williams indicated that the bids received were outrageously high and that Anthem was the best bid. He stated that they had been able to get Anthem's cost down 4.5 percent from its original quote. He advised that Anthem was willing to do a six-month contract which would change the renewal date to coincide with the fiscal year. He stated that deductibles could be reset on July 1st or could run on a calendar year. Mr. Williams indicated that running the deductible on a calendar year could cause some confusion especially if the deductible is met before June 31st and is raised on the renewal date (July 1st).

There was discussion regarding partial self-funding, Express Scripts, the extension of the same plans with a 13.5 percent increase, and deductibles being on a calendar year versus fiscal year.

Members asked what employees would be required to pay and Mr. Gordon indicated as follows:

Employee only	5%
Employee/Child(ren)	6%
Employee/Spouse	7%
Family	8%

Mr. Williams also indicated that Anthem had agreed to reduce its rate by one percent if NKAPC added its vision insurance to the contract.

After a lengthy discussion, Chairman Goetz asked for a motion. Commissioner Weaver made a motion to accept the recommendation from staff and Sherrill Morgan Associates with regard to staff medical insurance coverage for January through June, including changing the vision insurance to Anthem; Commissioner Kriege seconded the motion. Chairman Goetz asked for a roll call vote on the motion which found Commissioners Carran, Kriege, Litzler, Meier, Spoor, Weaver, and Chairman Goetz in favor of the motion. The motion passed unanimously.

Chairman Goetz asked for the review of a recommendation from staff regarding administration of NKAPC's "opt out" program for employees with outside medical insurance coverage.

Ms. Crabb provided a handout outlining the "opt out" amounts and indicated that the dental insurance coverage will be offered through Dental Care Plus. She also stated that life and long-term disability insurance were not up for renewal until the end of 2012.

After some discussion, Chairman Goetz asked for a motion. Commissioner Meier made a motion to accept the recommendation from staff with regard to administration of NKAPC's "opt out" program for employees with outside medical insurance coverage; Commissioner Litzler seconded the motion. Chairman Goetz asked for a roll call vote on the motion which found

Commissioners Carran, Kriege, Litzler, Meier, Spoor, Weaver, and Chairman Goetz in favor of the motion. The motion passed unanimously.

Chairman Goetz asked for a report from legal counsel. Mr. Edmondson indicated that it would not be necessary to go into executive session since everything he had to report was public record. He stated that Judge Bartlett heard several motions last week in the HBA/County Clerk case and that he is waiting for the judge's ruling. He indicated that he was also waiting in the Cloyd case regarding re-instatement and that, regardless of the ruling in the case, one of the parties would be appealing the decision.

Chairman Goetz then asked the executive director for his report. Mr. Gordon asked members if they had any questions regarding the report provided by email (a copy of which is attached to the original minutes). He then provided members with a copy of the draft FY11 NKAPC audit report. He stated that John Chamberlin of VanGorder Walker would be at the January meeting to review the CPA's findings. Mr. Gordon indicated that he had asked Mr. Chamberlin to prepare a letter, based on the findings of SD1's recent audit, relative to our bookkeeping and internal procedures.

Mr. Gordon advised members that he had met with the new city administrator for Ludlow, Brian Richmond. He stated that Mr. Richmond is working to reconfigure Ludlow's budget and to participate in the One Stop Shop. Mr. Richmond has requested information and the necessary paperwork to discuss present to the mayor during a January meeting with Mr. Gordon.

Chairman Goetz asked Brian Sims for his report on the status of the roof replacement project. Mr. Sims indicated that the project started at the end of October and was expected to be completed within 45 days. He stated that, due to the rain, it is now anticipated to be complete by December 31st. Mr. Sims showed pictures of the work as it has progressed and noted several holes/gaps that were found in the metal decking that had to be repaired. He stated that the change orders relating to this extra work totaled approximately \$3,200. He also indicated that there would now be two layers of insulation and that the color of the roof would be white as seen in the pictures. The white roof would reflect the heat of the sun, while the increased insulation (was 5/8", now approximately 6") would keep the heat out of the building.

Chairman Goetz asked for reports from committees or members.

Commissioner Carran indicated that the City of Covington was looking at code enforcement training and asked if NKAPC or the Kenton County Code Enforcement Board would be interested in coordinating a class. Mr. Gordon stated that Stacy Tapke was the attorney for the Kenton County Board and that she and the city attorney may be interested in a coordinated effort. Commissioner Carran also stated that the City of Covington was going through the Area Development District for the Ethics Board and asked how the Kenton County Planning Commission handled this. Mr. Edmondson indicated that he believed that KCPC addressed this in its bylaws.

Chairman Goetz reminded members that the staff holiday breakfast would take place at 8:00 AM tomorrow morning.

NEW BUSINESS

Chairman Goetz then asked for the 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 in January 2012.

After a brief discussion, Chairman Goetz asked for a motion. Commissioner Kriege 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 2012; Commissioner Weaver seconded the motion. Chairman Goetz asked for a roll call vote on the motion which found Commissioners Carran, Kriege, Litzler, Meier, Spoor, Weaver, and Chairman Goetz in favor of the motion. The motion passed unanimously.

Chairman Goetz then opened final discussion regarding the executive director's FY11 performance. Members reiterated the positive comments they made during the October 17th meeting of the Commission. Chairman Goetz asked Mr. Gordon what percentage the FY12 budget included for performance incentive payments. Mr. Gordon responded 0.005 percent.

After a brief discussion, Chairman Goetz asked for a motion. Commissioner Meier made a motion to authorize a 0.005 percent performance payment to Mr. Gordon; Commissioner Spoor seconded the motion. Chairman Goetz asked for a roll call vote on the motion which found Commissioners Carran, Kriege, Litzler, Meier, Spoor, Weaver, and Chairman Goetz in favor of the motion. The motion passed unanimously.

With no additional new business, Chairman Goetz adjourned the meeting at approximately 6:47 PM.

Bill Goetz, Chairman

Dennis Andrew Gordon, FAICP
Executive Director/Secretary