Vice President (Mayor) Dave Jansing called the quarterly business meeting to order at approximately 6:00 PM in the Commission Chambers at the PDS Building in Fort Mitchell. Attendance of members was as follows.

<table>
<thead>
<tr>
<th>JURISDICTION</th>
<th>POSITION</th>
<th>NAME</th>
<th>PRESENT</th>
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<tr>
<td>Bromley</td>
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<td>Mayor Donnie Jobe</td>
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<td>Councilwoman Gail Smith</td>
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<td>Commissioner Michelle Williams</td>
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<td>Mayor Ken Wynn</td>
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<td>Mayor John Cole</td>
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<td>Villa Hills</td>
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* Indicates the jurisdiction was represented during votes taken by the Council.  
* President  ** Vice President  *** Secretary
PDS Board Members Present: Chairman Tom Litzler

Others Present: Garry Edmondson, PDS Legal Counsel

PDS Staff Present: Trisha Brush, GISP, Director of GIS Administration; Nicole Cullum, CB, Accountant; Scott Hiles, CPC, Director of Infrastructure Engineering; Emi Randall, AICP, RLA, Director of Planning and Zoning; Brian Sims, CBO, Chief Building Official; Dennis Andrew Gordon, FAICP, Executive Director; and Lori Remley, Administrative Assistant/Office Manager.

Mr. Edmondson administered the oath of office to 2017 Council alternate Carol Franzen, City of Independence.

Vice President Jansing led members in a moment of silence and the Pledge of Allegiance.

Vice President Jansing requested Ms. Remley call the roll to determine whether a quorum was present. Upon hearing the results, he asked that the record show a quorum of the Council was present.

Ongoing Business

Vice President Jansing asked if there were any changes to the agenda. With none, he asked if there was a motion to accept the agenda as presented. Councilman Sommerkamp made a motion to accept the agenda as presented; Commissioner Nienaber seconded the motion. Vice President Jansing asked for a voice vote which found unanimous approval.

Vice President Jansing noted that members had received a copy of the minutes of the February 16th meeting (included in the meeting notice). He asked if there were any changes or corrections. With none, Vice President Jansing asked for a motion. Councilman Pohlgeers made a motion to accept the minutes for the February 16, 2017 meeting as presented; Mayor Wynn seconded the motion. Vice President Jansing asked if there were any questions; there were none. He then asked for a voice vote which found unanimous approval.

Vice President Jansing noted that members had received a copy of the minutes of the March 16th special meeting (included in the meeting notice). He asked if there were any changes or corrections. With none, Vice President Jansing asked for a motion. Mayor Wynn made a motion to accept the minutes for the March 16, 2017 special meeting as presented; Mayor Lenhof seconded the motion. Vice President Jansing asked if there were any questions; there were none. He then asked for a voice vote which found unanimous approval.

Vice President Jansing asked for a review of the May financial reports. Ms. Cullum reviewed the May financial statement (a copy of which is attached to the original minutes) and indicated that as of the end of May we were 92% through the year with revenue at 98.9% of budget and expenses at 81.5% of budget, both of which are at or below projections.

Ms. Cullum explained several budget exceptions. She indicated that One Stop Shop revenues are 17.2% over projections and 9.7% over last year.
With no questions regarding the financial reports, Vice President Jansing stated that he had nothing to report.

Vice President Jansing then asked for reports/comments from members of the Council.

With no comments or reports, Vice President Jansing asked for a report from the PDS Board Chair.

Chairman Litzler thanked members for the opportunity to speak and stated that the new PDS Management Board held its first meeting in May. He advised members that the Board had held elections and that all three officers were re-elected – Tom Litzler, Chair; Mayor Paul Meier, Vice-Chair; and, Chris Moriconi, Treasurer.

Chairman Litzler stated that the Board, along with administrative staff, had spent much of the last three months working on the budget and lease agreement for the impending move. He indicated that the Board and the Council’s Budget Review Committee liked the new budget format and thanked Mr. Gordon and Ms. Cullum for their efforts in that regard.

Vice President Jansing then asked for the report from legal counsel. Mr. Edmondson advised members that he had nothing to report. Mayor Cole asked if Mr. Edmondson had been involved in the negotiation of the lease agreement with the Fiscal Court. Mr. Edmondson confirmed that he had been.

Vice President Jansing then asked Mr. Gordon for his report. Mr. Gordon thanked the Council for the opportunity to update members.

Mr. Gordon provided short narratives on FY17 and stated that it had been a very productive year (a copy of his PowerPoint presentation is attached to the original minutes) and highlighted two accomplishments that he is very proud of.

**Fiscal Court – PDS Co-location Agreement**

- PDS will retain ownership and maintain 2332 Royal Drive until the Bavarian building is complete.
- The County will purchase 2332 when PDS moves to Covington. When it sells the building, the County will benefit from any proceeds over the amount owed to bondholders—roughly $1.4M currently.
- PDS will take a 20-year renewable leasehold interest for 15,000 square feet in the Bavarian building upon occupancy. The parties agreed this may be continued in 20-year increments. The lease includes a two-year notice for cancellation by either party.
- PDS will pay the County $6,500 per month for its first 18 months of occupancy. This will cover utilities, custodial services, and maintenance. The County will use these 18 months to calculate its actual costs and PDS will pay its 15,000-square-foot share of these costs thereafter. The County may recalculate these costs and assess PDS the necessary increases every five years.
• The County will make any and all repairs to PDS’ space as necessary during the term of the lease.

Growing PDS’ Accountability to the Public

• PDS by the Numbers completed FY17 with a full range of data
• Annual work program and budget transitioned to a ‘programming’ focus
• Foundation laid for uploading OpenGov during FY18’s third quarter
• Groundwork put in place for preparation of an FY18 annual report

With no questions of Mr. Gordon, members of the Leadership Team provided their reports.

Ms. Randall advised members that planning and zoning staff has been working hard to increase and improve services. She then highlighted some of the improvements and evidence of their success.

Expanding Options of One Stop Shop Services

• Vacant Foreclosed Properties Registration Ordinance
• Model Nuisance Ordinance
• Model Code Enforcement Ordinance
• Expanding code enforcement options through One Stop Shop Program 2.0

Evidence of Success

• Three jurisdictions joined the Kenton County Joint Code Enforcement Board
• Adoption of the model nuisance ordinance
• Pro-active service selections

Improving Planning Services by Developing Innovative Procedures

• New Kenton County Planning Commission staff reports and presentations
• Expanded cell tower regulations
• Improved board of adjustment application process
• The Villa Hills Study
• Economic development partnerships
• Letter of interest form
• Z21 (Zoning for the 21\textsuperscript{st} Century) Initiative

Evidence of Success

• American Planning Association-Kentucky Chapter award for expanded cell tower regulations
• American Planning Association-Kentucky Chapter award for The Villa Hills Study
• Twelve jurisdictions signed on for the Z21 analysis
• Responses to Letter of Interest form
Mr. Hiles then gave a brief history leading up to the implementation of the Subdivision Regulations in 2015 (a copy of his PowerPoint presentation is attached to the original minutes).

History

- New regulations adopted March 2015
- Mayors’ Group, HBA, Engineering Community, Kenton County Planning Commission, Utilities, Citizen Groups
- One subdivision in FY16 subject to the new regulations
- Twelve subdivisions in FY17 subject to the new regulations
- Thirteen total subdivisions have been subject to the new regulations

Mr. Hiles outlined the thirteen subdivisions and stated that these are listed in the Two-Year Progress Report provided to members with tonight’s agenda (a copy of which is attached to the original minutes). He briefly reviewed a map reflecting the location of each of these subdivisions – ranging from Park Hills to the southern part of the county.

Mr. Hiles highlighted the various sections of the report and the successes realized from the implementation of the new Subdivision Regulations

Two-Year Progress Report

- Preface – Introduction
- Background – History of the effort
- Introduction of Facts – Basis of the report
- Successes – Producing positive results
- Challenges – Not negatives; struggles
- Conclusions / Additional Recommendations – Opinion / Suggestions for the future

Successes

Specific Asphalt / Concrete Mix Designs
- Aggregate Gradations
- Crushed Limestone
- Approval of Mix Designs
- Asphalt Field and Plant Testing

Geotechnical Testing and Reporting
- Mandatory Geotechnical Investigations
- Analyze Soil Suitability
  - Eight of 13 new subdivisions contained problem soils
  - Remove the soils
  - Amend the soils (lime stabilization)
  - Overdesign the pavement

Ms. Brush indicated that GIS staff has been working to provide better service by creating tools to help the public find answers.
Tools created to help find answers

- Roll out the new LINK-GIS website
- Active subdivision data and “development analyst” map viewer
- Site plan map viewer
- Dashboard for PDS by the Numbers
- 623 maps provided for Kenton County’s fight against heroin and addiction literature distribution door-to-door campaign
- Park Finder map viewer with park photos
- Secure website for fire/EMS with mapping for all three NKY counties with utilities

Teaching tools to find answers

- Pictometry training for Kenton County Sheriff and NKY SWAT personnel
- FAA 107 licensing to provide (legal) drone-related services to member jurisdictions, partnering agencies, and emergency services
- GIS training for Thomas More faculty and staff

Ms. Brush stated that creating these tools has resulted in several awards and that there is no greater compliment than your efforts being recognized by your peers.

Providing award-winning answers

- KAMP (Kentucky Association of Mapping Professionals): Exemplary GIS System Award
- Esri: Special Achievement in GIS Award

Mr. Sims advised members that construction activity is up and outlined the numbers.

- 4,106 building permits were issued—830 more than last year
- 3,293 plan reviews were completed—532 more than last year
- 5,724 field inspections were performed—917 more than last year

He also outlined areas staff is working to help bridge gaps.

- Provide two board members to the Northern Kentucky Building Inspectors Association (local), one board member to the Code Officials Association of Kentucky (state), and one board member to the International Codes Council (national)
- Provide support to PDS code enforcement officials; help with facility redevelopment
- Provide post-accident inspections for local fire departments
- Provide input for the 2018 Kentucky Building Code

New Business
Vice President Jansing asked for the overview of the proposed FY18 PDS Annual Work Program and Budget. Mr. Gordon advised members that this year’s budget has been challenging but fulfilling. He indicated that staff has worked hard on the new format – changing from a department format to a programming format. He stated that the new format makes PDS more accountable and that this is the best work program/budget in the history of the agency. He thanked staff, the Board and Council for their hard work and support.

Mr. Gordon began his presentation (a copy of which is attached to the original minutes) with an explanation of why the PDS Council is involved and outlined KRS 147.640 which states that only elected officials may serve on the Council. He then highlighted KRS 147.670 which gives the Management Board the power and duty to prepare and submit an annual budget to the Council.

Mr. Gordon briefly listed some of PDS’ accomplishments in FY 17 –

Administration
• Growing PDS’ Accountability to the Public
• PDS by the Numbers initiative begun
• Annual work program and budget transitioned to a ‘programming’ focus
• Foundation laid for uploading OpenGov during FY18’s third quarter
• Groundwork put in place for preparation of an FY18 annual report

Planning & Zoning
• Increasing and Improving Services
• Vacant foreclosed properties ordinance implemented
• Model nuisance ordinance created and distributed
• HB422 conditions met with new code enforcement ordinances
• One Stop Shop Program services expanded to meet demand
• Villa Hills small area study completed; awarded state recognition
• Economic development role pursued for the Fiscal Court
• Zoning for the 21st Century (Z21) initiative kicked off to upgrade local zoning ordinances to meet new demands

Infrastructure Engineering
• Implementing Subdivision Regulations
• Pre-application meetings for seven developments held
• Preliminary plats for three subdivisions approved
• Final plats for 130 subdivisions of land approved
• Engineering plans for ten subdivisions approved
• Inspections completed for 1,082 various infrastructure installations
• Oversaw and approved the creation of 470 residential lots
• Report on the first two years of administering the new regulations completed

GIS Administration
• Roll out of the new LINK-GIS website
• Active subdivision data and “Development Analyst” map viewer
• Provided 623 maps for Kenton County’s fight against heroin
• Secure website for fire/EMS with mapping for all three NKY counties with utilities
• Pictometry training for the Kenton County Sheriff’s personnel and Northern Kentucky SWAT
• State and national awards

Building Codes Administration
• Over 4,000 building permits issued
• Over 3,200 plan reviews performed
• Over 5,700 inspections performed
• Provided elected directors to the NKBIA, CAAK, and ICC boards
• Supported PDS code enforcement responsibilities
• Assisted local fire departments with post incident inspections
• Participated in state discussions regarding the 2018 Kentucky Building Code

Mr. Gordon outlined what early revenue and expenditure conclusions can be drawn in preparing for FY18.

Revenue
• Tax revenues are expected to exceed projections by approximately $38,988 when we close the books at the end of this month.
• Construction inspection fees are expected to exceed projections by approximately $61,320; recall that these funds pay for inspections primarily in future years.
• One Stop Shop Program revenues are expected to exceed projections by approximately $72,701 due primarily to the growing economy, increasing construction, and greater diligence by all who play a role in codes enforcement.
• Transfers from reserve accounts weren’t necessary to meet unexpected needs.

Expenditures
• General governmental services expenditures will likely come in $269,204 under budget due primarily to changing medical insurance carriers and forgoing upgrades to this building’s HVAC and lighting systems.
• Community planning services expenditures will likely come in $101,000 under budget due primarily to the departure of a veteran planner and arrival of a newly-minted planner, and, the delay in hiring a new codes official.
• One Stop Shop Program expenditures will likely come in $163,657 under budget due primarily to the state not implementing the new building code which precluded the need for training and travel, and by forgoing for this year some of the hardware that will be needed for the implementation of our electronic plan review.
• All reserve accounts remain at their funding goals established in 2005 and amended in 2008 and 2015.

Mr. Gordon highlighted the major initiatives the member jurisdictions can expect from staff in FY18.
• Focused work with participating jurisdictions on upgrading aging zoning ordinances; assistance with needed patches to support the jurisdiction’s goals.
• Comparative analyses on data accumulated by the PDS by the Numbers initiative.
• Support in getting constitutional signage regulations adopted by your legislative bodies.
• Updating of the County’s bicycle and pedestrian plans.
• Pursuing four local-jurisdiction planning studies and initiatives.
• Implementing electronic plan review software.
• Preparing for the 2020 US Census.
• Crafting an FY18 PDS annual report—our first.
• Uploading OpenGov to the PDS website.
• Reviewing and upgrading all job descriptions and then reviewing PDS’ FY18 Pay Plan against the outside market.
• Expanding PDS’ public education outreach program.
• Implementing operational recommendations resulting from the FY17 LINK-GIS partnership visioning session.
• Investigating with local jurisdictions the feasibility of a pavement-cut permitting system.
• Preparing lesson plans for the first annual Citizens’ Planning Academy and Citizens’ GIS Academy to be held during FY19.
• Maintaining a current address database for the Fiscal Court’s Dispatch Service Funding program.
• Working toward a change in KRS language to increase the membership of joint boards of adjustment.
• Preparing for and transitioning to the 2018 edition of the Kentucky Building Code.
• Working with Frankfort officials to advocate for historic rehabilitation provisions within the next edition of the Kentucky Building Code.
• Pursuing concurrent plan reviews (zoning and building) to speed up permit issuance.
• Considering possible timeliness guarantees for permits so long as all required information is submitted.

Mr. Gordon stated that the FY18 numbers represent:

• The proposed FY18 budget remains lower than FY08 and FY10 which were PDS’ largest.
• This budget proposes a compensating tax rate that is likely to be less than the actual rate assessed for 2017... depending on numbers to be provided by the Department for Local Government in August.
• This budget projects an additional $34,719 in revenue from the One Stop Shop program. This results from a measurable increase in permit activity.
• The proposed budget provides a 2.0 percent allocation for performance-based salary and wage increases for staff.
• The budget relies on 6.5 percent ($103,000) of PDS’ Reserves funds for purposes set out for those funds: implementation of adopted plans through creative,
Mr. Gordon compared the proposed FY18 tax rate and total revenue to the past ten years of PDS budgets. He stated that the FY18 tax revenue figure is less than FY11 but higher than FY08. He indicated that the proposed compensating tax rate would realize a 6.12% increase which is less than in FY08 (11.87%) and more than in FY11 (-9.91%). Mr. Gordon noted that the projected other revenue figure is higher than FY15 but less than FY08.

Mr. Gordon then presented a graph which showed the trajectory of the numbers over the last ten years and noted that the proposed FY18 budget continues the downward trend even though the PDS by the Numbers shows that activity is at or above pre-recession levels. Mr. Gordon stated that this is the eighth year out of the last ten in which PDS would be taking the compensating rate or less.

Mayor Hermes noted that PDS would be collecting less in FY18 than in FY17. Mr. Gordon confirmed that this was corrected due to money being pulled from reserves in FY17.

Mayor Hermes asked if he understood correctly that the rate may decrease. Mr. Gordon stated that the current rate is 2.9 and he expects it to be 2.88 or 2.89 for 2017. He also reminded members that reassessment of jurisdictions is also a factor.

Mayor Hermes stated that he liked seeing that PDS is under budget and that they should be commended for their efforts.

A brief discussion regarding forecasting future activity followed.

Vice President Jansing asked for review of a recommendation from the PDS Council’s Budget Review Committee to approve the proposed FY18 budget and tax rate necessary to fund a majority of it. Councilman Waugaman stated that the Committee consisted of Fort Mitchell Mayor Hehman, Erlanger Mayor Hermes, County Commissioner Nienaber, Independence Mayor Reinersman, and himself. He indicated that members had several weeks to review the budget and that a majority of the members met on May 7th. Members asked a lot of questions and staff satisfactorily answered them.

Councilman Waugaman stated that, with the Budget Review Committee’s endorsement and recommendation, he would like to make a motion that the Council approve the proposed FY18 budget and compensating tax rate necessary to fund a majority of it; Mayor Cole seconded the motion. Vice President Jansing asked if there were any final questions; there were none. He then asked for a roll call vote which found 16 to 0 in favor of the motion which passed unanimously. (The roll call on the motion is attached to the original minutes.)

Vice President Jansing thanked the Budget Review Committee and staff for their time and hard work. He then asked if there was any new business to come before the Council.
With nothing further, Vice President Jansing reminded members that the next Council meeting would be held on October 26, 2017 at 5:45 PM.

Councilman Sommerkamp made a motion to adjourn; Mayor Cole seconded the motion and a voice vote found unanimous approval. The meeting was adjourned at 7:33 PM.

_________________________________________
Mayor Chris Reinersman, President

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Mayor Marty Lenhof, Secretary