Planning and Development Services Management Board  
Meeting Minutes: July 28, 2014

Chairman Tom Litzler called the monthly business meeting of the Planning and Development Services Management Board to order at 5:15 PM in the Commission Chambers of the PDS Building in Fort Mitchell. Attendance of members was as follows.

<table>
<thead>
<tr>
<th>Name</th>
<th>Term</th>
<th>Present</th>
<th>Absent</th>
</tr>
</thead>
<tbody>
<tr>
<td>Chairman Tom Litzler</td>
<td>May 2014 through April 2016</td>
<td>X</td>
<td></td>
</tr>
<tr>
<td>Vice Chairman Paul Meier</td>
<td>May 2014 through April 2016</td>
<td>X</td>
<td></td>
</tr>
<tr>
<td>Treasurer Dick Spoor</td>
<td>May 2013 through April 2015</td>
<td>X</td>
<td></td>
</tr>
<tr>
<td>Sherry Carran</td>
<td>May 2013 through April 2015</td>
<td>X</td>
<td></td>
</tr>
<tr>
<td>Bill Goetz</td>
<td>May 2014 through April 2016</td>
<td>X</td>
<td></td>
</tr>
<tr>
<td>Chris Moriconi</td>
<td>May 2013 through April 2016</td>
<td>X</td>
<td></td>
</tr>
<tr>
<td>Gene Weaver</td>
<td>May 2013 through April 2015</td>
<td>X</td>
<td></td>
</tr>
</tbody>
</table>

Also present were: Jan Crabb, PHR, Finance/HR Administrator; 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.

ACCEPTANCE OF AGENDA

Chairman Litzler asked if there was a motion on the agenda as presented. Mayor Meier made a motion to accept the agenda as presented; Mayor Carran 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 June 30, 2014 business meeting were acceptable or if anyone had any additions/corrections. Mr. Moriconi asked that paragraph 4 on page 4 be clarified – by adding “to the development of that property” at the end of the sentence - “Mr. Moriconi stressed the importance of the non-conforming sign at the Drawbridge and stated that it was key to the development of that property.” Chairman Litzler asked if there were any other changes or corrections. With none, he asked if there was a motion with regard to the minutes. Mr. Moriconi made a motion to accept the Minutes of the June 30, 2014 business meeting as amended; Mayor Meier seconded the motion. Chairman Litzler asked for a roll call vote on the motion which found Board Members Meier, Moriconi, and Spoor, in favor of the motion with Board Member Carran and Chairman Litzler present but not voting. The motion passed unanimously.

Ms. Crabb gave an overview of the monthly financial report for the period ending June 30, 2014 (general fund, reserve funds, and fee-based revenue). She advised members that fee-based revenue ended the fourth quarter $154,730 ahead of projections. After a brief discussion, Chairman Litzler asked for a motion. Mayor Meier made a motion to accept the June 30, 2014 report as presented subject to audit; Mayor Carran seconded the motion. Chairman Litzler asked for a roll call vote on the motion which found Board Members Carran, Meier, Moriconi, Spoor, and Chairman Litzler in favor of the motion. The motion passed unanimously.

Chairman Litzler asked Ms. Crabb to address item 12 - review of the recommended change to the Personnel, Regulations, Policies, and Procedures Manual regarding PTO. Ms. Crabb stated that the proposed changes to Chapter 6 of the personnel manual were presented at last month’s meeting. Mr. Gordon asked Ms. Crabb to provide some additional background since Chairman Litzler and Mayor Carran were unable to attend last month’s meeting. Ms. Crabb reviewed the proposed changes and after some discussion Mayor Meier recommended that “NKAPC” be changed to PDS throughout the document. Mr. Moriconi indicated that there was a typo at the top of page 6.

Following some additional discussion, Chairman Litzler asked for a motion. Mr. Spoor made a motion to accept the changes to Chapter 6 of the Personnel, Regulations, Policies, and Procedures Manual regarding PTO as presented with the change of all references to NKAPC to PDS; Mayor Meier seconded the motion. Chairman Litzler asked for a roll call vote on the motion which found Board Members Carran, Meier, Moriconi, Spoor, and Chairman Litzler in favor of the motion. The motion passed unanimously.

Chairman Litzler asked for the report from legal counsel. Mr. Edmondson advised members that the General Assembly adopted HB 275 earlier in 2014 and asked if any members served on any other Special Purpose Government Entities that set tax rates. Mayor Carran stated that she serves on both the Kenton County and District Health Boards as the Covington representative. Discussion followed with regard to the restrictions set out in HB 275 and Mr. Edmondson indicated that he would seek clarification regarding this issue.
Chairman Litzler asked for the report from the executive director. Mr. Gordon advised members that talks with Mayor Wynn regarding the rental inspection program had been put on hold when Ludlow’s city administrator position was vacant. He indicated that the city had hired a new administrator and that talks would be starting back up. Mr. Gordon stated that overseeing the International Property Maintenance Code on rental apartments was a simple extension of responsibilities PDS pursues for the city already under One Stop Shop but that the city was now asking if past-due rental license fees, garbage service fees, and similar tasks could also be included. He advised the city that he would have to discuss this request with the Board but if these additional tasks were included, it would have to be at a higher service level cost. Mr. Gordon advised members that the City of Villa Hills has also asked for additional One Stop Shop service regarding downspout nuisances which would be at a high service level.

Mr. Gordon stated that additional responsibilities would mean more revenue. He indicated that cities are looking for shared services and are looking to PDS since we are providing similar services already. He stated that he is seeking guidance from the Board with regard to how far members wanted to go.

Mayor Carran asked if staff would just be preparing letters regarding delinquent licenses, etc. and where they would be getting the information. Mr. Gordon indicated that staff would just be preparing letters and that they would be using the city’s records. Mr. Edmondson advised members that taking these tasks on would be a “big deal.” He stated that the process is very involved and involves lots of work not to mention that it is a constant fight to collect these delinquent funds.

Additional discussion followed, Chairman Litzler stated that he wasn’t against doing the additional work but staff would need to assess what work could be done. Mayor Meier expressed concern that PDS trying to collect these fees on behalf of the city could give the agency a bad image.

After further discussion, Mr. Gordon indicated that he understood members’ concerns/comments, that he would assess the situation and get back to the city.

Mr. Gordon reminded members that the work program calls for staff to work on the interlocal agreements for One Stop Shop and to look at cost recovery issues along with the fee schedules. He stated that he has spoken to Council President Eilerman who has asked Council members to assist by serving on a committee with PDS Board members. Mr. Gordon asked if there were any volunteers and Mayor Meier stated that he would be willing to serve on this committee.

Mr. Gordon advised members that the budgets for GIS, KCPC and PDS have been submitted to the Department for Local Government.
He stated that an application for the comp plan would be submitted to KCPC for hearing in September and that the issue would be on the Board’s agenda next month. He also indicated that the comp plan is strictly a web-based product. A brief discussion followed.

Mr. Gordon also advised members that the auditors had been in and were done with their on-site work. He anticipates receiving the auditors’ report in September.

Mr. Gordon indicated that work on the expressway high-rise sign has begun and reminded members that the projected cost was for roughly $11,000 to $12,000.

Mr. Gordon asked members to take a moment to check out the recent posts to the tea party website regarding the comp plan, PDS and the rebranding of NKAPC.

A brief discussion regarding feedback on PDS followed.

Chairman Litzler asked for the review of the June record for professional services provided to the Kenton County Planning Commission. Chairman Litzler indicated that he hadn’t received a copy of this item and that it wasn’t attached to the email. Mr. Gordon apologized for the oversight and indicated that Nicole has been working out the issues to be in compliance with KRS 147 and KRS 100. Discussion followed.

Chairman Litzler opened discussion regarding considerations for the creation of future tax increment financing districts across Kenton County. There was discussion regarding the “qualifications” for future TIFs and Mr. Spoor provided background information regarding how TIF districts work and how payments are made. He stressed the importance of checking/verifying the bills provided by the TIF administrator.

Mr. Moriconi indicated that no two TIFs are the same and that it would be hard to come up with a standard by which to measure them. There was discussion regarding the number of years for each commitment and Mayor Meier suggested capping the commitment at 20 years and a maximum of 80% of the incremental increase. Discussion followed.

Chairman Litzler asked for reports from committees or members of the Board. Mayor Meier indicated that the comp plan taskforce had held its final meeting and that the application would be submitted in August with the public hearing being held in September. He stated that this hearing would more than likely be held on Tuesday, September 9th, which is KCPC’s “overflow” day. Mayor Carran advised members that the taskforce meetings have been very productive with good conversation and input. Mayor Meier asked Mr. Gordon to provide the link to the comp plan website and Mr. Gordon indicated that it would be provided to everyone as soon as the application has been submitted and the last details with the website completed.

Chairman Litzler updated members regarding the TWC / Comcast merger and stated that a notice will be sent to the cities for approval. Discussion followed regarding Comcast selling off part of the TWC customer base to Charter.
NEW BUSINESS

Chairman Litzler asked for review of the recommended changes to the Bylaws of the Northern Kentucky Area Planning Commission/Planning and Development Services Management Board. Mr. Gordon briefly outlined the proposed changes. Mayor Meier noted a correction on page 1, Article 4 – Northern Kentucky Area Planning Council needs to be changed to Planning and Development Services Council.

After some additional discussion, Chairman Litzler asked for a motion. Mayor Meier made a motion to accept the recommended changes to the Bylaws as presented including the change to Planning and Development Services Council on page 1; Mr. Moriconi seconded the motion. Chairman Litzler asked for a roll call vote on the motion which found Board Members Carran, Meier, Moriconi, Spoor, and Chairman Litzler in favor of the motion. The motion passed unanimously.

Chairman Litzler asked for review of the recommendation to pursue an RFP for refurbishing the asphalt parking lot. Mr. Gordon provided background information regarding the repairs needed and stated that these repairs would cost approximately $11,000. Discussion followed regarding the repairs made three years ago and whether or not a repair and replacement bid should be requested in the RFP. Mr. Edmondson outlined work the County is having done in Latonia Lakes and indicated that the type of surface/paving being done is substantially less expensive – they are grinding the current surface, mixing it with new material and putting it back down. He stated that the work is being done by a company out of Indiana and that Viox & Viox is overseeing the project.

Mr. Moriconi suggested asking for both repair and replacement. Other members were in agreement. Mr. Gordon indicated that he will prepare the RFP and get information on the process being used in Latonia Lakes. He reminded members that the proposals resulting from the RFP would have to come back to the Board.

Chairman Litzler asked for review of a proposed interlocal agreement with the City of Elsmere to join the One Stop Shop Codes Administration Program. Mr. Gordon stated that the document is the same agreement used with the other 15 cities and that the level of service is still being discussed. He indicated that, at this time, the contract would only be handling code violations and that the current staffing level will be able to handle the additional work.

After some additional discussion, Chairman Litzler asked for a motion. Mayor Meier made a motion to authorize the Chairman to sign the interlocal agreement with the City of Elsmere to join the One Stop Shop Codes Administration Program; Mayor Carran seconded the motion. Chairman Litzler asked for a roll call vote on the motion which found Board Members Carran, Meier, Moriconi, Spoor, and Chairman Litzler in favor of the motion. The motion passed unanimously.

Chairman Litzler asked for review of the proposed contract for professional services with the Campbell County Fiscal Court for mapping associated with its forthcoming comprehensive
planning process. Mr. Gordon provided background information regarding the contract and stated that the term would be for one year. He indicated that the rate for any work done would be the out-of-county rate and that once the $25,000 had been used up work would stop.

Following discussion, Chairman Litzler asked for a motion. Mayor Meier made a motion to approve the one-year contract for professional services with the Campbell County Fiscal Court for mapping associated with its forthcoming comprehensive planning process; Mr. Moriconi seconded the motion. Chairman Litzler asked for a roll call vote on the motion which found Board Members Carran, Meier, Moriconi, Spoor, and Chairman Litzler in favor of the motion. The motion passed unanimously.

Chairman Litzler asked for review of the executive director’s claims for FY14 fourth-quarter expenses reimbursement.

After a brief discussion, Chairman Litzler asked for a motion. Mr. Spoor made a motion to approve reimbursement of the executive director’s FY14 fourth-quarter expenses as presented; Mayor Carran seconded the motion. Chairman Litzler asked for a roll call vote on the motion which found Board Members Carran, Meier, Moriconi, Spoor, and Chairman Litzler in favor of the motion. The motion passed unanimously.

Chairman Litzler then opened discussion regarding the process to be used to review the executive director’s FY14 performance. He outlined the process used last year and members were in agreement to use the same process again this year. Mr. Gordon stated that he would forward a copy of the evaluation form to each of the members and Chairman Litzler asked members to send their completed evaluations to him before the August meeting.

With no further business, Chairman Litzler reminded members of upcoming meetings as noted on the agenda. Mr. Moriconi made a motion to adjourn; Mayor Carran seconded the motion. With no objections, Chairman Litzler adjourned the meeting at approximately 6:49 PM.

_______________________________
Tom Litzler, Chairman

_______________________________
Dennis Andrew Gordon, FAICP
Executive Director/Secretary