Planning and Development Services Management Board  
Meeting Minutes: September 22, 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></td>
<td>X</td>
</tr>
<tr>
<td>Vice Chairman Paul Meier</td>
<td>May 2014 through April 2016</td>
<td></td>
<td>X</td>
</tr>
<tr>
<td>Treasurer Dick Spoor</td>
<td>May 2013 through April 2015</td>
<td></td>
<td>X</td>
</tr>
<tr>
<td>Sherry Carran</td>
<td>May 2013 through April 2015</td>
<td>5:30</td>
<td></td>
</tr>
<tr>
<td>Bill Goetz</td>
<td>May 2014 through April 2016</td>
<td></td>
<td>X</td>
</tr>
<tr>
<td>Chris Moriconi</td>
<td>May 2013 through April 2016</td>
<td></td>
<td>X</td>
</tr>
<tr>
<td>Gene Weaver</td>
<td>May 2013 through April 2015</td>
<td>5:35</td>
<td></td>
</tr>
</tbody>
</table>

Also present were: Trisha Brush, GISP, Director of GIS Administration; Jan Crabb, PHR, Finance/HR Administrator; Nicole Cullum, CB, Bookkeeper; Garry Edmondson, Legal Counsel; Scott Hiles, CPC, Director of Infrastructure Engineering; 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 suggested that item 14 be moved to the end of the meeting. With the other members in agreement, he asked if there was a motion to approve the amended agenda. Mr. Goetz made a motion to accept the agenda as amended at the meeting; Mayor Meier 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.
Chairman Litzler asked for comments from John Chamberlin, CPA, of VanGorder Walker CPAs regarding the firm’s audit of NKAPC’s FY14 financial records.

Mr. Chamberlin stated that he appreciated the opportunity to present their findings and began his review of their work (a copy of his PowerPoint presentation is attached to the original minutes).

Mr. Chamberlin stated that the opinion rendered is an “unmodified opinion” which is the highest opinion possible and the one that you want. He provided a balance sheet and asset comparison for 2005 to 2014 and stated that as of June 30th NKAPC was in a strong cash position. He reviewed revenue vs. expenditures and stated that the figures included external revenue only due to changes in the reporting of GIS.

Mr. Chamberlin indicated that budget to actual revenue looked good with the actual revenue exceeding what was budgeted and that budget to actual expenditures were “dead on.” He reviewed the expenditures by function for Planning and GIS.

Mr. Chamberlin then reviewed the firm’s letter to members dated August 8, 2014. He indicated that everything was pretty much square and that they didn’t encounter any problems with management or staff. He stated that Nicole provided all the information requested and was cooperative as usual. He referred members to pages 24-25 regarding internal controls. In addition to the auditor’s letter, Mr. Chamberlin provided members a copy of the management letter.

Mr. Chamberlin reviewed the financial statements for year-end June 30, 2014. There was discussion regarding the amount of accrued vacation and the note on page 17 that says staff is not allowed carryover from one calendar year to the next. Ms. Crabb indicated that there have been changes to the PTO policy and that she will get Mr. Chamberlin updated information.

Mr. Chamberlin recommended that members read the notes on pages 13-21 and be familiar with them.

There was discussion regarding Pension Plans and Deferred Compensation on page 18. Members questioned why there aren’t any employees contributing to the ICMA plan. Ms. Crabb indicated that ICMA is the plan that was in place before CERS and that approximately 60% of staff participates in the 401k or 457 plans. Additional discussion followed.

Mr. Chamberlin reviewed the comparison schedules on pages 22 and 23. He also addressed the internal control and compliance issues on page 24 and 25, stating that there are “no material weaknesses” and “no instances of non-compliance.”

Mr. Spoor made a motion to accept the 2014 Audit Report as presented; Mr. Goetz seconded the motion. Chairman Litzler asked for a roll call vote on the motion which found Board
Members Carran, Goetz, Meier, Moriconi, Spoor, Weaver, and Chairman Litzler in favor of the motion. The motion passed unanimously.

ONGOING BUSINESS

Chairman Litzler asked if the Minutes of the August 25, 2014 business meeting were acceptable or if anyone had any additions/corrections. With none, he asked if there was a motion with regard to the minutes. Mayor Meier made a motion to accept the Minutes of the August 25, 2014 business meeting 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 with Board Members Goetz and Weaver present but not voting. The motion passed unanimously.

Ms. Crabb gave an overview of the monthly financial report for the period ending August 31, 2014 (general fund, reserve funds, and fee-based revenue). She advised members that fee-based revenue ended the month $11,274 ahead of projections. After a brief discussion, Chairman Litzler asked for a motion. Mr. Goetz made a motion to accept the August 31, 2014 report as presented subject to audit; Mayor Meier seconded the motion. Chairman Litzler asked for a roll call vote on the motion which found Board Members Carran, Goetz, Meier, Moriconi, Spoor, Weaver, 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 a new pro se suit had been filed involving a code enforcement/zoning issue. A brief discussion followed.

Chairman Litzler asked for the report from the executive director. Mr. Gordon advised members that the City of Fort Mitchell would be presenting a proposed TIF project for the former Drawbridge site at the Council meeting on October 16th. Discussion regarding the TIF process and the TIF committee followed.

Mr. Gordon advised members that he and the deputies had met with Judge-elect Knochelmann earlier today and that the meeting went extremely well. Mr. Knochelmann stated that he appreciated PDS reaching out and that we are doing good things for the county.

Mr. Gordon stated the following for the record.

“I want the record of this evening’s meeting to reflect the unbounded pride I felt a couple weeks ago when members of the KCPC voted 19-0 to approve Direction 2030. Your Voice. Your Choice. as the new Kenton County comprehensive plan. I know what this staff went through to get all the various groups around the county engaged in the process. I know what the staff pursued to get the Statement of Goals and Objectives through all 20 of the local legislative bodies. I know the number of internal discussions that went into the creation of the D2030 web site. And, I know what all was required to move the last KCPC meeting to the
auditorium at Notre Dame. This staff is an amazing group of professionals and I’m extremely proud of what they accomplished together—something that hasn’t been done since 1972.

Members acknowledged their agreement.

Mr. Gordon then reminded members that the next council meeting is scheduled for October 16th and the next board meeting will be held on October 27th.

Chairman Litzler asked for the review of the August record for professional services provided to the Kenton County Planning Commission. Mr. Gordon briefly reviewed the August record and asked if there were any questions. Chairman Litzler questioned the difference between the subtotal (42,724.85) and the total value of services provided for the month of August ($46,968.68). Mr. Gordon stated that he would check with the bookkeeper and email members regarding the difference.

Chairman Litzler opened discussion regarding a proposal from the executive director to create a geospatial data analyst position to be shared by the GIS and Planning & Zoning departments. Mr. Gordon outlined the proposed job duties and responsibilities and stated that staff strongly recommends the addition of this position. Ms. Brush indicated that the GIS department has been running at a deficit of labor since 2008 when one staff member retired and another went part-time. She outlined upcoming projects that would benefit from the addition of this position.

Mayor Carran indicated that when this proposal was presented last month, she understood it to focus just on economic development but now sees that this person can be used in many ways and believes the data that could be provided to the jurisdictions would be very helpful.

Ms. Brush stated that 50% of internet access is now through a mobile device and that this is a way to engage citizens. She stressed the importance of spinning up the website and serving up data that will help boost economic development.

A lengthy discussion followed. Mr. Weaver indicated that he believes an additional person is needed to continue doing what they do and to grow in other areas. Mayor Meier expressed concern that the budget was just adopted in June and that this position was not included in the budget. Mr. Gordon and Ms. Brush indicated that the budget was drafted early in 2014, before the completion of Direction 2030 and the new contract with Campbell County. Chairman Litzler indicated that he liked the idea of utilizing data better but questioned whether we should enter this field and if it would be accepted. Mr. Goetz suggested presenting the idea to the Council or Mayors Group to get their feedback.

Mr. Weaver stated that economic development is just one aspect of this position and that the organization needs to grow and keep up with technology. Mayor Carran indicated that she agreed with Mr. Weaver and that PDS/GIS would be providing data to help with economic development – they would just be providing the tools.
Mr. Gordon provided financial documentation for the Geospatial Data Analyst position and the new Principal Zoning Official that will be needed to handle the increase in work when the City of Independence joins the One Stop Shop program on November 1st.

Mr. Spoor indicated that approving this position is within the Management Board’s powers. He stated that he understands that some may ask why now and question why this position wasn’t included in the budget but adding this position is not a budget buster and is within their power.

Chairman Litzler indicated that he did not see a problem with running the idea past the Council. Mayor Carran stated that she wasn’t against the idea but that she was also ready to vote on the issue.

Mayor Meier then made a motion to table the proposal and instructing staff to present the concept to the Council at its next meeting on October 16, 2014 and ask for feedback; Mr. Goetz seconded the motion. Chairman Litzler asked for a roll call vote on the motion which found Board Members Carran, Goetz, Meier, Moriconi, and Chairman Litzler in favor of the motion with Mr. Spoor and Mr. Weaver voting against the motion stating that making this decision is the function of the Management Board, not the Council. The motion passed by a vote of 5 to 2.

Chairman Litzler asked for reports from committees or members of the Board. Mayor Carran indicated that she attended the recent OKI executive committee meeting at which the plans for KY 536 were discussed. She advised the committee of the adoption of Direction 2030 and the importance of KY 536 to the citizens of south Kenton County. She also advised them that the citizens of south Kenton County would like to be involved in the planning process.

**NEW BUSINESS**

Chairman Litzler opened discussion regarding a recommendation from staff concerning parking lot repairs at the PDS building. Mr. Hiles provided a handout outlining the bids received and staff’s recommendation to use Len Reigler Blacktop’s Alternate 2 bid. He also indicated that some full-depth repairs will be necessary and could total as much as an additional $20,000.

After discussing the condition of the parking lot and the various options, Chairman Litzler asked for a motion. Mr. Weaver made a motion to approve staff’s recommendation [Alternate 2 - $44,200 plus additional amount for full-depth repairs] and authorize the executive director to sign the contract with Len Reigler Blacktop for the parking lot repairs; Mr. Spoor seconded the motion. Chairman Litzler asked for a roll call vote on the motion which found Board Members Carran, Goetz, Moriconi, Spoor, Weaver, and Vice Chairman Meier in favor of the motion with Chairman Litzler having temporarily stepped out of the meeting. The motion passed unanimously.

Chairman Litzler opened discussion regarding a proposed professional services agreement with Larry Perry for professional review of cell tower proposals through January 2015. Vice
Chairman Meier reminded members of the discussion at last month’s meeting and asked if there were any questions regarding the proposed agreement.

A brief discussion followed and Mr. Gordon advised members that very few jurisdictions use this type of engineer any more for this review process. He stated that most use GIS and software available through Esri. He also pointed out that the term of this contract is only through January 31st to give staff time to check out the software.

After some additional discussion, Chairman Litzler asked for a motion. Mr. Goetz made a motion to authorize the executive director to enter into the proposed professional services agreement with Larry Perry for professional review of cell tower proposals through January 2015; Mr. Weaver seconded the motion. Chairman Litzler asked for a roll call vote on the motion which found Board Members Carran, Goetz, Moriconi, Spoor, Weaver and Chairman Litzler in favor of the motion and Mayor Meier recusing himself from the vote. The motion passed unanimously.

Chairman Litzler asked for review of a proposed interlocal agreement with the City of Independence to join the One Stop Shop Codes Administration Program.

Mr. Gordon stated that he has been waiting for this day since 2006 when the program began. He indicated that Mr. Moriconi saw what could be done through the One Stop Shop Program while he was with the City of Fort Mitchell and now that he has returned home, the City of Independence will be joining the program as of November 1st. He stated that the City will continue handling building permits and inspections but PDS will be handling code enforcement and the property maintenance code. The City will also be disbanding its code enforcement board and board of adjustment and begin utilizing the county boards.

Mr. Gordon advised members that the Interlocal Agreement is the same agreement PDS has used with the other jurisdictions and asked if members had any questions.

With none, Chairman Litzler asked for a motion. Mayor Meier made a motion to enter into the proposed Interlocal Agreement with the City of Independence to join the One Stop Shop Codes Administration Program; Mr. Goetz seconded the motion. Chairman Litzler asked for a roll call vote on the motion which found Board Members Carran, Goetz, Meier, Spoor, Weaver, and Chairman Litzler in favor of the motion with Mr. Moriconi recusing himself from the vote. The motion passed unanimously.

Due to the time, Chairman Litzler recommended postponing the executive director’s FY14 performance review until the October meeting. With members of the public arriving for the Fort Mitchell City Council meeting, the other members and Mr. Gordon agreed.

With no further business, Mr. Moriconi made a motion to adjourn; Mr. Weaver seconded the motion. With no objections, Chairman Litzler adjourned the meeting at approximately 7:14 PM.