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>Term</th>
<th>Present</th>
<th>Absent</th>
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<tbody>
<tr>
<td>Chairman Tom Litzler</td>
<td>May 2014 through April 2016</td>
<td>X</td>
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<tr>
<td>Vice Chairman Paul Meier</td>
<td>May 2014 through April 2016</td>
<td>X</td>
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<td>Treasurer Dick Spoor</td>
<td>May 2013 through April 2015</td>
<td>X</td>
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<td>Sherry Carran</td>
<td>May 2013 through April 2015</td>
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<td>Bill Goetz</td>
<td>May 2014 through April 2016</td>
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<tr>
<td>Chris Moriconi</td>
<td>May 2013 through April 2016</td>
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<td>Gene Weaver</td>
<td>May 2013 through April 2015</td>
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Also present were: Mike Williams of Sherrill Morgan; Garry Edmondson, Legal Counsel; Trisha Brush, GISP, Director GIS Administration; Jan Crabb, PHR, Finance/HR Administrator; Tom East, GISP, Senior GIS Specialist; Scott Hiles, CPC, Director of Infrastructure Engineering; Christy Powell, GISP, Senior GIS Programmer/Specialist; Martin Scribner, AICP, Director of Planning and Zoning; Brian Sims, CBO, Chief Building Official; 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 to approve the agenda. Mr. Weaver made a motion to accept the agenda as presented; 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.
ONGOING BUSINESS

Chairman Litzler asked if the Minutes of the October 27, 2014 business meeting were acceptable or if anyone had any additions/corrections. He noted a typo on the last page – “since” should be “sincere”. With no other changes, he asked if there was a motion with regard to the minutes. Mayor Meier made a motion to accept the Minutes of the October 27, 2014 business meeting as amended; Chairman Litzler seconded the motion. Chairman Litzler asked for a roll call vote on the motion which found Board Members Meier, Moriconi, Weaver and Chairman Litzler in favor of the motion. The motion passed unanimously.

Ms. Crabb gave an overview of the monthly financial report for the period ending November 30, 2014 (general fund, reserve funds, and fee-based revenue). She advised members that fee-based revenue ended the month $17,768 ahead of projections. After a brief discussion, Chairman Litzler asked for a motion. Mayor Meier made a motion to accept the November 30, 2014 report as presented subject to audit; Mr. Weaver seconded the motion. Chairman Litzler asked for a roll call vote on the motion which found Board Members Meier, Weaver, Moriconi, and Chairman Litzler in favor of the motion. The motion passed unanimously.

A brief discussion regarding KCPC financing and the subdivision regulations followed.

Chairman Litzler asked for review of a recommendation from Human Resources and Sherrill Morgan Associates to renew health, dental, life, disability, and vision care insurance coverage through November 2015.

Mr. Williams thanked the board for the opportunity to speak. He advised members that the federal rules had changed and that PDS did not have to go with a community rated plan this year. He indicated that the plans would remain the same for this year and hopefully next year too.

Mr. Williams indicated that the premiums would increase approximately 14% and that they tried negotiating with Anthem to get the rates lower but Anthem wouldn’t budge. He stated that the rates for dental and vision coverage would remain the same.

A brief discussion regarding the Municipal Government League’s effort at collaboration among jurisdictions for insurance coverage followed.

Ms. Crabb then outlined the proposed incentives (a copy of which is attached to the original minutes). There was discussion regarding the number of employees participating, the breakdown of the various coverage, and how many employees opted out in the past.

Ms. Crabb advised members that long-term disability would remain the same. Mr. Moriconi asked if the budget would need to be amended to cover the additional costs. Ms. Crabb stated that it would not since an increase was built in when the budget was prepared.

After some discussion, Chairman Litzler asked for a motion. Mr. Moriconi made a motion to
approve the recommendation from Human Resources and Sherrill Morgan Associates to renew health, dental, life disability, and vision care insurance coverage through November 2015; Mr. Weaver seconded the motion. Chairman Litzler asked for a roll call vote on the motion which found Board Members Moriconi, Weaver, Meier, 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 Kuhnhein case has been briefed and that he expects oral arguments to be set after the first of the year. He indicated that oral arguments probably won’t be until fall 2015 and there will probably be another appeal. He stated that a final decision may not be reached for another three to four years.

Chairman Litzler took the opportunity to congratulate Mr. Edmondson on his “retirement” and thank him for his service as County Attorney as well as for his service to the board. He outlined some of Mr. Edmondson’s accomplishments while in office and stated that his efforts had brought the county attorney’s office to a new and improved level.

Chairman Litzler asked for the report from the executive director. Mr. Gordon advised members that because of the recent rainy weather, the parking lot work has been pushed back to spring. The company has agreed in writing to get to us first in the spring and to honor their price from their proposal.

Mr. Gordon stated that he had sent members copies of the KCPC invoices for October and November as well as their financial reports and asked if there were any questions. He indicated that he is not going to include these on future agenda unless members wanted him to do so and that Ms. Cullum will be sending the reports to them each month. There was consensus that this was okay.

Mr. Gordon advised members that his presentation to the Chamber of Commerce Board of Directors went well. He stated that he and Ms. Brush have invited Trey Greyson to meet with them in January to talk about how GIS could be useful to the Chamber in some of the initiatives it’s looking to initiate in the future. They are waiting to hear back from him.

Mr. Gordon indicated that he has been reaching out to newly-elected mayors, some of whom are experienced and some of whom are not, to help them understand PDS services. He also stated that he has an appointment on Monday morning with the mayor of Walton to discuss its seat on the PDS Council.

Mr. Gordon stated that the geospatial data analyst position has been filled and that he feels fortunate to have hired the person who is probably Boone County’s best GIS professional. He also stated that he believes this person will fit in extremely well with the talents we already have on board and that the new person will start Monday. Introductions will be made at the January meeting.
Mr. Gordon advised members that the first meeting of the building permit fee taskforce will be held tomorrow morning. He is hopeful that the group can finish its work by early March so the financial impacts can be calculated into the FY16 budget. He listed the members for the taskforce as follows:

- Tony Kreutzjans
- John Toebben
- Bob Schroeder
- Larry Klein
- Jeanne Schroer
- Chris Moriconi
- Chris Meyer (architect, Joe Meyer’s son)
- Paul Meier
- Josh Gunther (Drees)
- Amanda Igo (Fischer)
- Chuck Eilerman

Mr. Gordon stated that planning for the 2015 Lou Noll Symposium is going well and that SD1, NKWD, and TANK have once again partnered for this event. He indicated that they are planning time for the Kenton County Governance Committee to speak and that the symposium will be held at SD1 on February 21.

Mr. Gordon indicated that staff has collaborated with the Health Department, OKI, and the Center for Great Neighborhoods in submitting a grant application for $150,000 to APA’s Health Planning Initiative. This grant would be used to facilitate a plan for providing more healthy food choices for low and moderate income families concentrated in the northern third of Kenton County. He stated that the team is working to get the Agricultural Extension Service to join if the grant is received. He stated that Kentucky is in the bottom five for healthy eating in the US and briefly outlined the goals of the project.

Mr. Gordon reminded members that the Council’s annual organizational meeting will be held on January 29th. He stated that the Council will be electing its officers and filling three seats on the management board. He asked for them to provide the names of anyone they believe would be interested in serving on the board.

Mr. Gordon stated that Mayor Carran had asked about appointing Mr. Spoor to serve on Covington’s TIF District Board to represent PDS since a seat had opened up. He stated that he believed this would be a good idea and the City Commission took action last night. He asked members to be thinking about whom they would like to represent PDS on Fort Mitchell TIF Board.

After some discussion, Mayor Meier made a motion to agree with Dick Spoor as PDS’s representative on Covington’s TIF District Board; Mr. Weaver second the motion. Chairman Litzler asked for a roll call vote on the motion which found Board Members Meier, Weaver, Moriconi, and Chairman Litzler in favor of the motion. The motion passed unanimously.
Mr. Gordon advised members that, since 2005 when the building was remodeled, $84,338.67 has been spent to service and replace HVAC units. He indicated that he continues to regret the decision we made to forgo installing a central HVAC system when the building was refurbished. He stated that Duke Energy is beginning to provide financial incentives for businesses that are willing to work to reduce their energy consumption. He has talked with officials at Duke and found out that PDS would need to be able to propose a replacement system to these wall units before they’d be willing to work with us on financial incentives. He wanted to know if members were open to looking at this before he checked around to see how much engineering a system for the building would cost. After some discussion, it was the general consensus of the board to investigate heating/cooling options and the costs involved.

Mr. Gordon then called members’ attention to the meeting dates included at the bottom of the agenda.

Chairman Litzler asked for the report from GIS Administration. Ms. Brush advised members that Tom East has been working on the centerline project for Kenton County. She indicated that street centerlines have been an issue and an ongoing battle for a long time. She then introduced Mr. East.

Mr. East began his PowerPoint presentation (a copy of which is attached to the original minutes) by outlining the importance of addressing. He indicated that addressing has been an issue for decades. He stated that duplicate and unofficial street names cause problems for emergency responders, utilities, and the post office. He provided examples of the various types of problems encountered with duplicate or incorrect names, similar sounding names, improved road names and illogical road name situation.

Mr. East advised members that he may need their help in the future to get the word out about these problems. Ms. Brush stated that with new mayors coming in, it might be a good time to bring up this issue. Following some discussion, Chairman Litzler asked that this matter be added to the FY16 work program.

Ms. Brush advised members that Ms. Powell has been working with the Health Department on a mobile app to track heroin overdoses and where needles are found. She turned the floor over to Ms. Powell.

Ms. Powell advised members that this program would utilize “crowdsourcing” which is obtaining information or input by enlisting the services of people, either paid or unpaid, typically through the internet. She stated that the software being used is part of ArcGIS Online and that it is included with our software maintenance fees. She then demonstrated how the program would work and how it can be customized. Discussion regarding the project and how to get the public involved followed.

Chairman Litzler asked for reports from committees or members of the Board. Mayor Meier provided a brief update regarding the recent Mayors’ Group meeting and Mr. Moriconi asked
Mr. Edmondson about the effects of the decision regarding libraries. Mr. Edmondson stated that the decision would be appealed and that it only affected libraries. Discussion followed.

SPECIAL PRESENTATION

Mr. Gordon stated that the new PDS video is complete - “PDS: Who We Are and What We Do” – and played it for the members. Discussion regarding the video and the Envista program followed.

NEW BUSINESS

Chairman Litzler asked for review of a staff recommendation regarding PDS banking services for CY15-17 inclusive. Mr. Gordon provided background information regarding the bids for services received (a copy of which is attached to the original minutes).

After some discussion, Chairman Litzler asked for a motion. Mr. Weaver made a motion to approve staff’s recommendation to have Heritage Bank provide banking services for CY15-17 and to authorize the executive director to sign the contract; Mr. Moriconi seconded the motion. Chairman Litzler asked for a roll call vote on the motion which found Board Members Weaver, Moriconi, Meier, and Chairman Litzler in favor of the motion. The motion passed unanimously.

Chairman Litzler asked for review of a proposed agreement with attorney Garry L. Edmondson to serve as legal counsel for the Kenton County Joint Code Enforcement Board effective January 1, 2015 since current legal counsel, Stacy Tapke, has resigned the position.

After a brief discussion, Mayor Meier made a motion to accept Ms. Tapke’s resignation; Mr. Weaver seconded the motion. Chairman Litzler asked for a roll call vote on the motion which found Board Members Meier, Weaver, Moriconi, and Chairman Litzler in favor of the motion. The motion passed unanimously.

Chairman Litzler then asked if there was a motion regarding Mr. Edmondson replacing Ms. Tapke. Mr. Weaver made a motion to approve the proposed contract and authorize Chairman Litzler to execute the contract on behalf of PDS; Mr. Moriconi seconded the motion. Chairman Litzler asked for a roll call vote on the motion which found Board Members Weaver, Moriconi, Meier, and Chairman Litzler in favor of the motion. The motion passed unanimously.

Chairman Litzler asked for review of a recommendation to reappoint the executive director to a one-year term representing PDS on the OKI Board of Trustees and Executive Committee to commence in January.

Following a brief discussion, Chairman Litzler asked for a motion. Mayor Meier made a motion to approve the reappointment of the executive director to a one-year term representing PDS on the OKI Board of Trustees and Executive Committee to commence in January 2015; Mr. Weaver seconded the motion. Chairman Litzler asked for a roll call
vote on the motion which found Board Members Meier, Weaver, Moriconi, and Chairman Litzler in favor of the motion. The motion passed unanimously.

Chairman Litzler reminded members to mark their calendars for the Lou Noll Symposium on February 21st. He advised members that he would not be able to attend the January 26th board meeting, the January 29th Council meeting, and the February 5th work session. Mr. Moriconi indicated that he would probably miss the January 26th meeting as well.

There was a brief discussion regarding the Fort Mitchell TIF and Chairman Litzler asked that this matter be put on the January agenda for additional discussion.

Chairman Litzler then asked that Mr. Gordon extend the board’s wishes for a Merry Christmas and Happy New Year to staff.

With no further business, Mayor Meier made a motion to adjourn; Mr. Weaver seconded the motion. With no objections, Chairman Litzler adjourned the meeting at 7:33 PM.

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Tom Litzler, Chairman

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Dennis Andrew Gordon, FAICP
Executive Director/Secretary