Planning and Development Services Management Board
Meeting Minutes: April 7, 2015

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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<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>
<td>X</td>
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<td>Bill Goetz</td>
<td>May 2014 through April 2016</td>
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<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: UC Students Gage Chase, Robert Denham, Mike Franz, Conrad Kickert, Amy Morgan, Sondra Palivoda, Ramón Rischer; Beth Sewell, PDS Board Member-elect; Andy Videkovich, AICP, Senior Planner; 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 were any changes to the agenda. With none, Mayor Meier made a motion to accept the agenda as presented; Mayor Carran seconded the motion. A voice vote found unanimous approval.

Chairman Litzler asked if there were any comments from the public and noted that there were none.

**PRESENTATION**

Mr. Videkovich provided background regarding the UC Studio program and the development of a vision plan for KY536. He stated that OKI did a scoping study on the western portion and that
this study focused on the route, not the impact it would have on the surrounding area – Independence.

Mr. Videkovich advised members that a $4,000 Season Good grant had been received to support the UC students’ study. He stated that the group is made up of third year students who were divided into nine groups and that two groups would be presenting their findings regarding the widening of KY536. He indicated that these findings are not part of the official plan and are just possibilities. This is a student project only.

First group: Gage Chase, Robert Denham, and Ramón Rischer

The students stated that they broke the area, roughly a two mile radius, around KY536 down into three zones to determine what effect the expansion would have on drivers and the local assets, as well as what opportunities the area would realize and what interest would be generated.

The students each outlined the three zones and what they would like to see added to each to enhance life in the area, i.e. a pedestrian bridge over a proposed roundabout, the walkability of the area, more parks, preservation of green spaces, recreation/multi-use sports areas, public event areas, and community gardens.

Mr. Moriconi stated that he believes the students hit a home run with the pedestrian bridge over the roundabout and the recreation/multi-use sports areas with approximately 6,000 kids in the area.

Mayor Carran complimented the students on the statement on the first slide (a copy of the PowerPoint presentation is attached to the original minutes). She also stated that developers want to give land that can’t be developed to the cities but the cities can’t afford to maintain it. Discussion regarding utilities followed.

At this time, Chairman Litzler asked members to introduce themselves to the student so they would know how each member tied into the community and better understand their comments/feedback.

Second group: Mike Franz, Sondra Palivoda, and Bianca Veiga who was unable to attend.

The students stated that they traveled to the area on several occasions. They found it to be disjointed and stated that the heart of the area is rural/farming. They spoke about preserving nature and farmland, walkability, and connecting communities.

There was a brief discussion regarding the small area study that PDS staff had done.

The second group addressed each of the three zones as outlined by the previous group – Visalia, the railroad, farmlands, the western suburbs, historic downtown and the new town center. They stated that they looked for ways to preserve and enhance these areas.
Commissioner Sewell joined the meeting at 5:52 PM.

There was discussion regarding the addition of sidewalks to connect the various subdivisions and making the area more walkable. The students recommended keeping Visalia rural and adding smaller parks/trails to improve the quality of life. They also recommended adding community amenities, i.e. farmers market, a building for continuing education classes.

They stated that the historic downtown area around McCullum is an important area and stressed the need to bridge the new with the old. They provided an example of how to do this – Loveland Station in Ohio. They recommended filling empty lots in the Kroger area with landscaping and possibly adding a movie theatre.

There was discussion regarding the old Visalia School and getting the Kenton County Extension Service involved with a possible community center/continuing education center.

Mayor Meier stated that straightening KY536 would impact the area and that it would help connect people but could also be detrimental by making Independence a “pass through” area instead of a place to “be”.

There was discussion regarding maintaining the “old”, keeping an eye on the character and the possibility of creating a scenic byway.

Members thanked the students for their presentation, stated that it was thought out and provided some great ideas.

Chairman Litzler asked Commissioner Sewell to introduce herself to the students. Commissioner Sewell briefly explained her role in the county and stated that she hoped some of the students’ ideas/information can make its way back to OKI.

Chairman Litzler thanked the students for their presentation and taking the time to share it with the Board.

**ONGOING BUSINESS**

Chairman Litzler asked if the Minutes of the March 25, 2015 business meeting were acceptable or if anyone had any additions/corrections. Mayor Meier noted a typo on page three. With no other changes, Chairman Litzler asked if there was a motion with regard to the minutes. Mayor Meier made a motion to accept the Minutes of the March 25, 2015 business meeting as amended; Mayor Carran seconded the motion. Chairman Litzler asked for a roll call vote on the motion which found Board Members Carran, Moriconi, Meier, Weaver and Chairman Litzler in favor of the motion. The motion passed unanimously.

Chairman Litzler asked for the report from legal counsel. Mr. Edmondson stated that he had nothing new to report.
Chairman Litzler asked for the report from the executive director. Mr. Gordon advised members that he and Ms. Brush had met with Judge-Executive Knochelmann, Joe Shriver, along with Darlene Plummer and two others from the PVA last week. Judge-Executive Knochelmann made it clear that it is his goal to have the PVA rejoin the LINK-GIS partnership. Mr. Gordon stated that he and Ms. Brush are trying to be as collaborative as possible. Discussion followed.

Mr. Gordon stated that, as was evident by looking outside, the sidewalk project is underway and that the concrete work will take 3-4 days. He indicated that they are hoping to pour the concrete after this week’s rain and that the new sidewalks/handicap parking will be ADA compliant. Mayor Meier asked if the bid for the work was under the $20,000 threshold requiring that they go out for an RFP. Mr. Gordon confirmed that it was under $20,000 and briefly outlined the bid received. He stated that once the sidewalks are completed, Riegler will begin work on the parking lot and, weather permitting, should be done before the April 30th Council meeting.

Mr. Gordon provided members with an update regarding the status of emergency generator and the pursuit of possible grants. He reminded members that there is money in the current budget for this expenditure but that the Council’s budget review committee had asked staff to try to obtain grant money before incurring this expense. He indicated that staff has been working with Steve Hensley and the State but that there is no grant money to help with this project. He then asked members for authorization to go out for an RFP for the generator and the electrical work that would be needed.

Following a brief discussion, Mr. Weaver made a motion to authorize staff to issue an RFP for the generator and the electrical work needed to install it; Mr. Moriconi seconded the motion. Chairman Litzler asked for a roll call vote on the motion which found Board Members Carran, Moriconi, Meier, Weaver and Chairman Litzler in favor of the motion. The motion passed unanimously.

Chairman Litzler opened discussion on progress made toward the FY16 budget.

Mr. Gordon advised members that the FY16 project and FY15 budget numbers provided in the packets before them were correct and that the other numbers were a work in progress. He stated that the FY16 budget is based on a compensating rate and that there will be a small level of growth. He also indicated that there would be no increase in fees and only a minor withdraw from reserves.

Mr. Gordon reviewed the projected revenue summary and then by department. He pointed out the highlighted items for each department and provided an explanation for each. Discussion regarding small area studies and the workload in the Building Department and Planning and Zoning followed.
Mr. Gordon stated that the benefit numbers were complete and all inclusive. He indicated that there are no contributions to reserves scheduled and that the proposed budget includes the re-instatement of only one position – a zoning official - instead of two. He stated that staff was proposing that they contract with a consultant rather than hire a full time database coordinator. He then reviewed the projected expenditure summary and breakdown by department pointing out the highlighted items for each department and providing explanations.

There was discussion regarding the .8% increase in salaries. Mr. Moriconi asked if there was any way more could be given. He stated that PDS has a great staff and that he believes that this small of an increase is demotivating and insulting. Chairman Litzler stated that he would also like to see what can be done about staff’s medical coverage and indicated that a $3,000/$6,000 deductible is too high. He stated that he would like to see if they could do better on salary and benefits.

A lengthy discussion followed regarding the CPI, incentive program and the possibility of pulling funds from the insurance reserve to help cover some of the costs. Members also discussed vacation time and the current workload.

Mr. Gordon then reviewed the reserve funds and stated that the reserve account are fully funded. Members discussed the funding levels and asked Mr. Gordon to provide them with a copy of the resolution that set the levels/use (Resolution 832). Additional discussion followed.

Mr. Gordon stated that the full budget would be reviewed at the next meeting which is scheduled for April 23rd and that they would meet with the Council’s Budget Review Committee on May 5th. He stated that he would be getting with Council President Link next week to set up a meeting with committee.

Mr. Gordon noted that the revenues and expenditures haven’t been balanced yet and that there is money still on the table. He stated that he just wanted to present what he had so far to make sure he was moving in the general direction the members wanted. Members confirmed that they were good with the direction Mr. Gordon was taking.

Chairman Litzler asked for reports from committees and members of the Board.

Mr. Weaver advised members that he would not be able to make his last meeting on April 23rd. He thanked members and stated that it has been a pleasure to serve with them. He stated that Mr. Gordon and the PDS staff are a great group of people and a benefit to Northern Kentucky. He thanked Ms. Remley for her support and always finding things he “lost”. He also thanked Mr. Edmondson for all of his hard work especially during the petition drive. He wished Commissioner Sewell and Mr. Kreimborg well and stated that he knew they would do a great job for the citizens of Kenton County.

Chairman Litzler thanked Mr. Weaver for his service and for playing devil’s advocate. Members of the Board wished Mr. Weaver well and stated that he would be missed.
NEW BUSINESS

With no further business, Mr. Weaver made a motion to adjourn; Mayor Meier seconded the motion. With no objections, Chairman Litzler adjourned the meeting at 7:18 PM.

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Tom Litzler, Chairman

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Dennis Andrew Gordon, FAICP
Executive Director/Secretary