Chairman Tom Litzler called the monthly business meeting of the Planning and Development Services Management Board to order at 5:17 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>Sherry Carran</td>
<td>May 2015 through April 2017</td>
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<td>Bill Goetz</td>
<td>May 2014 through April 2016</td>
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<td>Mark Kreimborg</td>
<td>May 2015 through April 2017</td>
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<td>Chris Moriconi</td>
<td>May 2013 through April 2016</td>
<td>X</td>
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<tr>
<td>Beth Sewell</td>
<td>May 2015 through April 2017</td>
<td>5:24</td>
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Also present were: Garry Edmondson, Legal Counsel; Megan Bessey, Associate Zoning Official; Trisha Brush, GISP, Director of GIS Administration; Jan Crabb, PHR, Finance/HR Administrator; Gary Forsyth II, Associate Building Official; Scott Hiles, CPC, Director of Infrastructure Engineering; Louis Hill, AICP, GISP, Geospatial Data Analyst; Rob Himes, Codes Administrator; Alex Koppelman, Associate Planner; Chris Preston, Associate Zoning Official; Emi Randall, AICP, RLA, Director of Planning and Zoning; Chris Schneider, Associate Planner; Brian Sims, CBO, Chief Building Official; Andy Videkovich, AICP, Planning Manager; 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, Mr. Goetz made a motion to accept the agenda as presented; Mayor Meier 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. Gordon introduced the newest members of staff and stated that, while PDS recently lost a lot of talent, it has gained a lot with the addition of these people – Gary Forsyth II, Chris Preston, Megan Bessey, Emi Randall, and Alex Koppelman.

Mr. Gordon then asked each staff member to give a brief background statement.

Mr. Forsyth stated that he has a background in construction through his service in the National Guard. He lives in Covington with his wife and two children. Members asked about his National Guard service. Mr. Forsyth indicated that he has been in the Guard since 2007 serving in a vertical engineering unit and has done one tour in Afghanistan. Members thanked Mr. Forsyth for his service.

Mr. Preston advised members that he previously worked in code enforcement for the City of Covington for almost 11 years. He has a wife and five children and lives in Florence. He indicated that, in addition to handling code enforcement for Ludlow, Park Hills, and Crescent Springs, he is also being trained to handle zoning issues.

Ms. Bessey indicated that she worked for the Secret Service in 2007-08 until an injury prohibited her from following that path. She then worked for the owner of the Buffalo Bills and taught in the criminal justice field. She is currently assigned to the City of Independence code enforcement. Mr. Moriconi took the opportunity to compliment Ms. Bessey on her performance thus far. He also advised Mr. Gordon that Ms. Bessey has been doing a wonderful job and is upbeat and enthusiastic. A brief discussion followed regarding the upcoming Bengals vs Bills game.

Mr. Gordon stated that Ms. Randall hit the ground running and is making progress. Ms. Randall indicated that things are moving forward at a steady pace. She stated that she previously worked for OKI and Woolpert as a consultant. Ms. Randall lives in Fort Wright with her husband and two children.

Mr. Gordon stated that the next person had a special skill set that is already being put to good use. Mr. Koppelman indicated that he was from Cleveland and moved here to attend school. After graduating from UC and joining PDS, he moved to Covington. He stated that the skills Mr. Gordon had referred to was in the area of video/editing. He indicated that he is a professional videographer – weddings, etc. and that he has already used his skills to edit a video for Direction 2030.

Members welcomed each of the new staff members to the PDS team.

Mr. Gordon then asked each of the following members of staff to stand. He explained to members that each had recently been promoted to fill the vacant positions created by the departure of Dennis Uchtman and Sharmili Reddy –
Rob Himes who replaced Dennis Uchtman as Codes Administrator; Andy Videkovich who replaced Sharmili Reddy as Planning Manager; and Chris Schneider who filled the Associate Planner position created by Mr. Videkovich’s promotion.

ONGOING BUSINESS

Chairman Litzler asked if the Minutes of the August 20, 2015 business meeting were acceptable or if anyone had any additions/corrections.

With no changes reported, Chairman Litzler asked if there was a motion with regard to the minutes. Mr. Goetz made a motion to accept the Minutes of the August 20, 2015 business meeting as presented; Commissioner Sewell seconded the motion. Chairman Litzler asked for a roll call vote on the motion which found Board Members Goetz, Sewell, Carran, Meier, Moriconi, and Chairman Litzler in favor of the motion. The motion passed unanimously.

Ms. Crabb provided information from the August and September monthly financial reports for the period ending September 30, 2015 and outlined the budget exceptions. She also advised members that fee-based revenue ended the month $59,826 ahead of projections.

After a brief discussion, Chairman Litzler asked for a motion regarding the financial reports. Mr. Goetz made a motion to accept the August and September 2015 financial reports subject to audit; Mayor Carran seconded the motion. Chairman Litzler asked for a roll call vote on the motion which found Board Members Goetz, Carran, Meier, Moriconi, Sewell, 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 an application for discretionary review had been filed with the Kentucky Supreme Court in the Kuhnhein vs NKAPC matter and that he anticipates an answer within the next six months. A brief discussion followed.

Chairman Litzler asked for the report from the executive director. Mr. Gordon reminded members that they had instructed him to investigate grant opportunities with regard to obtaining an emergency generator before going out for an RFP. He stated that staff has been working with the NKADD and submitted applications for two possible grants but both had been rejected. He indicated that they have submitted an additional application but weren’t optimistic and that they would probably need to put out an RFP. Discussion followed. Mr. Goetz stated he hoped staff could move forward on this project as it has been a long time since the Board had discussed this initially. Mayor Meier, who had recommended seeking grant money for the project, responded that he would support preparing an RFP for the project if the latest grant application was rejected.

Mr. Gordon advised members that Ms. Remley has gathered copies of the nuisance code for each Kenton County jurisdiction that has one in place and that he was providing copies of them
to Mr. Edmondson. Mr. Edmondson indicated that he would begin drafting one model nuisance code.

Mr. Gordon then updated members on the model signage code that Dr. Eric Kelly has been crafting. He reminded members that they had approved the contract for Dr. Kelly’s services at the June meeting and that he has just received Dr. Kelly’s draft work product. He indicated that once staff has reviewed the proposed text, they will start the first round of meetings with public officials from each jurisdiction. Mr. Gordon indicated that the model sign ordinance is fairly current and that there aren’t a lot of changes to be made. He stated that some jurisdictions adopted the current model as recommended while others adopted a modified version. Discussion regarding the timeline followed and Mr. Gordon stated that they hope to have this matter on KCPC’s agenda after the first of the year.

Mr. Gordon advised members that staff recently met with Larry Klein and Larisa Sims with the City of Covington to discuss the financing for the City’s TIF district. Mr. Klein and Ms. Sims walked him through the process and referred him to Roy Cox, County Treasurer, regarding the County’s contribution. Mr. Gordon stated that when he spoke with Mr. Cox, Mr. Cox indicated that he had already prepared PDS’ calculations as well. Mr. Gordon indicated that he has yet to meet with Mr. Cox to review the calculations but has been told that PDS’ contribution will be around $4,500 for the first year. Discussion regarding the Covington, Fort Wright and Fort Mitchell TIF districts followed.

Mr. Gordon announced that the Fiscal Court would be holding a forum on October 20, 2015 from 3:00 PM to 5:00 PM regarding a proposed Vacant Property Registration Ordinance. He stated that PDS will administer the ordinance and that there will be an interlocal agreement between the Fiscal Court and PDS which will be effective January 1, 2016. Discussion followed.

Mr. Gordon provided members with an updated Kenton County Planning and Development Infrastructure chart (a copy of which is attached to the original minutes) and noted that a row had been added to the bottom. He indicated that this row reflects additional services PDS provides to the jurisdictions it serves.

Mr. Gordon then noted the dates at the bottom of the agenda and invited members to the staff appreciation breakfast at 8:00 AM on Tuesday, October 27th.

Chairman Litzler asked for the presentation from GIS Administration. Ms. Brush advised members that seven members of staff had recently presented at the Kentucky GIS Conference. She announced that Christy Powell received the Service Award and that Tom East has been re-elected to the board as treasurer.

Ms. Brush stated that staff has been working on revamping the website to include JavaScript and that you can now access it on your mobile devices. Discussion regarding the new parks finder, flood plan, precinct maps, and My Property followed.
Ms. Brush then introduced Geospatial Data Analyst, Louis Hill, and stated that he has recently been working on comp plan maps for Campbell County via the $25,000 contract approved by members last year. He has also been working with John Stanton at the Fiscal Court on maps for Time Warner Cable for the southern part of the county as well as Direction2030 urban core and parks study with Ryan Kent. She announced that PDS recently won overall map gallery in Kentucky, took third place in large map format at the ESRI conference in San Diego, and ESRI is considering several LINK-GIS maps for its map book. She then turned the floor over to Mr. Hill.

Mr. Hill briefly outlined the initiatives for NKYmapLAB and stated that there is one project produced per month. He indicated that the nine projects maps completed to date were set up around the room. He stated that in addition to the large maps, they have started producing a story map which is interactive and provides more information than can be put on the single large map.

Mr. Hill demonstrated the map gallery and showed members the story map for Linden Grove Cemetery Arboretum along with several other maps. Discussion regarding the various projects followed.

Ms. Brush thanked members for approving the addition of Mr. Hill’s position last year and stated that he has changed the way the team works together.

Mayor Meier indicated that he has used the new mobile website and that it works great. Ms. Brush stated that she would pass his comments on to staff.

Chairman Litzler asked for reports from committees and members of the Board. With no reports from other board members, Chairman Litzler stated that he hasn’t made appointments to standing committee as of yet and suggested waiting until an issue came up. Mr. Goetz asked if the bylaws would allow this and Mr. Edmondson indicated that he would check the bylaws.

**NEW BUSINESS**

Chairman Litzler opened discussion regarding a recommendation from the executive director regarding an employee’s national award and how to handle the monetary prize that accompanied it.

Mr. Gordon advised members that Mr. Hill approached Ms. Brush about a father/daughter project he wanted to do with his daughter to submit to GISCI. He told her if he won he would receive payment of his professional certification dues for the next five years. He advised Ms. Brush that he would do much of the work at home but might need to do some of the work at PDS as long as his workload permitted. The map submitted to GISCI won first place in both the professional judging and in the public choice. As a result, Mr. Hill’s certification will be renewed for the next five years. He was also awarded $500 in each of the two categories. Mr. Gordon indicated that Mr. Hill brought the awards to his and Ms. Brush’s attention since he
had done some of the work at PDS and used some materials. Discussion regarding how to handle the distribution of the monetary award followed.

The suggestion was made that Mr. Hill calculate the amount of time he spent working on the project at PDS and the materials he used, deduct this amount from the monetary award and also take into consideration the amount of savings realized by PDS not having to pay Mr. Hill’s membership dues. Mr. Goetz stressed the need to be consistent and suggested that the policy committee meet to develop a personnel policy to be included in the employee handbook. He also expressed concern about other employees not having the opportunity to participate in events such as this. Several members noted that employees participating in this type of event was good PR for PDS and that they shouldn’t restrict or discourage participation. Discussion followed.

After a lengthy discussion, Chairman Litzler asked if there was a motion. Mayor Meier made a motion that the monetary prize goes to Mr. Hill, that he and the executive director work together to determine the amount of time and materials used, and that this amount is to be billed to Mr. Hill. He further moved that staff is to propose language to be added to the Personnel, Regulations, Policies, and Procedures Manual to address similar issues in the future. Mr. Moriconi seconded the motion. Chairman Litzler asked for a roll call vote on the motion which found Board Members Carran, Meier, Moriconi, Sewell, and Chairman Litzler in favor of the motion and Mr. Goetz voting no. The motion passed by a vote of five to one. Mr. Goetz noted for the record that he voted no because he was concerned about possible violations of the current policy.

Mayor Carran left the meeting at this time (6:55 PM).

Chairman Litzler opened discussion regarding a request from the executive director for a policy decision regarding GIS staff assisting an outside consultant as time would permit. Mr. Gordon indicated that staff has received a request from a consultant in Sherpardsville who works in the telecommunications field all over the United States. He stated that this request came after staff did a view shed for a recent cell tower application in Kenton County and that the consultant would like staff’s help doing this elsewhere. He indicated that this work would be done after other project work was complete and that PDS would be compensated.

Following additional discussion, Mr. Goetz asked if this would create a conflict of interest. Mr. Edmondson indicated that PDS does not compete with private business and Mr. Gordon stated that no one else is doing this type of work. Chairman Litzler expressed concerns about it being seen as using taxpayer dollars to do private work. Mr. Moriconi stated that he believes there are too many gray areas.

After a brief discussion, Chairman Litzler asked for a motion regarding GIS staff assisting an outside consultant as time would permit. Mr. Goetz made a motion to deny the request for assistance from the outside consultant and not enter into a contract for services; Mayor Meier seconded the motion. Chairman Litzler asked for a roll call vote on the motion which found
Board Members Goetz, Meier, Moriconi, Sewell, and Chairman Litzler in favor of the motion. The motion passed unanimously.

Chairman Litzler opened discussion regarding a recommendation from the executive director regarding the draft audit of the FY15 financial books. Mr. Gordon indicated that the final audit numbers are in rough final form and that there is more carryover than projected. He also advised members that Ms. Crabb has almost completed her salary research and that PDS is now on the low side of the acceptable range. He suggested using a portion of the carryover to increase salaries across the board by 1.5% and making the increase retroactive to July 1, 2015. Members asked why Mr. Gordon was suggesting making the increase retroactive. Mr. Gordon stated that if he had known there would be additional carryover he would have recommended more than a 1% increase on July 1st.

Following a lengthy discussion, members suggested that they wait until Ms. Crabb has completed her study before making a decision on the matter.

Chairman Litzler asked if there was a motion to go into executive session per KRS 61.810(1)(f) at the recommendation of the executive director to discuss item 17.

At 7:18 PM on the recommendation of the executive director, Mr. Goetz made a motion that members go into executive session to discuss personnel issues per KRS 61.810(1)(f); Mr. Moriconi seconded the motion. Chairman Litzler asked for a voice vote which found unanimous approval. The motion passed.

Ms. Remley left the meeting at this time.

At 7:35 PM Mayor Meier made a motion to come out of executive session and noted that no action had been taken during the executive session; Mr. Moriconi seconded the motion. Chairman Litzler asked for a voice vote which found unanimous approval. The motion passed unanimously.

Chairman Litzler then opened discussion on Mr. Gordon’s performance during FY15. He stated on behalf of the Board that Mr. Gordon had done an excellent job of moving PDS forward during this transitional year. Others suggested they didn’t know how the process could have moved any smoother. Discussion followed on the transition from NKAPC to PDS.

Individual members cited a number of accomplishments that had been made by Mr. Gordon and staff over the past fiscal year. The new Kenton County Subdivision Regulations and Direction 2030 comprehensive plan were cited as examples of major steps forward.

Chairman Litzler asked Mr. Gordon what he felt his accomplishments had been over the past year. Mr. Gordon agreed that the subdivision regulations and comprehensive plan were major accomplishments. He asked that the record reflect that while he had played roles in each of those projects, that staff deserved a lion’s share of the credit.
Mr. Gordon also cited the process he had been through since spring to fill several key openings on staff. He suggested there was no question but that PDS had lost some tremendous talents when Ms. Reddy and Mr. Scribner left and Mr. Uchtman retired. He stated then that he felt really good that he’d been able to put together another group of professionals he believed would continue the momentum that PDS has seen over the past couple years.

At this point Chairman Litzler asked Mr. Gordon to leave the room. The chairman reported to members that he had been made aware that the Board had not pursued a merit-based incentive for Mr. Gordon last summer at the end of FY14. After some additional discussion, members asked Mr. Gordon to come back into the room.

Chairman Litzler confirmed with Mr. Gordon that the Board had not given him a performance incentive at the conclusion of FY14. Mr. Gordon responded that was correct. At this time, Mayor Meier moved that the Board grant Mr. Gordon a $5,000 performance incentive for fiscal years 2014 and 2015—representing a rough four percent for the two-year period; Mr. Moriconi seconded the motion. Chairman Litzler asked for a roll call vote on the motion which found Board Members Goetz, Meier, Moriconi, Sewell, and Chairman Litzler in favor of the motion. The motion passed unanimously.

Mr. Gordon thanked members for their action and suggested that their positive words meant as much to him as did the monetary incentive. He said he is very proud to be associated with PDS Board members and extremely proud of the staff he gets to lead.

Chairman Litzler asked if there was any additional business to come before the Board.

With no further business, Chairman Litzler asked if there was a motion to adjourn. Commissioner Sewell made a motion to adjourn the meeting; Mr. Moriconi seconded the motion. A voice vote found unanimous approval and the meeting was adjourned at 8:35 PM.

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Tom Litzler, Chairman

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Dennis Andrew Gordon, FAICP
Executive Director/Secretary