Chairman Tom Litzler called the monthly business meeting of the Planning and Development Services Management Board to order at 5:20 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>
</tr>
</thead>
<tbody>
<tr>
<td>Chairman Tom Litzler</td>
<td>May 2014 through April 2016</td>
<td>X</td>
</tr>
<tr>
<td>Vice Chairman Paul Meier</td>
<td>May 2014 through April 2016</td>
<td>X</td>
</tr>
<tr>
<td>Sherry Carran</td>
<td>May 2015 through April 2017</td>
<td>X</td>
</tr>
<tr>
<td>Bill Goetz</td>
<td>May 2014 through April 2016</td>
<td>X</td>
</tr>
<tr>
<td>Mark Kreimborg</td>
<td>May 2015 through April 2017</td>
<td>X</td>
</tr>
<tr>
<td>Chris Moriconi</td>
<td>May 2014 through April 2016</td>
<td>X</td>
</tr>
<tr>
<td>Beth Sewell</td>
<td>May 2015 through April 2017</td>
<td>X</td>
</tr>
</tbody>
</table>

Also present were: Mike Williams, Sherrill Morgan Associates; Garry Edmondson, Legal Counsel; Danielle Conway, Associate Zoning Official; Trisha Brush, GISP, Director of GIS Administration; Jan Crabb, PHR, Finance/HR Administrator; Scott Hiles, CPC, Director of Infrastructure Engineering; Emi Randall, AICP, RLA, Director of Planning and Zoning; Brian Sims, CBO, Chief Building Official; Robyn Woodley, Principal Secretary; and Dennis Andrew Gordon, FAICP, Executive Director.

Chairman Litzler asked for a moment of silence and then led the Pledge of Allegiance. After Mr. Gordon 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. It was noted that both Mayor Carran and Commissioner Sewell would need to leave the meeting at 6:00 PM due to other obligations and Chairman Litzler suggested moving items 14 and 15 up to follow item 7. Mr. Moriconi made a motion to accept the agenda as amended; Commissioner Sewell 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 a new staff member – Danielle Conway, Associate Zoning Official.

Ms. Conway stated that she previously worked with the foster care agency and has an eight year old son.

NEW BUSINESS

Chairman Litzler asked for review of a recommendation from Human Resources and Sherrill Morgan Associates for health, dental, life, disability, and vision care insurance coverage through November 30, 2016. Mr. Williams provided information regarding the proposed coverage as outlined on his handout.

Mayor Meier asked if the increase was actually 26.67% and Mr. Williams stated that it was. Chairman Litzler asked if they were still able to offer employees two plans and Mr. Williams confirmed that they were. Mr. Moriconi asked if these rates were based on the community rating system and Mr. Williams responded yes. Mayor Meier asked if the total increase was included in the budget. Ms. Crabb stated that staff had included a 25% and that unanticipated carryover from FY15 to FY16 would definitely cover the additional 1.67%.

After additional discussion, Chairman Litzler asked for a motion regarding the recommendation from Human Resources and Sherrill Morgan Associates. Mayor Meier made a motion to approve the recommended health, dental, life, disability, and vision care insurance coverage through November 30, 2016 based on the recommendation from Human Resources and Sherrill Morgan Associates; Commissioner Sewell seconded the motion. Chairman Litzler asked for a roll call vote on the motion which found Board Members Carran, Kreimborg, Meier, Moriconi, Sewell, and Chairman Litzler in favor of the motion. The motion passed unanimously.

Mr. Moriconi stated an ongoing concern of his is that PDS needs to do everything it can to maintain a competitive level of benefits for staff because the quality of staff correlates directly to the quality of services the agency is able to provide its member governments.

Chairman Litzler asked for review of a recommendation from the executive director to enter into a contract for professional services with the City of Villa Hills in an amount not to exceed $33,000 for a small area study. Mr. Gordon provided background information regarding the contract for services.

After a brief discussion, Chairman Litzler asked for a motion regarding the executive director’s recommendation to enter into a contract for professional services with the City of Villa Hills for a small area study. Mayor Carran made a motion to approve a contract for professional services with the City of Villa Hills for a small area study in an amount not to exceed $33,000 and to authorize the executive director to sign it; Mayor Meier seconded the motion. Chairman Litzler asked for a roll call vote on the motion which found Board Members Carran,
Meier, Kreimborg, Moriconi, Sewell, and Chairman Litzler in favor of the motion. The motion passed unanimously.

**ONGOING BUSINESS**

Chairman Litzler asked if the Minutes of the October 15, 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. Moriconi made a motion to accept the Minutes of the October 15, 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 Moriconi, Sewell, Carran, Meier, and Chairman Litzler in favor of the motion with Mr. Kreimborg present but not voting. The motion passed unanimously.

Ms. Crabb provided the October monthly financial reports for the period ending October 31, 2015 and outlined the budget exceptions. She also advised members that fee-based revenue ended the month $83,149 ahead of projections.

Mayor Carran and Commissioner Sewell left the meeting at 6:00 PM.

After a brief discussion, Chairman Litzler asked for a motion regarding the financial reports. Mr. Moriconi made a motion to accept the October 2015 financial reports subject to audit; Mayor Meier seconded the motion. Chairman Litzler asked for a roll call vote on the motion which found Board Members Moriconi, Meier, Kreimborg, 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 briefs have been filed in the *Kuhnhein vs. NKAPC* matter and that they are now waiting on the court’s decision.

Chairman Litzler asked for the report from the executive director. Mr. Gordon stated that the Fiscal Court is holding monthly caucus meetings designed to educate the Judge and Commissioners on issues before them. He reported that he, Emi Randal, and Rob Himes had appeared before the most recent of these sessions to discuss code enforcement, blight, and negative impacts on otherwise healthy neighborhoods. PDS comments were focused on a proposed Vacant Properties Registration Ordinance (VPRO) that is being proposed to the Court.

Mr. Gordon stated that the next caucus meeting will be held on December 1st from 2:00 until 4:30 and will be about economic development. The meeting is being held on the third floor of the County Building in Covington. Board members are invited to attend.

Mr. Gordon reported that he met with Judge Knochelmann two weeks ago to discuss several matters and that this was the first of a regular series of bi-monthly meetings. He said that the
Judge is supportive of the VPRO but wants the Fiscal Court to hear from the county’s other jurisdictions regarding the value of this program. Mr. Gordon said staff is pursuing these statements of support from the other 19 jurisdictions so as to move this proposal along.

Mr. Gordon reported that the inspection workload on new subdivision infrastructure is growing and that we will soon need to look at bringing back the inspector position that was eliminated during the recession. The KCPC is in the process of increasing its fees across the board by approximately ten percent which will help support this reinstated position.

Mr. Gordon called the members’ attention to the new monitor in the front hall. He stated that staff will be using it to provide notices of meetings, reminders of policy changes, etc. as PDS moves forward. He said this is part of a public education effort that will focus specifically on the hundred plus people who come in and out of these offices on a weekly basis.

Finally, Mr. Gordon said staff has been invited by Steve Hensley to attend a demonstration of CVG’s 800 MHz dispatch system on December 1st. Kenton County is looking at a number of options it has regarding moving its dispatch capabilities from analog to digital. As the system will be used in emergency situations, Mr. Hensley believes PDS should be involved in the discussion based on the role it played following the Piner tornado.

Chairman Litzler asked for review of a recommendation from the executive director regarding an employee’s national award and the monetary prize that accompanied it. This issue was discussed and tabled during last month’s meeting.

Mr. Gordon reminded members of the discussion points they had pursued on this topic during the October meeting. He stated that in retrospect he had allowed that discussion to get off in the weeds, away from the main question before the Board. He apologized for allowing that to happen.

Mr. Gordon went on to explain as succinctly as possible the issue at hand before the Board.

1. Mr. Hill requested permission to use PDS equipment to create a map for submission for a national GIS competition. Anyone entering the competition receives their next GISP certification renewal without charge, a fee that would be paid by PDS.
2. Following submission of his map, Mr. Hill was notified that his effort had won in two categories during the national competition—the professional judges’ category and the people’s choice category. Each win provided a $500 prize.
3. Mr. Gordon recommended that Mr. Hill be permitted to keep the prize money because the cost and payment of his GISP certification renewal covered the time and use of PDS equipment.

Mr. Gordon also reported that he had talked with Mr. Goetz concerning questions Mr. Goetz posed during last month’s discussion on this subject. He said that Mr. Goetz was now supportive of the recommendation.
After a brief discussion, Chairman Litzler asked for a motion regarding the employee’s award and the monetary prize that accompanied it. Mr. Kreimborg made a motion to approve the executive director’s recommendation to allow Mr. Hill to keep the monetary winnings from the national map completion since PDS was made whole by payment of Mr. Hill’s professional certification renewal; Mayor Meier seconded the motion. Chairman Litzler asked for a roll call vote on the motion which found Board Members Kreimborg, Meier, Moriconi, and Chairman Litzler in favor of the motion. The motion passed unanimously.

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

Chairman Litzler presented the proposed 2015-2016 committee appointments (a copy of which is attached to the original minutes). After some discussion, Chairman Litzler suggested that if any of the committees needed to meet, all members of the board would be notified.

After additional discussion, Chairman Litzler asked for a motion regarding the proposed 2015-2016 committee appointments. Mayor Meier made a motion to approve the 2015-2016 PDS Management Board committee appointments; Mr. Kreimborg seconded the motion. Chairman Litzler asked for a voice vote on the motion which found unanimous approval.

**NEW BUSINESS**

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

After a brief discussion, Chairman Litzler asked for a motion. Mayor Meier made a motion to re-appoint the executive director to a one-year term representing PDS on the OKI Board of Trustees and Executive Committee to commence in January 2016; Mr. Kreimborg seconded the motion. Chairman Litzler asked for a voice vote on the motion which found unanimous approval.

Chairman Litzler asked for review of the executive director’s reimbursement claims for the first quarter of FY16. Mr. Gordon indicated that members had been provided with a copy of his mileage and out-of-pocket expenses for the first quarter of FY16 and asked if members had any questions regarding any of the expenses.

After a brief discussion, Chairman Litzler asked for a motion regarding the executive director’s claims. Mayor Meier made a motion to approve reimbursement of the executive director’s claim for his first quarter FY16 expenses; Mr. Moriconi seconded the motion. Chairman Litzler asked for a roll call vote on the motion which found Board Members Meier, Moriconi, Kreimborg, and Chairman Litzler in favor of the motion. The motion passed unanimously.

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. Mr. Moriconi made a motion to adjourn the meeting; Mr. Kreimborg seconded the motion. A voice vote found unanimous approval and the meeting was adjourned at 6:30 PM.

_______________________________
Tom Litzler, Chairman

_______________________________
Dennis Andrew Gordon, FAICP
Executive Director/Secretary