Planning and Development Services Management Board
Meeting Minutes: January 21, 2016

Mr. Edmondson stated that the chair, vice chair and secretary were unable to make the meeting and recommended that the other members vote on whom they want to chair the meeting.

Mayor Carran made a motion to appoint Mr. Goetz as the chair for this evening’s meeting; Mr. Moriconi seconded the motion. A roll call vote found Mayor Carran, Mr. Moriconi, and Commissioner Sewell in favor of the motion and Mr. Goetz present but not voting. The motion passed.

Board Member Goetz 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>
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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>
<td>X</td>
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<td>Bill Goetz</td>
<td>May 2014 through April 2016</td>
<td>X</td>
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<td>Mark Kreimborg</td>
<td>May 2015 through April 2017</td>
<td>X</td>
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<tr>
<td>Chris Moriconi</td>
<td>May 2014 through April 2016</td>
<td>X</td>
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<tr>
<td>Beth Sewell</td>
<td>May 2015 through April 2017</td>
<td>X</td>
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Also present were: John Chamberlin, CPA, MBA, Van Gorder, Walker & Co., Inc.; Garry Edmondson, Legal Counsel; Gary Forsyth, II, Associate Building Inspector; Robyn Woodley, Principal Secretary; Jan Crabb, PHR, Finance/HR Administrator; Dennis Andrew Gordon, FAICP, Executive Director; and Lori Remley, Administrative Assistant.

Mr. Goetz 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

Mr. Goetz asked if there were any changes to the agenda. With none, Mayor Carran made a motion to accept the agenda as presented; Commissioner Sewell seconded the motion. A voice vote found unanimous approval.
Mr. Goetz asked if there were any comments from the public and noted that there were none.

PRESENTATION

Mr. Goetz asked for review of the audit report on PDS’ FY15 finances. John Chamberlin of Van Gorder Walker thanked members for the opportunity to speak with them. He stated that the initial report had been done in October but was not quite ready to be presented at the November meeting.

Mr. Chamberlin reviewed the Auditor’s Opinion, a ten-year comparison of balance sheets, and the cash position for the past ten years. Mayor Carran asked if the amount of cash in reserve was too much or not enough. Mr. Chamberlin noted that the red arrow on the bar chart (a copy of which is attached to the original minutes) marked the bare minimum of reserve funds PDS should have (5%) and that PDS has approximately twice as much (10%). Mr. Moriconi indicated that members had discussed whether it was best to pay down the mortgage or keep the cash on hand. Mr. Chamberlin stated that given the low interest rates, it was best to keep the money in reserve.

Mr. Gordon then provided background on the Board’s decision to build the reserve to ten percent and stated that since that goal has been met, no additional money would be put into the reserve account. Discussion continued and Mr. Chamberlin stated that looking at account balances on November 30th may give a truer picture given that’s when tax payments are received.

Commissioner Sewell recommended looking at these figures on monthly or quarterly basis. Mr. Gordon said that Ms. Cullum and Ms. Crabb could provide the information. Mr. Chamberlin stated that he appreciated members’ comments and that it shows that they are looking at what they need to.

Mr. Chamberlin reviewed the Budget to Actual – Revenue. He indicated that revenue figures looked good and that PDS had a conservative budget.

When reviewing the Budget to Actual – Expenditures, Mr. Chamberlin stated that expenditures were under budget but some funds were taken out of reserve. Mr. Gordon indicated that this had been planned and provided some background.

Mr. Chamberlin reviewed expenditures by function paid from the general fund and GIS fund. Mr. Moriconi asked if mileage reimbursement for inspectors was included under Travel & Education. Mr. Chamberlin indicated that it was.

Mr. Chamberlin then reviewed a letter from Van Gorder, Walker & Co., Inc. dated October 5, 2015 (a copy of which is attached to the original minutes). He noted an adjustment on page two and stated that there was nothing to report.
Mr. Chamberlin gave a brief overview of the financial report (a copy of which is attached to the original minutes). Mr. Moriconi asked about the bonds and if they would affect PDS’s eligibility when applying for loans. Mr. Chamberlin indicated that they should not.

- **Statement of Net Position** – discussion regarding the current variable rate versus a fixed rate. Mr. Chamberlin doubted whether the board could get a fixed rate lower than the current variable rate and stated that it should stay low for a few years at least.

- **Balance Sheet** – Mr. Chamberlin stated that, in answer to Mr. Moriconi’s earlier question, lenders should be looking at the Balance Sheet.

- **Statement of Revenues, Expenditures and Changes** – reviewed

- **Notes to Financial Statements** – Mr. Chamberlin briefly summarized the notes and commented that staff has done a good job with regard to internal controls.

Mr. Chamberlin asked if members had any additional questions. Mayor Carran asked if financial information would be shared with the PDS Council at next week’s meeting and Mr. Gordon indicated that it would.

Mr. Moriconi asked about internal controls and discussion regarding the requisition process, check writing, signing, and bank reconciliation followed.

With no additional questions, Mr. Goetz asked if there was a motion regarding the audit report. Commissioner Sewell made a motion to accept the audit report; Mr. Moriconi seconded the motion. A roll call vote found Commissioner Sewell, Mr. Moriconi, Mayor Carran, and Mr. Goetz in favor of the motion. The motion passed unanimously.

**ONGOING BUSINESS**

Mr. Goetz asked if the minutes of the November 19, 2015 business meeting were acceptable or if anyone had any additions/corrections.

With no changes reported, Mr. Goetz asked if there was a motion with regard to the minutes. Mayor Carran made a motion to accept the minutes of the November 19, 2015 business meeting as presented; Commissioner Sewell seconded the motion. Mr. Goetz asked for a roll call vote on the motion which found Board Members Carran, Sewell, and Moriconi, in favor of the motion with Mr. Goetz present but not voting. The motion passed unanimously.

Ms. Crabb provided the December monthly financial reports for the period ending December 31, 2015 and outlined the budget exceptions. She also advised members that fee-based revenue ended the month $132,008 ahead of projections.

After a brief discussion, Mr. Goetz asked for a motion regarding the financial reports. Mayor Carran made a motion to accept the December 2015 financial reports subject to audit; Mr.
Moriconi seconded the motion. Mr. Goetz asked for a roll call vote on the motion which found Board Members Carran, Moriconi, Sewell, and Mr. Goetz in favor of the motion. The motion passed unanimously.

Mr. Goetz asked for the report from legal counsel. Mr. Edmondson stated that he had nothing new to report.

Mr. Goetz asked for the report from the executive director. Mr. Gordon updated members on his November meeting with Judge-Executive Kris Knochelman regarding economic development. He stated that the judge-executive has put together a group that meets every other month and that he, Emi Randall and Louis Hill have seats at the table. Mr. Gordon advised members that this in one more way that PDS can serve the cities and county.

Mr. Gordon stated that they are working to get letters of support for the Vacant Property Registration Ordinance from the jurisdictions and that he had spoken to the judge-executive regarding the Fiscal Court adopting the ordinance county-wide. He indicated that, if the Fiscal Court doesn’t adopt the VPRO, then it could be administered through the One Stop Shop program but it would be easier if the Fiscal Court adopted it county-wide. A brief discussion followed.

Mr. Gordon provided members with background information regarding new mini cell tower technology – distributed antenna systems and stated that staff is working with Matt Smith and the Planning Commission to develop regulations. He indicated that a stop work order had been issued for a mini tower in Ludlow and that the KCPC committee is working to get the regulations done as soon as possible so work can resume. Discussion followed regarding underground utility areas, zoning and camouflaging these towers to make them blend in with the surrounding areas. Mr. Gordon stated that these towers would be in the right of way and that there could be two cell providers per pole. Additional discussion followed.

Mr. Gordon advised members that there is new proposed legislation that may affect PDS, LINK-GIS, and KCPC – SB71. He stated that he and Mr. Edmondson have reviewed the proposed bill and that it would require all special purpose governmental entities to submit any tax rate changes over the compensating rate as well as fee increases to their governmental body (ies). He indicated that PDS already does this since the PDS Council has to approve its budget which includes the tax rate. He stated that KCPC would have to put any fee increases before its governmental bodies. Discussion followed.

Mr. Gordon also advised members that he has received the sign ordinance back from Dr. Kelly and that staff is in the process of reviewing the proposed language.

Mr. Gordon then reminded members that the APA National Conference was scheduled for April 2 – April 5 in Phoenix and stated that there is money in the budget for two members to attend. Mayor Carran indicated that she learned a lot from the sessions she has attended and uses the information daily. Discussion followed.
Mr. Gordon announced that the City of Edgewood has disbanded its code enforcement board and joined the Kenton County Joint Code Enforcement Board which now consists of 11 jurisdictions. He stated that talks continue with the City of Fort Mitchell about doing the same. Discussion followed.

Mr. Gordon advised members that the KCPC bylaws committee will be meeting again on February 2 with interested parties to discuss proposed fee increases. He indicated that this issue had been discussed at the January Mayors’ Group meeting. Mayor Carran stated that the proposed increases would bring KCPC’s fees up to the level of Boone and Campbell Counties’ 2008 rates.

Mr. Gordon stated that, at the next meeting, they would need to start looking at where the current budget stands and start preparing the 2017 budget.

Mr. Goetz asked for review of the recommended protocol for calculating PDS’ annual contribution to the Covington Economic Development Authority, Inc. for the Covington TIF District. Mr. Gordon advised members that since County Treasurer Roy Cox makes the same calculations for the county, Mr. Cox has agreed to pursue the calculation protocol for PDS. The same protocol would be used with PDS’s rate to determine its annual contribution.

Mr. Gordon recommended that the board adopt the county’s protocol and allow the Fiscal Court – Mr. Cox to perform the calculation. He also asked that members authorize a check to be issued for the first (2013) and second (2014) of 30 annual payments in the amount of $4,408.97 to the Covington Economic Development Authority. Members asked how and when payments for the Fort Mitchell and Fort Wright TIFs would be made. Mr. Gordon explained when the payment would be due and that each would be handled the same as the Covington TIF since the county was participating in them as well.

After a brief discussion, Mr. Goetz asked for a motion regarding the proposed protocol. Mr. Moriconi made a motion to adopt the same protocol as used by the Fiscal Court and the process as outlined by the executive director. He further moved to authorize the issuance of a check to the Covington Economic Development Authority for $4,408.97 representing the 2013 and 2014 payments; Commissioner Sewell seconded the motion. Mr. Goetz asked for a roll call vote on the motion which found Board Members Moriconi, Sewell, and Mr. Goetz in favor of the motion with Mayor Carran being present but not voting. The motion passed unanimously.

Mr. Goetz asked for reports from committees and members of the Board.

**NEW BUSINESS**

Mr. Goetz asked for review of the executive director’s reimbursement claims for the second quarter of FY16. Mr. Gordon indicated that members had been provided with a copy of his mileage and out-of-pocket expenses for the second quarter of FY16 and asked if members had any questions regarding any of the expenses.
After a brief discussion, Mr. Goetz asked for a motion regarding the executive director’s claims. Commissioner Sewell made a motion to approve reimbursement of the executive director’s claim for his second quarter FY16 expenses; Mayor Carran seconded the motion. Mr. Goetz asked for a roll call vote on the motion which found Board Members Sewell, Carran, Moriconi, and Mr. Goetz in favor of the motion. The motion passed unanimously.

Mr. Goetz asked if there was any additional business to come before the Board.

With no further business, Mr. Goetz adjourned the meeting at 6:35 PM.

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Tom Litzler, Chairman

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Dennis Andrew Gordon, FAICP
Executive Director/Secretary