Planning and Development Services Management Board  
Meeting Minutes: March 17, 2016

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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<tr>
<td>Sherry Carran</td>
<td>May 2015 through April 2017</td>
<td>5:38</td>
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<tr>
<td>Bill Goetz</td>
<td>May 2014 through April 2016</td>
<td>X</td>
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<tr>
<td>Mark Kreimborg</td>
<td>May 2015 through April 2017</td>
<td>5:21</td>
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<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: Matt Mattone, Mayor of Park Hills; Jan Crabb, PHR, Finance/HR Administrator; Nicole Cullum, CB, Accountant; Gary Forsyth, II, Associate Building Inspector; 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.

**ONGOING BUSINESS**

Chairman Litzler asked if the minutes of the February 18, 2016 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. Mayor Meier made a motion to accept the minutes of the February 18, 2016
business meeting as presented; Commissioner Sewell seconded the motion. Chairman Litzler asked for a roll call vote on the motion which found Board Members Meier, Sewell, Moriconi, and Chairman Litzler in favor of the motion with Board Member Goetz present but not voting. The motion passed unanimously.

Ms. Crabb provided the February monthly financial reports for the period ending February 29, 2016 and stated that there were no budget exceptions since amendments to the budget were made in February. Discussion regarding the amendments and building efficiency followed.

Mr. Kreimborg joined the meeting at 5:20 PM during Ms. Crabb’s presentation.

Ms. Crabb then advised members that fee-based revenue ended the month ahead of projections and that revenues are up approximately 36.7% over where they were last February.

After additional discussion, Chairman Litzler asked for a motion regarding the financial reports. Mr. Goetz made a motion to accept the February 2016 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 Goetz, Meier, Moriconi, Sewell, Kreimborg, and Chairman Litzler in favor of the motion. The motion passed unanimously.

Chairman Litzler noted that legal counsel was out of town. Mr. Gordon reported that Mr. Edmondson has been working on the model nuisance ordinance and will be pursuing it with the cities soon. Discussion regarding the ordinance followed.

Chairman Litzler asked for a report from the executive director. Mr. Gordon asked members to take a look at the newest MapLAB project – Landslides in Kenton County. He indicated that the Kentucky Geologic Survey had seen it and shared it with its counterparts across the US which resulted in a very complimentary email from the Arizona Geologic Survey.

Mr. Gordon indicated that members have been provided with a copy of the report he will be making to the Mayor’s Group this month. Discussion followed.

Mayor Carran joined the meeting at 5:38 PM.

Mr. Gordon advised members that he had received a letter from the APA County Planning Division and the National Association of County Planners stating that Direction 2030: Your Voice, Your Choice has been selected to receive an Award of Excellence in the Comprehensive Plan – Large Jurisdiction category. The award will be presented at the APA County Planning Division Annual Meeting which will be held at the National Conference in Phoenix, April 4th at 6:00 PM at the Sheraton Grande Phoenix. Mr. Gordon stated that the awards jury has encouraged him to submit a nomination to the National APA and that the Division/NACP would support his submittal by providing a letter of recommendation.
Mr. Gordon asked members for their input regarding KCPC infrastructure inspection fees. He reported that at present PDS is covering 55 percent of those costs with tax dollars. Developers are covering only 45 percent with fees they pay for those inspections. After a lengthy discussion, members agreed and expressed comfort by saying that the fees charged to developers need to be “much closer” to covering costs.

Chairman Litzler asked for review of the proposed ‘programming’ format of the FY17 budget. Mr. Gordon reminded members that the new format had been presented to them last month and indicated that he wanted to make certain there were no further questions before he and Ms. Cullum proceeded to craft the draft budget. Members discussed the new format, staff providing a sample next month, possibly waiting until next year, and the OpenGov website.

Following a lengthy discussion, Mr. Goetz made a motion to continue with the same budget format for FY17 and look at changing to the new format in FY18; Mr. Kreimborg seconded the motion. Chairman Litzler asked for a roll call vote on the motion which found Board Members Goetz, Kreimborg, Meier, Moriconi, Sewell, Carran, and Chairman Litzler in favor of the motion. The motion passed unanimously.

Mayor Meier suggested transitioning to the new format after the budget is approved and presenting it to the full Council for feedback.

Chairman Litzler asked for review of an update to the HR investigation/comparison of PDS salaries and wages to the outside market and recommendation from the executive director regarding the PDS FY16 Pay Plan. Mr. Gordon and Ms. Crabb provided information regarding the Kentucky CPI and the Cincinnati Metro CPI and the discrepancy between the two.

Mr. Gordon indicated that the combined Cincinnati CPI for the last five years was 11.3% and salaries were only increased 5.5%. He stated that using the Kentucky CPI has caused the pay plan to fall behind. Mr. Gordon recommended that the Cincinnati Metro CPI be used instead of the Kentucky CPI and, in an effort to catch salaries up, that staff be given a 2% increase effective April 1 with an additional increase to be provided for in the FY17 budget.

After some discussion, members were in agreement that the Cincinnati Metro CPI should be used in the future and to budget for an increase in salaries effective July 1, instead of April 1. Mr. Gordon indicated that he would bring the CPI issue back to members once the proposed language changes could be made.

Chairman Litzler asked for reports from committees and members of the Board. With no other reports, Chairman Litzler indicated that he would like to discuss paying down PDS’s long-term debt. He outlined what that debt is and the amount of interest being paid on an annual basis. He stated that he would like to develop a plan to pay the debt down sooner than anticipated by the separate bond issues. There is no penalty for paying early. Chairman Litzler reminded members that Mr. Spoor had advised them in the past that this could affect their ability to borrow money but questioned whether they would need to.
A lengthy discussion followed and members agreed to form a committee to look at the pros/cons of pursuing the debt in a more aggressive manner. Mayor Meier, Mayor Mattone and Chairman Litzler volunteered to serve on the committee.

NEW BUSINESS

Chairman Litzler asked for review of the proposed renewal agreement with Larry Perry and Associates, Inc. of Knoxville, Tennessee, for radio frequency consulting services. Mr. Gordon provided background regarding the previous contract and stated that the proposed renewal agreement would extend Mr. Perry’s services through December 2016 with an automatic renewal.

Following discussion, Chairman Litzler asked if there was a motion with regard to the proposed contract renewal. Mr. Kreimborg made a motion to authorize renewal of the agreement with Larry Perry and Associates, Inc. of Knoxville, Tennessee, for radio frequency consulting services; Mayor Carran seconded the motion. Chairman Litzler asked for a roll call vote on the motion which found Board Members Kreimborg, Carran, Goetz, Meier, Moriconi, Sewell, and Chairman Litzler in favor of the motion. The motion passed unanimously.

Chairman Litzler asked for review of the Board’s meeting schedule of April. Mr. Gordon advised members that he is not as far along in the budget process as he would normally be due to the ongoing discussion about changing budget formats. He suggested cancelling the April 11 meeting and starting earlier on April 21, and going longer if needed.

Chairman Litzler asked if there was a motion regarding the April 11 meeting. Mayor Meier made a motion to cancel the April 11 meeting and to start the April 21 meeting at 4:00 PM; Commissioner Sewell seconded the motion. Chairman Litzler asked for a roll call vote on the motion which found Board Members Meier, Sewell, Carran, Goetz, Kreimborg, Moriconi, 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 adjourned the meeting at 7:40 PM.

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Tom Litzler, Chairman

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Dennis Andrew Gordon, FAICP
Executive Director/Secretary