Planning and Development Services Management Board  
Meeting Minutes: August 18, 2016

Chairman Tom Litzler called the monthly business meeting of the Planning and Development Services Management Board to order at 5:18 PM in the Commission Chambers of the PDS Building in Fort Mitchell. Attendance of members was as follows.

<table>
<thead>
<tr>
<th>Name</th>
<th>Term</th>
<th>Present</th>
<th>Absent</th>
</tr>
</thead>
<tbody>
<tr>
<td>Chairman Tom Litzler</td>
<td>May 2016 through April 2018</td>
<td>X</td>
<td></td>
</tr>
<tr>
<td>Vice Chairman Paul Meier</td>
<td>May 2016 through April 2018</td>
<td>X</td>
<td></td>
</tr>
<tr>
<td>Treasurer Chris Moriconi</td>
<td>May 2016 through April 2018</td>
<td>X</td>
<td></td>
</tr>
<tr>
<td>Sherry Carran</td>
<td>May 2015 through April 2017</td>
<td>X</td>
<td></td>
</tr>
<tr>
<td>Mark Kreimborg</td>
<td>May 2015 through April 2017</td>
<td>6:00</td>
<td></td>
</tr>
<tr>
<td>Matt Mattone</td>
<td>May 2016 through April 2018</td>
<td>X</td>
<td></td>
</tr>
<tr>
<td>Beth Sewell</td>
<td>May 2015 through April 2017</td>
<td>X</td>
<td></td>
</tr>
</tbody>
</table>

Also present were: Garry Edmondson, Legal Counsel; Trisha Brush, GISP, Director of GIS Administration; Jan Crabb, PHR, Finance/HR Administrator; Scott Hiles, CPC, Director of Infrastructure Engineering; Brian Sims, CBO, Chief Building Official; Dennis Andrew Gordon, FAICP, Executive Director; and Lori Remley, Administrative Assistant.

Chairman Litzler asked Ms. Remley to call the roll. Following roll call, 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, Commissioner Sewell 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 July 21, 2016 business meeting were acceptable or if anyone had any additions/corrections.
With no 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 July 21, 2016 business meeting as presented; Mr. Moriconi seconded the motion. Chairman Litzler asked for a roll call vote on the motion which found Board Members Meier, Moriconi, Sewell, Carran, Mattone, and Chairman Litzler in favor of the motion. The motion passed unanimously.

Ms. Crabb provided the July month-end financial report and fee-based revenue report. She reviewed the balance sheet and noted changes that were made at the suggestion of the auditor. Ms. Crabb then reviewed year to date revenues/expenses and budget exceptions. She stated that One Stop Shop revenue was lower than expected due to permits and inspections being lower in July than in June. Discussion followed.

Chairman Litzler asked for a motion regarding the financial reports. Mayor Meier made a motion to accept the July 2016 financial reports subject to audit; Commissioner Sewell seconded the motion. Chairman Litzler asked for a roll call vote on the motion which found Board Members Meier, Sewell, Carran, Mattone, Moriconi, and Chairman Litzler in favor of the motion. The motion passed unanimously.

Chairman Litzler asked for a report from legal counsel. Mr. Edmondson stated that there was nothing new to report.

Chairman Litzler asked for a report from the executive director. Mr. Gordon called attention to the new monitors on the dais that had been purchased to help those on the dais be able to see what was being displayed on the smart board while allowing the audience to see as well. He advised members that the projector had gone out which forced staff to look at new technology for the room. Mr. Gordon indicated that there had been one KCPC meeting since the equipment upgrade and that members had liked the addition of the screens.

Mr. Gordon reminded members that the Council’s Budget Review Committee had recently expressed some concern about the Board’s resolution on reserve accounts (832-2015). He stated that he would be contacting Fort Mitchell Mayor Jude Hehman who made a suggestion regarding capital budgeting and offered to help make changes. Mr. Gordon asked members to let him know if they had any suggestions or concerns so they can be taken into consideration while crafting the new resolution.

Mr. Gordon also reminded members that staff will be reviewing One Stop Shop services soon and asked members for their input on what is “reasonable” cost recovery as well as any other thoughts they may have on how the program could be tweaked to provide even better services to the jurisdictions we serve. He indicated that staff is looking at cafeteria style service levels.

Mr. Gordon advised members that he will be making a report to the Kenton County Fiscal Court regarding PDS, KCPC and Link-GIS as required under the requirements for special purpose governmental entities. He stated that he will be reporting that none of these SPGEs will be increasing fees or taxes for FY17.
Mr. Gordon provided background regarding KCPC delegating review of infrastructure fees back to PDS and asked Mr. Hiles to update members on his meetings with the fee review committee that had been formed.

Mr. Hiles provided information regarding members of the committee and stated that they had met three times over the past three months. He stated that Ms. Cullum had done a wonderful job collecting fee data for the last 16 years. These data showed a deficit resulting from $1.1M being collected in fees and $1.6M going out in expenses. He indicated that if fees are to cover 100% of the costs as the PDS Council had requested, PDS would have to increase fees by 40% to meet expenses.

He stated that staff would be reporting this to the Council at its October meeting and, if they still want 100% of costs covered by fees, staff will recommend that the 40% increase be divided between FY17 and FY18. He advised members that the only exception to the 40% increase would be aprons/sidewalks and that this fee would only be increased in FY18 since it is more on point.

Mr. Hiles advised members that the Home Builders will be at the Council meeting to give their side and that the HBA doesn’t believe overhead should be factored into the cost calculation. A lengthy discussion followed regarding subsidizing a “for profit” business with taxpayer dollars, what the split should be if subsidized, and the breakdown of overhead.

Mr. Gordon then asked members if they had given any thought to the information he had provided regarding the Wall of Distinguished Service. He indicated that he had sent members a highlighted listing of the board/council members who had be thanked for more than ten years of service and staff members with more than 20 years of service. He stated that there are two members of staff (Donna Bresser and Keith Logsdon) who met this criterion but that, due to an oversight, resolutions had not been prepared for Board consideration. He asked if the ten and 20 years of service met with the Board’s approval.

Members indicated agreement that a minimum of ten years of service for board/council members and 20 years of service for staff was a good standard. Mr. Gordon stated he would draft the resolutions for Donna and Keith and bring them back to the board for its consideration.

Chairman Litzler asked for the report from Emi Randall, Director of Planning and Zoning Administration. Ms. Randall stated that she would be celebrating her one-year anniversary on August 25th. She then outlined some of the things that had been accomplished over this past year and some of the things planned for the coming year. A copy of Ms. Randall’s PowerPoint presentation is attached to the original set of minutes. Discussion followed during which Commissioner Sewell expressed her appreciation for staff’s help with Latonia Lakes, specifically Andy Videkovich, Alex Koppelman, and Melissa Bradford.

Chairman Litzler asked if there were any reports or comments from members of the Board. Mayor Carran stated that there had been a kick-off meeting for the Gateway project earlier in
the afternoon and that it had gone well. She thanked Emi Randall and her staff for their hard work. Chairman Litzler provided an update regarding TBNK negotiations with Charter, the company that purchased TWC.

Mr. Moriconi left the meeting at approximately 6:30 PM.

**NEW BUSINESS**

Chairman Litzler asked for review of a recommendation from the executive director to enter into a contract for professional services with the Cities of Covington and Park Hills for a small area study of the abandoned Gateway Community and Technical College Site.

Ms. Randall provided background regarding the project. She indicated that work would start immediately and probably wrap up by January. She stated that the project would be similar to a stage 1 development plan and that the cities would be sharing the 25% portion of the total cost.

Following a brief discussion, Chairman Litzler asked if there was a motion with regard to the proposed contract.

Mr. Kreimborg made a motion to approve the contract as presented and to authorize its signature; Mayor Meier seconded the motion. Chairman Litzler asked for a roll call vote on the motion which found Board Members Kreimborg, Meier, Sewell, and Chairman Litzler in favor of the motion with Mayors Carran and Mattone being present but not voting. The motion passed unanimously.

Chairman Litzler opened discussion regarding proposed Resolution 836-2016 setting the 2016 PDS tax levy. Mr. Gordon outlined the proposed tax levies and stated that, based on the numbers received from Frankfort, the tax rate for real property was slightly less than last year. Discussion followed.

Chairman Litzler asked for a motion regarding Resolution 836-2016. Mayor Meier made a motion to adopt Resolution 836-2016 setting the 2016 PDS tax levy at 2.90 cents per $100 for all real property and inventory in transit and 2.933 cents per $100 personal property in Kenton County; Mr. Kreimborg seconded the motion. Chairman Litzler asked for a roll call vote on the motion which found Board Members Meier, Kreimborg, Mattone, Sewell, Carran, and Chairman Litzler in favor of the motion. The motion passed unanimously.

Chairman Litzler opened discussion regarding possible conflicts with the September Board meeting date. Mayor Meier indicated that he would be attending the Northern Kentucky Chamber annual meeting. Several other members stated that they would also be attending.

Following discussion regarding alternate meeting dates, Mayor Meier made a motion to reschedule the September 15th board meeting to 5:15 PM on September 22, 2016; Commissioner Sewell seconded the motion. Chairman Litzler asked for a roll call vote on the
motion which found Board Members Meier, Sewell, Carran, Kreimborg, Mattone, and Chairman Litzler in favor of the motion. The motion passed unanimously.

Chairman Litzler opened discussion regarding the executive director’s performance during FY16. Following a brief discussion, Chairman Litzler requested that a special meeting be set for 4:00 PM on Thursday, September 22, 2016, and noted that members would meet in executive session to discuss personnel issues. Chairman Litzler also asked members to forward their comments to him, using the form from last year, so he could compile them before the meeting.

Chairman Litzler asked if there was any additional business to come before the Board. With none, Mayor Carran made a motion to adjourn the meeting and Mr. Kreimborg seconded the motion. With all in favor, the meeting adjourned at 6:50 PM.

_______________________________
Tom Litzler, Chairman

_______________________________
Dennis Andrew Gordon, FAICP
Executive Director/Secretary