Planning and Development Services Management Board  
Meeting Minutes: September 22, 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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</thead>
<tbody>
<tr>
<td>Chairman Tom Litzler</td>
<td>May 2016 through April 2018</td>
<td>X</td>
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<td>Vice Chairman Paul Meier</td>
<td>May 2016 through April 2018</td>
<td>X</td>
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<td>Treasurer Chris Moriconi</td>
<td>May 2016 through April 2018</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>Mark Kreimborg</td>
<td>May 2015 through April 2017</td>
<td>6:10</td>
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<td>Matt Mattone</td>
<td>May 2016 through April 2018</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: Chris Jones, Greater Cincinnati Energy Alliance; Garry Edmondson, Legal Counsel; 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 necessary changes to the agenda. With none, Commissioner Sewell made a motion to accept the agenda as presented; Mayor Carran 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 advised the Board that he had met with Mr. Moriconi, chair of the Capital Management Committee, last week regarding the PACE program. The program is administered in Kenton County by the Greater Cincinnati Energy Alliance. It provide financing for projects the increase a building’s energy efficiency. He said that they agreed it would be
best if the information was presented to the full Board at the same time by someone who could answer any questions they may have.

Mr. Gordon introduced Chris Jones of the Greater Cincinnati Energy Alliance who would present information regarding special financing and incentives available from Duke Energy for energy-saving upgrades to the PDS building.

Mr. Jones provided background information regarding the Greater Cincinnati Energy Alliance and the Property Assessed Clean Energy program which is operating now in 35 states. Mr. Jones handed out an informational sheet regarding Covington’s Ivy Knoll Senior Retirement Community’s $750,000 upgrade project and explained how the PACE program works.

Chairman Litzler asked if the money borrowed was federal money. Mr. Jones stated that it is private money. Mayor Carran provided additional background regarding the funding for Ivy Knoll which came from a private group and would be paid through an assessment on its yearly Covington tax bill. She indicated that the City of Covington is also charging a 1% administration fee.

Mr. Jones indicated that by funding through PACE, the “loan” would stay with the property if it was sold. The amount of funding available is up to 30% of the appraised value of the property and the term would be based on the useful life of the improvement(s). There would be one payment per year and the assessment would appear on PDS’ Kenton County tax bill.

Mr. Jones stated that the current rate is 6% fixed. Discussion followed.

Mr. Jones outlined the Energy Alliance’s role in the funding process and asked members if they had any questions.

Members asked what the up-front costs would be. Mr. Jones stated that there were none. There was discussion regarding the appraisal process and the recent appraisal of the building. Mr. Jones indicated that the appraisal done last year could be used for funding purposes.

There was discussion regarding the assessment process and whether Kenton County would charge an administration fee. Mr. Jones indicated that this project could be the first project for the county and whether or not there would be an administration fee has yet to be determined.

Discussion regarding Ivy Knoll’s savings, replacement of its PTACT units, LED lighting, and the benefits of PACE financing followed. With no additional questions, members thanked Mr. Jones for his presentation.

Note for the record, Commissioner Sewell excused herself from the meeting during Mr. Jones’ presentation.
ONGOING BUSINESS

Chairman Litzler asked if the minutes of the August 18, 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 August 18, 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, Carran, Mattone, and Chairman Litzler in favor of the motion. The motion passed unanimously.

Ms. Crabb provided the August month-end financial and fee-based revenue report. She outlined revenues/expenses to date and two budget exceptions which were due to timing. Ms. Crabb also noted that One Stop Shop revenue is up slightly from last year.

Chairman Litzler asked for a motion regarding the financial reports. Mr. Moriconi made a motion to accept the August 2016 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 Moriconi, Carran, Mattone, Meier, and Chairman Litzler in favor of the motion. The motion passed unanimously.

Chairman Litzler asked for a report from legal counsel. Mr. Edmondson updated members on the Kuhnhein vs NKAPC appeal. He stated that the Kentucky Supreme Court had denied Mr. Kuhnhein’s request for review and that the matter was now finished. Discussion regarding litigation costs followed.

Chairman Litzler asked for a report from the executive director. Mr. Gordon stated that the One Stop Shop (OSS) program is now in its 11th year. When the program started it served eight jurisdictions and is now serving 19 jurisdictions in some capacity. He indicated that the only jurisdiction that does not utilize OSS in any way is the City of Erlanger.

Mr. Gordon indicated that staff is looking at the program and will bring its finds back to the Board next month. He also stated that he had reached out to Council President Chris Reinersman for names of people to serve on the committee to look at restructuring the program and possibly the costs. There was discussion regarding who from the Board should serve on the committee. Mr. Moriconi indicated that he would be willing to serve as long as the committee didn’t meet in the evening. Mr. Litzler stated that if Mr. Moriconi was unable to serve, he would take his place.

Mr. Gordon briefly reviewed the OSS Program Revenues spreadsheet provided to members. Mayor Meier asked if it would be possible to include each jurisdiction’s service level on the spreadsheet.

Note for the record, Mr. Kreimborg joined the meeting during Mr. Gordon’s OSS update.
Mr. Gordon advised members that staff continues to work on bringing PDS into compliance with HB422 which will clean up several code enforcement issues. He stated that they are dealing with changes and making sure they will be in compliance by the January 1st deadline. He indicated that Mr. Edmondson has created a county-wide nuisance ordinance and that it has been sent out to the jurisdictions for approval.

Mr. Gordon advised members that the City of Lakeside Park has had its first reading with regard to joining the Kenton County Joint Code Enforcement Board. He noted that the Cities of Ludlow and Elsmere are also working on joining the joint board and dissolving their individual boards. He stated that there are currently 11 cities participating in the joint board and with these three cities joining, it will leave only Covington and Fort Mitchell with their own boards.

Chairman Litzler asked how the violation process starts and Mr. Gordon stated that it is a completely complaint-driven. Discussion followed.

Mr. Gordon showed members the most recent NKY mapLAB project featuring Covington’s Historic Licking Riverside Neighborhood. He stated that the APA had requested the map and will be using it, along with the story map, during National Community Planning Month in October. He indicated that this is quite an accomplishment and that he is very proud of staff.

Mr. Gordon advised members that he had to dismiss a member of staff two weeks ago. He noted that he had coordinated this dismissal with Mr. Edmondson and that the termination had been for cause. He did not elaborate.

Mr. Gordon then reviewed the current PDS By the Numbers report and attempted to demonstrate a new dashboard on the LINK-GIS website. Unfortunately, there were technical difficulties with the demonstration and he indicated that he would provide members with a link to the test site.

Chairman Litzler asked that item 14 be moved up on the agenda as Mr. Moriconi needed to leave soon. He then opened discussion regarding the energy-savings upgrades, PACE financing, and incentives available.

There was discussion regarding replacing the current lights with LEDs and replacing the PTACT units with central HVAC. Members agreed that the next step would be to determine the specifications for what was needed and that this would require contracting with an architect or engineer. Mr. Gordon noted that there is money set aside in this year’s budget that would cover this initial cost.

Mr. Moriconi indicated that he had concerns about using PACE financing when there is money in reserve accounts to pay for the improvements.

For the record, Mayor Carran excused herself from the meeting.
Discussion regarding financing options and the recent Bavarian Brewery purchase/new county building followed.

Members discussed light upgrade options and asked Mr. Sims for his opinion. Mr. Sims stated that he would go with all new lighting equipment within the existing fixtures given the age of the ballasts.

Following additional discussion, Mr. Gordon stated that staff will come back to members with recommendations. Mr. Moriconi noted that his is for replacing the lights and investigating HVAC further. He said he is not in favor of PACE financing. Mayor Meier noted that he agrees that they need to investigate further and move on to the next step.

For the record, Mr. Moriconi left the meeting at this time.

Chairman Litzler asked for the report from Building Codes Administration. Mr. Sims provided members with a comparison of 2015 and 2016 permits, plan reviews, inspections, fees, and value of the projects. He also outlined additional work the inspectors do that many people don’t know about –

- Inspections after natural disasters – i.e. tornadoes
- Inspections after buildings are hit by cars or buses – usually hit at night or on the weekend
- Inspections after fires
- Inspections of vacant buildings
- Inspections at festivals/tents – making sure they are safe for the public
- Inspections of trails and parks

Mr. Sims also noted that staff have spent a great deal of time at the Covington Hotel trying to help them get occupancy. He stated that as of 6:20 PM this evening the Hotel had temporary occupancy on the 1st and 5th floors which would allow them to host an upcoming wedding. He advised members that the Hotel had already had to pay the bill to move one wedding.

Chairman Litzler asked for review of proposed Resolution 837-2016 clarifying the PDS tax rates set by Resolution 836-2016. Mr. Edmondson provide background regarding the need to clarify the tangible and inventory tax rates and noted that the County Clerk has already taken steps to make the necessary change to the tax bills.

Following a brief discussion, Chairman Litzler asked for a motion regarding Resolution 837-2016. Mayor Meier made a motion to approve Resolution 837-2016 to clarify the PDS tax rates set by Resolution 836-2016; Mr. Kreimborg seconded the motion. Chairman Litzler asked for a roll call vote on the motion which found Board Members Meier, Kreimborg, Mattone, and Chairman Litzler in favor of the motion. The motion passed unanimously.

Chairman Litzler asked if there were any reports or comments from members of the Board. There were none.
NEW BUSINESS

Chairman Litzler asked for review of proposed Resolutions 838-2016 and 839-2016 honoring the staff services of Donna Bresser (47 years) and Keith Logsdon, AICP (20 years) to NKAPC/PDS

Chairman Litzler asked for a motion regarding the two proposed resolutions. Mayor Meier made a motion to adopt the Resolutions 837-2016 and 838-2016 as presented; Mr. Kreimborg seconded the motion. Chairman Litzler asked for a roll call vote on the motion which found Board Members Meier, Kreimborg, Mattone, and Chairman Litzler in favor of the motion. The motion passed unanimously.

Chairman Litzler noted that the final order of business would be to take action on the almost perfect FY16 performance review of the Executive Director which was discussed at the special meeting held earlier in the afternoon.

Following a brief discussion, Mayor Meier made a motion to approve a salary increase of 2.5% for FY17 based on the Mr. Gordon’s FY16 performance review; Mayor Mattone seconded the motion. Chairman Litzler asked for a roll call vote on the motion which found Board Members Meier, Mattone, 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 none, Mr. Kreimborg made a motion to adjourn the meeting and Mayor Mattone seconded the motion. With all in favor, the meeting adjourned at 7:01 PM.

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Tom Litzler, Chairman

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Dennis Andrew Gordon, FAICP
Executive Director/Secretary