Planning and Development Services Management Board
Meeting Minutes: December 15, 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>
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<th>Term</th>
<th>Present</th>
<th>Absent</th>
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<tbody>
<tr>
<td>Chairman Tom Litzler</td>
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<td>Vice Chairman Paul Meier</td>
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<td>Treasurer Chris Moriconi</td>
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<td>Sherry Carran</td>
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<td>Mark Kreimborg</td>
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<td>Matt Mattone</td>
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<td>Beth Sewell</td>
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Also present were: Garry Edmondson, Legal Counsel; Jan Crabb, PHR, Finance/HR Administrator; Emi Randall, AICP, RLA, Director of Planning and Zoning; 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 Mattone 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 November 17, 2016 meeting were acceptable or if anyone had any additions/corrections.

With no changes, Chairman Litzler asked if there was a motion regarding the minutes. Mayor Meier made a motion to accept the minutes of the November 17, 2016 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, Carran, Moriconi, Mattone, and Chairman Litzler in favor of the motion. The motion passed unanimously.

Ms. Crabb provided the November month-end financial and fee-based revenue reports. She outlined revenues/expenses to date and stated that there are three budget exceptions due to timing. Ms. Crabb indicated that One Stop Shop revenue is 10% above projection and 3.3% over last year.

Commissioner Sewell asked Ms. Crabb to check the percentage calculations on page four of the financial report and stated that the formula seems to be off. There was discussion regarding the projected expenditure for health insurance and the GIS budget. Chairman Litzler asked that Mr. Gordon provide members with a copy of the GIS partnerships’ budgets.

With no further discussion, Chairman Litzler asked for a motion regarding the financial reports. Mr. Moriconi made a motion to accept the November 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 Moriconi, Meier, Sewell, Carran, Mattone, 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 he had nothing new to report and that he was currently working with Mary Ann Stewart on an ongoing Joint Code Enforcement appeal.

Chairman Litzler asked for a report from the executive director. Mr. Gordon advised members that Council President (Mayor) Chris Reinersman has selected the members of the 2017 nomination committee and that staff is in the process of identifying potential candidates. He stated that there are three board seats up for consideration – currently held by Mayor Carran, Commissioner Sewell, and Mr. Kreimborg. He indicated that Mr. Kreimborg would not be seeking re-election due to his conflicting work schedule, Commissioner Sewell would be running, and Mayor Carran would likely be seeking re-election.

Mr. Gordon informed members that the final audit report has been received and that it looks great. He indicated the formal presentation would be on the agenda in January and that Mr. Chamberlin would be present to answer any questions members may have.

Mr. Gordon advised members that he and Pete Berard, Public Information Coordinator, had met with TBNK today regarding the TBNK analysis and that it had gone well. Chairman Litzler took the opportunity to thank Mr. Gordon for allowing TBNK to use the room on Tuesday and Wednesday and stated there had been a good-sized crowd both nights. He indicated that he had been moved by some of the statements made regarding the value of TBNK to the community. Discussion followed.
Mr. Gordon reported that December 9th was the first day of administration for the Kenton County Vacant Foreclosed Property Registry and stated that the first check/registration was received today for a property in Covington.

Mr. Gordon advised members that issues would be coming before the Board that would require reserve funds and referred members to page 3 of Resolution 832-2015 – Planning Excellence or Work Program Reserve Funds. He reminded members that staff would be undertaking a county-wide update of zoning ordinances and would recommend hiring a consultant to pursue independent reviews of the 19 current ordinances. He indicated that an RFQ has been drafted and that staff will be presenting it to the Board along with a recommendation that the cost of the consultant be taken from one of these funds. Mr. Gordon stated that he would like to get feedback/input from the members regarding how they wish to proceed.

Mayor Meier indicated that he believes it would be appropriate to pull the money for this project from these accounts. There was discussion regarding the review process, the differences between the various jurisdictions, and the time involved. Mayor Meier stated that he would like to know how much it would cost if this work was done in-house so members can compare it to bids received from potential consultants.

There was a brief discussion regarding last month’s tabling of proposed energy improvement projects and the money that was to be transferred from reserves to cover this work. Mr. Gordon indicated that this money would come from the building maintenance fund and would not be transferred until the work was done. Additional discussion followed regarding the insurance reserve fund and carry over.

Ms. Randall then reminded members that staff had previously spoken to them about a form to help planners prioritize project requests received from local jurisdictions. She provided members with a copy of the proposed Letter of Interest PDS Planning & Zoning Assistance (a copy of which is attached to the original minutes).

Ms. Randall outlined the process and timeline. She stated that the jurisdictions would be asked to submit the form after the first of the year and that, tentatively, staff would respond by the end of March so the jurisdictions would know whether to include the project in their FY18 budgets.

Mr. Moriconi indicated that he thought the form was a good idea and that he liked the simplicity of it – only three questions. Chairman Litzler also stated that he liked the form and the 25% match by the jurisdiction. He asked how staff would go about selecting which projects would be pursued. Ms. Randall indicated that, at this point, staff doesn’t have any idea how many requests would be received. Additional discussion followed.

Chairman Litzler asked for reports/comments from members of the Board. Mayor Carran indicated that the recent heroin update meeting had been a success with 120-150 people attending. Mayor Meier stated that he had thanked everyone involved in the recent door
hanger project but had forgotten to include PDS for providing the maps. He indicated that John Stanton is heading up the project and that approximately 20 people had shown up. Discussion followed.

Mr. Moriconi advised members that he had recently spoken to Mr. Gordon and Judge-Executive Knochelmann regarding a “How are we doing?” survey being sent to PDS customers. Mr. Gordon indicated that a paragraph could be added to letters that are automatically generated for customers when their work is complete – i.e., certificate of occupancy letters, and that this paragraph would be added next month. Discussion followed regarding providing a link to the website and rebuilding after the first of the year.

Chairman Litzler opened discussion on representation to the various tax increment financing boards to which PDS provides tax funds. Mr. Gordon reminded members that Mr. Spoor had stepped down as PDS’ representative due to a conflict of interest. He indicated that only the Covington TIF Board is currently active, that the Fort Mitchell TIF Board would be meeting for the first time in January, that the status of the Fort Wright TIF Board is unknown, and that the Walton TIF District is just starting up.

Mayor Carran stated that she has the background knowledge regarding the Covington TIF District but didn’t know how members would feel about her attending on behalf of PDS. Chairman Litzler indicated that he liked the idea of Mayor Carran being PDS’s representative on the Covington TIF Board and recommended Bill Goetz for the Fort Mitchell TIF Board. He indicated that he had spoken to Mr. Goetz and that he is interested. Mayor Carran indicated that she would like to speak with the other members of the Covington TIF Board prior to being appointed as PDS’s representative. Members agreed and stated that, since the other two boards aren’t yet active, to wait to appoint a representative.

For the record, Mayor Carran noted that Mr. Spoor had emailed the Covington TIF Board to advise them of the conflict and his resignation. Mr. Gordon added that Mr. Spoor had also emailed him about the conflict and resignation.

Following additional discussion, Chairman Litzler asked if there was a motion regarding a representative to serve on the various tax increment financing boards. Mayor Meier made a motion to accept Dick Spoor’s resignation and to appoint Bill Goetz as PDS’ representative on the Fort Mitchell TIF Board; 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.

NEW BUSINESS

Chairman Litzler asked for review of a recommendation from a PDS Council taskforce relative to changes (to be effective July 1st) to the One Stop Shop program – both programming and financial – after ten years of operations.
Mr. Gordon stated that he is not asking members to act on this matter tonight but that he wanted to provide an update regarding the taskforce’s recommended changes. He provided members with a handout and members discussed the committee’s recommendations.

1. Eliminate bundling in favor of a la carte / standalone services
2. Set cost recovery goals

There was additional discussion regarding items 3, 6, and 7 under setting cost recovery goals. Mr. Gordon stated that some jurisdictions would see a small increase in costs while others would stay even or pay less. He indicated that Mr. Shriver is supportive of the changes and Judge-Executive Knochelmann agrees. Mr. Moriconi stated that the suggested changes are fair and spreads the costs more equitably based on the services they’re receiving.

Discussion regarding the increase/decrease estimates followed. The consensus of members was in support of the recommended changes and that staff should report the committee’s findings to the full PDS Council in February. Mr. Gordon stated that he would put the matter on the Board’s January agenda to give them the opportunity to provide additional feedback and/or ask questions.

Chairman Litzler asked if there was any new business to come before the Board. There was none.

With no other business to come before the Board, Mr. Moriconi made a motion to adjourn the meeting and Mayor Carran seconded the motion. With all in favor, the meeting adjourned at 6:50 PM.

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Tom Litzler, Chairman

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Dennis Andrew Gordon, FAICP
Executive Director/Secretary