Chairman Tom Litzler 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 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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<tr>
<td>Treasurer Chris Moriconi</td>
<td>May 2016 through April 2018</td>
<td>X</td>
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<tr>
<td>Sherry Carran</td>
<td>May 2017 through April 2019</td>
<td>X</td>
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<td>Matt Mattone</td>
<td>May 2016 through April 2018</td>
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<td>Beth Sewell</td>
<td>May 2017 through April 2019</td>
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<tr>
<td>Bernie Wessels</td>
<td>May 2017 through April 2019</td>
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Also present were: John Chamberlin, CPA, MBA, VanGorder, Walker & Co., Inc.; Garry Edmondson, Legal Counsel; Nicole Cullum, CB, Accountant; Andy Videkovich, AICP, Current Planning Manager; Dennis Andrew Gordon, FAICP, Executive Director; and Lori Remley, Administrative Assistant.

Chairman Litzler asked Ms. Remley to call the roll. Following the 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; Mr. Moriconi 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 for presentation of the FY17 financial audit report by John Chamberlin of VanGorder Walker CPAs.
Mr. Chamberlin thanked members for the opportunity to speak with them. He stated that it has been a pleasure to work with Nicole, that she does a great job and has come a long way over the last few years.

Mr. Chamberlin advised members that PDS has received an “unmodified opinion” which is the highest rating possible. He provided members with a copy of his PowerPoint Presentation and outlined the following items:

- the Auditor’s Opinion;
- balance sheet comparison for the past ten years;
- cash position comparison for the past ten years;
- revenue vs expenditures all funds;
- budget to actual – revenue;
- budget to actual – expenditures;
- expenditures by function – general fund; and
- expenditures by function – GIS fund.

Mr. Chamberlin then gave a brief overview of the financial report (a copy of which is attached to the original minutes).

- Executive Letter – pages 4 - 6
- Statement of Net Position – page 7
- Balance Sheet – page 9 – there was a brief discussion regarding the deferred compensation liability.
- Statement of Revenues, Expenditures and Changes – page 11 – noted that an encumbrance in the amount of $149,604 had been released since PDS would not be replacing the HVAC in the building
- Notes to Financial Statements – pages 13 – 25 – there were brief discussions regarding the description of fund balances (pages 15-16), fixed asset account groups (page 18), the condition of CERS (pages 18-23), and the long-term debt summary (page 24).
- Budgetary Comparison – page 26 – noted that PDS budgets conservatively and does a good job managing its expenses.
- Pension Information – page 28 – noted that they are only three years into a 10-year schedule.
- Internal Control and Compliance – pages 29 – 30, no deficiencies.

Mr. Chamberlin asked if members had any additional questions. Councilman Wessels asked how the $1.49 M was arrived at on the Cash Position slide. Mr. Chamberlin stated that this is the recommended minimum of cash on hand.

Chairman Litzler asked if Mr. Chamberlin liked the new budget format and he responded that he loves it.
With no additional questions, Chairman Litzler asked if there was a motion regarding the audit report. Councilman Wessels made a motion to accept the audit report as presented; Ms. Carran seconded the motion. A roll call vote found Board Members Wessels, Carran, Meier, Moriconi, Sewell, and Chairman Litzler in favor of the motion. The motion passed unanimously.

Chairman Litzler asked if the minutes of the August 17, 2017 meeting were acceptable or if anyone had any additions/corrections.

With none, he asked if there was a motion regarding the minutes. Mayor Meier made a motion to accept the minutes of the August 17, 2017 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, and Chairman Litzler in favor of the motion with Mr. Moriconi and Mr. Wessels present but not voting. The motion passed unanimously.

Ms. Cullum stated that staff had revised the financial presentation format and asked members to provide feedback or suggestions regarding what they would like to see in the presentation. She then reviewed the August financial report and outlined revenues/expenses and the budget exceptions.

Ms. Cullum indicated that One Stop Shop revenue for August was above projection. She noted that the One Stop Shop was carrying itself as of the end of August and that the fees for services are 45.5% over projection.

Chairman Litzler asked for a motion regarding the financial reports. Mr. Moriconi made a motion to accept the August 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, Wessels, Carran, 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 to report.

Chairman Litzler asked for a report from the executive director. Mr. Gordon stated that he had good news regarding staff activities:

- Louis Hill has been elected president-elect of KAMP for 2018;
- Jeff Bechtold has been re-elected to the ICC Board (3-year term); and
- James Fausz has been elected the president-elect for APA-Kentucky.

Mr. Gordon indicated that the staff tours of the Bavarian Brewery had gone well and that comments had been made that it would be a “cool space.”

Mr. Gordon reminded members that the Lou Noll Symposium would be held on Saturday, October 21st, and that it would be an entirely new program.
Mr. Gordon announced that five out of six code enforcement officials are now certified and that the sixth is expected to pursue certification within the next six months. He also indicated that all the planners except for one are AICP certified and that the new planner, Jill Conniff, can’t sit for the AICP exam until she has been on the job for a few years.

Mr. Gordon stated that he is happy to report that PDS’ relationship with the PVA is moving in a positive direction and that they are hopeful that the spring flight will be a joint flight. Discussion followed.

Chairman Litzler asked why there were so many signage issues on the September KCPC agenda. Mr. Gordon reminded members that the model sign regulations had been updated by Dr. Eric Kelly because of a Supreme Court Decision. He stated that there are two groups - the cities that adopted the model sign regulations seven or eight years ago and the cities that didn’t. Discussion followed.

Chairman Litzler asked for update reports from the current planning staff. Mr. Videkovich recapped the four phases of the Z21 (Zoning for the 21st Century) Initiative. He stated that the consultants had made their second visit this week and made five recommendations regarding the current ordinances:

1. organizational changes;
2. simplify code language;
3. the use of tables;
4. the use of graphs; and
5. streamlined processes.

Other issues discussed were flag lots and parking regulations.

Mr. Videkovich indicated that the consultants are now drafting their final reports and will be coming back in November or December to discuss them with the participating jurisdictions.

Mr. Moriconi indicated that he liked what he has seen from the consultants so far. He believes the charts and graphs will be user friendly and is excited to see the results.

Mr. Videkovich stated that the feedback received is that most communities have been very satisfied. Discussion followed.

Chairman Litzler asked for reports/comments from members of the Board. Mr. Moriconi again stated that the Z21 project looks good so far. Councilman Wessels requested that copies of compliments received be provided to the Board. Chairman Litzler indicated that the tour of the Bavarian Brewery had been good. He also noted that there was evidently a communication issue with the Mayors Group regarding Envista and explained the disconnect/lack of communication. Discussion followed.
Mr. Gordon reminded members who are serving the first year of their term that they are eligible to attend the APA National Conference in April in New Orleans (April 21-24). Discussion regarding the conference followed.

NEW BUSINESS

Chairman Litzler opened discussion regarding the proposed interlocal agreement with the City of Bromley for participation in the One Stop Shop Program. Mr. Gordon provided background and stated that the City of Bromley hasn’t decided on its desired level of service but wants to get the agreement signed as soon as possible. He indicated that he anticipates the city will want code enforcement, building inspections, and possibly becoming a member of the joint code enforcement board. He noted that they had disbanded their board of adjustment several years ago and therefore are part of the county board.

Following a brief discussion, Chairman Litzler asked for a motion regarding the proposed interlocal agreement. Mayor Meier made a motion to approve and authorize the signing of the interlocal agreement with the City of Bromley for One Stop Shop services; Mr. Moriconi seconded the motion. Chairman Litzler asked if there any questions; there were none. He then asked for a roll call vote which found Board Members Meier, Moriconi, Sewell, Wessels, Carran, and Chairman Litzler in favor of the motion. The motion passed unanimously.

Chairman Litzler opened discussion on a recommendation from staff to authorize the executive director to sign an addendum to PDS’ contract with Superion, LLC, of Lake Mary, FL (original contract with CRW Systems, Inc., of Carlsbad, CA, was executed on October 24, 2012); the addendum will provide PDS with software for electronic plan review capabilities and storage of the resulting data in its TRAKiT development-tracking-software package (TRAKiT is now a Superion product); the recommendation follows a formal RFP process that resulted in two proposals; Superion’s proposal in the amount of $23,504 was the lowest and best bid.

Mr. Gordon provided background regarding the RFP process and stated that the lowest and best bid received was from Superion, the company which had bought CRW. He indicated that the software would be purchased from Superion and that there would be an annual maintenance agreement.

Following a brief discussion, Chairman Litzler asked for a motion regarding the proposed addendum to PDS’ contract with Superion, LLC. Ms. Carran made a motion to authorize the executive director to sign the addendum to PDS’ contract with Superion, LLC, (formerly CRW Systems, Inc.) which will provide PDS with software for electronic plan review capabilities and storage of the resulting data in its TRAKiT development-tracking-software package; Commissioner Sewell seconded the motion. Chairman Litzler asked if there any questions; there were none. He then asked for a roll call vote which found Board Members Carran, Sewell, Wessels, Meier, Moriconi, and Chairman Litzler in favor of the motion. The motion passed unanimously.
Chairman Litzler opened discussion on the executive director’s FY17 performance and FY18 performance-based compensation increase and noted that staff was eligible for up to a 2.0% performance-based increase.

Following a brief discussion, Chairman Litzler asked for a motion regarding the executive director’s review. Mayor Meier made a motion, based on the executive director’s performance review, to authorize a 2.0% performance-based increase for FY18; Ms. Carran seconded the motion. Chairman Litzler asked if there any questions; there were none. He then asked for a roll call vote which found Board Members Meier, Carran, Moriconi, Sewell, Wessels, and Chairman Litzler in favor of the motion. The motion passed unanimously.

Chairman Litzler thanked Mr. Gordon for a job well done. Mr. Gordon thanked board members for their comments and took the opportunity to thank staff. He stated that no one could do this job by themselves and that he has the privilege of working with great people who are the best group of professionals he has ever worked with. Mr. Gordon stated that he couldn’t do what he does without them.

Chairman Litzler asked if there was any new business to come before the Board. There was none. Mr. Moriconi made a motion to adjourn the meeting and Commissioner Sewell seconded the motion. With all in favor, the meeting adjourned at 6:58 p.m.

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Tom Litzler, Chairman

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Dennis Andrew Gordon, FAICP
Executive Director/Secretary