Planning and Development Services Management Board  
Meeting Minutes: December 21, 2017

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.

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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>Matt Mattone</td>
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<td>Beth Sewell</td>
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<td>Bernie Wessels</td>
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Also present were: Garry Edmondson, Legal Counsel; Jan Crabb, PHR, Finance/HR Administrator; Nicole Cullum, CB, Accountant; Patrick Denbow, Senior Planner; Andy Videkovich, AICP, Current Planning Manager; Dennis Andrew Gordon, FAICP, Executive Director; and Lori Remley, Executive 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, Mr. Moriconi made a motion to accept the agenda as presented; Councilman Wessels 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 16, 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 November 16, 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, Moriconi, and Chairman Litzler in favor of the motion with Councilman Wessels present but not voting. The motion passed unanimously.

Ms. Crabb reviewed the November financial report and outlined revenues/expenses and stated that there was one budget exception due to timing – Consumables.

Ms. Crabb indicated that One Stop Shop (OSS) revenue for November was still above projections. She noted that fees for services were at 52.4% while we’re only 41.7% way through the year and that overall expenses were 35.9% with OSS at 33.9%.

Following a brief discussion, Chairman Litzler asked for a motion regarding the financial reports. Mayor Meier made a motion to accept the November financial reports subject to audit; Mr. Moriconi seconded the motion. Chairman Litzler asked for a roll call vote on the motion which found Board Members Meier, Moriconi, Sewell, Wessels, 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 noted that there are a lot of good things going on now –

PDS will be entering into a contract with the City of Park Hills. Mr. Gordon stated that staff will inventory street signs and catalog sidewalks. He outlined the information to be collected and stated that PDS will realize between $3,700 to $4,398 in unanticipated revenue.

Mr. Gordon advised members that the proposed KRS text change has been provided to Representative Adam Koenig for filing with the 2018 General Assembly and that Senators Chris McDaniel and Damon Thayer are onboard. Discussion followed.

Mr. Gordon updated members regarding publishing PDS’ financial data on OpenGov. He stated that Ms. Cullum has been working hard to get the data uploaded and that it will be online soon. He indicated that a link would be provided to members before it is made available to the general public so they can be part of the beta-testing process.

Mr. Gordon stated that he has had several conversations with the judge-executive over the past several years regarding the need to establish a Kenton County Addressing Authority and that he acknowledged the importance but felt 911 funding and consolidation of the emergency services network were higher priorities. He noted that since PDS assigns addresses, it would make sense for PDS to assume these responsibilities formally.
Mr. Gordon advised members that he, Ms. Brush, and Mr. East recently met with the 911 communications director, Tommy Thompson, and several members of his staff and that they are strong supporters of the proposal. A meeting has been scheduled for February 6th with Judge-Executive Knochelmann to get this proposal moving. A brief discussion followed.

Mr. Gordon reminded members that he had reported last month on ongoing talks with the Kenton County PVA, Darlene Plummer. He stated that the judge-executive, county administrator, and Campbell County PVA have also reached out to Ms. Plummer. Unfortunately, Ms. Plummer has declined the invitation to rejoin the LINK-GIS partnership. He also noted that the partnership has purchased geo-referenced plat data from the PVA.

Mr. Gordon updated members regarding Covington building inspections and communications with Covington Mayor Joe Meyer. He reminded members that Mr. Sims reported several months ago that the state has moved closer to setting an effective date for the new Kentucky Building Code which includes more workable requirements regarding rehabilitation of historic buildings. To help with the transition to the new provisions, PDS has partnered with the Department of Housing and the American Institute of Architects/NKY and will host a class on January 26th here at PDS. Both the state and AIA will be granting six hours of continuing education to those who attend. Mr. Gordon noted that a copy of the flier had been provided to each member.

Mr. Gordon stated that work on PDS’ customer satisfaction survey is almost ready to be rolled out and that staff will be presenting it at next month’s meeting.

Mr. Gordon noted that staff is working to get the word out regarding upcoming electronic plan review and to get more familiar with Blue Beam software. He stated that Bayer Becker is thrilled that PDS will begin accepting electronic plans in 2018.

Mr. Gordon advised members that he recently had his quarterly meeting with Brian Miller and that things appear to be going well.

Finally, Mr. Gordon noted that due to the number of items on the January Kenton County Planning Commission agenda, the docket has been split and will be held on the first Thursday and on the following Tuesday.

Chairman Litzler stated that he had spoken to Judge-Executive Knochelmann at the recent Mayors’ Group meeting and that he was complimentary of Mr. Gordon and PDS staff, saying they have been a pleasure to work with on the new building.

Chairman Litzler asked if any of the jurisdictions had accepted PDS’s offer to enter data into Accela. Mr. Gordon stated that staff will be entering data for five or six cities so far.

Chairman Litzler asked for an update report on the Z21 Initiative from the current planning staff.
Mr. Videkovich stated that the staff review of the consultants’ work is complete and they are working on the final reports which are expected by the end of the December. Staff will review each of the final reports before sending it out. He noted that there will be a final taskforce meeting in late January. He indicated that the November 28th meeting had gone well and that there was more momentum within the group than expected. The feedback regarding the process has been positive and there has been discussion regarding the timeframe for the new code.

Mr. Videkovich advised members that it is important that this project not become a political issue in an election year and that staff has set a goal of January 2019 to have the new code in place.

Mr. Videkovich told the Board that an RFP was published on December 12th for additional resources to meet the January 2019 goal. The deadline for RFP submissions is December 29th.

Discussion regarding the estimated cost, input expected from the jurisdictions, funding, and the process to be used followed.

Mr. Videkovich advised the Board that the reports were being analyzed by staff. The final reports would then be provided to the jurisdictions. Staff would be available to assist each jurisdiction in the decision-making process whether to fully or partially update their zoning ordinances.

With no other discussion, Mr. Videkovich introduced Patrick Denbow, PDS’ new senior planner. He advised the Board that Mr. Denbow is from Zanesville, Ohio where he worked for ten years and joined PDS on November 20th.

Mr. Denbow stated that it has been a good month and that PDS staff has been great to work with. He indicated that he has nine and a half years of planning experience in Zanesville, that he worked in GIS before that, and has a BS in Urban Regional Planning from Ohio University.

Chairman Litzler asked for reports/comments from members of the Board.

Commissioner Sewell stated that she is working with a group in Covington that is interested in having a small area study done. The study would cover a four-neighborhood area and the group is working to get the necessary information together before approaching PDS.

Chairman Litzler advised members that he has signed the Erlanger TIF paperwork and that he will not be attending the January Board meeting.
NEW BUSINESS

Chairman Litzler asked for review of a recommendation from staff to accept the proposal from Heritage Bank as the lowest and best bid for banking services for the period of January 2018 through December 2020.

Mr. Gordon reminded members that PDS has been banking with Heritage Bank for the last three years. He stated that three proposals had been received in response to the published RFP.

Ms. Cullum provided background regarding the proposals received and provided a handout outlining staff’s recommendation (a copy of which is attached to the original minutes).

Following a brief discussion, Mayor Meier made a motion approving staff’s recommendation, accepting the proposal from Heritage Bank as the lowest and best bid for banking services for the period of January 2018 through December 2020; Mr. Moriconi seconded the motion. Chairman Litzler asked if there were any questions; there were none. He then asked for a roll call vote which found Board Members Meier, Moriconi, Sewell, Wessels, and Chairman Litzler in favor of the motion. The motion passed unanimously.

Chairman Litzler asked for review and discussion on draft Resolution 843-2018 updating the substance and intent of Resolutions 808, 817, 824 and 832 regarding PDS’ reserve funds and noted that no action is being requested.

Mr. Gordon stated that the draft resolution was being provided to start the Board’s discussion regarding its periodic review and, given the pending move, how to handle the building reserve account. He provided background and recommended moving some of the current Building Reserve funds with the remainder being moved after PDS is in the new building.

Councilman Wessels requested a “history lesson” to bring him up to speed. Mr. Gordon indicated that the reserve accounts had been established in 2005 and provided a historical review. Discussion regarding combining several of the reserve accounts and the building fund followed. Members also asked about funding for the Z21 Initiative project and CERS increase. Additional discussion followed regarding transparency and the One Stop Shop reserve funds.

Mr. Gordon noted the Board’s comments and stated that he would provide an amended proposal at next month’s meeting.

Chairman Litzler asked if there was any other new business to come before the Board. There was none. Councilman Wessels moved to adjourn the meeting and Mr. Moriconi seconded the motion. With all in favor, the meeting adjourned at 6:56 p.m.