Planning and Development Services Management Board
Meeting Minutes: March 15, 2018

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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<tr>
<td>Chairman Tom Litzler</td>
<td>May 2016 through April 2018</td>
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<td>Vice Chairman Paul Meier</td>
<td>May 2016 through April 2018</td>
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<td>Treasurer Chris Moriconi</td>
<td>May 2016 through April 2018</td>
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<td>Sherry Carran</td>
<td>May 2017 through April 2019</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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<td>Bernie Wessels</td>
<td>May 2017 through April 2019</td>
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Also present were: Erlanger Councilwoman Jessica Fette; Trisha Brush, GISP, Director of GIS Administration; Jan Crabb, PHR, Finance/HR Administrator; Nicole Cullum, CB, Accountant; Ryan Hermann, Associate GIS Specialist; Scott Hiles, CPC, Director of Infrastructure Engineering; Emi Randall, AICP, RLA, Director of Planning and Zoning; Brian Sims, CBO, Chief Building Official; 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 February meeting were acceptable or if anyone had any additions/corrections.
With none, he asked if there was a motion regarding the minutes. Commissioner Sewell made a motion to accept the minutes of the February 15, 2018 meeting as presented; Mayor Mattone seconded the motion. Chairman Litzler asked for a roll call vote on the motion which found Board Members Sewell, Mattone, Moriconi, Wessels, and Chairman Litzler in favor of the motion with Mayor Meier present but not voting. The motion passed unanimously.

Ms. Cullum reviewed the February financial report and outlined revenues/expenses. She indicated that One Stop Shop (OSS) revenue for February was above projections and noted that fees for services were at 75.1% with overall expenses below projections at 62.9%.

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

Chairman Litzler asked for a report from legal counsel. Mr. Gordon noted that Mr. Edmondson was absent but that there was nothing new to report.

Chairman Litzler asked for reports from the executive director and staff.

Mr. Gordon noted that tonight’s agenda was short and that next month’s agenda will be longer due to the budget.

Mr. Gordon updated members on the status of PDS’s new home. He stated that Joe Shriver has informed him that the timeline for the project slipped a little and that we are now looking at moving by the end of the first quarter of 2019 – however, he believes we won’t be moving until April or May. He stated that this may be a little more difficult due to staff gearing up for the 2019 construction season.

On a related note, Mr. Gordon advised the Board that he, Jan and Nicole have started working on next year’s budget – specifically on revenue projections and personnel costs. He stated that there will be several unique challenges in 2019 –

- The need to work toward a pot of 2.1% for performance-based increases for staff
- The need to meet whatever increase the state pension fund passes along as of July
- The need to address the approximately 1.5% increase staff will face in payroll withholding due to the move to Covington
- The results of Jan’s salary assessment comparing PDS’s salaries to the outside labor market shows that we have ground to make up for some positions due to the bare-bones increases given throughout the recession. To keep the talented staff that we have, we need to stay competitive

A rough draft of the budget will be presented at next month’s meeting.
Mr. Gordon also advised the Board that the Fort Wright Economic Development Board met last week. He indicated that this group oversees the city’s TIF District and, even though PDS doesn’t have a seat on the board, he attended. He stated that he appreciated the consideration the group afforded him. He noted that Councilman Wessels suggested to the group that PDS be given a seat since they are contributing tax revenues to the district. Mr. Gordon stated that he wanted the record to reflect his appreciation of Councilman Wessels comments and support of PDS at the meeting.

Mr. Gordon updated members regarding the Z21 Initiative. He stated that staff has attended meetings of the legislative bodies of Elsmere, Fort Wright, Ludlow, Independence, Park Hills, Taylor Mill, Villa Hills, and the Kenton County Fiscal Court to present the reports from the consultants and indicated that all feedback has been positive. They will meet with the cities of Fort Mitchell and Erlanger next week and Crescent Springs later in April with Lakeside Park stating that they don’t want an update.

Mr. Gordon stated that a detailed work plan for Phase II has been received from the consultant and they have begun work on drafting the blueprint ordinance. The consultants are expected to visit in the next couple of months to meet with the taskforce.

Mr. Gordon advised the Board that the State and Local Government Committee of the Kentucky State Senate will hear HB138 next Wednesday at noon and that he and Representative Adam Koenig will be testifying. Based on several conversations, things look favorable to send the bill on to the Governor. A brief discussion regarding HB322 followed.

Mr. Gordon then introduced Trisha Brush and stated that one of the things GIS staff has been working on is the mapLAB storymap and poster that highlights our use of OpenGov to publish our PDS by the Numbers data – which was sent to them earlier this week.

Ms. Brush thanked Dennis and the Board. She stated that, in addition to the OpenGov project, GIS staff has been working on several other projects. She indicated that the next mapLAB project would be a two-month project with the City of Erlanger focusing on the Stephenson Road area.

Ms. Brush stated that 1,448 maps were printed last month by members of the public using the LINK-GIS website. This is an average of 48 maps per day.

Ms. Brush advised members that one of the other things staff has been working on are drone projects for various jurisdictions. She introduced Ryan Hermann who has been a licensed drone operator for approximately 10 months.

Mr. Hermann stated that in the last 10 months, he has flown 19 projects which equals 12.3 hours of airtime and 71.3 miles. Some of the projects he has worked on for LINK-GIS partners or OSS members are –
1. Flooding photos of Owl Creek in Campbell County
2. SD1 pump stations to ensure functioning properly
3. Inspection of Water District tanks
4. Fort Mitchell parking lot study being done by the Planning Department
5. Curb analysis study being done by the Engineering Department
6. School Campus flights for Emergency Services to help develop an active shooter plan

Mr. Hermann noted that while flying a school campus in Pendleton County, they happened to notice missing shingles on the Pendleton County Courthouse which potentially saved the County thousands of dollars in damage.

Mr. Hermann thanked the Board for approving the budget which allowed him to fly a drone and for a job that he really enjoys.

Discussion regarding the school campus flights in Kenton County followed. Mr. Gordon advised members that they had started with Pendleton County because there are only four schools and that it would allow them to see how/if the project would work.

A lengthy discussion followed regarding the use of the drone for search and rescue and for other events outside PDS. Members indicated that there needed to be a policy in place regarding cost recovery and that the policy needs to include language that protected the privacy of the public. Mr. Gordon noted that use of the drone had been included in the list of services for the OSS program but that they haven’t advertised it or pushed it to the jurisdictions yet.

General discussion followed regarding the budget process and the various TIF districts. Chairman Litzler suggested that the meeting time for the meeting on April 19th be moved up to 4:30 PM to allow additional time to discuss the draft budget. With no objections, staff was asked to make the necessary changes to the schedule.

Chairman Litzler advised the Board that the next item on the agenda – PDS by the Numbers – would be addressed at the April meeting.

Mr. Gordon excused himself from the meeting at approximately 6:40 PM.

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

Councilman Wessels stated that Andy Videkovich had presented the Z21 findings at a recent Fort Wright City meeting. He indicated that they can be a tough crowd and that Andy had done a great job.

Mayor Mattone indicated that James had also presented findings to Park Hills and that it went very well. He stated that PDS has done a great job of bridging the gaps that existed several years ago.
Ms. Carran stated that a contract has been signed to convert Wolsing Woods into a wetland.

Commissioner Sewell stated that Chris Schneider had presented the Z21 findings to the Fiscal Court on Tuesday and that he had done an excellent job.

Mayor Meier thanked everyone for their thoughts and prayers and stated that his wife had her third chemo treatment today.

Chairman Litzler updated members regarding the recent PDS Council meeting and that the comments tonight only reinforce the complimentary letters received about staff.

Mr. Moriconi stated that Andy Videkovich had also attended the Independence city meeting and that he did a really good job even with two Stage II plans and Z21 on the agenda.

Councilwoman Fette thanked the Board for welcoming her and stated that she is excited to serve.

**NEW BUSINESS**

Chairman Litzler asked if there was any new business to come before the Board. With none, Mr. Moriconi moved to adjourn the meeting and Councilman Wessels seconded the motion. With all in favor, the meeting adjourned at 6:48 PM.

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Tom Litzler, Chairman

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Dennis Andrew Gordon, FAICP
Executive Director/Secretary