Planning and Development Services Management Board  
Meeting Minutes: December 19, 2019

Chairman Paul Meier called the monthly business meeting of the Planning and Development Services Management Board to order at 5:15 PM in the Kenton Chambers in the Kenton County Government Center in Covington. Chairman Meier led those gathered in a moment of silence and the Pledge of Allegiance.

Chairman Meier asked Ms. Remley to call the roll. 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 Paul Meier</td>
<td>May 2016 through April 2020</td>
<td>X</td>
</tr>
<tr>
<td>Vice Chairman Beth Sewell</td>
<td>May 2017 through April 2021</td>
<td>X</td>
</tr>
<tr>
<td>Treasurer Tom Litzler</td>
<td>May 2016 through April 2020</td>
<td>X</td>
</tr>
<tr>
<td>Jessica Fette</td>
<td>May 2018 through April 2020</td>
<td>X</td>
</tr>
<tr>
<td>Tyson Hermes</td>
<td>May 2019 through April 2021</td>
<td>X</td>
</tr>
<tr>
<td>Matt Mattone</td>
<td>May 2016 through April 2020</td>
<td>X</td>
</tr>
<tr>
<td>Gary Waugaman</td>
<td>May 2019 through April 2021</td>
<td>X</td>
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Following the roll call, he asked that the record reflect that a quorum was present.

Also present were: Garry Edmondson, Legal Counsel; Nicole Cullum, PHR, Finance/HR Administrator; Emi Randall, AICP, RLA, CFM, Director of Planning and Zoning; Dennis Andrew Gordon, FAICP, Executive Director; and Lori Remley, Executive Assistant/Office Manager.

ACCEPTANCE OF AGENDA

Chairman Meier asked if there were any changes to the agenda. With none, he asked if there was a motion to accept the agenda as presented. Mr. Waugaman made a motion to accept the agenda as presented, Councilman Hermes seconded the motion. A voice vote found unanimous approval.

Chairman Meier asked if there were any comments from the public and noted that there were none.

ONGOING BUSINESS

Chairman Meier asked if the minutes of the November 21, 2019 meeting were acceptable or if there were any additions/corrections. Members noted a typo in paragraph 6 on page 6 (KSR
should be KRS) and stated that the last paragraph should state the Mr. Mattone “could have requested the vote be tabled to allow members more time to review the agreement”.

With no other changes, Mr. Waugaman made a motion to accept the minutes of the November 21, 2019 meeting as amended; Mr. Mattone seconded the motion. Chairman Meier asked for a voice vote on the motion which found unanimous approval. The motion passed unanimously.

Ms. Cullum then reviewed the November financial statement (a copy of which is attached to the original minutes). She reported that, at 41.7 percent of the way through the fiscal year, revenues are above projections at 58.6 percent, fees for services are above projections at 48.9 percent, and expenses are below projections at 38.4 percent of budget. She noted that One Stop Shop Program revenue was above projections at 52.8 percent with expenses below projections at 39.7 percent.

Ms. Cullum noted two exceptions – consumable supplies and building expenses – and provided a comparison of benefit costs as well as payments to TIF Districts.

With no additional comments, Chairman Meier asked for a motion regarding the November financial report. Mayor Fette made a motion to accept the November 2019 financial report subject to audit; Mr. Waugaman seconded the motion. Chairman Meier asked for a roll call vote on the motion which found unanimous approval. The motion passed.

Chairman Meier asked for the report from legal counsel. Mr. Edmondson stated that he had nothing to report.

Chairman Meier then asked for review of the executive director’s monthly report. Mr. Gordon asked if members had any questions regarding the DAGnotes report that he sent to them. Mr. Waugaman asked when Mr. Gordon had sent his comments and stated that he did not receive them or the materials for the meeting. Ms. Remley pulled up both emails and confirmed that both were sent to the correct address. She also forwarded copies of the emails to Mr. Waugaman.

Mr. Litzler commended Mr. Gordon for his efforts regarding the proposed PDS Road Show. Chairman Meier noted how much work went into the Subdivision Regulations and now Campbell County has adopted them with a few modifications.

Chairman Meier asked for final review of the draft Personnel, Policies, and Procedures Handbook recommended by the Board’s review committee. He noted that the proposed changes had been reviewed at last month’s meeting and asked if members had any additional comments or changes.

With none, Chairman Meier asked if there was a motion regarding the draft document. Mayor Fette made a motion to approve the Personnel, Policies, and Procedures Handbook to become
effective on January 1, 2020; Mr. Litzler seconded the motion. Chairman Meier asked for a roll call vote that found unanimous approval. The motion passed.

Chairman Meier asked for the report from staff responding to questions last month regarding the code enforcement workload. Ms. Randall briefly recapped the information provided at last month’s meeting and outlined the additional information.

Ms. Randall noted that Code Enforcement Program Revenues for FY19 were up $70,883.39 over FY17.

<table>
<thead>
<tr>
<th>Year</th>
<th>Revenue</th>
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<tbody>
<tr>
<td>FY17</td>
<td>$65,067.31</td>
</tr>
<tr>
<td>FY18</td>
<td>$122,462.35</td>
</tr>
<tr>
<td>FY19</td>
<td>$135,950.70</td>
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While revenues have increased 209 percent, expenses have gone up only four percent over the same time period.

<table>
<thead>
<tr>
<th>Year</th>
<th>Expenses</th>
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<tbody>
<tr>
<td>FY17</td>
<td>$228,553.05</td>
</tr>
<tr>
<td>FY18</td>
<td>$212,985.26</td>
</tr>
<tr>
<td>FY19</td>
<td>$238,480.57</td>
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This increase in revenues has resulted in a decrease in the tax dollars used to fund the program.

<table>
<thead>
<tr>
<th>Year</th>
<th>Tax Dollars</th>
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<tr>
<td>FY17</td>
<td>$163,485.74</td>
</tr>
<tr>
<td>FY18</td>
<td>$90,522.91</td>
</tr>
<tr>
<td>FY19</td>
<td>$102,529.87</td>
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Ms. Randall reminded members that her primary responsibility is providing service to the jurisdictions and that she was therefore asking that an additional part-time position be added. She estimated that, if a part-time person was added in mid-March and worked 100 hours per month or less, it would cost approximately $7,200 for the remainder of this fiscal year and approximately $25,000 for FY21. Members asked what benefits would be provided. Ms. Cullum stated that the only benefit would be PTO and that this position would not warrant health insurance or retirement benefits.

Ms. Randall stated that she has met with Mayor Fette several times since the last Board meeting and that she may have additional information to provide to the Board.

Councilman Hermes indicated that a part-time person appears to be a necessity in order to stay on top of the workload which is generating income. Mayor Fette stated that she is in full support of adding a part-time person to help cover the workload; however, based on her meetings with Ms. Randall, she suggests six ideas/changes to the code enforcement program to increase revenue.
Mayor Fette provided members with a copy of a spreadsheet outlining the proposed increase in the hourly rate to include overhead (from $45.30 to $57 per hour currently) and increasing the percentage paid by the jurisdictions (40%, 50%, 60%, 75% and 100%).

There was a lengthy discussion regarding how the 40% threshold had been determined, the amount paid by jurisdictions for small area studies, and the collection process for liens. Mr. Waugaman expressed concerns about increasing the percentage to 100% and who would make the decision when/if to foreclose on lien. He noted that the Lien Taskforce had recommended that the jurisdictions make this decision.

Chairman Meier stated that they could look at the proposed changes going forward but that they needed to address Ms. Randall’s request for a part-time person now which would cost approximately $25,000.

Mr. Mattone indicated that the One Stop Shop program provides services that some cities can’t supply. He noted that charging citizens $30 for every $100,000 and then paying 100% of code enforcement from the taxes collected by the cities could be viewed as double-dipping.

Mayor Fette stated that KRS147 Section 8 states that NKAPC/PDS “may” enter into an agreement to provide services and that she isn’t saying to stop providing this service, only that it may be time to re-evaluate the agreement under which they are provided.

Chairman Meier stated that any increase in the percentage paid by jurisdictions would need to be gradual. Mr. Litzler indicated that there are 18 jurisdictions participating in the One Stop Shop program at different levels of service, that he is ok with reviewing cost, but that we should not consider doing away with these services. Mayor Fette indicated that she is only suggesting a change in the funding structure. Councilman Hermes stated that this is the only way PDS could handle the workload if Erlanger was to come in and that PDS is not statutorily required to provide this service.

Following additional discussion, Mayor Fette made a motion to fund an additional part-time (100 hours or less per month) person effective March 1, 2020; Mr. Litzler seconded the motion. Chairman Meier asked for a roll call vote that found unanimous approval. The motion passed.

Mr. Gordon advised members that staff is working with County Attorney Stacy Tapke regarding the lien foreclosure process. He noted that they were planning to have an outline to members at the next meeting but with the structure of the council/board being up for vote in February, it may be presented at the February meeting. Discussion followed.

Chairman Meier asked for the report regarding the disposition of surplus equipment. Ms. Remley stated that the spreadsheet provided shows the items remaining after the surplus equipment was offered to the jurisdictions and that the highlighted items show which jurisdictions they had gone to.
Mr. Gordon advised members that Ms. Remley has spent a number of hours inventorying the surplus equipment and working with the jurisdictions. He indicated that he would like the record to reflect that she has done a very good job and handled this on her own completely.

Chairman Meier provided an update from the Structural Review Committee. He stated that the Mayors’ Group meeting had been postponed due to a schedule conflict and that Judge-Executive Knochelmann has offered two different meetings – Monday evening and Tuesday at lunchtime – to accommodate everyone’s schedules. He outlined the proposed structure plan for the Management Board:

- Four permanent seats for the jurisdictions with a population of 15,000 or more (Covington, Erlanger, Independence, and Kenton County)
- Three seats to be filled by Council Representatives from the remaining 15 jurisdictions

Chairman Meier indicated that the agreed upon plan is for: the current Board to meet on January 16th and adopt new bylaws; the Council to adopt new bylaws and officers during a special meeting on January 23rd; current Board members to meet on February 20th and sign resignation letters to the Council to be effective February 28th; and, for Council to meet on February 27th and elect new members to the Board effective February 28th according to the formula set out above. He also stated that Structural Review Committee will continue to meet to discuss the need for KRS changes.

Mr. Waugaman stated that there are four Management Board seats up for re-election in 2020 and asked if the three just elected last year would be forced to resign. Councilman Hermes asked if any of the members were planning not to resign. Mr. Waugaman stated that he has met with Judge-Executive Knochelmann to discuss the committee’s process and stated that he hadn’t heard from Ms. Reddy, hadn’t been aware of events, that the whole process hasn’t been good, and that he doesn’t have a clue why this is happening.

Chairman Meier indicated that there are a lot of moving parts and that it is probably his fault that Ms. Reddy hadn’t contacted him. Mr. Waugaman asked if members were going to be informed.

Mr. Edmondson stated that the Council can change its bylaws but not the Board’s. He stated that the Board can meet to adopt new bylaws and dissolve the existing seats. Chairman Meier stated that discussion of the bylaws will continue.

There was discussion regarding how the process will go and Mr. Waugaman expressed concern about the “big four” having a voting majority. Mr. Edmondson explained what would constitute a “majority” under the 2014 KRS amendments – two jurisdictions with a population 15,000 or more and a majority of the remaining members.
Chairman Meier asked for review of a proposed performance review process for the next executive director. Mr. Gordon noted that Commissioner Sewell couldn’t be here this evening and that this matter would be added to next month’s agenda.

NEW BUSINESS

Chairman Meier asked for review of proposed timeline with milestones necessary for consideration of the FY20 wage and salary study, development of the FY21 budget, and search for and employment of the new executive director.

Mr. Gordon stated that members had been provided with an information sheet outlining the two bids received for the salary survey.

Mr. Edmondson asked how long the quotes were good for and Mr. Gordon stated that he believed the prices were for 60 days. Mr. Edmondson stated that with the new structure pending, the Board may want to extend how long the bids will be open. There was discussion regarding the timeline and how to proceed. Councilman Hermes noted that the survey wouldn’t be complete in time to help with the FY21 budget.

Chairman Meier suggested that staff start to check the references. Mr. Mattone questioned spending $20,000 to $40,000 to decide whether to spend $90,000 for staff increases proposed by Mr. Gordon. Councilman Hermes noted that the cheaper of the two bids is from a company further away and stated that cheaper may not be better.

Mr. Gordon noted that there were calls and inquiries from several other companies, but those companies did not submit bids.

Mr. Mattone questioned again the wisdom of spending $20,000 to $40,000 to find out that we’re within the two percent Mr. Gordon’s and Ms. Crabb’s study stated.

There was additional discussion regarding follow up-services not included in one of the two bids. Councilman Hermes noted that he has worked with Hanna Resource before and suggested contacting them to see if removing these services from their bid makes a difference.

Chairman Meier recommended tabling this matter until the January meeting to allow staff time to obtain more information.

Chairman Meier asked Mr. Gordon to provide an update regarding the development of the FY21 budget. Mr. Gordon reviewed right side of the chart he had created for the budget and salary study and noted that the timeline is accurate through the end of February but may need to be changed as things progress. He then reviewed the left side of the chart which is the timeline for hiring the new executive director.

There was discussion regarding the timeline for the salary study and it was noted that the study wouldn’t be complete until the fourth quarter of FY20.
Mr. Gordon asked members to let him know if they had any questions or concerns with the proposed timeline. Councilman Herms indicated that he was impressed and hadn’t seen anything charted out in this much detail before.

Chairman Meier asked if there was any other new business to come before the Board. With none, Councilman Hermes made a motion to adjourn the meeting and Mayor Fette seconded it. With all in favor, the meeting adjourned at 7:13 PM.

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Paul Meier, Chairman

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Dennis Andrew Gordon, FAICP
Executive Director/Secretary