Planning and Development Services Management Board
Meeting Minutes: February 20, 2020

Chairman Paul Meier called the monthly business meeting of the Planning and Development Services Management Board to order at 5:17 PM in Kenton Chambers of 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>X</td>
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<tr>
<td>Vice Chairman Beth Sewell</td>
<td>5:25</td>
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<td>Treasurer Tom Litzler</td>
<td>X</td>
<td></td>
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<td>Jessica Fette</td>
<td>X</td>
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<tr>
<td>Tyson Hermes</td>
<td>X</td>
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<td>Matt Mattone</td>
<td>X</td>
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<tr>
<td>Gary Waugaman</td>
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Following the roll call, he asked that the record reflect that a quorum was present.

Also present were: Sharmili Reddy, Fort Mitchell City Administrator; Commissioner Michelle Williams, City of Covington; Garry Edmondson, Legal Counsel; Trisha Brush, GISP, Director of GIS Administration; Nicole Cullum, CB, Finance/HR Administrator; Ryan Hermann, UAS Analyst; 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. Councilman Hermes recommended striking items 8, 9, 10, 11, 14, 15 and 16 from the agenda.

After discussion by the members, Councilman Hermes made a motion to strike items 8, 9, 10, 14 and 15 from the agenda and accept the agenda as amended, Mayor Fette seconded the motion. A voice vote found Councilman Hermes, Mayor Fette, Mr. Mattone, and Mr. Waugaman in favor of the motion with Chairman Meier voting no and the motion passed with a vote of 4 to 1.
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 January 16, 2020 meeting were acceptable or if there were any additions/corrections.

With no changes, Councilman Hermes made a motion to accept the minutes of the January 16, 2020 meeting as presented; Mr. Waugaman seconded the motion. Chairman Meier asked for a voice vote on the motion which found unanimous approval with Mr. Mattone present but not voting. The motion passed unanimously.

Chairman Meier opened discussion regarding proposed amendments to the PDS Management Board’s Bylaws proposed by the Board’s Organizational Structural Review Committee.

Chairman Meier noted that the amended bylaws had been provided to members and asked if there were any comments. With none, he stated that the terms of Commissioner Sewell, Councilman Hermes, and Mr. Waugaman expire in 2021. The three new members’ terms will be staggered with the two members receiving the most votes serving two-year terms and the third serving a one-year term.

Chairman Meier outlined the candidates for the three seats and how the terms would be staggered.

- Councilman Greg Pohlgeers – Fort Mitchell
- Councilman Bernie Wessels – Fort Wright
- Mayor Dave Jansing – Lakeside Park
- Mayor Paul Meier – Crestview Hills

He stated that the four remaining seats would be filled by representatives from the four largest jurisdictions and that these seats would also be staggered pursuant to KRS.

Serving a two-year term:

- Commissioner Joe Nienaber – Kenton County
- Commissioner Michelle Williams – Covington

Serving a one-year term:

- Councilman Gary Meyer – Erlanger
- Mayor Chris Reinersman – Independence

Chairman Meier asked if there was a motion regarding the proposed amendments. Commissioner Sewell made a motion to approve the bylaws as amended; Councilman Hermes
seconded the motion. A roll call voice found Commissioner Sewell, Councilman Hermes, Mr. Mattone, Mayor Fette, Mr. Waugaman, and Chairman Meier in favor of the motion and the motion passed with unanimous approval.

Chairman Meier reviewed the recommendation of the Board’s Organizational Structural Review Committee that members step down effective midnight on February 29, 2020 contingent on the PDS Council electing new members during the February 27th Organizational meeting.

Councilman Hermes asked that a caveat be added to the bottom of the resignation letter stating that it will be null and void if not signed by every member by February 29th. Discussion followed.

Mr. Waugaman stated that he would be submitting a separate letter of resignation because he wanted to include some additional comments. He indicated that he disagreed with the way things were being handled – forced resignations. It is his belief that the existing terms should have been allowed to run out with four new members being installed in May and three being brought on next year. Ms. Reddy stated that the committee had discussed how best to handle the transition and found several complications – i.e. Councilman Hermes’ and Commissioner Sewell’s terms not expiring until next year and both being from two of the larger jurisdictions. A brief discussion followed.

After additional discussion, members asked staff to contact Mr. Litzler, who is out of town, to obtain his signature and/or email resignation and Mr. Waugaman indicated that he would submit his letter prior to the 29th.

[Note added: the resignation letter was signed with the caveat noted above and Mr. Waugaman submitted a separate letter of resignation. Copies are attached to the original minutes.]

Chairman Meier reminded members that as part of the Board’s previous motion, Commissioner Sewell had requested that staff obtain references from communities for which the NKADD had pursued salary and wage studies. He then asked Mr. Gordon for the report regarding the PDS Pay Plan review by the NKADD. Mr. Gordon stated that the NKADD provided Kenton County, Boone County, and the City of Butler as references and that staff’s findings were as follows:

Kenton County – Joe Shriver indicated that the study had been done in the early 90’s, prior to him joining the County, and that they are no longer using that pay system.

Boone County – Unable to find anyone who remembers this study being done.

City of Butler – request faxed to the City Clerk and no response has been received.

There was discussion regarding staff’s findings and what information the NKADD would use to complete this study. Chairman Meier asked if Ms. Crabb had used the NKADD’s salary survey numbers. Mr. Gordon indicated that staff had used the NKADD’s numbers and had reached out to all the other agencies as well.
Mr. Gordon reminded members that, at the June Council meeting, Commissioner Nienaber had expressed concern about the salary information provided as well as the pay plan caps. Mr. Gordon also reminded members that 2% of the proposed 4% salary increase had been set aside until an external survey could be completed. He noted that an RFP was published to look at salaries and the pay plan structure.

Mr. Gordon stated that the most immediate need is to determine whether salaries are behind. He said that the NKADD has a good reputation and has done a good job in pulling salary data together in the past. He recommended splitting the study and allowing the NKADD to handle the salary survey portion and adding review of the pay plan to the FY21 work program since it isn’t as immediate. This will allow the new board time to discuss the issue.

Councilman Hermes asked why not just hire the best bidder on the RFP and stated that this is not an item that the Board should be frugal on. He stated that he doesn’t think they should go with the NKADD since this is not its specialty and that the best bidder will still cost less than the proposed salary increase.

Commission Sewell questioned paying the NKADD to handle the salary survey portion of the RFP since staff used the NKADD salary information in its in-house survey. Mr. Gordon noted that the NKADD would be asked to build on this information and that asking them to handle only the salary portion of the RFP would cost less than the original $5,000 quote.

Commissioner Sewell indicated that she hadn’t needed the salary survey in the first place and doesn’t think this Board should be making the decision whether to spend $20,000. She recommended not taking any action and letting the new Board and executive director handle the issue.

Mayor Fette stated that she agrees with Commissioner Sewell. She questioned the need to get another salary survey done when Ms. Crabb’s internal survey showed that salaries were only 2% off so they never needed a $20,000 study.

Mr. Mattone asked what the Council wants – the $20,000 or the NKADD. Mr. Edmondson reminded members that this is a Board decision.

Commissioner Sewell stated that she wanted to make it clear that she doesn’t believe that staff isn’t deserving of a raise and that she had voted for the 4% increase last year.

Mr. Waugaman stated that he also agreed with Commissioner Sewell and that the new Board should deal with this issue. He noted that Commissioner Nienaber will be on the Board and that he is the one who was pushing for the survey.

Chairman Meier indicated that with staff’s findings regarding the NKADD’s references, he isn’t confident they should go with the NKADD.
After a brief discussion, Mr. Mattone made a motion to table this issue for the new Board to address; Commissioner Sewell seconded the motion. Chairman Meier asked if there was any discussion on the motion. With none, he asked for a voice vote on the motion which found unanimous approval.

**NEW BUSINESS**

Chairman Meier then asked for review of the executive director’s reimbursement request for the second quarter of FY20. Mr. Gordon stated that a copy of his expenses had been emailed to members on February 18, 2020.

After a brief discussion, Mayor Fette made a motion to approve reimbursement of the executive director’s expense for the second quarter of FY20 in the amount of $62.64; Mr. Mattone seconded the motion. Chairman Meier asked if there was any discussion on the motion. With none, he asked for a voice vote on the motion which found unanimous approval.

Chairman Meier asked if there was any other new business to come before the Board. With no other business, the meeting adjourned at 6:05 PM.

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Chairman

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Dennis Andrew Gordon, FAICP
Executive Director/Secretary