

**Planning and Development Services Management Board
Meeting Minutes: April 16, 2026**

Chairwoman Jessica Fette called the business meeting of the Planning and Development Services Management Board to order at 5:23 PM in the Kenton Chambers of the Kenton County Government Center in Covington. She then led those gathered in a moment of silence and the Pledge of Allegiance.

Chairwoman Fette asked Ms. Remley to call the roll. Attendance of members was as follows:

	Term	Present	Absent
Mayor Jessica Fette*	March 2025 through Feb 2027	P	
Mayor Ron Washington**	March 2026 through Feb 2028	P	
Mayor Paul Meier***	March 2026 through Feb 2028	P	
Commissioner Joe Nienaber	March 2026 through Feb 2028		A
Mayor Greg Pohlgeers	March 2026 through Feb 2028	P	
Mayor Chris Reinersman	March 2025 through Feb 2027		A
Councilman Bernie Wessels	March 2025 through Feb 2027		A

*Chair

**Vice Chair

***Treasurer

Following the roll call, Chairwoman Fette asked that the record reflect that a quorum was present.

It was also noted for the record that Mr. Smith administered the Oath of Office (KRS 147.610 – KRS147.705) to Mayor Greg Pohlgeers prior to the start of the meeting.

Also present were: Matt Smith, Legal Counsel; Nicole Cullum, SHRM-CP, Deputy Executive Director; Amy Eveler, Senior Building Official; Gary Forsyth II, Chief Building Official; Louis Hill, GISP, Deputy of GIS Administration; Rob Himes, Codes Administrator; Joshua R. Wice, Ed.D., Executive Director; and Lori Remley, Executive Assistant.

Chairwoman Fette asked if there were any changes to the agenda.

With none, Mayor Pohlgeers made a motion to accept the agenda as amended; Mayor Washington seconded the motion. Chairwoman Fette asked for a voice vote on the motion which found unanimous approval. The motion passed.

Chairwoman Fette asked if there were any comments from the public and noted that no members of the public were present.

Chairwoman Fette asked if the minutes of the March 19th Management Board meeting were acceptable or if there were any additions/corrections.

With no corrections, Mayor Washington made a motion to accept the March 19th Management Board minutes as presented; Mayor Meier seconded the motion. Chairwoman Fette asked for a voice vote on the motion which found unanimous approval with Mayor Pohlgeers abstaining from the vote. The motion passed.

Chairwoman Fette then asked for review of the financial report.

Ms. Cullum noted that members had received a copy of the March financial report and reviewed the financial statement (a copy of which is attached to the original minutes). She reviewed the February balance sheet, noting that the balance sheet shows an increase of 14.7 percent due to activity in cash accounts and timing of receipts and payments.

Ms. Cullum reported that 75 percent of the way through the fiscal year, overall revenues were at 83.8 percent, and expenses are below projections at 64.2 percent with no exceptions outside of timing.

Ms. Cullum reviewed the fund balance activity. She then reviewed allocation of resources, employee benefits, and outlined the funding models.

Ms. Cullum asked if there were any questions. Mayor Meier confirmed that the building department's expenses were covered 100 percent by fee revenue. Ms. Cullum stated that they were and noted that this fluctuates throughout the year.

With no additional discussion, Chairwoman Fette asked for a motion regarding the financial report. Mayor Meier made a motion to accept the March financial reports subject to audit; Mayor Pohlgeers seconded the motion. Chairwoman Fette asked for a voice vote on the motion which found unanimous approval. The motion passed.

Chairwoman Fette opened discussion of the proposed draft budget. Ms. Cullum noted that there have been no changes to the proposed budget since it was provided to members last

month. She then provided an overview of the budget; a copy of the PowerPoint presentation is attached to the original minutes.

There was a brief discussion regarding Monday's meeting of the Management Board's Officers with the Kenton County Planning Commission's Executive Committee at which the Officers agreed not to increase permit fees for the coming fiscal year. Dr. Wice noted that he is confident with PDS' position and where we are with fee projections.

With no further discussion, Mayor Pohlgeers made a motion to accept and recommend the budget to the Council using a tax rate sufficient to provide the tax revenue to fund the budget based on the information available at the time of adoption; Mayor Meier seconded the motion. A roll call vote found Mayor Pohlgeers, Mayor Meier, Mayor Washington, and Chairwoman Fette in favor of the motion. The motion passed by a vote of 4 to 0.

Chairwoman Fette then advised members that Phase 1 of the Brent Spence Bridge project will begin soon, and it is anticipated that the MLK/12th Street exit and entrance ramps to close May 20th. She noted that, in consultation with Mayor Pohlgeers, as PDS Council President, the May 21st PDS Council meeting will be relocated to the Erlanger City Building to facilitate easier travel for PDS Council members and to ensure a quorum, especially since action on the budget will be on the agenda.

Chairwoman Fette also wanted to raise the issue with the Management Board to see if members are interested in amending its 2026-2027 meeting schedule due to the construction. After a brief discussion, members agreed not to make any changes at this time and to play it by ear.

Chairwoman Fette asked for reports from –

Legal Counsel's Report - Mr. Smith stated that he had nothing to report.

Executive Director's Report - Mr. Wice indicated that he had nothing to report.

With no additional reports, Chairwoman Fette reminded members that the budget would be presented to the full PDS Council on Thursday, May 21st and that the next Management Board meeting would be Thursday, June 18th.

With no other comments or business to come before the Board, Mayor Washington made a motion to adjourn; Mayor Meier seconded the motion. Chairwoman Fette asked for a voice vote which found unanimous approval. The meeting adjourned at 5:40 PM.

[Approved 6/18/2026]

Jessica Fette, Chair

Joshua R. Wice, Ed.D.
Executive Director/Secretary