Planning and Development Services Management Board
Special Meeting Minutes: June 18, 2026

Chairwoman Jessica Fette called the business meeting of the Planning and Development Services Management Board to order at 5:19 PM in the Council Chambers of the Erlanger City Building, 505 Commonwealth Avenue, Erlanger, Kentucky. 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		A
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	5:38	
Councilman Bernie Wessels	March 2025 through Feb 2027	P	

*Chair
**Vice Chair
***Treasurer

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

Also present were: Matt Smith, Legal Counsel; Also present were: Matt Smith, Legal Counsel; Nicole Cullum, SHRM-CP, Deputy Executive Director; Gary Forsyth, II, Chief Building Official, Louis Hill, GISP, Director of GIS Administration; Rob Himes, CCEO, Codes Administrator; Steve Neltner, PE, Director of Infrastructure Engineering; Andy Videkovich, AICP, Director of Planning; Joshua Wice, Ed.D., Executive Director; and Lori Remley, Executive Assistant.

Chairwoman Fette asked if the minutes of the April 16th Management Board meeting were acceptable or if there were any additions/corrections.

With no corrections, Mayor Pohlgeers made a motion to accept the April 16th Management Board minutes as presented; Councilman Wessels seconded the motion. Chairwoman Fette asked for a voice vote on the motion which found unanimous approval. The motion passed.

Chairwoman Fette then asked for review of the April and May financial reports.

Ms. Cullum noted that members had received copies of the April and May financial reports and reviewed the financial statement (copies of which are attached to the original minutes). She reviewed the May balance sheet, noting that the balance sheet shows an increase of 20 percent due to activity in cash accounts and timing of receipts and payments.

Ms. Cullum reported that 92 percent of the way through the fiscal year, overall revenues were at 99 percent, and expenses are below projections at 78 percent**.**

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. Councilman Wessels asked how far off the taxes collected were. Ms. Cullum stated that the projection was off approximately $30,000.

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

Chairwoman Fette opened discussion regarding Fees and Billable Rates and stated that PDS would not be increase its permit fees this year since fee revenue was covering over 80 percent. Ms. Cullum noted that the goal is 80 percent of costs being covered by permit fees and 20 percent covered by tax dollars; however, fee revenue is currently covering 100 percent costs. She advised members that KCPC fees would be increasing.

Ms. Cullum stated the departmental hourly billable rates would decrease by an average of 2.8 percent except for Community Development and Infrastructure Engineering.

After a brief discussion, Mayor Pohlgeers made a motion to approve the Fees and Billable Rates as presented; Councilman Wessels seconded the motion. Chairwoman Fette asked for a roll call vote on the motion which found Mayor Pohlgeers, Councilman Wessels, Mayor Meier, and Chairwoman Fette in favor of the motion. The motion passed unanimously.

Chairwoman Fette opened discussion regarding the amendment to the Pay Scale and stated that the payscale would increase by the CPI but reminded members that increases are merit-based, not automatic. Ms. Cullum stated that the amendment is based on the rate of inflation (3 percent) and that the proposed changes were noted on the spreadsheet (a copy of which is attached to the original minutes).

With no further discussion, Mayor Meier made a motion to adopt the Amended Pay Scale as presented; Mayor Pohlgeers seconded the motion. Chairwoman Fette asked for a roll call vote on the motion which found Mayor Meier, Mayor Pohlgeers, Councilman Wessels, and Chairwoman Fette in favor of the motion. The motion passed unanimously.

Chairwoman Fette opened discussion regarding the One Stop Shop Service Level / Cost Sharing Agreement between the City of Fort Mitchell and PDS. Dr. Wice advised members that code enforcement staff has been providing inspection services to the City of Fort Mitchell for some time but that the City has maintained its own board. He indicated that the City has taken action to join the Kenton County Joint Code Enforcement Board and that allowing the City to join the joint board would have minimal impact. Mayor Pohlgeers indicated that there has not been an appeal in Fort Mitchell for 5 or 6 years.

With no further discussion, Mayor Meier made a motion to authorize the Chair to execute the One Stop Shop Service Level / Cost Sharing Agreement with the City of Fort Mitchell; Councilman Wessels seconded the motion. Chairwoman Fette asked for a roll call vote on the motion which found Mayor Meier, Mayor Pohlgeers, Councilman Wessels, and Chairwoman Fette in favor of the motion. The motion passed unanimously.

Chairwoman Fette then opened discussion regarding the Kenton County Joint Code Enforcement Board's May hearing. Dr. Wice advised members that he had spoken with Mayor Reinersman regarding concerns he has regarding the May hearing. He stated that several of the members and legal counsel did not agree with one or more of the city ordinances. Dr. Wice noted that it is the joint board's job to enforce the ordinance as written and that he has engaged in discussions with a few of the members. He also stated that it has been 5 years since members reviewed legal counsel/representation.

Mayor Pohlgeers stated that he is very concerned with this development especially since the City of Fort Mitchell is now joining the code enforcement board. He agreed that it is the board's responsibility to enforce the ordinance and agreed that they should look at representation.

Dr. Wice provided background regarding what occurred at the May meeting and turned the discussion over to Mayor Reinersman's upon his arrival [5:38 PM].

Mayor Reinersman apologized for his late arrival and stated that, not only was he concerned, but he spoke to a citizen yesterday who was very upset that the code enforcement board refused to enforce the city's ordinance.

Mayor Reinersman indicated that he had listened to the recording of the meeting and that he was upset that it was the Independence representative who actually made the motion and that the representative stated that he would address the conflicting language with the city but that has not happened yet. Mayor Reinersman indicated that the board seemed to want to find a reason to let the appellant off and that the appellant's only defense was that he is a single dad trying to run his business.

Mayor Reinersman stated that, in the future, he would be sending the City Attorney to prosecute the case.

Mayor Pohlgeers stated that he agreed with Mayor Reinersman's concerns and supported his position and again stated that it is the code enforcement board's responsibility to enforce ordinances as they are written.

Following discussion regarding the role of the code enforcement board members and legal counsel, and the need to review legal representation, Chairwoman Fette suggested ending the contract for legal services and asked if Mr. Smith would be willing to provide coverage temporarily. After discussion regarding the meeting July dates, Mr. Smith indicated that he was available to provide coverage.

A brief discussion followed regarding an orientation package for new members which will include an outline of the board's role and the members' duties.

With no further discussion, Mayor Pohlgeers made a motion to authorize the Executive Director to pursue new Legal Counsel for the Kenton County Joint Code Enforcement Board, the Kenton County Joint Board of Adjustment, and the Kenton County Building Code Appeals Board; Mayor Reinersman seconded the motion. Chairwoman Fette asked for a voice vote on the motion which found unanimous approval. The motion passed.

Chairwoman Fette opened discussion regarding the proposed amendment to the meeting schedule for July 2026 through March 2027, changing the location of the remaining meetings to the Erlanger City Building due to bridge construction (a copy of which is attached to the original minutes).

With no further discussion, Mayor Meier made a motion to amend the remainder of the meeting schedule for August 2026 through March 2027 as presented; Councilman Wessels seconded the motion. Chairwoman Fette asked for a voice vote on the motion which found unanimous approval. The motion passed.

Chairwoman Fette reminded members that the next Management Board meeting would be Thursday, July 16th, if needed.

With no other comments or business to come before the Board, Mayor Reinersman 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 6:03 PM.

[Approved 8/20/2026]

Jessica Fette, Chair

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