



Budget & Finance Meeting Minutes
Wednesday, August 30, 2017

Members present: John Bayliss, Scott Coleman, Dave Gulden, Charles Hall, Steve McCall, Tim Notestine, Jeff Stauch, and Andy Yoder.

Absent Members: David Faulkner, Vince Papsidero

Guests present: Jim Holycross, City of Bellefontaine; Brad Bodenmiller and Heather Martin, LUC Regional Planning Commission.

The Budget and Finance Committee Meeting was called to order at 11:04 am by Andy Yoder, Treasurer.

New Business:

1. Subdivision Fees

- John Bayliss – Maybe LUC could increase the fees and reimburse the Engineer's for their cost.
 - Scott Coleman and Steve McCall provided an explanation on the work completed.
- Discussion was held regarding the time and cost of subdivision plats.
 - John Bayliss – Given this information, it's a little hard to justify increasing subdivision fees.
 - Charles Hall – You just have his time in there but you need to figure out the building cost. There's a lot of incidental cost in there that is not being figured out.
 - Tim Notestine – You have overhead cost that would need included.
 - Jeff Stauch – All your time is not going to be billable like an attorney's office.
 - Scott Coleman – I went through and divided these out by plats. The Sketch Plan review cost is not covered by the fees. We're probably low there but maybe, we'll have to take a closer look at the actual cost. The number of lots is going to make a big difference in plats that we review. Right now, those fees are making up for the sketch plan costs. Another way to look at it, when they brought up the pie chart, how much plat fees are covering the LUC costs. The pie chart is small compared to plat fees as compared to other fees.



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- Steve McCall – That’s where I was questioning the hours; even if you double it for your zoning, it doesn’t get close to a full year of hours.
- Brad Bodenmiller – I have all of that information broken down at the office.
- Tim Notestine – You have a 7-year average of \$31,000, but you have Brad regardless of the number of plats he does.
- Scott Coleman – It’s been a long time since Logan or Champaign has had a plat come through so Union County is carrying the weight of plat fees.
- Charles Hall – If the other two counties had similar plat situations, could one person keep up with it?
 - Dave Gulden – Probably depends, but probably not. You’d need to increase that capacity if that happened.
 - Steve McCall – I’m coming back to those hours. Whether Logan and Champaign and whether those numbers are good enough. Maybe it’s a portion of this like the Sketch area that could be low versus the final plat numbers.
 - Scott Coleman – I think our cost would be significantly higher. We haven’t had a plat so long my two assistant engineers have never had one so we’re going to have time on it.
 - Charles Hall – I look at those fee schedules and those that are significant to us around here like Fairfield, Delaware and Greene. Fairfield seems to be way out there; Delaware is running a lot of business and we’re close to where we are. Most of that would have the same, where close except for the lot fees.
 - Jeff Stauch – The service that LUC provides and gets lost in all these labor numbers. It’s a service that the local government is providing to the area, whether it’s zoning help or a trustee issue.
 - Steve McCall – I like what Portage has. Most of our zoning and townships, they’re not covering the cost that they have. Delaware has the entire county. When we go through the subdivision, there’s fees that are covering it. There’s other things like zoning, meetings that are not covered.
 - Jeff Stauch – Typical township is paying \$500 a year and if they had to hire a consultant to do what LUC did it would cost quite a bit more.
 - Dave Gulden – Correct, jurisdictions would have to pay for consultants or attorneys.
 - John Bayliss – When was the last time the fees were updated? I think 10 years is a long enough time and we should increase them 10%.

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- Charles Hall – If you keep letting it go and don't do anything, then you have to make big changes. Ten years is long enough to have not done anything.
 - Jeff Stauch – We had the same thing with the Building Department fees. We increased fees, had hearings and nobody complained. I agree, we're not going to hear much from developers.
 - Charles Hall – Our overall cost of doing business has increased. You have to keep in line or otherwise you get way out of line. This is peanuts to the people paying this. But it's something that has to be done.
 - John Bayliss – It appears to me that we need to bump up the per acreage or per lot fee.
 - Scott Coleman – The more I look at this the more I know we can't match the efficiency in Bill's numbers. There may be costs that Bill has included. I think anywhere from 20 – 25% more would be our cost.
 - John Bayliss – An increase in these fees doesn't put any dent in the cost of the Engineer's Office.
 - Scott Coleman – You almost have to double the fees. Or at least the base rate.
- Steve McCall – Do you have all the lots for the year?
 - Brad – There were 861 lots.
- The LUC Executive Committee could make a recommendation to the commissioners and the commissioners could take action since they set these fees. This committee would recommend a fee schedule to the Executive Committee, which then could make a recommendation to the Commissioners.
- Scott Coleman – What if we increased the final plat to \$550 base fee?
- Charles Hall – If we're spending the same amount of time on preliminary and final plat, they should be the same.
- Scott Coleman – We could keep the base fee at \$500 and \$55 per lot.
 - Charles Hall – Down the road you could increase the lot cost.
 - Jeff Stauch – Can you do some rough estimates to see what your cost would be?
 - Jim Holycross – I don't know that a developer is going to care what we raise it; they just want to know what the number is. Just look at what the number you want to be at, what seems to be the appropriate fee. Even with a 50% increase, you're still on the low end of the scale and it starts to make some impact and I don't think the developers are going to care. I don't think I'd look as an incremental increase; just a periodic review.

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- Charles Hall – It's been 10 years and we need to review this more often. I think \$500 base fee and \$55 per lot seems fair. I think we need to review these fees every 3-5 years.
 - Charles Hall moved a motion to recommend increasing the Preliminary and Final Plat fees to \$500 base rate and \$55 per lot and John Bayliss seconded. All in favor.
2. Budget Scenarios
- John Bayliss – Looking at this number for the member increase, that is simply participation?
 - Dave Gulden – No that's an overall increase.
 - John Bayliss – Why didn't you just change the assessment above instead of just using the same numbers?
 - Dave Gulden – I didn't want to assume that change.
 - John Bayliss – Is it accumulative? Or is it if we increase by 10% this year, it will carry into 2018/2019?
 - Dave Gulden – No, it's a two-year increase of 10%. There's a sustainability issue if we don't find other revenue or assistance towards the building. We can survive by figuring out new schemes of revenue.
 - Steve McCall – That carryover would take care of any years where subdivisions dip. Looking at the increase, we're looking at \$54,000 coming in.
 - Charles Hall – On all four of these budget options, if I'm looking at, these numbers on this budget aren't changing.
 - John Bayliss – He just put it down on the bottom, he didn't update the revenue.
 - Scott Coleman – Even the \$340,000 down payment still makes us sustainable for many years.
 - Dave Gulden – If you look at this budget, that nest egg decreases but it's still there.
 - Scott Coleman – So do we save \$100,000?
 - John Bayliss – What I'm seeing is an increase to Logan County in all of these budgets.
 - Charles Hall – I am not for this last scenario that shows the Commissioners paying additional cost for the building.
 - John Bayliss – This isn't going to fly.
 - Charles Hall – We need to look at other options. I'm going to say no, you aren't getting anything from us for the building. Right now, we are facing too many variables until the State and Federal get their stuff together.



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- Steve McCall – John would you be more interested in a 15% increase in 2018 and then a 5% increase in 2019?
 - John Bayliss – No, I'm not interested in any increase scenarios. Ten percent is a big increase.
 - Jim Holycross – It concerns me that the organization has planned for an office and now we're going to use it as operating expense. You're still not in a crisis. There's still time to respond to these things.
 - Scott Coleman – The \$240,000 gives us more time to find revenue. we could space out the fee increases.
 - Jim Holycross – I'd rather just pay the \$340,000 up front.
 - Steve McCall – You don't know the effects of the CDBG and Fair Housing.
 - Heather Martin – Regardless of what happens at a Federal level, the State level has already made changes to the program making it a two-year cycle so we will have this issue.
 - Jim Holycross – I get where the counties are coming from; the counties are carrying us. It gives us heartburn to know the increase amounts on a city level. Maybe it's different for the villages. Even a 25% increase to Bellefontaine, doesn't come to much. There's variables.
 - Steve McCall – That's why I was wondering about the amount charged. If they are taking up the lion share of Brad's time, should they be paying a little more?
 - Andy Yoder – I discussed with a couple council members. Even a 10% increase is doable for the village. We get good service out of LUC.
 - John Bayliss – Are we going to lose some of the townships?
 - Charles Hall – If they don't join, then what are we going to charge non-members? That fee needs to increase?
 - Jeff Stauch – I'd be supportive of this increase. We see a hit with our increasing population in the county, it's not helping because it doesn't increase revenue. I know the townships get a really good value and as long as that number is fair, I agree with an increase.
 - Scott Coleman – I think the villages and townships are getting a big bargain. I think we could bump up the non-member fees, maybe a 25% increase fees.

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- Andy Yoder – If plat fees go up and looking at the non-member fees, do we want to make an increase? Is there a recommendation?
- Scott Coleman moved a motion to increase the non-member fees 20% and Steve McCall seconded. All in favor.
- 3. Member assessments –
 - John Bayliss – What if we contemplated 10 cent increases to per capita instead of 10%? Add to the assessment cost instead of percentage.
 - Charles Hall – I think it's easier to swallow this type of increase instead of back to back increases.
 - John Bayliss – I don't know about the RTPO charge, they're going to balk on that.
 - Dave Gulden – The others have been helping to pay that cost in the past.
 - John Bayliss – We pay our assessment in January, when would the RTPO be due?
 - Charles Hall – We're still talking putting the \$340,000?
 - Dave Gulden – That takes us down to a reserve we're not used to. If we're going 10 cents per capita would the cities be willing to do .15 per capita increase?
 - Jim Holycross – If you equate the 10 cents to a village, it's higher.
 - Steve McCall – I want to make sure that the number is going to get us where we need to be for the budget.
 - Jim Holycross – I need think more about this.
 - Steve McCall – I'd be more comfortable if we knew what that number is.
 - Dave Gulden – In the meantime, should me and the building committee run some numbers for the building?
 - John Bayliss – I'm stuck at 10 cents per capita increase.
 - Charles Hall moved a motion to increase all assessments 10 cents per capita and Tim Notestine seconded. All attendees voted no.
 - Steve McCall – I'm fine with that for 2018. I'm more concerned with 2019 fees.
 - John Bayliss – Even 10% would have a similar effect on fees.
 - Steve McCall – There's also the consideration that says there's a lot of minimums.



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- Jim Holycross – You could say on the minimum ones you could increase a 10% plus do the 10 cents per capita.
 - Steve McCall – Raise the minimum. Raise the minimum to \$550. Dublin minimum to \$5,500.
- Steve McCall moved a motion to recommend to the Executive Committee that the membership fees be increased 10 cents per capita and that the City minimum be increased to \$5,500 and the Township and Village minimum be increased to \$550 and Charles Hall seconded. All in favor.
 - The attendees requested a spreadsheet be sent to them before the next meeting showing what the numbers will be.
 - Discussion was held regarding if this required approval by the whole board at the November meeting. Dave Gulden doesn't believe it needs to go through the whole board. He suggested members would be notified of the increase when they received the invoice.
 - Steve McCall – I think you need to let them know ahead of time so they can plan in their budgets.
 - Steve McCall – My other issue is the RTPO contributions for Logan and Champaign Counties.
 - John Bayliss – When you figure the minimums and who pays.
 - Steve McCall – Part of my discussion is the benefit of Champaign County. Right now, we don't have any service that we're requesting LUC to do but we're paying our membership fees. Our membership fee should cover the cost of the RTPO and that's a service that should be included. That's just \$5,000 a year. That's something we could handle if we had to but it's also something that we shouldn't have to pay. Are we comfortable with having \$97,000 carryover or do we want to have \$197,000 in the bank?
 - Jeff Stauch – Do we have to address the carryover in our by-laws?
 - Charles Hall – We did enact that policy of the carryover to show the building cost and to appease one person on the board.
 - Jim Holycross – I think we need to do the \$340,000 down payment. We've said that money is for the building and I'm against it being used for operational cost.
 - Charles Hall – I think we stay with the \$340,000 down payment.
 - John Bayliss – Regardless of the down payment, we're paying for 15 years. Do we have any equity in the building?
 - Scott Coleman – Yes there would be an appraisal.
 - Dave Gulden – Or we can re-up and just pay maintenance cost.
 - Scott Coleman – We might have capital expenses in 15 years.
 - Tim Notestine – You're putting less in it. There's a \$4,000 a year difference with the two down payment options. You can put \$240,000 down and then pay an additional \$4,000 a year for 15

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years is only \$60,000 so we come out ahead \$40,000. So, we can either put \$100,000 down upfront, or over 15 years we can pay \$60,000. I'd put in less and save myself \$40,000.

- Scott Coleman – I think the \$240,000 is a better deal. I'd lean towards the \$240,000 investment.
- Steve McCall – They've confirmed these numbers, we've asked twice.
- Andy Yoder – So why wouldn't we go through with the \$240,000 down payment? I assume there's going to be a contract?
- Jim Holycross – If that's accurate, I question if it is.

4. Task List

- Build future spreadsheets on the \$240,000 and without the RTPO charges for Logan and Champaign County.
 - Email revised spreadsheets prior to the next meeting.

Adjourn: Steve McCall moved a motion to adjourn the LUC Budget and Finance Committee Meeting at approximately 12:38 pm, and John Bayliss seconded the motion. All in favor.

Next Meeting: The next Budget & Finance Committee meeting will be held on Thursday, September 14. The meeting time will be sent a week in advance.

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