



Executive Committee Meeting Agenda  
Thursday, January 9, 2014

**Call to Order** – Doug Miller, President

**Roll Call**

**Action on Minutes of December 12, 2013** – Executive Committee

**Financial Report December** – Andy Yoder, Treasurer

**ODOT Reports**

**New Business:**

1. Zoning & Subdivision Committee Appointments for 2014
2. Review of Jerome Township (Union County) Zoning Amendment - Staff Report by Jenny Snapp & Wes Dodds
3. 2013 Staff Performance Appraisals - Andy Yoder & Brad Bodenmiller

**Director's Report**

**Comments from Individuals**

**Adjourn**

**LUC Regional Planning Commission  
Treasurer's Report**

**BEGINNING BALANCE ON December 1, 2013** **\$ 341,140.27**

**RECEIPTS**

Dustin Wickersham	Annual Dinner Tickets	\$	15.00
City of Dublin	Annual Dinner Tickets	\$	45.00
Logan County Co-Op	Annual Dinner Sponsorship	\$	250.00
Barry Moffett	Annual Dinner Tickets	\$	20.00
Honda of America	Annual Dinner Tickets	\$	15.00
Union County	Interest	\$	143.36
Chipotle	Remainder Balance from Dec. luncheon	\$	31.89

**TOTAL RECEIPTS** **\$ 520.25**

**TOTAL CASH ON HAND** **\$ 341,660.52**

**EXPENDITURES**

Employee Salaries	2 Pay Periods	\$	12,220.65
PERS	Dec-11	\$	1,666.80
Medicare	2 Pay Periods	\$	173.63
CEBCO	Health & Life Insurance	\$	461.65
CEBCO	Vision Insurance	\$	1.53
Time Warner	Internet/Phone Service	\$	288.05
Verizon	Cell Phone	\$	117.43
Dayton Power & Light	Electric	\$	359.00
Jenny Snapp	Mileage - November 2013	\$	223.50
Wes Dodds	Mileage - November 2013	\$	242.00
Heather Martin	Mileage - November 2013	\$	65.50
Erin Moriarty	Mileage - November 2013	\$	51.60
APA Ohio	Annual Membership dues	\$	45.00
USPS	Christmas postage	\$	57.50
Petty Cash	Reimbursement for Misc Receipts	\$	124.67
Staples	Office Supplies	\$	78.75
Wren's Florist Greenhouse	Annual Dinner Centerpiece	\$	45.00
LUC (Chipotle)	Executive Committee Luncheon	\$	504.39
City Barbeque, Inc	Staff Christmas Dinner	\$	164.61
Beasley Architecture	Building Assessment	\$	2,700.00
All Around Awards	Annual Dinner Plaque	\$	50.00

**\$ 19,641.26**

**Bldg.**

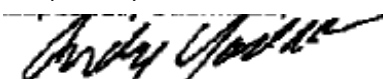
Kalyndi Martin	Office Cleaning 12/8/13	\$	60.00
Lowe's	Gift Cards Annual Dinner; Salt	\$	92.06
Hague Water Conditioning	Softener Salt	\$	8.25

**\$ 160.31**

**TOTAL EXPENDITURES** **\$ 19,801.57**

**BALANCE ON HAND AS OF January 1, 2013** **\$ 321,858.95**

Respectfully Submitted,



Andy Yoder, Treasurer

# 2013 Budget Summary

As of 1/6/2014

990	<b>REVENUES:</b>	Estimated	To Date	CashBalance
990-2-1	Membership Contributions	\$ 173,578.00	\$ 186,818.70	\$ (13,240.70)
990-2-2	Service & Projects	\$ -	\$ 10.03	\$ (10.03)
990-2-3	Subdivision Plats	\$ 7,600.00	\$ 41,000.00	\$ (33,400.00)
990-2-4	Annual Dinner	\$ 2,550.00	\$ 2,740.00	\$ (190.00)
990-2-5	Comprehensive Plans	\$ 5,000.00	\$ -	\$ 5,000.00
990-2-6	Mapping	\$ 500.00	\$ -	\$ 500.00
990-5	Grants	\$ 34,700.00	\$ 33,287.31	\$ 1,412.69
990-7	Interest	\$ 3,000.00	\$ 4,874.18	\$ (1,874.18)
990-8-1	Other Revenue	\$ -	\$ 31.89	\$ (31.89)
990-8-2	Rebates	\$ -	\$ 38.00	\$ (38.00)
<b>Estimated Total Revenue</b>		<b>\$ 226,928.00</b>	<b>\$ 268,800.11</b>	<b>\$ (41,872.11)</b>

990	<b>EXPENDITURES:</b>	Estimated	To Date	%
990-1	Salaries & Wages	\$ 145,000.00	\$ 146,562.97	\$ (1,562.97) 101%
990-2	Supplies	\$ 5,000.00	\$ 4,232.31	\$ 767.69 85%
990-3-1	Utilities	\$ 13,000.00	\$ 9,446.61	\$ 3,553.39 73%
990-3-2	Professional Development	\$ 2,554.00	\$ 3,642.59	\$ (1,088.59) 143%
990-3-4	Building Fund	\$ 4,000.00	\$ 2,180.95	\$ 1,819.05 55%
990-3-6	Annual Meeting	\$ 3,000.00	\$ 2,451.98	\$ 548.02 82%
990-4	Equipment	\$ 1,620.00	\$ 874.71	\$ 745.29 54%
990-5-1	Other Expenses	\$ 5,000.00	\$ 3,974.27	\$ 1,025.73 79%
990-5-2	Travel	\$ 7,500.00	\$ 5,490.60	\$ 2,009.40 73%
990-10-1	PERS	\$ 20,300.00	\$ 20,385.69	\$ (85.69) 100%
990-10-2	Workers Compensation	\$ 2,643.00	\$ 1,820.00	\$ 823.00 69%
990-10-3	Medicare	\$ 2,103.00	\$ 2,083.39	\$ 19.61 99%
990-10-4	Hospital / Life Insurance	\$ 6,081.00	\$ 5,113.93	\$ 967.07 84%
990-10-5	Contingencies	\$ 5,800.00	\$ -	\$ 5,800.00 0%
990-10-6	Dental Insurance	\$ 879.00	\$ 805.75	\$ 73.25 92%
990-10-7	Life Insurance	\$ 40.00	\$ 85.56	\$ (45.56) 214%
990-10-8	Vision Insurance	\$ 1.53	\$ 1.53	\$ - 100%
<b>Estimated Total Expenditures</b>		<b>\$ 224,521.53</b>	<b>\$ 209,152.84</b>	<b>\$ 15,368.69 93%</b>

<b>STATEMENT:</b>	
Cash Balance January 1, 2013	\$ 262,211.68
Estimated Cash Balance December 31, 2013	\$ 252,999.00
Actual Cash On Hand December 31, 2013	\$ 321,858.95
Estimated Total Revenue	\$ 226,928.00
Actual 2013 Revenue	\$ 268,800.11
Difference (+/Under)	\$ 41,872.11
Estimated Total Expenditures	\$ 224,521.53
Actual 2013 Expenditures	\$ 209,152.84
Difference (+/Under)	\$ 15,368.69

# **LUC MEETING**

## **January 9, 2014**

### **☐Active Construction Projects**

#### **ODOT Project 130112**

**UNI-SR245-0.40, PID Number 87257**

**Description:** Structure replacement.

**Location:** Allen Township. East of CHA/UNI County line. SR245 over Big Darby Creek.

**Maintenance of Traffic:** Part width construction. Traffic maintained.

**Completion Date:** 10/31/2013 – to be revised

**Contractor:** Shelly and Sands, Inc.

**Amount:** \$1,206,926.42

**Project Status:** Project completed.

#### **ODOT Project 130389**

**UNI-US36-0.88, PID Number 86217**

**Description:** Adjust ramp superelevation; widen paved shoulders; adjust guardrail.

**Location:** Union Township. US36 over Treacle Creek. 0.89 miles east of CHA County.

**Maintenance of Traffic:** Traffic detoured. Maximum 75 day closure.

**Completion Date:** 11/15/2013

**Contractor:** Eagle Bridge Company

**Amount:** \$541,538.21

**Project Status:** Project completed.

#### **ODOT Project 130548**

**UNI-SR736-0.00, PID Number 16987**

**Description:** Resurfacing and pavement repair.

**Location:** Marysville. US42 to SR38.

**Maintenance of Traffic:** Traffic maintained with short term closures.

**Completion Date:** 09/30/2014

**Contractor:** Shelly Company

**Amount:** \$1,329,868.43

**Project Status:** On schedule.

### **☐Projects Awarded During Month of December**

No projects awarded during December.

### **☐Upcoming Projects Scheduled for Sale Through January**

No projects scheduled for sale during January.

### **☐ALL PROJECT INFORMATION CURRENT AS OF January 9, 2014.**



**Staff Report – Jerome Township Zoning Text Amendment - Zoning Re-Write**

<b>Applicant:</b>	Jerome Township Zoning Commission 9777 Industrial Parkway Plain City, Ohio 43064
<b>Request:</b>	Request to review zoning text which is a complete rewriting of the Jerome Township Zoning Resolution.

<b>Staff Analysis:</b>	<ul style="list-style-type: none"><li>Jerome Township has been working on a complete re-write of their Zoning Resolution for the last couple of years. It is our understanding that the Union County Prosecutor's Office has reviewed the proposed Zoning Resolution. Staff believes that no further action be taken until the Zoning Commission takes into consideration the Prosecutor's review. In addition, the Prosecutor's Office review would be supportive for LUC in completing its analysis.</li></ul>
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<b>Staff Recommendations:</b>	Staff recommends <b>denial</b> of the proposed zoning text amendment to the Jerome Township Zoning Resolution. The Jerome Township Zoning Commission should consider the Union County Prosecutor's Office review of the zoning re-write prior to taking the zoning amendments through the zoning amendment process as outlined in ORC 519.12. In addition, LUC requests a copy of the Prosecutor's Office review upon its availability.
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<b>Z&amp;S Committee Recommendations:</b>	The Zoning & Subdivision Committee recommended <b>denial</b> of the proposed zoning text amendment to the Jerome Township Zoning Resolution. The Jerome Township Zoning Commission should consider the Union County Prosecutor's Office review of the zoning re-write prior to taking the zoning amendments through the zoning amendment process as outlined in ORC 519.12. In addition, LUC requests a copy of the Prosecutor's Office review upon its availability.
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## Director's Report – January 9, 2014

<b>Jenny's Activities:</b>	
<b>Meetings, Miscellaneous &amp; Projects</b>	
December 12	Meeting with LUC President Brad Bodenmiller - 2013 Performance Appraisal
December 16	Staff met with LUC President Brad Bodenmiller/End of year Meeting
December 18	OARC/Ohio Assoc. of Regional Councils Executive Committee Meeting at MORPC
January 6	Met with Brad Bodenmiller re: 2013 Performance Appraisals/Evaluations
January 8	ODA/Ohio Dept. of Agriculture LAEPP/Local Agricultural Easement Purchase Program Training
January 9	LUC Budget & Finance Committee LUC Zoning & Subdivision Committee LUC Executive Committee Meeting
<b>ODOT RTPO</b>	<ul style="list-style-type: none"> <li>✓ Survey by ODOT Consultant complete. Survey is on the LUC website.</li> <li>✓ Presentations to: Update to OARC/Ohio Association of Regional Councils Executive Committee Meeting,</li> <li>✓ Upcoming Presentations to: Champaign County Trustees Association (January 22) &amp; Logan County Mayoral Association (January 15)</li> <li>✓ Draft Socio-Economic Chapter Complete. Working with MVRPC on future projections.</li> <li>✓ Project Sheets being solicited.</li> <li>✓ Attended OARC/Ohio Assoc of Regional Councils Transportation Committee Meeting.</li> <li>✓ Working with ODOT to organize RTPO Pilot Grantees Meeting - Setting meeting date. All 5 grantees are on board with this.</li> </ul>
<b>Ongoing Projects</b>	<ul style="list-style-type: none"> <li>✓ ODOT RTPO/Rural Transportation Planning Grant (see above)</li> <li>✓ MORPC Sustaining Scioto Steering Committee</li> <li>✓ LUC Goal Development w/ LUC President Brad Bodenmiller - Office Organization, Meeting Space in Back, GIS/Wes, Exploring options &amp; costs for Digital Back Up, New Board Member Orientation, New Logo</li> <li>✓ LUC Building Planning - Working with Karen Beasley from Beasley Architecture on Building Plan</li> <li>✓ Claibourne (Union) Township - Zoning Processes &amp; Forms</li> <li>✓ Logan County EMA Natural Hazard Mitigation Plan Committee - Soon to begin ranking projects</li> <li>✓ County Planning Director's Association of Ohio (CPDAO) Aggregate Mining working with CCAO Staff</li> <li>✓ End of the Year/Beginning of Year Activities - Assessments/Invoicing, Budgeting, Performance Evaluations.</li> <li>✓ Logan County Land Trust - Working on LAEPP/Local Agricultural Easement Application (Training)</li> </ul>

<b>Heather's Activities:</b>	
<b>Meetings, Miscellaneous &amp; Projects</b>	
Dec 16	Lunch with LUC Board President Brad Bodenmiller
Dec 17	MUNIS Training Invoice Entry & Approval
Dec 19	MUNIS Training AR & Transfers
Jan 8	Social Media & the Impact on Employment Webinar
Dec.	2014 Invoicing
Ongoing	Document storage
Ongoing	Beginning work on new web-site
Ongoing	Scanning documents to store on-line



Wes's Activities:	
<b>Miscellaneous</b>	
December 13	Attended Southwest Ohio GIS Doctor's Event in conjunction with MVRPC
December 16	Met LUC Board President Brad Bodenmiller
December 19	Conference Call with ODOT Staff to Discuss Invoicing Issues for RTPO Program
December 26	Met with Kevin Bruce Regarding a Zoning Question
January 2	Attended Liberty Township (Logan Co.) Zoning Commission Meeting
January 2	LUC Zoning & Subcommittee LUC Executive Committee
<b>Ongoing Projects</b>	
<b>CDBG</b>	<p><b>Champaign County</b> – Courthouse Entry Project – Complete Caring Kitchen HVAC Unit Project – Complete. FY2013 Environmental Reviews</p> <p><b>Union County</b> – All Open Grants related to the Raymond &amp; Peoria WWTP project have been extended through 2015 FY2013 Environmental Reviews</p>
<b>GIS</b>	Working with GIS Data provided by MVRPC for the RTPO Project Village of Russells Point Updates In Office GIS Software Updates
<b>Zoning Updates</b>	Liberty Township, Logan County
<b>ODOT RTPO</b>	<ul style="list-style-type: none"> <li>✓ Transportation Opinion Survey Available on LUC Website</li> <li>✓ Upcoming Presentations: Champaign County Township Association, Logan County Mayor's Association</li> <li>✓ Draft Socio-Economic Chapter Complete. Working with MVRPC on future projections.</li> <li>✓ Project Sheets Available on LUC Website</li> <li>✓ Analyzing Survey Results to Develop Goals and Objectives</li> <li>✓ 1<sup>st</sup> Status Report to ODOT This Month</li> </ul>
Other	Logan County Ag. Council Committee Union County Local Foods Union County Trail Planning Committee Union County GIS Task Force Union County Comp Plan Implementation Committee Online Backup of Office Files

Erin's Activities:	
<b>Meetings, Miscellaneous, &amp; Projects</b>	
Dec 12	LUC Executive Committee/Christmas Luncheon
<b>Ongoing Projects</b>	
<b>ODOT RTPO</b>	<ul style="list-style-type: none"> <li>✓ Draft Socio-Economic Chapter Complete</li> <li>✓ Organizing Project Sheets</li> <li>✓ Transportation Expertise/GIS Tutorials</li> </ul>



Executive Committee Meeting Minutes  
Thursday, January 9, 2014

LUC President Doug Miller called the meeting to order at 1:15 pm.

**Roll Call** – Jenny Snapp

**Members present:** John Bayliss, Brad Bodenmiller, Scott Coleman, Greg DeLong, Ves DuPree, David Faulkner, Kevin Gregory, Charles Hall, Paul Hammersmith, Jim Holycross, Jeremy Hoyt, Steve McCall, Doug Miller, Barry Moffett, Jeremy Nash, Tim Notestine, Jeff Stauch, Jenny Snapp, Amy White, and Andy Yoder.

**Members absent:** Tracy Allen, John Brose, Kevin Bruce, Tim Cassady, Matt Parrill, Ryan Shoffstall, George Showalter and Ben Vollrath.

**Guests present:** Kris Myers, City of Bellefontaine Parks & Rec Director; Joe Sampson, Village of St. Paris, Judy Christian, York Township; Wes Dodds and Heather Martin of LUC Regional Planning Commission.

**Minutes** – John Bayliss made the first motion to approve the minutes from the December 12, 2013 meeting as written. Kevin Gregory made the second motion to approve the minutes from the December 12, 2013 meeting as written. All in favor.

**Financial Report** – Andy Yoder presented the Financial Report for December. Charles Hall made the first motion to accept the Financial Report. Jim Holycross made the second motion to accept the Financial Report. All in favor.

**ODOT Reports** – ODOT 6 report was placed on the web. Steve reported that January 22 is the Champaign County Trustee/Engineer meeting and Jenny will be speaking. Paul reported that Emerald Parkway Phase 8 will begin depending on the weather.

**New Business:**

1. Doug recognized the LUC previous President, Brad Bodenmiller who did a fantastic job.
2. Zoning & Subdivision Committee Appointments for 2014
  - o Barry Moffett made the first motion to approve the nomination of keeping members the same as 2013, Scott Coleman as Chair, and Greg DeLong as Vice-Chair. Tim Notestine made the second motion to approve the nomination of keeping members the same as 2013, Scott Coleman as Chair, and Greg DeLong as Vice-Chair. All in favor.
3. Budget & Finance Committee Appointments for 2014
  - o Paul Hammersmith made the first motion to approve the Committee Members from 2013 remain the 2014 Members and Steve McCall made



the second motion to approve the Committee Members from 2013 remain the 2014 Members. All in favor.

4. Review of Jerome Township (Union County) Zoning Amendment - Staff Report by Jenny Snapp
  - o David Faulkner made the first motion to recommend denial of the Jerome Township Zoning Text Amendment and Scott Coleman made the second motion to recommend denial of the Jerome Township Zoning Text Amendments. All in favor.
5. 2013 Staff Performance Appraisals - Andy Yoder & Brad Bodenmiller
  - o Scott Coleman made the first motion to accept the recommendation of the Budget & Finance Committee to approve the Staff Performance salary increases of 1.5% for all permanent full-time employees (Jenny Snapp, Wes Dodds, & Heather Martin), and Steve McCall made the second motion to accept the recommendation of the Budget & Finance Committee to approve the Staff Performance salary increases of 1.5% for all permanent full-time employees (Jenny Snapp, Wes Dodds, & Heather Martin). All in favor.
  - o Dave Faulkner added that the LUC staff do a great job.

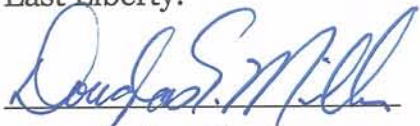
**Director's Report:**

**Comments from Individuals:**

- o Tim Notestine asked about an email received in regards to the RTPO grant. Wes explained that it the letter was to show what has been completed and the next steps.
- o Doug reported that the turbines are up at Honda Transmission, they should be turned back on at the end of the week.

**Adjourn** – Steve McCall made the first motion to adjourn the LUC Executive Committee Meeting at 1:36 pm, and David Faulkner seconded the motion. All in favor.

**Next Scheduled Meeting:** Thursday, February 13, 2014, 1:15 pm at the LUC Office in East Liberty.

  
President

  
Secretary