



Executive Committee Meeting Agenda
Thursday, October 12, 2023, 1:15 pm

Call to Order– Wes Dodds, President

Roll Call – Brad Bodenmiller

Action on Minutes of September 14, 2023

Financial Report - Todd Freyhof, Treasurer

ODOT Reports

RTPO Report – Tyler Bumbalough

New Business:

1. Review of ERN-8 Preliminary Plat (Union County) – Staff Report by Brad Bodenmiller
2. Review of GPN-11 Phase 3 Final Plat (Union County) – Staff Report by Brad Bodenmiller
3. Review of Jerome Professional Park Preliminary Plat (Union County) - Staff Report by Brad Bodenmiller
4. Review of VN-2 Phase 2 Final Plat (Union County) – Staff Report by Brad Bodenmiller
5. Review of VN-11 Phase 1 Final Plat (Union County) - Staff Report by Brad Bodenmiller
6. Review of Allen Township Zoning Parcel Amendment (Union County) – Staff Report by Gram Dick
7. Review of Dover Township Zoning Text Amendment (Union County) – Staff Report by Gram Dick
8. Review of Johnson Township Zoning Text Amendment (Champaign County) - Staff Report by Aaron Smith
9. Review of Washington Township Zoning Text Amendment (Logan County) – Staff Report by Aaron Smith
10. Nominating Committee – Wes Dodds
11. Budget & Finance Committee Report – Todd Freyhof
 - 2024 Draft Budget
 - Job Descriptions Update
 - Staff Performance Appraisals
12. Annual Meeting – Heather Martin
13. Strategic Plan – Heather Martin

Director's Report

Comments from Individuals

Adjourn



2023 Budget Summary

as of September 30, 2023

Revenues

		Estimated	Received	Cash Balance	%
450112	Membership Contributions	\$ 243,802.65	\$ 253,446.55	\$9,643.90	104%
450105	Grants	\$ 24,400.00	\$ 20,650.00	(\$3,750.00)	85%
450105.LUC13	ODOT RTPO Grant	\$ -	\$ -	\$0.00	0%
420107	Charges for Services	\$ 67,000.00	\$ 65,452.23	(\$1,547.77)	98%
420121	Subdivision Plats	\$ 55,000.00	\$ 64,419.52	\$9,419.52	117%
420122	Mapping	\$ 200.00	\$ 170.00	(\$30.00)	85%
470101	Interest	\$ 4,479.98	\$ 14,828.65	\$10,348.67	331%
480108	Annual Dinner	\$ 2,900.00	\$ -	(\$2,900.00)	0%
480111	Refund	\$ -	\$ -	\$0.00	
	Estimated Total Revenue	\$ 397,782.63	\$ 418,966.95	\$21,184.32	105%

Expenditures:

		Estimated Budget	Intra-Fund Transfers	Adjusted Budget	Expended	%
510100	Salaries & Wages	\$ 245,000.00	\$ (3,600.00)	\$ 241,400.00	\$ 183,264.00	76%
510205	PERS	\$ 34,300.00		\$ 34,300.00	\$ 25,657.00	75%
510215	Medicare	\$ 3,552.50		\$ 3,552.50	\$ 2,584.13	73%
510225	Workers Compensation	\$ 1,249.50		\$ 1,249.50	\$ 909.02	73%
510305	Medical	\$ 33,000.00		\$ 33,000.00	\$ 24,414.12	74%
510310	Dental Insurance	\$ 1,540.00		\$ 1,540.00	\$ 1,151.46	75%
510315	Vision Insurance	\$ 65.00		\$ 65.00	\$ 45.18	70%
510320	Life Insurance	\$ 120.00		\$ 120.00	\$ 87.44	73%
520115	Office Supplies	\$ 4,000.00	\$ 3,500.00	\$ 7,500.00	\$ 6,394.74	85%
520155	Subscription Fees	\$ 2,000.00	\$ 3,600.00	\$ 5,600.00	\$ 1,922.00	34%
520160	Membership & Dues	\$ 5,000.00		\$ 5,000.00	\$ 110.00	2%
530100	Contract Services	\$ 13,500.00		\$ 14,507.54	\$ 6,558.54	45%
530110	Tuition Reimbursement	\$ 6,000.00		\$ 6,000.00	\$ 4,557.00	0%
530171	Professional Development	\$ 3,000.00		\$ 3,000.00	\$ 867.00	29%
530310	Auditing Services	\$ -		\$ -	\$ -	0%
530650	Maintenance & Repair	\$ 10,000.00	\$ (10,000.00)	\$ -	\$ -	0%
530702	Annual Dinner	\$ 4,000.00		\$ 4,000.00	\$ 921.56	23%
530800	Building	\$ 31,500.00	\$ 3,100.00	\$ 34,600.00	\$ 25,912.20	75%
540100	Equipment	\$ 2,500.00		\$ 2,500.00	\$ -	0%
550100	Travel & Expense	\$ 8,000.00	\$ 2,500.00	\$ 10,500.00	\$ 6,202.69	59%
550305	Contingencies	\$ 7,500.00	\$ 900.00	\$ 9,158.03	\$ 6,089.00	66%
	Estimated Total Expenditures	\$ 415,827.00		\$ 417,592.57	\$ 297,647.08	71%

STATEMENT:

Cash Balance January 1, 2023	\$ 464,696.00
Estimated Cash Balance December 31, 2023	\$ 429,953.26
Actual Cash On Hand December 31, 2023	
Estimated Total Revenue	\$ 397,782.63
Actual 2023 Revenue	\$ 418,966.95
Difference (+/Under)	\$ 21,184.32
Estimated Adjusted Total Expenditures	\$ 417,592.57
Actual 2023 Expenditures	\$ 297,647.08
Difference (+/Under)	\$ 119,945.49

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

Beginning Balance on September 1, 2023 \$ 603,528.25

Receipts

Terrain Evolution	ERN-8 Preliminary Plat	\$ 9,440.00
Terrain Evolution	GPN-11 Phase 3 Final Plat	\$ 1,900.00
Terrain Evolution	Jerome Park Preliminary Plat	\$ 938.00
Terrain Evolution	VN-2 Phase 2 Final Plat	\$ 4,370.00
Terrain Evolution	VN11-1 Final Plat	\$ 4,695.00
Advanced Civil Design	Industrial Parkway Tabling fee	\$ 300.00
Union County	Interest	\$ 2,074.66

Total Receipts \$ 23,717.66

Total Cash on Hand \$ 627,245.91

Expenditures

Employee Salaries	3 Pay Periods	\$ 27,489.60
PERS	3 Pay Periods	\$ 3,848.55
Medicare	3 Pay Periods	\$ 390.04
Worker's Compensation	3 Pay Periods	\$ 137.20
CEBCO	Health Insurance	\$ 2,712.68
Dental Insurance	Dental Insurance	\$ 127.94
VSP	Vision Insurance	\$ 5.02
Life Insurance	Life Insurance	\$ 8.96
Staples	Office Supplies	\$ 343.42
CRI Digital	Copier maintenance (2 months)	\$ 537.47
4imprint	Annual Dinner gift	\$ 921.56
TRC	per Lease agreement	\$ 2,874.80
Brad Bodenmiller	Mileage - June, July & August 2023	\$ 719.28
Aaron Smith	Mileage - August 2023	\$ 213.96
Heather Martin	Mileage - August 2023	\$ 67.28
Gram Dick	Mileage - August 2023	\$ 179.22
Perry ProTECH	Copier/scanner service	\$ 277.50
Richwood Banking Visa	Miscellaneous Expenses	\$ 374.96

Total Expenditures \$ 41,229.44

Balance on Hand as of September 30, 2023 \$ 586,016.47

Respectfully Submitted,



Todd Freyhof, Treasurer

Memorandum

To: LUC Executive Committee

**From: Louis Agresta
TCC Transportation Director**

**Phone 937-521-2134
lagresta@clarkcountyohio.gov**

Re: RTPO Planning Report

Date: October 5, 2023

The following are items for discussion at the October 12, 2023 LUC Executive Committee Meeting.

City of Urbana North Main Street Safety Study

Study stakeholders just completed the second stakeholder meeting to review the consultant's recommendations for the study. Study recommendations may include striping changes, signage removal/additions, parking additions/restrictions, just to name a few. The consultant will finalize their recommendations over the next several weeks. The City of Urbana will look to implement these recommendations during their upcoming paving project.

City of Urbana Traffic Signal Study

Burgess & Niple were authorized to begin the City of Urbana Traffic Signal Study at the end of September. They began collecting turning movement volumes at several signalized intersections soon after authorization. The study will perform a comprehensive inventory and condition assessment of the signal systems within the city. The inventory will allow the City of Urbana to know which signals are warranted and which ones are candidates for removal. It will also allow the city to identify a maintenance plan on the signal systems moving forward. The study is expected to be completed by early 2024.

Other

LUC TAC meeting dates for are as follows

- December 4, 2023

All meetings will be held at the West Liberty Admin Village Offices and will begin at 9:30 am.

FY 2023 Budget Status (as of September 30, 2023)

<i>Work Elements</i>	<i>Total Budget</i>	<i>Balance</i>	<i>Percent Expended</i>	<i>Monthly Expense</i>	<i>YTD Expenses</i>
625.1 RTPO Planning	\$ 122,990.00	\$ 120,584.27	2%	\$ 1,131.09	\$ 2,405.73
625.11 RTPO Planning (fy23)	\$ 38,000.00	\$ 31,738.21	16%	\$ 3,667.97	\$ 6,261.79



Logan-Union-Champaign Regional Planning Commission

Director: Bradley J. Bodenmiller

Director's Report –October 12, 2023

Brad's Activities:

9/19	McArthur Twp (L) Board of Trustees public hearing
9/28	Union Co (U) Comprehensive Plan Steering Committee meeting
10/3	Union Co (U) Department Heads meeting
10/4	Met with City of Urbana (C) Lake Twp (L) Zoning Commission meeting
10/5	Staff Performance Evaluations
10/6	Village of North Lewisburg (C) Sketch Plan meeting Wellness Fair
Ongoing	Fiscal Officer Training (include Recorders)
Ongoing	Union Co (U) Comprehensive Plan: Agriculture subcommittee + Interview questions

Aaron's Activities:

9/14	Jackson Twp (C) ZC public hearing
9/18	Vlg of St. Paris Council mtg
9/19	Union Twp (L) ZC mtg
9/20	Harrison Twp (L) ZC mtg
9/25	Rushcreek Twp (L) ZC mtg
9/27	Vlg of North Lewisburg PC mtg
9/28-9/29	2023 American Planning Association Ohio Planning Conference
10/4	Monroe Twp (L) ZC mtg
10/6	Vlg of North Lewisburg Sketch Plan mtg Union Co. Wellness Fair
10/11	Harrison Twp (L) ZC mtg
Ongoing	Union Co (U) Cardinal Trail; Signs Model Zoning Text;
Mapping	Liberty Twp (L), Vlg of Rushsylvania (L) Zoning Map, Vlg of Zanesfield (L) Zoning Map, Vlg of St. Paris (C); Perry Twp (L) Zoning Map; LCLT Maps; Rushcreek Twp (L) Zoning Map
Zoning Support/Assisting Jurisdictions	Vlg of DeGraff, Vlg of Quincy, Vlg of West Liberty, Harrison Twp (L), Jefferson Twp (L), Liberty Twp (L), Miami Twp (L), Monroe Twp (L), Washington Twp (L), Zane Twp (L), Millcreek Twp (U), Paris Twp (U), Vlg of St. Paris (C), Mad River Twp (C)

Gram's Activities:

9/20	Union Twp (U) Zoning Commission Public Hearing
9/28	Union County (U) Comprehensive Plan Steering Committee Meeting
10/05	Performance Evaluation
10/06	Wellness Fair
10/11	Paris Twp (U) Zoning Commission Public Hearing
Mapping	Allen Twp (U)
Zoning Support/Assisting Jurisdictions	Allen Twp (U), Claibourne Twp (U), Dover Twp (U), Liberty Twp (U), Millcreek Twp (U), Taylor Twp (U), Union Co (U), York Twp (U)
Ongoing	Union Co (U) Comprehensive Plan

10820 St. Rt. 347, PO Box 219

East Liberty, Ohio 43319

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Logan-Union-Champaign Regional Planning Commission

Director: Bradley J. Bodenmiller

Heather's Activities:

9/18	Union County Health Dept Fair Housing training via Zoom CCAO Webinar
9/29	ODOT Amish Transportation Meeting
10/6	UC Wellness Fair
10/12	UC Land Bank meeting
Ongoing	2024 LUC Budget
Ongoing	LC Land Bank 24-25 Demolition Program
Ongoing	CC CDBG PY23
Ongoing	CDBG Monitoring - PY19

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Executive Committee Meeting Minutes
Thursday, October 12, 2023

President Wes Dodds called the meeting to order at 1:19 p.m.

Roll Call – Brad Bodenmiller

Members present: Jim Bischoff, Brad Bodenmiller, John Brose, Tyler Bumbalough, Preston Carter, Tim Cassady, Matt Chamberlain, Mike Kerns for Scott Coleman, Brian Davidson, Wes Dodds, Todd Freyhof, Jeff Beard for Ashley Gaver, Chad Ritzler for Kyle Hoyng, Dennis Kauffman, Phil Hisnay for Steve McCall, Spencer Mitchell, Tammy Noble, Scott Schmid, Ryan Shoffstall, Ryan Smith, Luke Sutton for Jeff Stauch, Ben Vollrath, and Mike Yoder.

Members absent: Todd Garrett, Beau Michael, Jeff Rea, Steve Robinson, and George Showalter.

Guests present: Greg Iiams, Village of Russells Point; Justin Wollenberg, Terrain Evolution; Adele Evans, ODOT; Gram Dick, Aaron Smith, and Heather Martin of LUC Regional Planning Commission.

Minutes – Mike Yoder moved a motion to approve the minutes from the September 14, 2023, meeting as written, and Phil Hisnay seconded. All in favor.

Financial Report – Todd Freyhof presented the Financial Report for September. Tim Cassady moved a motion to accept the Financial Report and Spencer Mitchell seconded. All in favor.

ODOT Reports:

ODOT Reports are available on LUC's website. Brian Davidson reported for District 6. Scott Schmid reported there were no new updates for District 7.

RTPO Report

1. Tyler Bumbalough reported on RTPO activities. TCC's report is available on LUC's website.

New Business:

1. Review of ERN-8 Preliminary Plat (Union County) – Staff Report by Brad Bodenmiller
 - o Tim Cassady moved a motion to accept the recommendation of approval with conditions of the ERN-8 Preliminary Plat and Mike Yoder seconded. All in favor.
2. Review of GPN-11 Phase 3 Final Plat (Union County) – Staff Report by Brad Bodenmiller
 - o Tim Cassady moved a motion to accept the recommendation of approval with conditions of the GPN-11 Phase 3 Final Plat and Phil Hisnay seconded. All in favor.
3. Review of Jerome Professional Park Preliminary Plat (Union County) – Staff Report by Brad Bodenmiller



Logan-Union-Champaign regional planning commission

Director: Bradley J. Bodenmiller

- Tammy Noble moved a motion to accept the recommendation to table at the request of the developer of the Jerome Professional Park Preliminary Plat and Todd Freyhof seconded. All in favor.
- 4. Review of VN-2 Phase 2 Final Plat (Union County) – Staff Report by Brad Bodenmiller
 - Tyler Bumbalough moved a motion to accept the recommendation of approval with conditions of the VN-2 Phase 2 Final Plat and Mike Yoder seconded. All in favor.
- 5. Review of VN-11 Phase 1 Final Plat (Union County) – Staff Report by Brad Bodenmiller
 - Phil Hisnay moved a motion to accept the recommendation of approval with conditions of the VN-11 Phase 1 Final Plat and Ben Vollrath seconded. All in favor.
- 6. Review of Allen Township Zoning Parcel Amendment (Union County) – Staff Report by Gram Dick
 - Todd Freyhof moved a motion to accept the recommendation of denial of the Allen Township Zoning Parcel Amendment with comments and Mike Yoder seconded. All in favor with Matt Chamberlain dissenting.
- 7. Review of Dover Township Zoning Text Amendment (Union County) – Staff Report by Gram Dick
 - Ryan Smith moved a motion to accept the recommendation of approval of the Dover Township Zoning Text Amendment and Luke Sutton seconded. All in favor.
- 8. Review of Johnson Township Zoning Text Amendment (Champaign County) – Staff Report by Aaron Smith
 - Dennis Kauffman exited the room during this agenda item.
 - Tim Cassady moved a motion to accept the recommendation of approval with modification of the Johnson Township Zoning Text Amendment and Mike Yoder seconded. All in favor with Dennis Kauffman recusing.
- 9. Review of Washington Township Zoning Text Amendment (Logan County) – Staff Report by Aaron Smith
 - Tim Cassady moved a motion to accept the recommendation of approval with modification of the Washington Township Zoning Text Amendment and Mike Yoder seconded. All in favor.
 - Ben Vollrath thanked LUC for the recommendation on this one. He thought service business made more sense as a conditional use, rather than a permitted use in a manufacturing district.
- 10. Nominating Committee – Wes Dodds
 - Tim Cassady moved a motion to appoint the three county Commissioners to the Nominating Committee and Mike Yoder seconded. All in favor.
- 11. Budget & Finance Committee Report – Todd Freyhof
 - 2024 Draft Budget

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Logan-Union-Champaign regional planning commission

Director: Bradley J. Bodenmiller

- Matt Chamberlain moved a motion to accept the recommendation of the Budget and Finance Committee for the 2024 Budget and Phil Hisnay seconded. All in favor.
 - Job Descriptions Update
 - Tyler Bumbalough moved a motion to approve the updated job descriptions for the Director and Operations Manager and Spencer Mithcell seconded. All in favor.
 - Staff Performance Appraisal
 - Todd Freyhof moved a motion to approve a salary increase for Brad Bodenmiller of 4%; Aaron Smith of 7.23%; Gram Dick of 4.16%; and Heather Martin 19% (contingent on her graduation) effective first payroll 2024 and Spencer Mitchell seconded. All in favor.
12. Annual Dinner – November 16, 2023
- The LUC 56th Annual Dinner will be held on November 16, 2023, at 6:30 p.m. The dinner will be held at the James A. Rhodes Conference Center at 10820 St Rt 347, East Liberty. The caterer of the event is Vic's Country Cooking and ticket prices are \$20. Tickets must be purchased in advance of the event and no later than November 9, 2023. If interested in purchasing a ticket, contact an LUC Board Member or Heather Martin.
13. Strategic Plan – Heather Martin
- Heather Martin reported that her Capstone project for her Master of Public Administration is regarding the need for LUC to have an updated Strategic Plan. As part of this project, she has created a survey to get feedback from Board Members for a strategic plan update. A link to the survey will be sent to Board members and it will be open for two weeks.

Director's Report

Comments from Individuals:

Adjourn – Phil Hisnay moved a motion to adjourn the LUC Executive Committee Meeting at 2:24 p.m. and Todd Freyhof seconded. All in favor.

Next Scheduled Meeting: Thursday, November 9, 2023, 1:15 pm at 10820 St Rt 347, James A. Rhodes Conference Center, East Liberty OH 43319.

President

Secretary

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