



Budget/Finance Meeting Minutes  
Thursday, September 10, 2009

**Members present:** Max Coates, Scott Coleman, Charles Hall, Paul Hammersmith, Tim Notestine, Fereidoun Shokouhi, Jenny Snapp, Jeff Stauch, and Andy Yoder.

**Guests present:** Wes Dodds and Heather Martin of LUC Regional Planning Commission.

**New Business:**

1. Service Fees

- For the service fees, I wanted to have an hourly rate instead of a base fee. This should more accurately reflect the cost associated with the work being done.
- Paul: How did you come up with the \$125 rate?
- Jenny: That's the previous rate that was set.
- Fereidoun: I like the idea; just work the rate back and make sure you can qualify it. That rate is what we pay for consulting so it's not an uncommon rate
- Paul: That was my only concern, how you justified the rate
- Fereidoun: You also include the building expense in your rate, you can depreciate it for 20 years, take the value of it
- Jenny: I'll work on qualifying it
- Scott: On the maps, why is the custom maps cheaper than the township and zoning maps; the township and zoning maps are already produced.
- Jenny: What if we share more, the staff rate for non-member for custom maps?
- Wes: I think that would be fine
- Fereidoun: What I'm concerned about, we need to be careful of the hourly rate of the staff, that we may not be able to do based on the public record.
- Scott: For the custom maps, they're creating it
- Jeff: If it's a public records request, that's different
- Andy: Should the records request be modified to say that we provide letter or legal size maps; anything larger is a custom request?
- Scott: Are those values, under the official township maps, accurate? It seems high.
- Jenny: Those costs are accurate reproduction costs; we need to do something with the custom maps.
- Paul: Are we correct in assuming that a custom map is one you have to recreate?
- Jenny: Yes.



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Director: Jenny R. Snapp

- Charles: Custom maps are not part of a public record.
- Scott: Custom maps need to start at the same rate and go up from there
- Fereidoun: For the maps, the rates should be the same for member/non-member.
- Jenny: One fee for the printing cost; forget the separate cost for printing; but then separate the actual hourly rate to produce a map.
- Wes: Maybe in the items, map printing and map production as two categories.
- Jenny: We need to keep the price the same regardless of membership for printing costs.
- Scott: The black and white copies and color copies seems different
- Jenny: Those are based on actual costs
- Jeff: Why is mileage reimbursement blank?
- Jenny: To justify the \$125, we will include the mileage in the fee
- Scott: No, because you talk about mileage, mileage is separate from the hourly rate.
- Jenny: Do you want to use the IRS allowable rate, or our rate which is lower?
- Charles: If you're a member, why should you pay mileage?
- Andy: Mileage is listed under the comprehensive plan.
- Fereidoun: Put the mileage as part of the hourly rate.
- Scott: You want to make sure they don't monopolize your services.
- Wes: When doing a comprehensive plan, it entails a lot more traveling than a zoning code.
- Scott: I don't know that we need to make everything free for members.
- Andy: Do we have a fee, or do we charge what we pay?
- Scott: We shouldn't charge anymore than the fee LUC pays for it.
- Charles: I don't think the members should be charged mileage unless it's for something special
- Scott: What is special? Do we want to have some control in case the township or village is taking advantage?
- Charles: That's the Director's responsibility to say we can't be there every meeting.
- Jenny: We'll charge our rate for members and for non-members; we'll charge the IRS allowable rate.
- Fereidoun: I think you should just put IRS rate, or just adjust your hourly rate
- Andy: Charge IRS rate to non members and nothing to members
- Jenny: We normally haven't been charging members.

## 2. Budget

- Scott: Was there excess left over in salaries this year?
- Jenny: Yes

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Director: Jenny R. Snapp

- Fereidoun: Do you have our actual expenses?
- Max: You did a good job Jenny
- Jenny: We did exceed the revenue
- Tim: It looks like you lost \$20,000
- Jenny: This is just an estimated amount at this time; I'm being conservative. I expect a positive carry over, not as good as last year, but a small one.
- Fereidoun: In 2008, they actually had revenue, they had a surplus
- Scott: Did you cover the 27<sup>th</sup> pay period?
- Jenny: I did it by 52 weeks
- Paul: Do you want action?
- Scott Coleman made the first motion to recommend approval to submit the 2010 Budget to the Executive Committee and Max Coates made the second motion to recommend approval to submit the 2010 Budget to the Executive Committee. All in favor.

**Adjourn:** Fereidoun Shokouhi made the first motion to adjourn the LUC Executive Committee Meeting at approximately 1:00 pm, and Max Coates seconded the motion. All in favor.

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