



Budget/Finance Meeting Minutes
Thursday, October 9, 2014

The Budget and Finance Committee Meeting was called to order at 12:20 pm by Andy Yoder, Treasurer.

Members present: John Bayliss, Scott Coleman, David Faulkner, Dave Gulden, Charles Hall, Paul Hammersmith, Steve McCall, Doug Miller, Tim Notestine, Bill Narducci for Jeff Stauch, and Andy Yoder.

Absent Members: N/A

Guests present: Pam Babjack, City of Urbana; Wade Dunham, Evergreen Land Company; Terry Andrews, Evergreen Land Company; and Heather Martin of LUC Regional Planning Commission.

Minutes: Scott Coleman moved a motion to approve the minutes from the September 11, 2014 meeting as written and Charles Hall seconded. All in favor.

New Business:

1. Budget Carry-over Policy
 - Dave G. explained the draft Cash Balance Carry-over Policy.
 - Paul – That makes sense.
 - Dave F. – This seems to be in line with what we discussed.
 - Steve – Any other liabilities that LUC would have such as our pay-outs for vacations, sick time, sick leave, etc. Making sure that we are prepared for those liabilities and we have a good handle on that. I think our percentage would be able to handle that but 10 years from now the numbers could be significantly different than they are right now. It's something to consider.
 - Andy – The only thing I think we should add is that we come back and look at this policy every three years because of all the changes that could happen; that actual number may need adjusted every three years.
 - Dave F. – What's that percentage?
 - Dave G – It's about 35% of revenue; the figure is based on expenses.
 - Paul – The policy is to keep in reserve a percentage of revenues?
 - Dave – It's to keep a balance for six months of expenses.
 - Charles – I think percentage is the best way to go, it's always going to fluctuate.
 - Steve – We can control expenses but not revenues.
 - Charles – It should be off expenses not revenue.
 - Andy – Change it to be off of expenses not revenue.



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- Scott – It's calculated by looking at five years of expenses and figuring out the average of those five years.
- Paul – Usually reserve balances are a percent of revenue.
- Scott – Whatever makes sense and gets it approved is fine with me.
- Paul – If we say six months of expenses.
 - Steve – But when you throw a building expense in there that changes things.
- Tim – What happens to the big carryover?
 - Charles – That will be addressed in the budget.
 - Andy – When we find LUC a new home, that carryover is going to be eaten up.
 - Tim – I think that carryover is a benefit of us not having to pay for a rental of a building.
- Dave – The revenue versus the expense, you'll know if it gets out of whack.
- Steve – It would be easier if it's just based on 35% of revenue.
- Paul – Based on annual expenses?
- This item will be tabled to clean it up and submit it for review at the next meeting.

2. Budget

- Dave gave a report to the committee regarding the updated budget:
 - LUC will have the opportunity to get a continuation of the ODOT RTPO grant for another year. We will roll Union County into the grant in the next grant cycle.
 - Steve – Currently does Union County have any involvement with an MPO?
 - Dave – Union County is a member of MORPC but not in their area serviced. ODOT recommends that we take on Union County.
- Charles Hall moved the motion to recommend approval of the budget as presented and Scott Coleman seconded. All in favor.

3. LUC Credit Card

- Heather gave background on the reason for the card with Dave explaining further.
- Charles – I think they need to have access to be able to pay for things; staff should not be using their own cards to pay for things for LUC.
- Paul – I think it makes sense for both Dave and Heather to be purchasers.
- Paul Hammersmith moved the motion to recommend approval of the Union County Credit Card policy and for the Director and Office Manager to be purchasers on said card and Tim Notestine seconded. All in favor.

4. Other – LUC Building

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- Charles reported that Union County has two sites in Marysville that are ready to be occupied and another potentially available. He doesn't feel that LUC should pay for a conference room when space that already exists could be utilized.
- Steve – We have had discussions about whether we have rotating board member meeting locations versus building size.
- Paul – They need a meeting space for staff meetings and then a space for board meetings; as long as we can identify where the meeting location will be it may work.
- Scott – We can break down what the actual office space and actual conference space is for the commissioners, I believe it would be 1/3 for board room.
- Dave F – I think we're better off here in East Liberty, Champaign County doesn't make sense for everyone and I'm not happy about Union County.
- John Bayliss – Did we formally notify the Building Committee of the land in East Liberty? Logan County Commissioners own property at State Route 347 and County Road 154 that has the recycling center. It's 6 or 8 acres. There's enough room for a building there.
 - Scott pulled up a map of the location that the Commissioners have available in East Liberty.
- Steve – I do agree with looking at reduced office space.
- Paul said he would like a consistent meeting place that doesn't change monthly.

Adjourn: Steve McCall moved a motion to adjourn the LUC Budget and Finance Committee Meeting at approximately 12:51 pm, and Charles Hall seconded the motion. All in favor.

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