



Executive Committee Meeting Agenda  
Thursday, August 13, 2015, 1:15 PM

**Call to Order** – Paul Hammersmith, President

**Roll Call** – Dave Gulden

**Action on Minutes of July 9, 2015** – Executive Committee

**July Financial Reports** – Andy Yoder, Treasurer

**ODOT Reports**

**New Business:**

1. Eversole Run Neighborhood Section 6 (ERN-6) Amended Preliminary Plat (Union County)– Staff Report by Brad Bodenmiller
2. Review of Village Neighborhood Section 4 (VN-4) Preliminary Plat (Union County) – Staff Report by Brad Bodenmiller
3. Review of Jerome Township Parcel Amendments, Jerome Village (Union County) – Staff Report by Brad Bodenmiller
4. Building Committee Report

**Director's Report**

**Comments from Individuals**

**Adjourn**

# **LUC Regional Planning Commission**

## **Treasurer's Report**

Beginning Balance on July 1, 2015 **\$ 529,420.50**

### Receipts

DP&L	Annual Dinner Sponsorship	\$ 600.00
Terrain Evolution	ERN-6 Amended Prelim Plat	\$ 4,750.00
Terrain Evolution	VN-4 Preliminary Plat	\$ 7,900.00
Jerome Township	Zoning Map	\$ 60.00
Logan County	RTPO Reimbursement	\$ 15,028.90
Union County	Interest	\$ 204.44

Total Receipts **\$ 28,543.34**

Total Cash on Hand **\$ 557,963.84**

### Expenditures

Employee Salaries	3 Pay Periods	\$ 22,356.00
PERS	Jun-15	\$ 4,153.38
Medicare	3 Pay Periods	\$ 316.47
Dental Insurance	Dental Insurance	\$ 188.70
CEBCO	Health Insurance	\$ 3,032.78
CEBCO	Vision Insurance	\$ 8.62
Life Insurance	Life Insurance	\$ 10.35
Staples	Office Supplies	\$ 119.30
Thomson West	OH Planning & Zoning Law Book	\$ 281.00
Dayton Power & Light	Electric Service	\$ 595.00
Time Warner	Internet/Phone Service	\$ 295.63
Kalyndi Martin	Office Cleaning 7/3/15	\$ 60.00
Hague Water Conditioning	Softener Salt	\$ 8.25
Dave Gulden	Receipt Reimbursement	\$ 15.00
Brad Bodenmiller	Receipt Reimbursement	\$ 9.00
Brad Bodenmiller	Mileage - June 2015	\$ 45.00
Dave Gulden	Mileage - June 2015	\$ 200.50
Heather Martin	Mileage - June 2015	\$ 18.50
Urbana Citizen	Public Notice - RTPO 4/28	\$ 36.24

Total Expenditures **\$ 31,749.72**

Balance on Hand as of July 31, 2015 **\$ 526,214.12**

Respectfully Submitted,



Andy Yoder, Treasurer



## 2015 Budget Summary

as of July 31, 2015

### Revenues

		Estimated	Received	Cash Balance	%
450112	Membership Contributions	\$ 183,076.20	\$ 186,350.25	\$ 3,274.05	102%
450105	Grants	\$ 14,500.00	\$ 3,500.00	\$ (11,000.00)	24%
450105.LUC13	ODOT RTPO Grant	\$ 158,840.00	\$ 52,145.82	\$ (106,694.18)	33%
420107	Charges for Services	\$ -	\$ 956.28	\$ 956.28	
480108	Annual Dinner	\$ 2,900.00	\$ 600.00	\$ (2,300.00)	21%
420121	Subdivision Plats	\$ 22,000.00	\$ 37,989.63	\$ 15,989.63	173%
420122	Mapping	\$ 100.00	\$ 166.00	\$ 66.00	166%
470101	Interest	\$ 1,428.00	\$ 1,449.53	\$ 21.53	102%
Estimated Total Revenue		<b>\$ 382,844.20</b>	<b>\$ 283,157.51</b>	<b>\$ (99,686.69)</b>	74%

### Expenditures:

		Estimated	Expended	Unencumbered	%
510100	Salaries & Wages	\$ 210,000.00	\$ 117,401.60	\$ 92,598.40	56%
510205	PERS	\$ 29,400.00	\$ 17,454.29	\$ 11,945.71	59%
510215	Medicare	\$ 3,045.00	\$ 1,617.39	\$ 1,427.61	53%
510225	Workers Compensation	\$ 3,360.00	\$ 1,292.00	\$ 2,068.00	38%
510305	Medical	\$ 40,000.00	\$ 21,229.46	\$ 18,770.54	53%
510310	Dental Insurance	\$ 2,500.00	\$ 1,320.90	\$ 1,179.10	53%
510315	Vision Insurance	\$ 200.00	\$ 60.34	\$ 139.66	30%
510320	Life Insurance	\$ 200.00	\$ 72.24	\$ 127.76	36%
520115	Office Supplies	\$ 10,000.00	\$ 1,889.16	\$ 8,110.84	19%
520155	Subscription Fees	\$ 5,000.00	\$ 3,297.30	\$ 1,702.70	66%
530110	Tuition Reimbursement	\$ 7,000.00	\$ -	\$ 7,000.00	0%
530171	Professional Development	\$ 6,000.00	\$ 355.00	\$ 5,645.00	6%
530199	Utilities	\$ 9,000.00	\$ 5,229.01	\$ 3,770.99	58%
530650	Maintenance & Repair	\$ 10,000.00	\$ 625.18	\$ 9,374.82	6%
530702	Annual Dinner	\$ 5,000.00	\$ -	\$ 5,000.00	0%
530800	Building	\$ 200,000.00	\$ -	\$ 200,000.00	0%
540100	Equipment	\$ 8,000.00	\$ 691.37	\$ 7,308.63	9%
550100	Travel & Expense	\$ 10,000.00	\$ 3,591.25	\$ 6,408.75	36%
550305	Contingencies	\$ 24,139.20	\$ 1,357.61	\$ 22,781.59	6%
Estimated Total Expenditures		<b>\$ 582,844.20</b>	<b>\$ 177,484.10</b>	<b>\$ 405,360.10</b>	30.5%

### STATEMENT:

Cash Balance January 1, 2015	\$ 395,922.01
Estimated Cash Balance December 31, 2015	\$ 232,717.68
Actual Cash On Hand December 31, 2015	
Estimated Total Revenue	\$ 382,844.20
Actual 2015 Revenue	\$ 283,157.51
Difference (+/Under)	<b>\$ (99,686.69)</b>
Estimated Total Expenditures	\$ 582,844.20
Actual 2015 Expenditures	\$ 177,484.10
Difference (+/Under)	<b>\$ 405,360.10</b>

CHP/LOG County Projects  
10/01/14 thru 06/18/16

8/13/2015

PID	COUNTY ROUTE SECTION	PRIMARY WORK CATEGORY	DESCRIPTION	PROJECT TERMINI	AWARD DATE CURRENT	AWARD DATE ACTUAL	EST. END CONSTRUCTION DATE	PROJECTED CONSTRUCTION COSTS
93470	CHP SR 296 VAR	Bridge Repair	Repair deck edge, patch wing wall, reface abutments, patch pier cap ends and encase pier columns.	SFN 1102613 CHP 296 0021; SFN 1102648 CHP 296 0122; SFN 1102672 CHP 296 0212; SFN 1102737 CHP 296 0866	11/6/2014	<b>11/6/2014</b>	9/30/2015	<b>AWARD</b> \$826,609.00
95407	CHP SR 560 3.48/4.25	Bridge Repair	Remove and replace LMC overlay, rebuild deck edges, reface abutments using anodes, patch pier caps, encase piers, rebuild wingwalls, and install polymer modified asphalt expansion joint system.	Br. No. CHP-560-0348, SFN 1103245; Br. No. CHP-560-0425, SFN 1103334	12/28/2015		8/31/2016	\$323,095.03
96388	CHP Urbana SRTS Infra	Add Sidewalks	East side of Madison Avenue from Boyce Street to Central Avenue-Construct sidewalk and crossing improvements including ADA curb ramps. South side of Boyce Street from E. Lawn Street to N. Jefferson Street-Construct sidewalk and crossing improvements including ADA curb ramps. Washington Street from Wood Street to E. Lawn Street-Install solar-powered school zone flasher assemblies for Urbana Junion/Senior High School	E side of Madison from Boyce to Central/S side of Boyce from E. Lawn to N. Jefferson/Washington from Wood to E. Lawn	6/1/2016		8/24/2016	\$171,000.00
92385	CHP West Market Street	Bridge Replacement	Replace existing jack-arch bridge with a new 6' X 10' concrete box culvert on West Market Street. Work includes one new box culvert, concrete wing walls, railing replacement, asphalt replacement, sidewalk replacement, curb and gutter replacement, sanitary sewer replacement, and water line lowering.	West Market Street Section 0.07.	1/13/2015	<b>1/13/2015</b>	9/22/2015	<b>AWARD</b> \$151,885.00
88618	CHP/CLA SR 4/SR 29 VAR	Minor Rehabilitation - Pavement Gnrl Sys	Overlay SR 4 and SR 29 in Clark County and Champaign County with fine graded aggregate.Bridge: CHP-29-3145, CHP-4-0394, CHP-4-0608 - Remove asphalt wearing surface, waterproof and overlay with asphalt concrete.	CHP SR 4 SLM 0.00 to 7.47/CHP SR 29 SLM 30.89 to 33.96/ CLA SR 4 SLM 20.71 to 24.85	2/22/2016		8/31/2016	\$2,399,840.00
99038	D07 Rural HS Logan FY16	Herbicidal Spraying	Apply herbicides along roadside for weed control on US 33 on 4 lane and 2 lane - 1 year.	Logan US 33 (4 Lane and 2 Lane)	11/2/2015		7/15/2016	\$35,000.00
92388	LOG Bickham Covered Bridge	Bridge Maintenance	Preservation project on Bickham Covered Bridge, a National Historic Covered Bridge.	Bickham Covered Bridge in Logan County SFN # 4633431	8/1/2015		10/22/2015	\$183,184.00
95198	LOG CR 5/VAR Resurfacing	Resurfacing, Divided System	Resurface portions of CR 5, CR 9, CR 10, CR 11, CR 18, CR 32 and CR 43 and possible widen CR 11 from TR 45 to CR 43	CR 5, CR9, CR 10, CR 11, CR 18, CR 32, CR 43	6/19/2015	<b>6/19/2015</b>	9/25/2015	<b>AWARD</b> \$1,784,767.37
89125	LOG CR VAR GR FY15	Guardrail Maintenance/Repair (NEW)	INSTALL NEW GUARDRAIL. UPGRADE EXISTING GUARDRAIL AND END TREATMENTS AS NEEDED.	VARIOUS LOCATIONS IN LOGAN COUNTY.	5/14/2015	<b>5/14/2015</b>	9/25/2015	<b>AWARD</b> \$255,725.00
89485	LOG CR VAR PM FY16	Pavement Marking	ADD NEW PAVEMENT MARKINGS AND UPGRADE EXISTING.	VARIOUS LOCATIONS IN LOGAN COUNTY	6/19/2015	<b>6/19/2015</b>	10/22/2015	<b>AWARD</b> \$150,000.00
92389	LOG McColly Covered Bridge	Bridge Repair	McColley Covered Bridge preservation awarded through NHCB program.	McColley Covered Bridge SFN 4631137	5/19/2015	<b>5/19/2015</b>	9/25/2015	<b>AWARD</b> \$168,534.00
95929	LOG US 33 14.68/15.33/15.	Bridge Repair	Br. No. LOG-33-1468 L/R - Replace expansion joint, & abutment bearings, patching, and SRS deckBr. No. LOG-33-1533 L/R - Replace expansion joint, & abutment bearings, patching, and SRS deckBr. No. LOG-33-1596 L - Replace expansion joint, refurbish bearings, overlay with LMC, and patching	SFN 4600576, SFN 4600606, SFN 4600789, SFN 4600819, SFN 4600843	2/8/2016		9/30/2016	\$1,425,500.00

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**PROPOSAL**  
**7/19/2015**  
**[Rev 8/1/2015]**

LUC Regional Planning Commission  
P.O. Box 219  
East Liberty, Ohio 43319

Re: LUC New Office Facility – East Liberty Ohio – Engineering and Design – Construction  
Management – Plans and Permits Proposal

Dear Dave,

After our meeting with the building committee and our review of the sketches and cost estimates for the new LUC facility, we offer this letter as our proposal to provide full Engineering services to design and manage the project as “design build” construction. We propose to provide these services in the following six steps:

**Step I - Site Selection and Concept Planning** – We will assist the LUC in a site selection process. We will coordinate surveyor, provide preliminary concepts for sewer and water systems, as well as utility services. We will provide preliminary concept building plans, elevations and site work including parking areas, walks, and drainage. We will review the plans with the committee and revise until committee approval.

**Our Fee for Step I: \$4,000.00**

**Step II – Sewer and Water Design and Permits** – We will meet with Logan County Health Department at the site, apply for on-site sewer systems and well. We will design both, and include these approved plans as part of the bid documents.

**Our Fee for Step II: \$3,000.00**

**Step III – Plans for Design Build Bids** – We will expand the project plans from concept to bid level by including site details, utility details, building plans with elevations, schedules, sections, preliminary HVAC concepts, electric and lighting plan, service location, plumbing fixture schedule, and ADA requirements. We will provide specifications on the plans as well as review bid plans with the committee and establish bid dates and schedules.

**Our Fee for Step III: \$6,000.00**



**Step IV – Bid Process** - We will prepare bid documents including advertisement, bid book, bid plans. We will conduct pre-bid meeting, review all RFI's and issue addendums as required. We will attend bid opening, evaluate bids and recommend contractor for award. We will prepare contracts subject to the County Prosecutors approval, review time schedule and schedule of values. We will conduct contract signing meeting.

**Our Fee for Step IV: \$3,000.00**

**Step V – Final Plans and Permits** – Final construction plans will be based on the approved bid plans and any changes including Value Engineered Alternates agreed to by the LUC. These plans will consist of site plan, dimension plan, pavement and site details, grading plan, soil erosion control plan with storm water calculations, foundation plan with sections, floor plan with room finish schedules, and door and window schedules. Structure plan with contractor supplied truss diagrams, roof plan, ADA notes and details, HVAC plan, schedules and duct work, air flow, electric service, power plan, lighting plan, plumbing plan with isometrics, and fixture schedules. All specifications will be on plans. We will provide energy and lighting code, as well as third party inspection notes. We will obtain Ohio Building permits, zoning permit, Ohio EPA NOI permit, Logan County Health Permits, and plumbing permits.

**Our Fee for Step V: \$10,000.00**

**Step VI – Contract Administration** – We will, on behalf of the LUC, administer the construction contract. We will attend meetings with the contractor to review the progress of work, any requests for changes, review and approve material cut sheets for compliance with specifications. We will review monthly pay requests with lien waivers for material, labor and retainage. WE will make periodic site visits and oversee all third party test results and reports. We will review prevailing wage documentation. We will prepare the punch-list process to finalize contract and provide as built drawings at that time.

**Our Fee for Step VI: \$6,000.00**

**TOTAL FEE FOR ENTIRE PROJECT: \$32,000.00**

This fee does not include surveying, soil testing, permit fees, zoning fees or construction staking. We estimate Surveying cost for boundary, topo and construction staking to be \$5,000.00 and permit fees for building, plumbing, sewer, water and EPA \$3000.00.

**TERMS:**

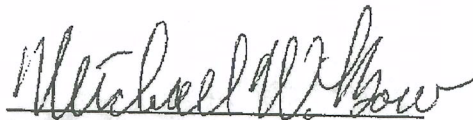
**5% DOWN PAYMENT (\$1,600.00)**

**BILLING MONTHLY BASED ON PERCENT COMPLETE OF EACH ITEM (1 THRU 6)**

Dave, we are ready to proceed on this project upon your acceptance of this contract and our receipt of down payment.

Accepted

Date

  
Michael W. Bow P.E.



# Logan-Union-Champaign Regional Planning Commission

Director: Dave Gulden, AICP

## Director's Report – July 09, 2015

<b>Dave's Activities:</b>	
<b>Meetings, Miscellaneous &amp; Projects</b>	
July 8	Call with Simon Kenton Pathfinders
July 10	NW 33 Corridor Mtg/ Marysville-Dublin-Union Co Development Mtg
July 13	Village of Rushsylvania (L)
July 15	Met with MORPC Executive Dir
July 15	LUC Building Committee
July 20	City of Bellefontaine annexation
July 20	Logan County Land Trust
July 21	Mtg w/ Union Co re: new payroll system
July 21	Champaign County CDBG bid opening
July 27	Jerome Twp Zoning Commission
July 31	Met with Chad Flowers
Aug 4	Site visits for LUC applications
Aug 4	Union Co Dept head mtg
Aug 4	Bikeway designation staff mtg
Aug 5	Met with Scott Coleman
Aug 7	Met with Brian Williams re: local foods
Aug 12	Union SWCD Annual meeting
Ongoing:	CDBG Administration: FY 14 Champaign and Union Co.
	Building Committee tasks

<b>Skyler's Activities:</b>	
<b>Meetings, Miscellaneous, &amp; Projects</b>	
July 10	Urbana News Paper Phone Call
July 10	City of Urbana GPS Unit
July 24	OARC Meeting in Columbus
July 25	Made CDBG Map
July 27	Phone Call with ODOT 7 about Bike Path Designation
Aug 04	Staff Meeting about Bike Path Designation
Ongoing	Bikeway Designation, GIS Data Collection
<b>ODOT RTPO</b>	GIS Database Collection and Organization

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# Logan-Union-Champaign Regional Planning Commission

Director: Dave Gulden, AICP

## Heather's Activities:

### Meetings, Miscellaneous & Projects

July 14	Ohio Landlord/Tenant Law Webinar
July 27	Meet with Dave
July 28	Meet with ODOT i.e LUC's financial system Fighting Housing Related Hate Webinar
Aug. 10	Darby Township Fair Housing Training

## Brad's Activities:

### Meetings, Miscellaneous & Projects

7/10	Attended US Hwy 33 Corridor meeting. Attended Union Co (U) development meeting.
7/13	Attended Village of Rushsylvania (L) Council meeting.
7/16	Met with Matt Parrill. Discussed State Bike Route designations.
7/20	Met with Jim King from Zane Twp (L). Discussed variances.
7/21	Attended webinar about active transportation and equity.
7/23	Attended Logan Co (L) Twp Association meeting.
7/24	Attended OARC Transportation Directors Committee meeting.
7/27	Attended Jerome Twp (U) Zoning Commission meeting.
7/31	Met with two potential property owners of Jerome Twp (U) land. Discussed Comprehensive Plan and platting.
8/3	Attended Village of Russells Point (L) Council meeting.
8/4	Attended Village of Quincy (L) Council meeting.
8/5	Met with John Brose. Discussed Perry Twp (L) Zoning Resolution.
8/7	Met with Bill Narducci. Discussed August LUC Exec Committee submittals.
Ongoing	Assisting jurisdictions: Bokes Creek Twp (L), Champaign Co (C), City of Bellefontaine (L), City of Dublin (U), City of Urbana (C), Darby Twp (U), Jefferson Twp (L), Jerome Twp (U), Johnson Twp (C), Liberty Twp (L), Liberty Twp (U), Monroe Twp (L), Paris Twp (U), Perry Twp (L), Pleasant Twp (L), Richland Twp (L), Rush Twp (C), Salem Twp (C), Stokes Twp (L), Union Co (U), Urbana Twp (C), Village of Huntsville (L), Village of North Lewisburg (L), Village of Quincy (L), Village of Rushsylvania (L), Village of Russells Point (L), Village of St. Paris (C), Village of West Mansfield (L), Washington Twp (L), York Twp (U), Zane Twp (L)
Ongoing	Assisting with ODOT RTPO Grant as needed. Current focus is State Bike Route designations.
Ongoing	City of Bellefontaine (L) Strategic Plan
Ongoing	Village of Mechanicsburg (C) downtown zoning overlay
Ongoing	BZA meeting rules: Working with the townships, county prosecutors, and city law directors to develop BZA meeting rules.
Ongoing	Zoning inspector training: Scheduled a Logan Co (L) training for August 20. Will do one with Champaign Co (C) and Union Co (U) before the end of this year.

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Executive Committee Meeting Minutes  
Thursday, August 13, 2015

President Paul Hammersmith called the meeting to order at 1:44 pm.

**Roll Call** – Dave Gulden

**Members present:** John Bayliss, Paul Benedetti, John Brose, Todd Freyhof, Chad Flowers, Kevin Gregory, Dave Gulden, Charles Hall, Paul Hammersmith, Wes Dodds for Jim Holycross, Kyle Hoyng for Jeremy Hoyt, Steve McCall, Fred Vogel for Matt Parrill, Ryan Smith, Jeff Stauch, and Andy Yoder.

**Members absent:** Tracy Allen, Tyler Bumbalough, Tim Cassady, Scott Coleman, Dave Faulkner, Barry Moffett, Jeremy Nash, Tim Notestine, Ryan Shoffstall, George Showalter, Ben Vollrath, and Amy White.

**Guests present:** Justin Wollenberg, Terrain Evolution; Judy Christian, York Township; Brad Bodenmiller, Skyler Wood and Heather Martin of LUC Regional Planning Commission.

**Minutes** – Steve McCall moved a motion to approve the minutes from the July 9, 2015 meeting as written and John Bayliss seconded. All in favor.

**Financial Report** – Andy presented the Financial Report for July. John Bayliss moved a motion to accept the Financial Report and Charles Hall seconded. All in favor.

**ODOT Reports** – ODOT District 7 was placed on the web-site. Steve asked about the 296 project, if traffic will be maintained; Fred said he'd have someone call in regarding it.

**New Business:**

1. Eversole Run Neighborhood Section 6 (ERN-6) Amended Preliminary Plat (Union County)– Staff Report by Brad Bodenmiller
  - John Bayliss moved a motion to accept the Staff and Zoning and Subdivision Committee recommendations to approve the Eversole Run Neighborhood ERN-6 Amended Preliminary Plat with staff and reviewing agency comments and Kevin Gregory seconded. All in favor.
2. Review of Village Neighborhood Section 4 (VN-4) Preliminary Plat (Union County) – Staff Report by Brad Bodenmiller
  - Steve McCall moved a motion to table Village Neighborhood Section 4 (VN-4) Preliminary Plat and Ryan Smith seconded. All in favor.
3. Review of Jerome Township Parcel Amendments, Jerome Village (Union County) – Staff Report by Brad Bodenmiller



## Logan-Union-Champaign regional planning commission

Director: Dave Gulden, AICP

- Jeff Stauch moved a motion to accept the Staff and Zoning and Subdivision Committee recommendations to approve the Jerome Township Parcel Amendments with staff and reviewing agency comments and Kevin Gregory seconded. All in favor.
- 4. Building Committee Report
- 5. Dave gave an overview of the M&K Engineering proposal for project management.
  - Steve – As the committee met with Mike Bow we were very comfortable with the proposal and with him; he knows LUC and works in the region and knows the process.
  - Jeff – We made several changes to the proposal and his price didn't change at all.
  - Paul – What the committee has struggled with is how to move forward; finding a new facility and recognizing that we don't necessarily have the staffing to do it; we need a professional to manage this.
  - John – If for some reason that the organization decides to stop mid-way, say if LUC is given a building, what is the remedy for that?
    - Steve – Each step has its own fee, so dealing with Mike we would be billing monthly depending on the item. If someone would donate then we would be one with that.
    - Wes – If you're going to accept it, it would be good to have language to end the contract.
    - Paul said he would forward contract language for Dave to incorporate into an agreement.
  - Charles – I think it's a good idea to get someone professional to lead us; I think highly of Mike.
  - John – Looks like a fair fee for the project.
  - John Bayliss moved a motion to authorize the Building Committee to develop and execute contractual documents with Mike Bow's company and work with the Prosecutor's office and Charles Hall seconded. All in favor.

### Director's Report:

- Dave updated the Executive Committee on accounting changes necessary to continue the ODOT RTPO grant. ODOT is working on a scope of services for an accounting consultant to assist LUC. The consultant is projected to be paid for by MVRPC's mentor budget.
- John – I saw you met with the Village of Rushsylvania council and they decided not to join. Are you making a visit a month to non-members?
  - Dave: we make efforts to visit every LUC member, and we also approach nonmembers and follow-up with a letter. Brad and I were invited to Rushsylvania by their village solicitor to discuss LUC.

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# Logan-Union-Champaign regional planning commission

Director: Dave Gulden, AICP

## Comments from Individuals:

**Adjourn** – Steve McCall moved a motion to adjourn the LUC Executive Committee Meeting at 2:19 pm, and Charles Hall seconded. All in favor.

**Next Scheduled Meeting:** Thursday, September 10, 2015, 1:15 pm at the LUC Office in East Liberty.

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President

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Secretary