



Budget/Finance Meeting Minutes
Thursday, September 11, 2014

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

Absent Members: Tim Notestine

Guests present: Pam Babjack, City of Urbana and Heather Martin of LUC Regional Planning Commission.

The Budget and Finance Committee Meeting was called to order at 12:42 pm by Andy Yoder, Treasurer.

New Business:

1. Budget

- Andy reviewed the 2015 Draft Budget
- The Committee asked about the status of the Building Committee and where we stand with making a decision about the building.
- Dave asked if leasing a place has been discussed?
 - Scott reported that it was on the table.
 - Dave asked if the Building Committee was finished meeting at this time?
 - Scott explained that the Building Committee had been put on hold until a new Director was hired so that person could have input in the new building options.
 - Andy advised waiting until the end of 2015 or half-way through to see where the budget is and decide where we're going with the building.
- Discussion was held regarding the actual revenues and actual expenditures as opposed to the budgeted amount. Committee members felt that revenue should more accurately reflect the revenue received.
- Scott asked if money should be budgeted into appropriations for any costs of design, planning?
- Doug told the Committee that he felt LUC should have a policy in regards to the carry over stating how much should be kept.
 - Charles reported that Union County's policy is not to be below \$250,000
 - Paul reported the City of Dublin's policy is 10% of revenue



Logan-Union-Champaign regional planning commission

Director: Dave Gulden

- Doug asked where the carry-over money is kept, if it could be converted to CD's and if it draws interest.
 - The carryover money is held by the Union County Treasurer's Office and does draw interest per governmental guidelines.
- Doug again stated that he wanted LUC to have a financial policy.
- In regards to the building, Jeff said their office will appropriate for something even if it doesn't end up happening that way the money is available.
- John stated that if LUC is historically getting more for revenues, then we should consider 70-75% participation rate instead of 60%. John Bayliss moved a motion to presume 75% participation by Villages and Townships for the revenue instead of 60%. Charles Hall seconded the motion. All in favor.
- Dave asked why don't we put 10% of revenue in Building projects?
 - John stated it's an appropriated carryover.
 - Scott stated he'd like some money set aside in the budget for the building projects.
- Andy asked the committee for an amount they want in the budget.
 - Jeff Stauch moved a motion to appropriate \$200,000 into a building line account. John Bayliss seconded the motion. All in favor.
- John suggested that the LUC Financial policy should state a balance of 25-30% of revenue. Doug suggested having \$150,000 instead.
- Paul Hammersmith moved a motion to recommend to the Executive Committee that LUC carries a balance of no less than 20% of the LUC annual revenue to start. Paul Hammersmith amended his motion to 25% of revenue. Paul's motion died for lack of support.
- Doug stated that the policy should offer a balance that can support the agency for six months.
 - Jeff advised that would be \$150,000.
- Doug recommended it for six months and then that number can go up and down with your budget and staffing.
- Scott recommended 35%. Scott Coleman moved a motion that LUC carries a balance of no less than 35% of annual revenue excluding the grants. Scott's motion died for lack of support.
- Charles reported that Union County likes to have a two month carryover period that covers expenses.
- Scott reported his concern is long term that LUC have more expenditures than revenue so that we can carry several years.
- Jeff asked if we get pushback from townships about paying due to carry over?
 - Heather reported we do not as can be seen by the increase in memberships.

9676 E. Foundry St, PO Box 219
East Liberty, Ohio 43319

• Phone: 937-666-3431 • Fax: 937-666-6203
• Email: luc-rpc@lucplanning.com • Web: www.lucplanning.com



Logan-Union-Champaign regional planning commission

Director: Dave Gulden

- Andy summed up what came out of the meeting:
 - We're going to draft a policy regarding the cash balance as a percentage.
 - I don't want to okay spending above and beyond revenue without it being justifiable. Andy thinks there needs to be a caveat that says if it's going to be for anything other than a building or a capital improvement, it needs to come before the Budget & Finance Committee.
- Paul moved a motion that the LUC Director and Treasurer work together to get a policy for the carry over balance and bring it to the Budget & Finance Committee for review at the October meeting. Scott Coleman seconded the motion. All in favor.

2. LUC Credit Card

- Due to the timeframe of the Executive Committee this item was not discussed.

Adjourn: Steve McCall moved a motion to adjourn the LUC Budget and Finance Committee Meeting at approximately 1:21 pm, and Dave Faulkner seconded the motion. All in favor.

Next Scheduled Meeting: Thursday, October 9, 2014 at the LUC Office in East Liberty. Time will be determined based on other meeting agenda items for the day.

9676 E. Foundry St, PO Box 219
East Liberty, Ohio 43319

• Phone: 937-666-3431 • Fax: 937-666-6203
• Email: luc-rpc@lucplanning.com • Web: www.lucplanning.com