



Executive Committee Meeting Agenda
Thursday, October 13, 2016, 1:15 PM

Call to Order – Stephen McCall, President

Roll Call – Dave Gulden

Action on Minutes of September 8, 2016 – Executive Committee

Financial Reports – Andy Yoder, Treasurer

ODOT Reports

New Business:

1. Review of Allen Township Parcel Amendment (Union County) – Staff Report by Brad Bodenmiller
2. Review of Jerome Township Text Amendment (Union County)– Staff Report by Brad Bodenmiller
3. Review of Liberty Township Parcel Amendment (Union County)– Staff Report by Brad Bodenmiller
4. Building Committee Report – Dave Gulden
5. Job Description Update
6. 2017 Draft Budget – Andy Yoder
7. Annual Dinner – Heather Martin
8. Appointment of Nominating Committee – Stephen McCall

Director's Report

Comments from Individuals

Adjourn

LUC Regional Planning Commission

Treasurer's Report

Beginning Balance on September 1, 2016 \$ 512,872.93

Receipts

County Engineer's Association	GIS Conference Refund - Longsmith	\$	269.00
URE	Annual Dinner Sponsorship & Tickets	\$	950.00
Logan County Co-op	Annual Dinner Sponsorship	\$	250.00
Pioneer Electric	Annual Dinner Sponsorship	\$	250.00
Perry Township	Fire Dept Map	\$	10.00
Union County	August Interest	\$	219.12

Total Receipts \$ 1,948.12

Total Cash on Hand \$ 514,821.05

Expenditures

Employee Salaries	2 Pay Periods	\$	13,796.00
PERS	Aug-16	\$	1,931.44
Medicare	2 Pay Periods	\$	188.52
Worker's Compensation	Worker's Compensation Payment	\$	180.14
Dental Insurance	Dental Insurance	\$	135.90
CEBCO	Health Insurance	\$	2,855.98
CEBCO	Vision Insurance	\$	7.12
Life Insurance	Life Insurance	\$	8.42
Staples	Office Supplies	\$	365.45
Wesley Easton	Water Cooler Rental & Water	\$	26.08
Time Warner	Internet/Phone Service	\$	296.14
Kenneth Welty	Lawn Mowing 8/28/16	\$	15.00
Gracia Welty	Office Cleaning 9/4/16	\$	60.00
Hague Water Conditioning	Softener Salt Delivery	\$	8.75
Gracia Welty	Office Cleaning 9/17/16	\$	60.00
4Imprint	Annual Dinner Items	\$	2,209.86
Dave Gulden	Mileage - August 2016	\$	320.22
Brad Bodenmiller	Mileage - August 2016	\$	65.88
Rebecca Longsmith	Mileage - August 2016	\$	194.94
Heather Martin	Mileage - August 2016	\$	41.04
TEC Engineering	Traffic County - IL Study	\$	7,445.00
Richwood Banking	Miscellaneous Expenses	\$	371.65

Total Expenditures \$ 30,583.53

Balance on Hand as of September 30, 2016 \$ 484,237.52

Respectfully Submitted,



R. Andy Yoder, Treasurer



2016 Budget Summary

as of September 30, 2016

Revenues

		Estimated	Received	Cash Balance	%
450112	Membership Contributions	\$ 182,950.14	\$ 187,341.05	\$ 4,390.91	102%
450105	Grants	\$ 28,500.00	\$ 44,259.00	\$ 15,759.00	155%
450105.LUC13	ODOT RTPO Grant	\$ 80,000.00	\$ 30,421.48	\$ (49,578.52)	38%
420107	Charges for Services	\$ -	\$ 32,019.00	\$ 32,019.00	
480108	Annual Dinner	\$ 2,900.00	\$ 1,450.00	\$ (1,450.00)	50%
420121	Subdivision Plats	\$ 30,000.00	\$ 39,004.44	\$ 9,004.44	130%
420122	Mapping	\$ 100.00	\$ 75.00	\$ (25.00)	75%
470101	Interest	\$ 1,428.00	\$ 1,996.87	\$ 568.87	140%
Estimated Total Revenue		\$ 325,878.14	\$ 336,566.84	\$ 10,688.70	103%

Expenditures:

		Estimated Budget	Intra-Fund Transfers	Carry Over Previous Yr	Adjusted Budget	Expended	%
510100	Salaries & Wages	\$ 210,000.00			\$ 210,000.00	\$ 130,389.30	62%
510205	PERS	\$ 29,400.00			\$ 29,400.00	\$ 18,254.50	62%
510215	Medicare	\$ 3,045.00			\$ 3,045.00	\$ 1,784.12	59%
510225	Workers Compensation	\$ 3,360.00			\$ 3,360.00	\$ 1,825.21	54%
510305	Medical	\$ 46,000.00	\$ (6,000.00)		\$ 40,000.00	\$ 26,275.02	66%
510310	Dental Insurance	\$ 3,000.00			\$ 3,000.00	\$ 1,247.90	42%
510315	Vision Insurance	\$ 300.00			\$ 300.00	\$ 65.62	22%
510320	Life Insurance	\$ 300.00			\$ 300.00	\$ 79.58	27%
520115	Office Supplies	\$ 5,000.00			\$ 5,000.00	\$ 2,901.81	58%
520155	Subscription Fees	\$ 5,000.00	\$ (400.00)		\$ 4,600.00	\$ 3,787.13	82%
530110	Tuition Reimbursement	\$ 6,000.00		\$ 4,366.97	\$ 10,366.97	\$ 5,992.59	58%
530171	Professional Development	\$ 6,000.00			\$ 6,000.00	\$ 2,254.00	38%
530199	Utilities	\$ 12,000.00			\$ 12,000.00	\$ 5,873.86	49%
530650	Maintenance & Repair	\$ 10,000.00	\$ (2,000.00)		\$ 8,000.00	\$ 2,712.65	34%
530702	Annual Dinner	\$ 5,000.00			\$ 5,000.00	\$ 2,209.86	44%
530800	Building	\$ 250,000.00	\$ (16,200.00)		\$ 233,800.00	\$ -	0%
540100	Equipment	\$ 8,000.00	\$ (1,200.00)	\$ 570.86	\$ 7,370.86	\$ 4,400.13	60%
550100	Travel & Expense	\$ 10,000.00	\$ 100.00		\$ 10,100.00	\$ 4,519.57	45%
550305	Contingencies	\$ 25,000.00	\$ 25,700.00		\$ 50,700.00	\$ 47,214.46	93%
Estimated Total Expenditures		\$ 637,405.00			\$ 642,342.83	\$ 261,787.31	41%

STATEMENT:

Cash Balance January 1, 2016	\$ 409,457.99
Estimated Cash Balance December 31, 2016	\$ 121,192.77
Actual Cash On Hand December 31, 2016	
Estimated Total Revenue	\$ 325,878.14
Actual 2016 Revenue	\$ 336,566.84
Difference (+/Under)	\$ 10,688.70
Estimated Total Expenditures	\$ 637,405.00
Actual 2016 Expenditures	\$ 261,787.31
Difference (+/Under)	\$ 375,617.69

LUC Budget - Draft 2017

REVENUES: (990)

450112			
Counties - 2017 Budget (\$0.80 Assessment)			
County	Population Est.	Assessment	
Logan	45,386	\$	36,308.80
Union	54,277	\$	43,421.60
Champaign	38,987	\$	31,189.60
Total	138,650	\$	110,920.00
Cities - 2017 Budget (\$0.45 Assessment)			
City	Population Est.	Total (Assess. w/ min.)	
Bellefontaine	13,117	\$	5,902.65
Marysville	22,817	\$	10,267.65
Dublin	2,468	\$	5,000.00
Urbana	11,547	\$	5,196.15
Total	49,949	\$	26,366.45
Townships - 2017 Budget (\$0.65 Assessment)			
Townships:	Population	Total (Assess. w/ min.)	Presume (75%) (450112)
Logan	23,230	\$ 15,607.80	\$ 11,705.85
Union	24,545	\$ 15,954.25	\$ 11,965.69
Champaign	21,464	\$ 13,951.60	\$ 10,463.70
Total	69,239	\$ 45,513.65	\$ 34,135.24
Villages - 2017 Budget (\$0.65 Assessment)			
Villages:	Population	Total (Assess. w/ min.)	Presume (75%) (450112)
Logan	9,039	\$ 7,470.45	\$ 5,602.84
Union	4,447	\$ 3,505.45	\$ 2,629.09
Champaign	5,976	\$ 4,798.30	\$ 3,598.73
Total	19,462	\$ 15,774.20	\$ 11,830.65
Total All Jurisdictions (Membership Contributions 450112)			\$ 183,252.34

Grants (450105)		Contributions & Donations (480108)	
Fair Housing	\$ 18,500.00	Annual Meeting Sponsorship	\$ 1,550.00
CDBG	\$ 15,000.00	Annual Meeting Ticket Sales	\$ 1,350.00
County Land Banks	\$ -		
ODOT RTPO Grant (450105.LUC13)	\$ 80,000.00	Total	\$ 2,900.00
Charges for Services (420107)	\$ -	Interest (470101):	
Mapping (420122)	\$ 100.00	Interest (0.5 %)	\$ 1,428.00
Subdivision Plats (420121)	\$ 30,000.00	Total	\$ 1,428.00

EXPENDITURES: (990)

Description	Code	2017 Appropriation	2016 Appropriation	2016 Estimated Expenditure
Salaries	510100	\$ 210,000.00	\$ 210,000.00	\$ 174,145.37
PERS (14%)	510205	\$ 29,400.00	\$ 29,400.00	\$ 23,536.42
Medicare (1.45%)	510215	\$ 3,045.00	\$ 3,045.00	\$ 2,380.84
Workers Compensation (1.6%)	510225	\$ 3,360.00	\$ 3,360.00	\$ 2,455.70
Medical	510305	\$ 36,000.00	\$ 46,000.00	\$ 34,842.96
Dental Insurance	510310	\$ 2,000.00	\$ 3,000.00	\$ 1,655.60
Vision Insurance	510315	\$ 200.00	\$ 300.00	\$ 90.54
Life Insurance	510320	\$ 200.00	\$ 300.00	\$ 104.84
Office Supplies	520115	\$ 5,000.00	\$ 5,000.00	\$ 4,401.81
Subscription Fees	520155	\$ 5,000.00	\$ 5,000.00	\$ 4,365.37
Tuition Reimbursement	530110	\$ 6,000.00	\$ 6,000.00	\$ 5,992.59
Professional Development	530171	\$ 6,000.00	\$ 6,000.00	\$ 3,004.00
Utilities	530199	\$ 12,000.00	\$ 12,000.00	\$ 7,862.28
Maintenance & Repair	530650	\$ 10,000.00	\$ 10,000.00	\$ 3,631.40
Annual Dinner	530702	\$ 5,000.00	\$ 5,000.00	\$ 4,259.86
Building	530800	\$ 360,000.00	\$ 250,000.00	\$ -
Equipment	540100	\$ 8,000.00	\$ 8,000.00	\$ 5,400.13
Travel & Expense	550100	\$ 10,000.00	\$ 10,000.00	\$ 5,676.51
Contract Services	530100	\$ 15,000.00	\$ -	\$ -
Contingencies	550305	\$ 10,000.00	\$ 25,000.00	\$ 49,714.46
Total All Expenditures		\$ 736,205.00	\$ 637,405.00	\$ 333,520.68

2017 Budget:	
Estimated Revenue	\$ 331,180.34
Cash to be appropriated	\$ 405,128.37
Total Revenue and Cash Appropriation	\$ 736,308.71
Estimated Expenditures	\$ 736,205.00
Estimated 2017 Year End Balance	\$ 103.71

Estimated Total Cash Balance 12/31/2016	\$ 519,185.67	
Cash to be reserved 1/1/2017	\$ 114,057.30	35% of 2016 Revenue
Cash to be appropriated 1/1/2017	\$ 405,128.37	



Logan-Union-Champaign Regional Planning Commission

Director: Dave Gulden, AICP

Director's Report – September 8, 2016

Dave's Activities:	
Meetings, Miscellaneous & Projects	
9/12	RTIP Meeting Prep
9/15	Plat signing Central Ohio Planning Directors
9/19	Urbana Twp (C) Trustees
9/20	RTIP Public Meeting Millcreek Twp (U) Zoning Commission
9/22	RTPO Peer Exchange
9/23	OARC Transportation Committee
9/27	Community engagement webinar
9/28	Logan County Access Mgt
9/29	Rebecca Longsmith exit interview Autonomous vehicle webinar
10/4	Union County dept head mtg TRC bldg call
10/6	Mad River Twp (C) Trustees
10/7	LUC Building Committee
10/10	Jerome Twp (U) Zoning Inspector Washington Twp (L) Trustees Stokes Twp (L) Trustees
10/11	Logan County Legislative Breakfast
Ongoing	CDBG for Champaign County Regional Transportation Planning Organization (RTPO) Bellefontaine Strategic Plan (draft delivered)

Heather's Activities:	
Meetings, Miscellaneous & Projects	
Ongoing	Subdivision Regulation Updates
Ongoing	2017 Budget
Ongoing	Fair Housing Activities
Annual Dinner	Will be held on November 17; 6:30 pm; 1512 S US Hwy 68, Urbana OH; Catering by Farmer's Daughter

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, AICP

Brad's Activities:	
Meetings, Miscellaneous & Projects	
09/12	Attended Perry Twp (L) Board of Trustees meeting.
09/13	Attended Marysville Early College High School Pave It or Save It? Roundtable discussions.
09/14	Attended Liberty Twp (U) joint Zoning Commission and BZA meeting.
09/15	Met with Pleasant Twp (L) Zoning Inspector.
09/20	Attended ODOT RTIP meeting. Attended Mill Creek Twp (U) Zoning Commission meeting.
09/24	Attended Village of Mechanicsburg (C) Zoning Commission meeting.
09/26	Attended Mad River Twp (C) Zoning Commission meeting.
09/29	Met with Perry Twp (L) Zoning Inspector. Met with Liberty Twp (U) Zoning Commission member.
10/03	Met with Liberty Twp (U) Zoning Commission member.
10/04	Met with Perry Twp (L) Zoning Inspector.
10/10	Met with outgoing and incoming Jerome Twp (U) zoning inspectors.
Ongoing	Assisting jurisdictions: Allen Twp (U), Bokes Creek Twp (U), Jefferson Twp (L), Jerome Twp (U), Leesburg Twp (U), Liberty Twp (U), Mad River Twp (C), Miami Twp (L), Mill Creek Twp (U), Perry Twp (L), Pleasant Twp (L), Union Twp (U), Urbana Twp (C), Village of Lakeview (L), Village of Mechanicsburg (C), Village of North Lewisburg (C), Village of Zanesfield (L), Washington Twp (L), York Twp (U), Zane Twp (L)
Ongoing	Assisting with ODOT RTPO Grant as needed. This month focused on state bike routes.
Ongoing	Working on sign code update for Jefferson Twp (L), Liberty Twp (L), Perry Twp (L), and Salem Twp (C)

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Executive Committee Meeting Minutes
Thursday, October 13, 2016

President Stephen McCall called the meeting to order at 1:20 pm.

Roll Call – Dave Gulden

Members present: Paul Benedetti, John Brose, Tyler Bumbalough, Cale Jacobs for Scott Coleman, Dave Faulkner, Chad Flowers, Todd Freyhof, Todd Garrett, Kevin Gregory, Dave Gulden, Charles Hall, Jeremy Hoyt, Steve McCall, Adam Moore, Tim Notestine, Matt Parrill, Ryan Smith, Jeff Stauch, Ben Vollrath, and Andy Yoder.

Members absent: John Bayliss, Jim Holycross, Barry Moffett, Vince Papsidero, Steve Shepherd, Ryan Shoffstall, and George Showalter.

Guests present: Bill Narducci, Union County Engineer; Mark Spagnuolo, Jerome Township Zoning; Judy Christian, York Township; Brad Bodenmiller and Heather Martin of LUC Regional Planning Commission.

Minutes – Dave Faulkner moved a motion to approve the minutes from the September 8, 2016 meeting as written and Matt Parrill seconded. All in favor.

Financial Report – Andy Yoder presented the Financial Report for September. Charles Hall moved a motion to accept the Financial Report and Todd Freyhof seconded. All in favor.

ODOT Reports: ODOT Reports are available on the LUC web-site. Matt Parrill reported on the STIP/TIP, it's in the rural consultation phase and LUC was required to have their own meeting which was held in September. We received three official comments. Dave will be required to upload all the meeting materials, that goes out to the extranet site. The next couple months will be finalizing projects on the project management system which is due by December 16. We'll be locking down fiscal year 2018. So the first year of the STIP/TIP is always the current lock down period. Thank you to staff for the great job. Thank you LUC members that attended LPA days. We had really good attendance by the locals. Dave is supposed to check on the next RTPO grant. Steve McCall asked if the information for the maps will be available online and asked that the maps be added to LUC's web-site.

New Business:

1. Review of Allen Township Parcel Amendment (Union County) – Staff Report by Brad Bodenmiller
 - Charles Hall moved a motion to accept the staff and Zoning and Subdivision Committee's recommendations to deny the Allen Township Parcel Amendment and recommended that the applicant resubmit for M2



Logan-Union-Champaign regional planning commission

Director: Dave Gulden, AICP

rezoning and suggested the township further evaluate the Northwest Parkway corridor and Kevin Gregory seconded. All in favor.

2. Review of Jerome Township PUD Text Amendment (Union County)– Staff Report by Brad Bodenmiller
 - Andy Yoder moved a motion to accept staff and Zoning and Subdivision Committee's recommendations to approve with modifications the Jerome Township PUD Text Amendment and Tim Notestine seconded. All in favor.
3. Review of Liberty Township Parcel Amendment (Union County)– Staff Report by Brad Bodenmiller
 - David Faulkner moved a motion to accept staff and Zoning and Subdivision Committee's recommendations to deny the Liberty Township Parcel Amendment with clarification about rezoning an area comprehensively rather than a single, isolated parcel and Ryan Smith seconded. All in favor.
4. Building Committee Report – Dave Gulden
 - Dave Gulden provided an update on the status of the TRC option.
 - Steve McCall provided additional information on where this project stands.
5. Job Description Update
 - Andy Yoder moved a motion to approve the updated job descriptions and Jeff Stauch seconded. All in favor.
6. 2017 Draft Budget – Andy Yoder
 - Charles Hall moved a motion to approve the 2017 Budget and Tim Notestine seconded. All in favor.
7. Staff Performance Appraisal
 - Andy Yoder reported that the Budget and Finance Committee recommended that Dave Gulden receive a 5% salary increase; and that staff members Brad Bodenmiller and Heather Martin receive a 3% increase.
 - Dave Faulkner moved a motion that all LUC Employees compensation be increased as recommended by the Budget and Finance Committee and Paul Benedetti seconded. All in favor
8. Annual Dinner
 - Date: November 17, 2016
 - Time: 6:30 pm

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Director: Dave Gulden, AICP

- Speaker: Still to be determined
 - Location: 1512 S US Hwy 68, Urbana
 - Ticket sales numbers need to be reported to Heather by November 9 and money and names of those who purchased tickets will need reported by November 10.
9. Appointment of Nominating Committee – Stephen McCall
- Tim Notestine moved a motion to accept the appointment of Charles Hall, John Bayliss and David Faulkner as the Nominating Committee and Todd Freyhof seconded. All in favor

Director's Report:

Comments from Individuals:

Adjourn – Dave Faulkner moved a motion to adjourn the LUC Executive Committee Meeting at 2:11 pm, and Andy Yoder seconded. All in favor.

Next Scheduled Meeting: Thursday, November 10, 2016, 1:15 pm at the LUC Office in East Liberty.

President

Secretary