



Budget/Finance Meeting Minutes  
Friday, December 21, 2012

**Members present:** John Bayliss, Brad Bodenmiller, Max Coates, Scott Coleman, Charles Hall, Paul Hammersmith, Steve McCall, Tim Notestine, Jenny Snapp, Jeff Stauch, and Andy Yoder.

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

The Budget and Finance Committee Meeting was called to order at 10:19 am by Andy Yoder, Treasurer.

**New Business:**

1. Budget

- Jenny shared a Budget spreadsheet that showed the carry over for the last ten years.
- Andy put together a detailed spreadsheet.
- Jenny reported doing the Employee Evaluations and they were Excellent. Both employees continue to grow. Recommendation for them would be 3% increase.
- Andy thanked Jenny for the report and recommendations.
- Jeff questioned the carry-over balance, should we be looking at a goal balance to have?
  - Jenny reported that there's never been a goal but it's been over what was expected.
  - Paul said it was felt that when the fee schedule was changed that it was possible to lose a lot of jurisdictions but that hasn't happened.
  - Jenny feels that it has to do with the work and value of the office.
- Jenny reported that her and Brad have been talking over the last few days and they will be putting together goals for 3 - 5 years. In order to make it smoother to have a different president every year, it would be much easier to have longer goals.
- Brad - That's what's good about having a Building Committee are those are long-term people that can continue to make the same recommendations while we're focused on the front of the building.
- Paul asked for an explanation of the spreadsheet Andy created which Andy provided.
- Andy also explained the spreadsheet that Jenny created a little further.
- John - In regards to long range planning, what about staffing levels? Has there been any discussion about adding staff?



# Logan-Union-Champaign regional planning commission

Director: Jenny R. Snapp

- Jenny - We haven't considered it. During this economic times we haven't even considered it.
- John - as a part of planning we need to have a What if things are really going to be picking up discussion. Would we be hiring other people, would will be subcontracting.
- Andy - we've never really had that discussion. In my mind that would be a discussion of the Executive Committee when Jenny says we need the help.
- Jenny - In the past we've hired an intern, which is always a possibility. Or for a large project, subcontract out.
- Charles - With the planning commission you can't really plan for it, it's more reactionary about the work coming in.
- Brad - We'll have Paul and Doug involved in the discussions for the plans.
- Andy - the next step will be discussing employees raises.
- Charles made the first motion to go into Executive Session at 10:33 am and John Bayliss seconded the motion. All in favor.
- Paul Hammersmith made the first motion to end Executive Session at 11:12 am and Steve McCall seconded the motion. All in favor.
- Charles Hall made the first motion to recommend a 3% raise for Weston Dodds and Heather Martin and a 2% raise for Jenny with a mid-year review. Scott Coleman made the second motion to recommend a 3% raise for Weston Dodds and Heather Martin and a 2% raise for Jenny with a mid-year review. All in favor.
- Paul shared that he appreciated the conversation and felt it was important for everyone to be honest with each other.

**Adjourn:** Scott Coleman made the first motion to adjourn the LUC Executive Committee Meeting at approximately 11:14 am, and Max Coates seconded the motion. All in favor.

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