



Executive Committee Meeting Agenda
Thursday, July 14, 2016, 1:15 PM

Call to Order – Stephen McCall, President

Roll Call – Dave Gulden

Action on Minutes of June 9, 2016 – Executive Committee

Financial Reports – Andy Yoder, Treasurer

ODOT Reports

New Business:

1. Review of Jerome Village GPN-5, The Courtyards at Jerome Village, Phase 1 Final Plat (Union County)– Staff Report by Brad Bodenmiller
2. Bi-Annual State of Ohio Audit – Andy Yoder
3. Building Committee – Dave Gulden
4. Records Retention Policy – Tyler Bumbalough
5. Information on 3:1 and 4:1 ratio – Brad Bodenmiller

Director's Report

Comments from Individuals

Adjourn

LUC Regional Planning Commission Treasurer's Report

Beginning Balance on June 1, 2016 \$ 571,634.41

Receipts

City of Dublin	Crossroads Study Plan	\$ 2,850.00
Epcon Communities	The Courtyards at JV Final Plat	\$ 680.00
Logan County	ODOT Reimbursement 2/1-5/31/16	\$ 8,926.93
FHW Reimbursement	Gulden trip to PA	\$ 323.57
Union County	May 2016 Interest	\$ 244.58

Total Receipts \$ 13,025.08

Total Cash on Hand \$ 584,659.49

Expenditures

Employee Salaries	2 Pay Periods	\$ 13,796.00
PERS	May-15	\$ 1,931.44
Medicare	2 Pay Periods	\$ 188.52
Worker's Compensation	Worker's Compensation Payment	\$ 180.14
CEBCO	Medical Insurance	\$ 2,855.98
Delta Dental	Dental Insurance	\$ 135.90
VSP	Vision Insurance	\$ 7.12
CEBCO	Life Insurance	\$ 8.42
Staples	Office Supplies	\$ 919.94
Staples	Office Supplies	\$ 60.71
Wesley Easton (Easton Water)	Water Cooler Rental & Bottles	\$ 58.95
Bellefontaine Examiner	52 Week Subscription	\$ 98.80
Domain Registry of America	Domain Name 8/3/16-8/3/18	\$ 80.00
Brad Bodenmiller	Tuition Reimbursement - Spring 2016	\$ 1,625.62
American Council of Planning	Conference (Bodenmiller & Longsmith)	\$ 500.00
DP&L	Electric Service	\$ 454.00
Time Warner	Phone/Internet	\$ 302.93
Logan County Commissioners	CORSA 5/1/16-5/1/17	\$ 516.62
Kenneth Welty	Lawn Mowing 6/2/16	\$ 15.00
Kalyndi Martin	Office Cleaning 6/5/16	\$ 60.00
Hague Water Conditioning	Softener Salt 6/16	\$ 8.75
Kalyndi Martin	Office Cleaning 6/19/16	\$ 60.00
Brad Bodenmiller	Mileage - May 2016	\$ 228.42
Dave Gulden	Parking Expenses	\$ 20.00
Dave Gulden	Mileage - May 2016	\$ 181.44
Rebecca Longsmith	Mileage - May 2016	\$ 26.46
LUC	Miscellaneous Receipts	\$ 45.50
Rebecca Longsmith	Receipt Reimbursement - PA trip	\$ 49.08
ACP Green & Associates	CrossRoads Plan Final Payment	\$ 5,428.72

Total Expenditures \$ 29,844.46

Balance on Hand as of June 30, 2016 \$ 554,815.03

Respectfully Submitted,



Andy Yoder, Treasurer



2016 Budget Summary

as of June 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	\$ 26,232.94	\$ (53,767.06)	33%
420107	Charges for Services	\$ -	\$ 31,750.00	\$ 31,750.00	
480108	Annual Dinner	\$ 2,900.00	\$ -	\$ (2,900.00)	0%
420121	Subdivision Plats	\$ 30,000.00	\$ 25,114.44	\$ (4,885.56)	84%
420122	Mapping	\$ 100.00	\$ 65.00	\$ (35.00)	65%
470101	Interest	\$ 1,428.00	\$ 1,321.94	\$ (106.06)	93%
Estimated Total Revenue		\$ 325,878.14	\$ 316,084.37	\$ (9,793.77)	97%

Expenditures:

		Estimated Budget	Intra-Fund Transfers	Adjusted Budget	Expended	Unencumbered	%
510100	Salaries & Wages	\$ 210,000.00		\$ 210,000.00	\$ 82,350.80	\$ 127,649.20	39%
510205	PERS	\$ 29,400.00		\$ 29,400.00	\$ 11,529.10	\$ 17,870.90	39%
510215	Medicare	\$ 3,045.00		\$ 3,045.00	\$ 1,123.30	\$ 1,921.70	37%
510225	Workers Compensation	\$ 3,360.00		\$ 3,360.00	\$ 1,189.62	\$ 2,170.38	35%
510305	Medical	\$ 46,000.00	\$ (6,000.00)	\$ 40,000.00	\$ 17,707.08	\$ 22,292.92	44%
510310	Dental Insurance	\$ 3,000.00		\$ 3,000.00	\$ 840.20	\$ 2,159.80	28%
510315	Vision Insurance	\$ 300.00		\$ 300.00	\$ 44.26	\$ 255.74	15%
510320	Life Insurance	\$ 300.00		\$ 300.00	\$ 54.32	\$ 245.68	18%
520115	Office Supplies	\$ 5,000.00		\$ 5,000.00	\$ 2,135.47	\$ 2,864.53	43%
520155	Subscription Fees	\$ 5,000.00		\$ 5,000.00	\$ 3,604.89	\$ 1,395.11	72%
530110	Tuition Reimbursement	\$ 6,000.00		\$ 6,000.00	\$ 5,992.59	\$ 7.41	100%
530171	Professional Development	\$ 6,000.00		\$ 6,000.00	\$ 640.00	\$ 5,360.00	11%
530199	Utilities	\$ 12,000.00		\$ 12,000.00	\$ 4,528.74	\$ 7,471.26	38%
530650	Maintenance & Repair	\$ 10,000.00	\$ (2,000.00)	\$ 8,000.00	\$ 2,278.90	\$ 5,721.10	28%
530702	Annual Dinner	\$ 5,000.00		\$ 5,000.00	\$ -	\$ 5,000.00	0%
530800	Building	\$ 250,000.00	\$ (16,200.00)	\$ 233,800.00	\$ -	\$ 233,800.00	0%
540100	Equipment	\$ 8,000.00		\$ 8,000.00	\$ 4,400.13	\$ 3,599.87	55%
550100	Travel & Expense	\$ 10,000.00	\$ (300.00)	\$ 9,700.00	\$ 2,416.94	\$ 7,283.06	25%
550305	Contingencies	\$ 25,000.00	\$ 24,500.00	\$ 49,500.00	\$ 29,890.99	\$ 19,609.01	60%
Estimated Total Expenditures		\$ 637,405.00		\$ 637,405.00	\$ 170,727.33	\$ 466,677.67	27%

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	\$ 316,084.37
Difference (+/Under)	\$ (9,793.77)
Estimated Total Expenditures	\$ 637,405.00
Actual 2016 Expenditures	\$ 170,727.33
Difference (+/Under)	\$ 466,677.67

LUC MEETING
March, 2016

Active Construction Projects

ODOT Project 158026

UNI-US 36-00.00/UNI-SR 4-0.00 Part 1&2; PID 91053

Description: Pavement resurfacing: add northbound and southbound turn lanes at US 36/Collins Road.

Location: US 36: CHA County to Collins Avenue: Marysville east corp. limit to DEL County.

SR 4: CHA County to US 36.

Maintenance of Traffic: Traffic maintained.

Completion Date: Revised Completion Date of 08/31/2016

Contractor: Shelly Company

Amount: \$4,186,556.10

Project Status: Under Construction, on schedule

Future Projects

UNI – US 33 – 14.84/8.79; PID 96095

Description: Perform work on three structures

- UNI – 33 – 14.84, Scottslawn over US 33 – deck replacement
- UNI – 33 – 21.02, Brock Road over US 33 – deck replacement
- UNI – 42 – 4.58, US 42 over US 33 – concrete deck overlay

Schedule: Sale date 07/14/2016 revised from 06/30/2016 as we received last minute pre-bid questions.

UNI – SR 47 – 07.33; PID 86209

Description: Rehabilitate or replace 3 bridges on UNI-47, 7.33 over Bokes Creek, 9.16 over Lindsey Ditch, 10.37 over Fulton Creek

Location: York Twp. and Claiborne Twp. Bokes Creek west of SR 31, Lindsey and Fulton between SR 31 and Richwood.

Schedule: SFY 2017, Sale date 02/02/2017

UNI – US 33-18.77; PID 88615

Description: Investigate lining or replacing steel culvert under US 33 and over Sugar Run Branch.

Location: Jerome Twp. between Beecher-Gamble Rd. and US 42.

Schedule: SFY 2017, Sale Date 03/02/2017

UNI – SR 31 – 00.23; PID 88614

Description: Replace SR 31 bridge over Mill Creek

Location: Marysville. On Main Street over Mill Creek. 0.2 miles north of 5th Street.

Schedule: SFY 2017, Sale Date 05/11/2017

UNI – SR 739 – 17.75; PID 97677

Description: Repair an erosion failure progressing from Rush Creek towards the embankment supporting SR 739 by the construction of a retaining wall.

Location: approximately 3 miles northeast of SR 31

Schedule: SFY 2017, Sale Date 05/25/2017

UNI – SR 4 – 17.26; PID 86211

Description: Rehab bridge over Blues Creek and Replace steel culvert over Clevenger Ditch

Location: Leesburg Twp. South and North of SR 347

Schedule: SFY 2018, Sale Date 10/01/2017

UNI – SR 736 – 01.16; PID 95776

Description: Replace superstructure on UNI-736-1.16 and 1.99. Full replacement of slab bridge at 4.08

Location: 1.16 & 1.99 over Robinson Run. 4.08 over Blumenschein Ditch

Schedule: SFY 2019

Future Urban Paving Program**UNI – SR 31 – 01.77: PID 91346**

Description: Marysville urban and rural resurfacing project.

Location: Marysville, rural. North of US 33 to SR 347. Elwood Ave. SLM 1.77 – 7.78

Schedule: Proposed SFY undetermined at this time.

UNI – SR 38 – 07.61; PID 91391

Description: Marysville urban resurfacing project.

Location: Marysville, Marysville Corp (S of SR 736) to Fifth St/SR 31 SLM 7.61 – 9.79

Schedule: Proposed SFY undetermined at this time.

UNI – SR 4 – 12.85: PID 93314

Description: Marysville urban resurfacing project.

Location: Marysville, SR 33 Ramp/Main Street to North Corp. near County Home Road and SR 31 from SR 38/Fifth Street to Marysville North Corp. near Mill Road Drive

Schedule: Proposed SFY undetermined at this time.

**CHP/LOG County Projects
06/01/15 thru 12/31/16**

7/11/2016

PID	COUNTY ROUTE SECTION	PRIMARY WORK CATEGORY	DESCRIPTION	PROJECT TERMINI	AWARD DATE CURRENT	AWARD DATE ACTUAL	EST. END CONSTRUCTION DATE	PROJECTED CONSTRUCTION COSTS
92388	LOG Bickham Covered Bridge NHCB	Bridge Maintenance	Preservation project on Bickham Covered Bridge, a National Historic Covered Bridge.	Bickham Covered Bridge in Logan County SFN # 4633431	7/23/2015	7/23/2015	11/28/2015	AWARD \$268,000.00
96364	D07 Brdg Deck Sealing	Bridge Maintenance	Flood entire decks with SRS (Soluble Reactive Silicate) 705.24 at various locations throughout the district.	Various bridges throughout District 7	10/15/2015	10/15/2015	7/31/2016	AWARD \$509,368.00
99063	D07 Rural HS 2 Lane FY16	Herbicidal Spraying	Apply herbicides along roadside for weed control on 2 lane highways - 1 year contract.	AUG/LOG/CHP/CLA	10/15/2015	10/15/2015	7/15/2016	AWARD \$133,877.08
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)	10/29/2015	10/29/2015	7/15/2016	AWARD \$25,272.58
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	12/22/2015	12/22/2015	8/31/2016	AWARD \$344,434.42
95522	D07 BH FY16	Bridge Repair	Project to perform abutment patching pier patching, backwall patching on various bridges throughout the district.	District Wide	1/21/2016	1/21/2016	8/31/2016	AWARD \$251,006.80
100330	D07-CHIP-FY2016	Chip Seal	Chip seal various routes in the districtProject termini:CHP SR 29 SLM 2.68 to 10.08CHP SR 245 SLM 10.82 to 17.06CHP SR 296 SLM 5.98 to 10.52CHP SR 559 SLM 7.88 to 11.38CLA SR 41 SLM 0.00 to 3.63CLA SR 54 SLM 6.01 to 10.06LOG SR 287 SLM 0.00 to 11.00	Various Routes in D7 (see project description for details)	1/21/2016	1/21/2016	9/30/2016	AWARD \$1,339,995.49
95929	LOG US 33 14.68/15.33/15.96	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	2/19/2016	2/19/2016	9/30/2016	AWARD \$2,297,344.36
88618	CHP/CLA SR 4/SR 29 VAR	Resurfacing, Undivided System	Overlay SR 4 and SR 29 in Clark County and Champaign County with fine graded aggregate.Bridge: CHP-29-3145 - Remove asphalt wearing surface, waterproof and overlay with asphalt concrete.	CHP SR 4 SLM 0.00 to 6.97/CHP SR 29 SLM 30.89 to 33.96/ CLA SR 4 SLM 20.71 to 24.85	2/19/2016	2/19/2016	8/31/2016	AWARD \$2,216,441.12
100337	D07-MICRO-FY2016	Resurfacing, Undivided System	Microsurfacing various routes in Clark, Champaign, Darke & Miami Counties:Project Termini:CHP SR 235 SLM 0.00 to 6.59CHP SR 560 SLM 0.00 to 2.76CHP SR 814 SLM 0.00 to 3.07CLA SR 235 SLM 9.00 to 11.83DAR SR 118 SLM 1.90 to 7.58DAR SR 121 SLM 19.08 to 24.36MIA SR 48 SLM 5.29 to 5.70MIA SR 48 SLM 5.70 to 8.74MIA SR 48 SLM 14.60 to 16.88	Various Routes in Clark, Champaign, Darke & Miami Counties (con't in project description)	2/19/2016	2/19/2016	7/30/2016	AWARD \$1,109,126.97
93568	D07 BH FY16	Bridge Repair	Pier encasement and abutment repairs on various bridges located within the district except DAR-47-1206. Deck edges will be replaced on LOG-508-0196, DAR-49-0728 & DAR-47-12.06	Various AUG, LOG & MER bridges	3/8/2016	3/8/2016	9/30/2016	AWARD \$622,112.51
96366	AUG/CHP/LOG Var	Bridge Repair	Bridge maintenance/repair on various bridges	AUG-66-1819/AUG-66-1981/LOG-33-0888/CHP-29-1241	4/14/2016	4/14/2016	9/30/2016	AWARD \$654,708.96
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	5/17/2016	5/17/2016	8/24/2016	AWARD \$97,864.36
96436	CHP US 36/ SR 55 22.47/10.87	Bridge Repair	Field pave inverts of corrugated metal pipe arches	CHP -36-2247, SFN 1100971 & CHP-55-1087, SFN 1101579	7/25/2016		10/31/2016	\$82,366.17
88571	LOG US 33/68 6.57/0.00	Resurfacing, Undivided System	Overlay US 33 & US 68 with asphalt concrete	USR 33 SLM 6.57 to 10.74 - USR 68 SLM 0.00 to 2.29 - USR 68 SLM 11.43 to 20.26	8/8/2016		6/30/2017	\$3,106,156.57
99065	D07 Rural HS 4 Lane FY17	Herbicidal Spraying	Apply hericides along the roadside for weed control on 4 lanes - 1 year	MIA/SHE/AUG/MER/DAR/LOG	10/17/2016		7/15/2017	\$172,500.00



Logan-Union-Champaign Regional Planning Commission

Director: Dave Gulden, AICP

Director's Report – July 14, 2016

Dave's Activities:	
Meetings, Miscellaneous & Projects	
6/10	NW 33 Committee 33 Development Team
6/14	FHWA Webinar Union Twp (L) Trustees
6/16	SR 235 Bridge Meeting
6/17	CDBG Application submission
6/21	LUC Building Committee Harrison Twp (L) Trustees
6/22	Brian Martin, MVRPC Ohio Assn. of Regional Councils
6/24	Call with Logan Co. Water Pollution Control
6/27	Monroe Twp (L) Trustees
6/28	ODOT District 7 Zoning Inspector training
6/29	Union CIC Met w/ Dublin and Jerome planning staff Zoning Inspector training
6/30	Zoning Inspector training
7/1	Subdivision regulations update call
7/5	Plat signing
7/7	Meeting with other RTPOs
7/8	Union County comprehensive plan committee
7/12	LUC Building Committee
7/13	Union twp (C) Zoning Commission
Ongoing	CDBG for Champaign County
Ongoing	Regional Transportation Planning Organization (RTPO)

Rebecca's Activities:	
Meetings, Miscellaneous & Projects	
6/14	FHWA Final Rule Webinar
6/16	ODOT RT 235 Bridge Public Meeting
6/20	Urbana bike path discussion
6/28	RTIP Discussion at ODOT D7 Office
7/7	RTPO Peer Conference Meeting
Maps	Bellefontaine Transportation/Demographic, Bike Path alternatives
Ongoing	Indian Lake Study

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Logan-Union-Champaign Regional Planning Commission

Director: Dave Gulden, AICP

Brad's Activities:	
Meetings, Miscellaneous & Projects	
06/10	Attended NW 33 Corridor meeting.
06/13	Attended Concord Twp (C) Board of Trustee meeting.
06/13	Attended Darby Twp (U) Board of Trustee meeting.
06/16	Attended ODOT public meeting for bridge replacement in Stokes Twp (L).
06/20	Attended Johnson Twp (C) Board of Trustee meeting.
06/21	Attended Goshen Twp (C) Board of Trustee meeting.
06/23	Attended Washington Twp (U) Board of Trustee meeting.
06/25	Attended Village of Mechanicsburg (C) Planning Commission meeting.
06/27	Attended meeting with Urbana City Schools (C).
06/28	Attended Logan Co (L) zoning inspector training. Met with Harrison Twp (L) Zoning Commission chair. Attended Lake Twp (L) Board of Trustee meeting.
06/29	Attended Crossroads Area Plan meeting. Attended Union Co (U) zoning inspector training.
06/30	Attended Champaign Co (C) zoning inspector training.
07/01	Met with Urbana Twp (C) Zoning Inspector and a Trustee.
07/05	Met with Washington Twp (U) Zoning Inspector.
07/11	Attended Zane Twp (L) Board of Trustees meeting.
Ongoing	Assisting jurisdictions: Adams Twp (C), Bokes Creek Twp (L), Champaign Co (C), City of Bellefontaine (L), City of Dublin (U), City of Urbana (C), Darby Twp (U), Goshen Twp (C), Harrison Twp (L), Jefferson Twp (L), Jerome Twp (U), Johnson Twp (C), Leesburg Twp (U), Liberty Twp (U), Logan Co (L), McCarthur Twp (L), Monroe Twp (L), Perry Twp (L), Pleasant Twp (L), Union Twp (C), Union Co (U), Urbana Twp (C), Village of Mechanicsburg (C), Village of West Liberty (L), Village of West Mansfield (L), Village of Zanesfield (L), Washington Twp (L), Washington Twp (U), York Twp (U), Zane Twp (L)
Ongoing	Assisting with Village of Mechanicsburg (C) zoning overlay.
Ongoing	Assisting with ODOT RTPO Grant as needed. This month focused on state bike routes.
Ongoing	Assisting with Crossroads Area Plan as needed.
Ongoing	Working on sign code update for Jefferson Twp (L), Liberty Twp (L), Perry Twp (L), and Salem Twp (C)

Heather's Activities:	
Meetings, Miscellaneous & Projects	
7/11	Fair Housing training – Village of Woodstock Council
Annual Dinner	Will be held on November 17; 6:30 pm; 1512 S US Hwy 68, Urbana OH; Catering by Uncle Beth's BBQ
NOTE:	2016 Analysis of Impediments Re-write (Logan County, Union County, Champaign County, City of Marysville) are available on the LUC web-site on the Fair Housing page.

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Executive Committee Meeting Minutes
Thursday, July 14, 2016

President Stephen McCall called the meeting to order at 1:15 pm.

Roll Call – Dave Gulden

Members present: John Bayliss, Paul Benedetti, John Brose, Tyler Bumbalough, Scott Coleman, Dave Faulkner, Chad Flowers, Todd Freyhof, Kevin Gregory, Dave Gulden, Charles Hall, Kyle Hoyng for Jeremy Hoyt, Steve McCall, Barry Moffett, Adam Moore, Dan Johnson for Jeremy Nash, Tim Notestine, Ben Wiltheiss for Matt Parrill, Steve Shepherd, Ryan Smith, Jeff Stauch, Ben Vollrath and Andy Yoder.

Members absent: Jim Holycross, Vince Papsidero, Ryan Shoffstall, George Showalter.

Guests present: Bill Narducci, Union County Engineer; Phil Ashear, City of Marysville; Judy Christian, York Township; Justin Wollenberg, Terrain Evolution; Brad Bodenmiller, Rebecca Longsmith and Heather Martin of LUC Regional Planning Commission.

Minutes – John Bayliss moved a motion to approve the minutes from the June 9, 2016 meeting as written and Scott Coleman seconded. All in favor.

Financial Report – Andy Yoder presented the Financial Report for June. Charles Hall moved a motion to accept the Financial Report and Barry Moffett seconded. All in favor.

ODOT Reports: ODOT Reports are available on the LUC web-site. Steve Shepherd reported there was only one active project and another project that opened for bids this morning. The project won't be awarded until August 1. Ben Wiltheiss reported for District 7, there are 13 projects between the two counties. District 7 is doing chip seals on state routes now and the City of Urbana was recently awarded an ODOT safety funds grant for the roundabout and that should start soon. Charles Hall reported he drove State Route 30 to Fort Wayne and it was chip sealed; he ended up with a broken windshield because of rocks throwing. Ben Wiltheiss said they were looking at doing more rural in nature, less than 2,000 vehicles a day. Dave Faulkner asked how far District 7 covered due to a hole in a bridge on Interstate 675.

New Business:

1. Review of Jerome Village GPN-5, The Courtyards at Jerome Village, Phase 1 Final Plat (Union County)– Staff Report by Brad Bodenmiller
 - Dave Faulkner moved a motion to accept Zoning and Subdivision Committee's recommendation to approve the Jerome Village GPN-5, The



Logan-Union-Champaign regional planning commission

Director: Dave Gulden, AICP

Courtyards at Jerome Village, Phase 1 Final Plat and Scott Coleman seconded. All in favor.

2. Bi-Annual State of Ohio Audit – Andy Yoder

- Andy Yoder reported that the audit for 2014 and 2015 was completed and there were no exceptions found. Steve McCall expressed appreciation to the LUC staff.

3. Building Committee – Dave Gulden

- Dave Gulden reported on the activity with the possible building at TRC. The Building Committee recently met with the project architect to discuss potential office layouts. If things keep moving, we hope to review a lease in August.
- Steve McCall – We've had discussion on what a long term lease is, they're still in communication working over a couple of items, and the Union County Prosecutor's Office is involved. Things are going well. Everything comes down to that dollar amount; they're talking about having a conference room to hold us for our monthly meeting and a larger room for a conference room for the annual meeting. It meets what we've been talking about, having a small office to maintain but the ability to have larger conference rooms.
- John Bayliss – The conference rooms will be used by multiple tenants? What's envisioned to dedicate to LUC space?
- Scott Coleman – The office would be approximately 1,500 square feet. The conference room and bathrooms would be common area.
- Charles Hall – What do you think we're using in square footage. If we're looking at that, it doesn't give us any room for growth.
 - Dave Gulden – The layout allows for a little growth.
- Scott Coleman – This was a first meeting with the architect and we were presented with a layout which allows us to utilize our space more efficiently.
- Jeff Stauch – The large conference center area, we could possibly hold our annual meeting there. Their intent is to have that open and used for conferences and events as a revenue source. It's a benefit for the area because it will be a centrally located space which is currently lacking now.
- Dave Gulden – It's more a large conference center that would hold 300 people.
- Steve McCall – We hope in the next month to have all the numbers figured out and they plan to break ground in the fall.

4. Records Retention Policy – Tyler Bumbalough

- Tyler Bumbalough reported on the activity for the records retention policy and how the final draft came about.

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Logan-Union-Champaign regional planning commission

Director: Dave Gulden, AICP

- Scott Coleman shared that he did not agree with the Social Media Accounts Record item or the two years listed for e-mail correspondence.
- Ben Vollrath – What if in the future we have someone that's not trustworthy, that could get us in trouble, we have our way to access the social media page. The point of it is to protect us.
- Bill Narducci – In terms of archiving materials, would the intention be to archive when the schedule allows.
 - Steve McCall – The point is to flush things out of the system.
 - Dave Gulden – If it's permanent then it will be kept, nothing defines that it has to be kept on the LUC premises.
- Kevin Gregory – Who handles the IT work?
 - Dave Gulden – Heather and I do. It is secure with virus protection and no direct remote access.
- Steve McCall – Through the new building it will be handled through TRC.
- Charles Hall moved a motion to accept the Records Retention Policy and Dave Faulkner seconded. All in favor with Scott Coleman voting No.

5. Information on 3:1 and 4:1 ratio – Brad Bodenmiller

- Brad Bodenmiller showed two diagrams to explain how to find the average depth and width to calculate the ratio.

Director's Report:

- Dave Gulden reported that the RTPO summer weekend traffic study work around the Indian Lake area will begin on July 22.

Comments from Individuals:

- Steve McCall reported that there was a meeting with Union Township, Champaign County last night and he had heard good things.
- Barry Moffett reported that Dover Township is in the process of hiring a new zoning inspector.

Adjourn – Dave Faulkner moved a motion to adjourn the LUC Executive Committee Meeting at 2:01 pm, and Scott Coleman seconded. All in favor.

Next Scheduled Meeting: Thursday, August 11, 2016, 1:15 pm at the LUC Office in East Liberty.

President

Secretary

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