



## Executive Committee Meeting Agenda

Thursday, October 10, 2024, 1:15 pm

**Call to Order**– Steve Robinson, President

**Roll Call** – Brad Bodenmiller

**Action on Minutes of September 12, 2024**

**Financial Report** - Todd Freyhof, Treasurer

**ODOT Reports**

**RTPO Report** – Tyler Bumbalough

### **New Business:**

1. Review of Curry Farm Preliminary Plat Extension (Union County) – Staff Report by Brad Bodenmiller
2. Review of Del Webb – Jerome Preliminary Plat (Union County) – Staff Report by Brad Bodenmiller
3. Review of ERN-7 Preliminary Plat (Union County) – Staff Report by Brad Bodenmiller
4. Review of Jerome Professional Park Phase 2 Preliminary Plat (Union County) - Staff Report by Brad Bodenmiller
5. Review of Washington Township Zoning Parcel Amendment (Logan County) – Staff Report by Aaron Smith
6. Review of Zane Township Zoning Text Amendment (Logan County) - Staff Report by Aaron Smith
7. Nominating Committee – Steve Robinson
8. Budget & Finance Committee Report – Todd Freyhof
  - Administrative Assistant
  - Staff Performance Appraisal
  - Fee Schedule
  - 2025 Draft Budget
9. Annual Dinner – Heather Martin

**Director's Report**

**Comments from Individuals**

**Adjourn**

## LUC Regional Planning Commission Treasurer's Report

Beginning Balance on September 1, 2024 \$ 687,784.62

### Receipts

Pioneer Electric	Annual Dinner Sponsorship	\$	400.00
PulteGroup	Del Web tabling	\$	300.00
Terrain Evolution	ERN-7 Preliminary Plat	\$	2,550.00
Terrain Evolution	Jerome Professional Park Phase 2	\$	899.78
CESO	Curry Farms Preliminary Plat Ext.	\$	300.00
Liberty Township (LC)	Maps	\$	40.00
Richland Township (LC)	Map	\$	10.00
Village of North Lewisburg	Map	\$	10.00
City of Marysville	Fair Housing Administration FY 23/24	\$	2,000.00
Union County	Interest	\$	2,254.49

Total Receipts \$ 8,764.27

Total Cash on Hand \$ 696,548.89

### Expenditures

Employee Salaries	2 Pay Periods	\$	19,824.00
PERS	2 Pay Periods	\$	2,775.38
Medicare	2 Pay Periods	\$	278.49
Worker's Compensation	2 Pay Periods	\$	103.72
CEBCO	Health Insurance	\$	2,916.62
Dental Insurance	Dental Insurance	\$	127.94
VSP	Vision Insurance	\$	5.02
Life Insurance	Life Insurance	\$	35.16
Staples	Office Supplies	\$	427.65
Bellefontaine Examiner	Legal Ad - FH'ing	\$	27.10
Marysville Journal	Legal Ad - FH'ing	\$	23.75
Urbana Citizen	Legal Ad - FH'ing	\$	46.65
Richwood Banking Visa	APA Membership - Bodenmiller	\$	215.88
State of Ohio Auditor	Auditing Services	\$	1,664.60
4imprint	Annual Dinner - ink pens	\$	1,036.84
Wesley Easton	Bottled Water	\$	6.75
TRC	per Lease agreement	\$	3,171.60
Heather Martin	Mileage - August 2024	\$	137.46
Gram Dick	Mileage - August 2024	\$	117.74
Richwood Banking Visa	Miscellaneous Expenses	\$	103.97

Total Expenditures \$ 33,046.32

Balance on Hand as of September 30, 2024 \$ 663,502.57

Respectfully Submitted,



Todd Freyhof, Treasurer



## 2024 Budget Summary

as of September 30, 2024

### Revenues

		Estimated	Received	Cash Balance	%
450112	Membership Contributions	\$ 246,934.19	\$ 257,234.65	\$10,300.46	104%
450105	Grants	\$ 24,400.00	\$ 2,000.00	(\$22,400.00)	8%
450105.LUC13	ODOT RTPO Grant	\$ -	\$ -	\$0.00	0%
420107	Charges for Services	\$ 71,396.87	\$ 64,075.82	(\$7,321.05)	90%
420121	Subdivision Plats	\$ 65,000.00	\$ 124,518.13	\$59,518.13	192%
420122	Mapping	\$ 350.00	\$ 60.00	(\$290.00)	17%
470101	Interest	\$ 8,000.00	\$ 16,814.31	\$8,814.31	210%
480108	Annual Dinner	\$ 2,950.00	\$ 900.00	(\$2,050.00)	31%
480111	Refund	\$ -	\$ 209.27	\$209.27	
	<b>Estimated Total Revenue</b>	<b>\$ 419,031.06</b>	<b>\$ 465,812.18</b>	<b>\$46,781.12</b>	<b>111%</b>

### Expenditures:

		Estimated Budget	Intra-Fund Transfers	Adjusted Budget	Expended	%
510100	Salaries & Wages	\$ 258,000.00		\$ 258,000.00	\$ 198,240.05	77%
510205	PERS	\$ 36,120.00		\$ 36,120.00	\$ 27,753.80	77%
510215	Medicare	\$ 3,741.00		\$ 3,741.00	\$ 2,793.30	75%
510225	Workers Compensation	\$ 1,393.20		\$ 1,393.20	\$ 1,040.38	75%
510305	Medical	\$ 36,000.00		\$ 36,000.00	\$ 26,249.58	73%
510310	Dental Insurance	\$ 1,550.00		\$ 1,550.00	\$ 1,151.46	74%
510315	Vision Insurance	\$ 65.00		\$ 65.00	\$ 45.18	70%
510320	Life Insurance	\$ 500.00		\$ 500.00	\$ 316.44	63%
520115	Office Supplies	\$ 5,000.00	\$ 6,250.00	\$ 11,250.00	\$ 7,671.72	68%
520155	Subscription Fees	\$ 2,500.00		\$ 2,500.00	\$ 2,042.67	82%
520160	Membership & Dues	\$ 5,000.00		\$ 5,000.00	\$ 3,870.00	77%
530100	Contract Services	\$ 13,500.00		\$ 17,605.93	\$ 10,766.38	61%
530110	Tuition Reimbursement	\$ -		\$ -	\$ -	0%
530171	Professional Development	\$ 2,000.00		\$ 2,000.00	\$ 1,341.88	67%
530310	Auditing Services	\$ 3,000.00		\$ 3,000.00	\$ 1,664.60	0%
530650	Maintenance & Repair	\$ 10,000.00	\$ (10,000.00)	\$ -	\$ -	0%
530702	Annual Dinner	\$ 4,000.00	\$ (500.00)	\$ 3,500.00	\$ 1,036.84	30%
530800	Building	\$ 35,500.00	\$ (750.00)	\$ 37,921.60	\$ 28,606.82	75%
540100	Equipment	\$ 2,500.00	\$ 5,000.00	\$ 7,500.00	\$ 7,269.09	97%
550100	Travel & Expense	\$ 10,000.00		\$ 11,055.62	\$ 6,625.39	60%
550305	Contingencies	\$ 7,500.00		\$ 7,730.61	\$ 4,479.88	58%
	<b>Estimated Total Expenditures</b>	<b>\$ 437,869.20</b>		<b>\$ 446,432.96</b>	<b>\$ 332,965.46</b>	<b>75%</b>

### STATEMENT:

Cash Balance January 1, 2024	\$ 530,655.85
Estimated Cash Balance December 31, 2024	\$ 480,308.70
Actual Cash On Hand December 31, 2024	
Estimated Total Revenue	\$ 419,031.06
Actual 2024 Revenue	\$ 465,812.18
Difference (+/Under)	<b>\$ 46,781.12</b>
Estimated Adjusted Total Expenditures	\$ 446,432.96
Actual 2024 Expenditures	\$ 332,965.46
Difference (+/Under)	<b>\$ 113,467.50</b>

# Memorandum

**To:** LUC Executive Committee

**From:** Louis Agresta  
TCC Transportation Director

**Phone** 937-521-2134  
**lagresta@clarkcountyohio.gov**

**Re:** RTPO Planning Report

**Date:** October 3, 2024

The following are items for discussion at the October 10, 2024 LUC Executive Committee Meeting.

## Village of St. Paris Intersection Study

TCC is using its task order contract with Burgess and Niple to complete the Village of St. Paris Intersection Study before the end of the year. The study will analyze the intersections of Springfield Street and US 36 as well as US 36 and Huffman Drive. The village has seen an increase in truck traffic at these intersections from the Old Souls Farm development north of the village. The intersection study will analyze crash analysis, impacts to truck turns, and truck traffic interaction with pedestrians.

The US 36/Huffman intersection is being studied in advance of Johnson Township efforts to widen Smith Rd/Dump Rd. This proposed improvement will drive truck traffic to the intersection. This study will recommend improvements at the intersection to accommodate the anticipated increase in truck traffic.

The study is expected to begin by the end of October and be completed by December 31.

## Other

LUC TAC meeting dates for 2024 are as follows

- December 2

All meetings will be held at the West Liberty Admin Village Offices and will begin at 9:30 am.

## FY 2025 Budget Status (as of August 31, 2024)

<i>Work Elements</i>	<i>Total Budget</i>	<i>Balance</i>	<i>Percent Expended</i>	<i>Monthly Expense</i>	<i>YTD Expenses</i>
625.1 RTPO Planning	\$ 122,991.00	\$ 121,826.64	1%	\$ 763.41	\$ 1,164.36
625.11 RTPO Planning (fy24)	\$ 44,000.00	\$ 32,946.48	25%	\$ 11,053.52	\$ 11,053.52



# Logan-Union-Champaign Regional Planning Commission

Director: Bradley J. Bodenmiller

## Director's Report – October 10, 2024

### Brad's Activities:

9/16	Met Logan Co (L) Mobility Mgr Met with EPA and consultant regarding Central Ohio Water Study Met with Paris Twp (U) Solicitor Village of Rushsylvania (L) Planning Commission meeting
9/17	Ohio APA Legislative Committee meeting
9/18	Logan Co (L) – Champaign Co (C) RTPO transit meeting Union Co (U) Housing Task Force
9/19	Union Co (U) Comprehensive Plan Land Use Subcommittee meeting
9/23	ORDA meeting with ODOT Central Office Office of Mgt & Budget
9/24	Logan Co (L) Commissioners meeting regarding Water District Logan Co (L) Community Recovery Committee Jerome Twp (U) Comprehensive Plan open house
9/25	Champaign Co (C) Rural Road Safety meeting Met with Champaign Co (C) Assistant Prosecuting Attorney
9/26	Allen Twp (U) Zoning Commission meeting
10/1	Union Co (U) Department Head meeting Stokes Twp (L) Zoning Commission meeting
10/2	Union Co (U) Sketch Plan meeting
10/3	TRC Event – Impact Lab Groundbreaking Ohio Hi-Point Celebration Heather Martin Performance Evaluation
10/4	Union Co (U) Comprehensive Plan Land Use Subcommittee Gram Dick Performance Evaluation
10/8	Aaron Smith Performance Evaluation Met with TRC about Maintenance & Repair costs
10/9	Met with City of Marysville (U) regarding BZA training
Ongoing	Model Text: Adult Entertainment, <del>Adult Use Cannabis</del> , Animals + Fowl/Poultry, Depth:Width Ratio, Drainage, Short-Term Rentals, Signs
Ongoing	Fiscal Officer Training (include Recorders)
Ongoing	Indian Lake (L) – supporting role for local agencies as needed
Ongoing	Union Co (U) Comprehensive Plan: Land Use Subcommittee
Ongoing	Champaign Co (C) Comprehensive Plan: Activating Steering Committee for three meetings over next 12 months

### Aaron's Activities:

9/16	Vlg of Rushsylvania (L) Planning Commission meeting
9/18	Zane Twp (L) Zoning Commission meeting
9/19	Webinar: Planning Academy 102: Main Street Programs
9/25	Meeting w/ Champaign Co (C) Prosecutor's Office Vlg of North Lewisburg (C) Planning Commission meeting
9/30	Perry Twp (L) Zoning Commission meeting
10/1	Stokes Twp (L) Zoning Commission meeting
10/7	Miami Twp (L) Zoning Commission meeting
10/8	Performance Evaluation w/Director
10/9	Meet w/ City of Marysville Zoning Administrator

10820 St. Rt. 347, PO Box 219

East Liberty, Ohio 43319

• Phone: 937-666-3431 •

• Email: [luc-rpc@lucplanning.com](mailto:luc-rpc@lucplanning.com) • Web: [www.lucplanning.com](http://www.lucplanning.com)



# Logan-Union-Champaign Regional Planning Commission

Director: Bradley J. Bodenmiller

Ongoing	Union Co (U) Cardinal Trail; Signs Model Zoning Text; Union Co (U) Comprehensive Plan
Mapping	Vlg of North Lewisburg (C) Zoning Map; Union Co (U) Comprehensive Plan Mapping; LCLT (L) Mapping
Zoning	Vlg of Quincy (L); Vlg of Rushsylvania (L); Vlg of Valley Hi (L); Harrison Twp (L); Jefferson Twp (L); Miami Twp (L);
Support/ Assisting	Monroe Twp (L); Perry Twp (L); Pleasant Twp (L); Stokes Twp (L); Washington Twp (L); Zane Twp (L); City of Marysville (U); Vlg of Richwood (U); Vlg of North Lewisburg (C); Vlg of St. Paris (C); Adams Twp (C); Harrison Twp
Jurisdictions	(C); Jackson Twp (C); Mad River Twp (C); Urbana Twp (C); Wayne Twp (C);

## Gram's Activities:

9/16	Paris Twp (U) Meeting
9/19	Union Co (U) Land Use Subcommittee Meeting
9/24	Jerome Twp (U) Comprehensive Plan Open House
9/26	Allen Twp (U) Zoning Commission Meeting
10/4	Union Co (U) Land Use Subcommittee Meeting Performance Evaluation
Mapping	Allen Twp (U); Jerome Twp (U); Paris Twp (U); Union County Comprehensive Maps
Zoning	Claibourne Twp (U); Jerome Twp (U); Leesburg Twp (U); Liberty Twp (U); Paris Twp (U); Washington Twp (U); York Twp (U)
Support/ Assisting	Twp (U)
Jurisdictions	
Ongoing	Union Co (U) Comprehensive Plan: Land Use Subcommittee

## Heather's Activities:

9/13	UC Fair Housing Training
9/17	Logan County Land Bank Meeting with Rhonda Stafford & Breanne Parcels
10/1	Logan County Land Bank Special Meeting
10/3	Union County Land Bank
10/3	Performance Evaluation
Completed	2022-2023 LUC Audit
Ongoing	2025 Budget preparation
Ongoing	LC Land Bank 24-25 Demolition Program activities
Ongoing	UC Land Bank 24-25 Demolition Program activities
Ongoing	CC CDBG PY23
Ongoing	CoM CDBG PY24

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# Logan-Union-Champaign regional planning commission

Director: Bradley J. Bodenmiller

## Executive Committee Meeting Minutes Thursday, October 10, 2024

1<sup>st</sup> Vice-President Tim Cassady called the meeting to order at 1:23 pm.

### **Roll Call** – Brad Bodenmiller

**Members present:** Jim Bischoff, Brad Bodenmiller, Tyler Bumbalough, Doug Crabill for Preston Carter, Tim Cassady, Scott Coleman, Wes Dodds, Todd Freyhof, Todd Garrett, Jeff Beard for Ashley Gaver, Chad Ritzler for Kyle Hoyng, Greg Iiams, Brent Ransome for Beau Michael, Spencer Mitchell, Tammy Noble, Scott Schmid, Ryan Smith, Luke Sutton for Jeff Stauch, Blair Stinson, Ben Vollrath and Mike Yoder.

**Members absent:** Matt Chamberlain, Steve McCall, Eric Petee, Jeff Rea, Steve Robinson, Ken Rosebrook.

**Guests present:** Judy Christian, York Township; Adele Evans, ODOT; Justin Wollenberg, Terrain Evolution; Kevin Kershner, Kimley Horn; Sarah Vecottone, Kimley Horn; Paul Jeffers, Environmental Design Group; Gram Dick and Aaron Smith, LUC Regional Planning Commission.

**Minutes** – Scott Coleman moved a motion to approve the minutes from the September 12, 2024, meeting as written, and Mike Yoder seconded. All in favor.

**Financial Report** – Todd Freyhof presented the Financial Report for September. Scott Coleman moved a motion to accept the Financial Report and Wes Dodds seconded. All in favor.

### **ODOT Reports:**

ODOT Reports are available on LUC's website. Scott Schmid reported he had no updates. Tim Cassady thanked ODOT for the work being done in Mechanicsburg.

### **RTPO Report**

1. Tyler Bumbalough reported on RTPO activities. The report is available on LUC's website.

### **New Business:**

1. Review of Curry Farm Preliminary Plat Extension (Union County) – Staff Report by Brad Bodenmiller
  - Scott Coleman moved a motion to accept the recommendation of conditional approval of the Curry Farm Preliminary Plat Extension with the conditions outlined in the staff report and Todd Garrett seconded. All in favor.
2. Review of ERN-7 Preliminary Plat (Union County) - Staff Report by Brad Bodenmiller
  - Mike Yoder moved a motion to accept the recommendation of conditional approval of the ERN-7 Preliminary Plat with the conditions outlined in the staff report and Scott Coleman seconded. All in favor.
3. Review of Jerome Professional Park Phase 2 Preliminary Plat (Union County) – Staff Report by Brad Bodenmiller
  - Scott Coleman moved a motion to accept the recommendation of conditional approval of the Jerome Professional Park Phase 2 with the conditions outlined in the staff report and Ryan Smith seconded. All in favor.

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# Logan-Union-Champaign regional planning commission

Director: Bradley J. Bodenmiller

4. Review of Washington Township Zoning Parcel Amendment (Logan County) – Staff Report by Aaron Smith
  - Tyler Bumbalough moved a motion to accept the recommendation of denial of the Washington Township Zoning Parcel Amendment and Todd Freyhof seconded. All in favor.
5. Review of Zane Township Zoning Text Amendment (Logan County) – Staff Report by Aaron Smith
  - Scott Coleman moved a motion to accept the recommendation of approval of the Zane Township Zoning Text Amendment including a correction that adult entertainment is not being removed and Mike Yoder seconded. All in favor.
6. Review of Del Webb – Jerome Preliminary Plat (Union County) – Staff Report by Brad Bodenmiller
  - Wes Dodds moved a motion to accept the recommendation to table the Del Webb – Jerome Preliminary Plat and Scott Coleman seconded. All in favor.
7. Nominating Committee – Tim Cassady
  - Scott Coleman moved a motion to appoint Tim Cassady, Steve Robinson, and Mike Yoder to the Nominating Committee and Todd Freyhof seconded. All in favor.
8. Budget & Finance Committee Report – Todd Freyhof
  - Administrative Assistant
    - Brad Bodenmiller shared the job description and provided information on this position.
    - Scott Coleman moved a motion to approve the Administrative Assistant position and job description, and Mike Yoder seconded. All in favor.
  - Staff Performance Appraisal
    - Scott Coleman moved a motion to approve a salary increase for Brad Bodenmiller of 4.78%; Aaron Smith at 7.6%; Gram Dick at 2.95%; and Heather Martin at 8.27% effective the first payroll of 2025 and Ben Vollrath seconded. All in favor.
  - Fee Schedule
    - Todd Freyhof moved a motion to approve the updated fee schedule and Scott Coleman seconded. All in favor.
  - 2025 Draft Budget
    - Scott Coleman shared that the Committee discussed raising fees and decided to not do that this year. The Board will reassess next year.
    - Ben Vollrath moved a motion to accept the recommendation of the Budget and Finance Committee for the 2025 Budget and Scott Coleman seconded. All in favor.
9. Annual Dinner – Heather Martin
  - The 57<sup>th</sup> Annual Dinner will be held on November 21, 2024, at 6:30 pm. The dinner will be held at the James A. Rhodes Conference Center. The caterer for the event is Vic's Country Cookin' and ticket prices are \$18. Tickets must be purchased in advance of the event, no later than November 13. Board members need to turn in all ticket sales and names by the November 14 Board meeting. If interested in purchasing tickets, contact an LUC Board member or Heather Martin.

## Director's Report

### Comments from Individuals:

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# Logan-Union-Champaign regional planning commission

Director: Bradley J. Bodenmiller

- Scott Coleman provided information on the meeting of the subcommittees and the thorough discussion that happens at those meetings. Executive Committee members should feel free to ask questions or attend the meetings.
- Tim Cassady agreed with Scott's statement. He stated that he wasn't rushing through the agenda because these items had no value, but because Committees met to discuss these items in depth before this one.

**Adjourn** – Ben Vollrath moved a motion to adjourn the LUC Executive Committee Meeting at 2:14 pm and Todd Freyhof seconded. All in favor.

**Next Scheduled Meeting:** Thursday, November 14, 2024, 1:15 pm at 10820 St Rt 347, James A. Rhodes Conference Center, East Liberty OH 43319.

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President

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Secretary

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