



Budget & Finance Meeting Minutes
Thursday, March 14, 2019

Members present: Brad Bodenmiller, Scott Coleman, David Faulkner, Charles Hall, Steve McCall, Tim Notestine, Tammy Noble for Vince Papsidero.

Absent member: John Bayliss, Jeff Stauch and Andy Yoder.

The Budget and Finance Committee Meeting was called to order at 11:30 am by Brad Bodenmiller.

New Business:

1. Planner I/GIS Operator Job Description
 - Brad Bodenmiller – The first order of business is discussion of the LUC Planner I/GIS Coordinator job description. The job description is a combination of three existing job descriptions—GIS Technician, Planner I, and Planner II. I reviewed and provided you all with the same position in Delaware County. The salary for the LUC position is \$40,000 to \$52,000 and the Delaware County Regional Planning Commission position is \$38,000 to \$48,000.
 - Steve McCall – Our GIS position in Champaign County is a similar range.
 - Brad Bodenmiller – Explained how the position was advertised. No applications have been received yet.
 - Steve McCall – The lack of response could be based on timing, in terms of school schedules, and there may be more interest as we approach May, when most students will be graduating. Could we wait 2-3 months?
 - Brad Bodenmiller – Our workload is pretty busy. Ultimately, I think we can wait until May if it would improve interest in the position.
 - Steve McCall – Does the position require a Bachelor Degree?
 - Brad Bodenmiller – A degree or three or more years of experience. I'm okay with changing that, I don't want to miss folks who have applied in the past, like Wes.
 - Steve McCall – Some people with skill sets more closely aligned with GIS positions may have less experience and those programs are sometimes an Associate Degree. We can use "preferred" Bachelor so that we capture those other potential candidates.
 - Tammy Noble – I spoke with a recent hire for a Planner I position in the City of Dublin and based on their recent job search, most graduates with a Bachelor Degree were interested in a position that was in the upper \$40,000 and with Masters Degrees the lower \$50,000.



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- Charles Hall – I would prefer to have a person begin in an “entry level” and work their way up in the organization.
- Brad Bodenmiller explained the annual expenses of all positions within the agency with several assumptions including the discussed pay increase for his position mid-year, hiring a Planner at the mid-range, and including any payout amounts for Dave Gulden. With those assumptions, the yearly expenses are within the allotted budget.
- Scott Coleman – Are we all agreed that we should modify the requirements to allow an Associate Degree?
 - Charles Hall – Yes, but I want to discuss what the pay range should be. I would like to find a candidate that is paid above the base rate of the positions.
- Brad Bodenmiller – Our former Planner I position started at \$30,000.
- Dave Faulkner – What did the Delaware County Regional Planning Commission require?
 - Brad Bodenmiller – It states a Bachelor Degree is “preferred”.
- Steve McCall – Using the word “preferred” gives us the ability to negotiate with a potential candidate.
- Dave Faulkner – Could we include tuition reimbursement as an incentive?
 - Brad Bodenmiller – We could add a sentence to the job description about health benefits and added incentives, where tuition reimbursement can be listed.
- Scott Coleman – We could allow tuition reimbursement with the caveat that the candidate remain in the position for a minimum time or require the total cost of tuition paid back.
- Brad Bodenmiller – I will modify the Planner I/GIS Coordinator job description to include Associate Degree as an educational requirement and reduce the pay range floor to \$35,000.
- Tim Notestine – It’s easy to get out of touch with salary.
- Dave Faulkner made a motion to create the Planner I/GIS Operator Job Description with two modifications and Scott Coleman seconded. All in favor.

2. Service Fees

- Brad Bodenmiller – The changes are minor in nature, adding a header title to the second page and additional language under Comprehensive Plans. The broader language addresses work that may not be covered under a Comprehensive Plan but entails a considerable amount of staff time and additional meetings. The example he provided was last year when he worked on the zoning for Turkeyfoot. It was over forty hours of staff time and a dozen evening meetings that were non-billable. If these changes are approved, a contract would be required stating the scope of work and details related to billing obligations. From looking on our network, it looks like this is what Jim Cox required in the past for unzoned areas.

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- Steve McCall – I am aware that we are commonly asked if they have to pay additional fees if they are a paying member of LUC.
- Brad Bodenmiller stated there was a third, minor change to the document.
 - Steve McCall asked if the change was substantive.
 - Brad Bodenmiller stated no, it was a minor edit.
- Scott Coleman made a motion to approve the Service Fee changes and Steve McCall seconded. All in favor.

Adjourn: Steve McCall moved a motion to adjourn the LUC Budget and Finance Committee Meeting at 12:12 pm and Dave Faulkner seconded the motion. All in favor.

Next Meeting: At this time there is no meeting scheduled.

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