Minutes for the

**Clinton County Regional Planning Commission**

**Or the Executive Committee**

July 9th, 2024

330 N Lincoln St., Wilmington, OH 45177

# ROLL CALL

Ruth Brindle called the meeting to order at approximately 5:40p.m. local time, with the following Planning Commission Executive Committee members present.

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| Ruth Brindle |  |  |
| Rick Walker |  |  |
| Jon Branstrator  Benjamin Collings  John Cohmer |  |  |
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The Commission attained a quorum.

Other Attendees: Drew DeMarsh, Mackenzie Edison, Harris Eidelman, Mike McCarty

A motion to approve the agenda with an address change was made by Rick Walker, seconded by Jon Cohmer and a voice vote: all yea.

**OLD BUSINESS**

# NEW BUSINESS

Open Position Discussion

Drew DeMarsh provided an update on Mackenzie Edison’s departure and discussed the current and future needs of the Regional Planning Commission. He discussed the idea of keeping Mackenzie Edison on as an hourly employee similar to Taylor Stuckert’s position. He proposed two new positions, with detailed job descriptions, and shared his opinion that hiring a "Land Bank" focused individual was not appropriate given current circumstances. Drew expressed confidence in handling Land Bank duties himself, but emphasized the need for a Planner to alleviate his workload. This new Planner would attend meetings and contribute to long-range planning efforts. Drew suggested listing the job title as "Planner" to attract a broader range of applicants and proposed a hybrid schedule with a salary of $60k-$70k. Additionally, Drew highlighted the necessity of hiring an administrative employee to handle office tasks, with a salary of $40k-$50k. The total budget for these positions would be $170k-$190k. The board discussed creating the administrative position as an hourly part-time position.

A motion to hire Mackenzie Edison as an hourly employee to assist with training and onboarding when needed was made by John Cohmer and seconded by Rick Walker. The motion was approved by a roll call vote: 5 yea, 0 nay, 0 abstention.

A motion to hire an hourly paid part-time Administrative Assistant with a pay range of $15 - $22 an hour was made by Rick Walker and seconded by Jon Branstrator. The motion was approved by a roll call vote: 5 yea, 0 nay, 0 abstention.

A motion to hire a salary paid full-time Planner with a pay range of $50,000-$70,000 a year was made by John Cohmer and seconded by Benjamin Collings. The motion was approved by a roll call vote: 5 yea, 0 nay, 0 abstention.

Bill/Invoices

A motion to approve three bills was made by John Cohmer, seconded by Rick Walker. The bills that needed to be paid included: Walmart $35.36, ArcGIS Annual Subscription $700.00 and ArcGIS Credit Block (1,000) $120.00. The motion was approved by a roll call vote: 5 yea, 0 nay, 0 abstention.

Applications

Drew DeMarsh and the board had discussion about the upcoming applications on the agenda.

Land Bank Audit Update

Drew DeMarsh gave an update that David Milender, Mackenzie Edison, and Drew DeMarsh have been working on the first batch of properties that the Land Bank staff had gotten back related to the Land Bank Audit, and there is some positive movement. Mackenzie Edison gave an update that the Land Bank staff has access to a disposition work flow in a property management system that will be tested over the next few months. 221 N College St. in Sabina has also been sold.

Continuing Education

Drew DeMarsh gave an update that he is scheduled to take the LSAT – Law School Admissions Test in September. He has already paid for everything and doesn’t expect RPC to cover the costs, but wanted to provide this update. Drew DeMarsh discussed different programs he has looked that has an evening “flex” program that has the ability to attend many of the classes virtually. He doesn’t expect this to interfere with anything related to his current duties, and is hopeful that it helps him with his role through the next few years. He would still like to get his AICP certification when he meets the qualifications. Drew DeMarsh also discussed that he was open to getting his real estate license if needed, due to Mackenzie Edison’s departure and her not pursuing getting her real estate license. The board didn’t think it was necessary at this time.

Bench Discussion

Drew DeMarsh stated that he talked with the Auditor’s office to see what route needed to be taken to purchase benches for two long time board members. Drew DeMarsh suggested doing an event and get a collection of sorts and doing some sort of proclamation. Benjamin Collings mentioned the idea of purchasing plaques to place on existing benches and Mike McCarty mentioned planting trees. Discussion will need to be had with the whole Commission.

Vacancies

With Bob Thobaben stepping down from the board, the Commission needed a secretary to replace Bob’s position until the end of the term.

A motion to appoint Benjamin Collings as secretary until the end of Bob Thobaben’s term ends was made by Rick Walker and seconded by Jon Branstrator. The motion was approved by a roll call vote: 5 yea, 0 nay, 0 abstention.

Drew DeMarsh gave an update that the board has two County seats open on the RPC Board and asked if Mike McCarty had any updates on applications. Two applicants have applied, 1 in the interviewing process and 1 did not respond to setting up an interview.

Other Discussion

Discussion was had by the board on the location of the December meeting, due to the past December meeting location not having food available.

A motion to have the December 17th meeting at Trail Haus was made by John Cohmer, seconded by Rick Walker and a voice vote: all yea.

Ruth Brindle and the board gave thanks to Mackenzie Edison for her work with the Regional Planning Commission and Land Bank.

Ruth Brindle verified that Harris Eidelman’s position had been fixed and Drew DeMarsh verified that is had been.

**ADJOURNMENT**

A motion to adjourn was made by John Cohmer at 6:47pm, seconded by Jon Branstrator, with a voice vote of all yeas.

Respectfully submitted and approved this \_\_\_\_\_\_\_\_\_ day of \_\_\_\_\_\_\_\_\_ 2024.

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| Ruth Brindle, Chairman |  |
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| Drew DeMarsh, Executive Director |  |