**Minutes for the**

**Clinton County Regional Planning Commission**

**Or the Executive Committee**

November 12th, 2024

1850 Davids Dr., Wilmington, OH 45177

**ROLL CALL**

Ruth Brindle called the meeting to order at approximately 5:33p.m. local time, with the following Planning Commission Executive Committee members present.

|  |  |  |  |
| --- | --- | --- | --- |
|  |  | | |
| Ruth Brindle  Benjamin Collings  John Cohmer  Jon Branstrator | |  |  | |
|  | |  |  | |
|  | |  |  | |

The Commission attained a quorum.

Other Attendees: Anya Tipton

Ruth Brindle added several items to the proposed agenda, including: December meeting at Trail Haus details, Executive Committee Elections, McBride-Dale Contract, and Budget. A motion to approve the agenda was made by John Cohmer, seconded by Benjamin Collings and a voice vote: all yea.

**OLD BUSINESS**

There was no Old Business to conduct.

**NEW BUSINESS**

Applications

Anya Tipton and the board had discussion about the upcoming application on the agenda.

Upcoming Dates

Anya Tipton and the board reviewed upcoming dates and meetings relevant to the CCRPC and staff.

December 17th CCRPC Meeting

The board discussed options, such as a slideshow, for recognizing Robert Thobaben at the CCRPC meeting on December 17th at Trail Haus. The board agreed to announce plans to make collections for a tree at the November 19th CCRPC meeting. Ruth Brindle will also send around a sheet for dietary restrictions, guest count etc. for the December meeting.

Executive Committee Elections

John Cohmer will attend his final CCRPC meeting next week. The board discussed the upcoming election for the Executive Committee and agreed it should be addressed at the November 19th meeting. Ruth is looking into filling vacant seats on the Planning Commission.

McBride-Dale Contract

Ruth Brindle inquired about the status of the McBride-Dale contract. Ruth explained that Executive Director Drew DeMarsh believed he had received the last bill; however, it didn’t cost as much as anticipated, meaning the CCRPC has additional money from the contract remaining. The board agreed to address this at the next meeting.

Budget

The board discussed cost of living increases for the CCRPC staff. Ruth has spoken to Mary Ann Foland, who wasn’t sure what they were going to do. Last year they did 6-7% to get them more in line with neighboring counties, but 3-4% is more typical. The board agreed that cost of living increases are cleanest as a budget year item. The executive committee agreed 4% seems fair, but wants to make sure enough money is in the budget for actual mileage (not just driving around the county). Transit vehicles are limited to city limits so they are not an effective option. The budget should also account for potential part-time staff. The board discussed the possibility of utilizing project management software (i.e., Harvest), which can turn data on time spent across staff projects into reports or invoices. The software would be used to compare expenditures against staff workload. The board also discussed the status of the Land Bank contract.

A motion to increase cost of living increases for the CCRPC staff at 4% was made by Benjamin Collings, seconded by Jon Branstrator and a voice vote: all yea.

Staff Update

Anya Tipton updated the board on her first month working as a Planner for the CCRPC.

**ADJOURNMENT**

A motion to adjourn was made by John Cohmer, seconded by Benjamin Collings. The Executive Committee adjourned at 6:14 pm.

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

|  |  |
| --- | --- |
| \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |  |
| Ruth Brindle, Chairman |  |
| \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |  |
|  |  |
| \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |  |
| Anya Tipton, Planner |  |