Minutes for the

**Clinton County Regional Planning Commission**

**Or the Executive Committee**

October 12, 2023

Community Room, Wilmington Municipal Building, 69 N. South Street, Wilmington, OH

# ROLL CALL

Vice Chair Ruth Brindle called the meeting to order at approximately 4:07 p.m. local time, with the following Planning Commission Executive Committee members present.

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| Ruth Brindle |  |  |
| John Cohmer |  |  |
| Jon Branstrator |  |  |
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Also present: David Milender. The Commission attained a quorum.

A motion to approve the agenda by Mr. Branstrator, seconded by Ms. Brindle and a voice vote: all yea.

**OLD BUSINESS**

Board meeting decorum

Mr. Rigney gave an update on a proposed non-mandatory pre-meeting to regular RPC meetings. These meetings will take place prior to the warned RPC meeting and will function as open office hours wherein staff and counsel will be available for questions with individual RPC board members. Mr. Milender defined exactly what the board is and is not able to do in this pre-meeting. Mr. Milender mentioned the importance of providing snacks at this pre-meeting to encourage attendance, with which the executive committee concurred. Mr. Rigney will look into it.

Membership

The board discussed general membership questions. Mr. Rigney, as of the time of the meeting, had yet to receive a letter from the Mayor of Port William appointing a new member to the commission.

Mr. Rigney discussed a conversation with the Mayor of Wilmington where the Mayor stated his intent to reappoint Ms. Brindle and Mr. Purkey to the RPC Board.

Mr. Rigney discussed that he had spoken to Shirley Orihood, who will be attending the meeting on Tuesday, October 17th after her absence.

The board discussed a dedication for Robert Johnson in exchange for his fifty years of service on the RPC board. The board settled on dedicating a bench to Mr. Johnson. They discussed location of the bench and the ability to dedicate an existing bench in front of the Wilmington Court House.

The board discussed how the founding resolution notes that members of the commission are appointed to three-year terms and how that must be enforced. The board discussed having staggered term endings for existing membership and the difficulty of trying to find some longer tenured members’ appointing documents.

Also discussed was having a new member orientation or full group retreat every year to give an introduction to county zoning, county land use policy and goals, what the RPC does, and what our internal processes are (including Roberts Rules of Order). Ms. Brindle mentioned she would find the old materials from when training was last given. Mr. Cohmer mentioned that the RPC should have out-of-commission meeting events, like a Christmas party.

# NEW BUSINESS

Draft Budget

Mr. Rigney presented the draft commission budget for 2024, including providing for raises for RPC staff to meet what the market is currently paying planners and to prevent turnover. Also provided for is Mr. Rigney’s American Institute of Certified Planners (AICP) certification exam in the fall of 2024 and Ohio Chapter of the American Planning Association membership for all staff members. Mr. Milender mentioned that the RPC may be able to pay for APA membership for the board as well, with which Mr. Rigney concurred. Ms. Brindle mentioned the importance to the RPC’s image for all staff to be AICP certified. Mr. Rigney discussed that both Mr. DeMarsh and Ms. Edison have been informed that the RPC will pay for their AICP certification and exam when they are eligible in 2025.

Draft Bylaw

Mr. Rigney presented edits to the RPC commission bylaws, including cosmetic proofreading changes. Sections discussed include: Section 1.01, Board Composition and Appointment; 1.02, Membership Duration; 4.03, Quorum; and 4.05, Parliamentary Procedure. The board discussed the importance of Robert’s Rules of Order in meetings.

**ADJOURNMENT**

A motion to adjourn was made at 5:05 pm by Mr. Cohmer, seconded by Mr. Branstrator, with a voice vote of all yeas.

Respectfully submitted and approved this \_\_\_\_\_\_\_\_\_ day of \_\_\_\_\_\_\_\_\_ 2023.

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| Dwayne Dearth, Chairman |  |
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| Robert Thobaben, Secretary |  |
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| Connor Rigney, Executive Director |  |