



Executive Committee Meeting Agenda
Thursday, June 13, 2013 - 1:15 p.m.

Call to Order – Brad Bodenmiller, President

Roll Call

Action on Minutes of May 9, 2013 – Executive Committee

Financial Report May – Andy Yoder, Treasurer

ODOT Reports

New Business:

1. Review of Johnson Township, Champaign County – Various Zoning Text Amendments including changes to the Official Schedule of District Regulations (Champaign County) - Staff Report by Wes Dodds
2. ODOT Rural Planning Grant Contract – Jenny Snapp
3. LUC Visioning - Brad Bodenmiller
4. Guest Speaker: Jason Dagger

Director's Report

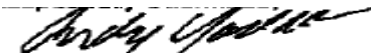
Comments from Individuals

Adjourn

LUC Regional Planning Commission Treasurer's Report

BEGINNING BALANCE ON May 1, 2013			\$ 429,885.22
RECEIPTS			
Village of Unionville Center	Income Survey Supplies	\$ 10.03	
Union County	April 2013 Interest	\$ 537.25	
TOTAL RECEIPTS			\$ <u>547.28</u>
TOTAL CASH ON HAND			\$ 430,432.50
EXPENDITURES			
Employee Salaries	2 Pay Periods	\$ 10,880.00	
OPERS	April 2010 Employer Share	\$ 1,523.20	
Medicare	2 Pay Periods	\$ 154.28	
Dental Insurance	Dental Insurance	\$ 73.25	
CEBCO/Anthem Life	Health/Life Insurance	\$ 432.12	
Verizon Wireless	Cell Phone Acct	\$ 149.09	
DP&L	Electric Bill	\$ 371.00	
Time Warner Cable	Phone & Internet Service	\$ 285.81	
APA OHIO	Workshop - J. Snapp	\$ 82.50	
APA OHIO	Workshop -W. Dodds & H. Martin	\$ 150.00	
Weston Dodds	Travel/Mileage - April 2013	\$ 242.50	
Heather Martin	Travel/Mileage - April 2013	\$ 13.00	
Jenny Snapp	Travel/Mileage - April 2013	\$ 128.50	
Staples	Office Supplies	\$ 551.52	
Belle Printing	LUC Envelopes	\$ 184.36	
			\$ 15,221.13
Bldg.			
Kalyndi Martin	Office Cleaning	\$ 67.50	
Logan County Commissioners	CORSA	\$ 590.00	
Lowe's	Cleaning Supplies	\$ 28.67	
			\$ <u>686.17</u>
TOTAL EXPENDITURES			\$ 15,907.30
BALANCE ON HAND AS OF May 31, 2013			\$ 414,525.20

Respectfully Submitted,



Andy Yoder, Treasurer

2013 Budget Summary

As of 6/3/2013

990	REVENUES:	Estimated	To Date	CashBalance
990-2-1	Membership Contributions	\$ 173,578.00	\$ 186,331.20	\$ (12,753.20)
990-2-2	Service & Projects	\$ -	\$ 10.03	\$ (10.03)
990-2-3	Subdivision Plats	\$ 7,600.00	\$ 27,000.00	\$ (19,400.00)
990-2-4	Annual Dinner	\$ 2,550.00	\$ -	\$ 2,550.00
990-2-5	Comprehensive Plans	\$ 5,000.00	\$ -	\$ 5,000.00
990-2-6	Mapping	\$ 500.00	\$ -	\$ 500.00
990-5	Grants	\$ 34,700.00	\$ 19,387.31	\$ 15,312.69
990-7	Interest	\$ 3,000.00	\$ 2,336.58	\$ 663.42
990-8-1	Other Revenue	\$ -	\$ -	\$ -
990-8-2	Rebates	\$ -	\$ 38.00	\$ (38.00)
Estimated Total Revenue		\$ 226,928.00	\$ 235,103.12	\$ (8,175.12)

990	EXPENDITURES:	Estimated	To Date	%
990-1	Salaries & Wages	\$ 145,000.00	\$ 59,627.52	41%
990-2	Supplies	\$ 5,000.00	\$ 1,561.67	31%
990-3-1	Utilities	\$ 13,000.00	\$ 3,999.60	31%
990-3-2	Professional Development	\$ 2,554.00	\$ 849.65	33%
990-3-4	Building Fund	\$ 4,000.00	\$ 1,206.35	30%
990-3-6	Annual Meeting	\$ 3,000.00	\$ -	0%
990-4	Equipment	\$ 1,620.00	\$ -	0%
990-5-1	Other Expenses	\$ 5,000.00	\$ 43.95	1%
990-5-2	Travel	\$ 7,500.00	\$ 1,993.00	27%
990-10-1	PERS	\$ 20,300.00	\$ 8,329.27	41%
990-10-2	Workers Compensation	\$ 2,643.00	\$ 1,820.00	69%
990-10-3	Medicare	\$ 2,103.00	\$ 847.22	40%
990-10-4	Hospital / Life Insurance	\$ 7,000.00	\$ 2,118.50	30%
990-10-5	Contingencies	\$ 5,800.00	\$ -	0%
990-10-6	Dental Insurance	\$ 879.00	\$ 366.25	42%
990-10-7	Life Insurance	\$ 40.00	\$ 26.62	67%
Estimated Total Expenditures		\$ 225,439.00	\$ 82,789.60	\$ 142,649.40

STATEMENT:	
Cash Balance January 1, 2013	\$ 262,211.68
Estimated Cash Balance December 31, 2013	\$ 252,999.00
Actual Cash On Hand December 31, 2013	
Estimated Total Revenue	\$ 226,928.00
Actual 2013 Revenue	\$ 235,103.12
Difference (+/Under)	\$ 8,175.12
Estimated Total Expenditures	\$ 224,346.00
Actual 2013 Expenditures	\$ 82,789.60
Difference (+/Under)	\$141,556.40

LUC MEETING

June 13, 2013

Active Construction Projects

ODOT Project 120263

UNI-SR4-13.18, PID Number 83972

Description: Structure rehabilitation.

Location: Marysville. SR4 over US33/36.

Maintenance of Traffic: Part width construction. Traffic maintained.

Completion Date: 06/15/2013

Contractor: Shelly and Sands, Inc.

Amount: \$1,828,582.92

Project Status: Project completed 05/31/2013.

ODOT Project 130017

UNI-US33-8.74, PID Number 76466

Description: Resurfacing and pavement repair. Reconstruct both exit ramps at east US33/36 interchange.

Location: Marysville. US33: SR245/US33 to US36; US36: Collins Avenue to US33EB Ramp.

Maintenance of Traffic: Traffic maintained with short term closures.

Completion Date: 09/15/2013

Contractor: Shelly Company

Amount: \$3,300,000.52

Project Status: On schedule.

ODOT Project 130112

UNI-SR245-0.40, PID Number 87257

Description: Structure replacement.

Location: Allen Township. East of CHA/UNI County line. SR245 over Big Darby Creek.

Maintenance of Traffic: Part width construction. Traffic maintained.

Completion Date: 10/31/2013

Contractor: Shelly and Sands, Inc.

Amount: \$1,206,926.42

Project Status: Work held pending waterway permit.

ODOT Project 130168

UNI-US33-10.35 (Ramp E), PID Number 89221

Description: Adjust ramp superelevation; widen paved shoulders; adjust guardrail.

Location: Marysville. Ramp E on US33 westbound to SR31 northbound.

Maintenance of Traffic: Traffic detoured. Maximum 30 day closure.

Completion Date: 07/31/2013

Contractor: Shelly Company

Amount: \$249,868.75

Project Status: Project completed 05/31/2013.

ODOT Project 130389

UNI-US36-0.88, PID Number 86217

Description: Adjust ramp superelevation; widen paved shoulders; adjust guardrail.

Location: Union Township. US36 over Treacle Creek. 0.89 miles east of CHA County.

Maintenance of Traffic: Traffic detoured. Maximum 75 day closure.

Completion Date: 11/15/2013

Contractor: Eagle Bridge Company

Amount: \$541,538.21

Project Status: Awarded 06/12/2013.

Projects Awarded During Month of May

No projects awarded during May.

Upcoming Projects Scheduled for Sale Through June

No projects scheduled for sale through June.

ALL PROJECT INFORMATION CURRENT AS OF June 13, 2013.

**CHP/LOG County Projects
07/01/12 thru 01/01/14**

3/8/2013

PID	COUNTY ROUTE SECTION	PRIMARY WORK CATEGORY	DESCRIPTION	PROJECT TERMINI	AWARD DATE CURRENT	AWARD DATE ACTUAL	EST. END CONSTRUCTION DATE	PROJECTED CONSTRUCTION COSTS
86684	CHP CR 468 0.00	Resurfacing, Undivided System	OVERLAY ASPHALTIC CONCRETE ON 17.55 MILES OF COUNTY ROADS. (ROADS ARE RURAL MINOR COLLECTORS. FUNDING IS CONTINGENT ON INCLUDING RURAL MINOR COLLECTORS FOR FEDERAL FUNDS IN THE NEXT TRANSPORTATION BILL).	Various locations in Champaign County	07/29/13		09/30/13	\$1,259,884.55
83942	CHP SR 245 0.00	Minor Rehabilitation - Pavement Gnrl Sys	Resurface the existing roadway, along with other roadway related items. Bridge: 1102419 Remove wearing course surface and waterproof bridge deck with overlay asphalt. Replace polymer joints. Bridge: 1102435 Patch deck and approach joint. Bridge: 1102486 r	SR 245 from the JCT. of SR29, SLM 0.00 to Chp/LOG County Line, SLM 6.17. Including work on bridges SFN 1102419 - CHP 245 0138 over Lee Creek, SFN 1102435 - CHP 245 0403 over Branch of Graves Creek and SFN 1102486 - CHP 245 0569 over Grave Creek.	03/18/13		08/31/13	\$945,284.90
88768	CHP SR560 1.48/1.56	Bridge Repair	Replace deteriorating wearing surface (2 bridges) with no approach work except approach slabs. Asphalt overlay precluded by legal load rating.	Bridges - CHP 560 0148 SFN 1103121 over Owens Creek and CHP 560 0156 SFN 1103156 over Nettle Creek.	07/29/13		10/15/13	\$341,018.97
91168	CHP US 68 5.65	Minor Rehabilitation - Pavement Gnrl Sys	Pavement planing and resurfacing with asphalt concrete. Urban Paving Program.	Urbana US 68 from SR 55 (SLM 5.65) to Reynolds Street (SLM 6.38).	04/22/13		08/31/13	\$296,402.03
83909	CHP/CLA SR 4 6.93/17.98	Minor Rehabilitation - Pavement Gnrl Sys	Champaign SR 4-Resurface the existing roadway, along with other roadway related items. Clark SR 4 resurface existing park and ride parking lot.	SR4 from Mechanicsburg SW Corp Limit SLM 6.93 to the CHP/UNI County Line, SLM 12.22; Park & Ride Lot CLA SR 4 @ SLM 17.98 intersection with Middle Urbana Rd.	08/02/12	08/02/12	10/15/12	COMPLETE - \$876,453.04
93461	D07 BRDG Deck Sealing Part 2	Bridge Repair	Districtwide bridge deck sealer treatments. Part 2	District wide various locations (44 structures)	10/21/13		07/31/14	\$172,384.00
94076	LOG CTY Garage Equipment Shed	Buildings - Mix Shed, etc.	Construct a new 40 X 80 equipment storage building at the Logan County Garage Complex.	Logan County Garage Complex	02/25/13		09/30/13	\$176,846.43
86944	LOG SR 235 16.05	Section Improvement	Improve horizontal alignment of curve at TR 240 and regrade ditch.	Approximately 0.15 mil. South of TR 240 to approximately 0.10 North of TR 240 on SR 235	12/06/12	12/06/12	08/15/13	\$363,699.42
83760	LOG SR 47/292 15.33/0.24	Minor Rehabilitation - Pavement Gnrl Sys	SR 47 and SR 292 Resurface the existing roadway with Asphalt Concrete. SR 638 - Berm stabilization with item 301 asphalt concrete base.	SR 47 from SLM 15.33 to SR 5 SLM 20.12. SR 292 from US 33 SLM 0.24 to SR 47 SLM 10.81. SR 638 from US 68 SLM 0.00 to CR 106 SLM 2.35	07/03/12	07/03/12	10/31/12	COMPLETE - \$3,084,195.97
83947	LOG SR 47/706 0.00/0.00	Minor Rehabilitation - Pavement Gnrl Sys	Resurface the existing roadway, along with other roadway related items.	SR 47 LOG/SHE County Line (SLM 0.00) to the JCT of SR 235 (SLM 5.23, SR 706 LOG/SHE County Line (SLM 0.00 to Jct of SR 235 (SLM 2.29)	12/06/12	12/06/12	06/30/13	\$997,051.07
19741	LOG SR 708 2.08	Bridge Replacement	REPLACE 88FT STRUCTURE OVER BOAT CHANNEL WITH MINIMAL APPROACH WORK. 3 SPANS.	(Russells Point) at 0.39 MI N of the Jct. SR 366. SFN 4604148 LOG-708-0708 over Channel to Indian Lake.	07/19/12	07/19/12	04/30/13	\$935,791.79
89213	LOG TRANSPORTATION MUSEUM	Other Modes Related	CONSTRUCT AN ADDITION TO THE EXISTING LOGAN COUNTY MUSEUM, TO BE BUILT SIMILAR TO THE BIG FOUR ROADHOUSE. VARIOUS (EXISTING) TRANSPORTATION EXHIBITS WILL BE DISPLAYED.	At the Logan County Museum in Bellefontaine	10/18/12	10/18/12	10/31/13	\$2,664,112.86
90807	LOG US 68/SR 235 8.10/8.68/8.18	Minor Rehabilitation - Pavement Gnrl Sys	Pavement planing and resurfacing with asphalt concrete. Urban Paving Program.	US 68 from SLM 8.10 to SLM 8.49 and Brown St. US 68 from SLM 8.68 to SLM 10.09. SR 235 from SR 47 (SLM 8.18) to SR 720 (SLM 17.46)	07/08/13		10/15/13	\$2,415,408.00
93471	LOG VAR VAR	Bridge Repair	Rebuild deck edges, patch pier encasements, reface abutments, and seal deck edges. SFN 4603125 LOG 292 0879 Tributary Mill CreekSFN 4603907 LOG 559 0170 Tributary Big Darby CreekSFN 4603966 LOG 559 0245 Tributary Big Darby CreekSFN 4604121 LOG 708 0069 Great Miami River	SFN 4603125 LOG 292 0879 over Tributary Mill Creek, 4603907 LOG 559 0170 over Tributary Big Darby Creek; 4603966 LOG 559 0245 over Tributary Big Darby Creek; 4604121 LOG 708 0069 over Great Miami River	07/08/13		10/31/13	\$108,535.00



STAFF REPORT

FOR CONSIDERATION BY LUC REGIONAL PLANNING COMMISSION EXECUTIVE
COMMITTEE
June 13, 2013

JOHNSON TOWNSHIP TEXT AMENDMENTS – Various Text Amendments Including Changes to Official Schedule of District Regulations (2nd Review)

- APPLICANT:** Johnson Township Zoning Commission
- REQUEST:** Review of various Zoning Text Amendments to the *Johnson Township Zoning Resolution*.
- PROPOSED AMENDMENT:** The LUC Executive Committee reviewed and made a recommendation of approval to this set of amendments from Johnson Township in January of 2013. The Johnson Township Zoning Commission then held a public hearing and recommended approval of the amendments to the Township Trustees. However, the Trustees indicated that they were not comfortable with several of the changes to the Official Schedule of District Regulations and voted to deny the set of amendments in their entirety. The Johnson Township Zoning Commission then met and made several revisions to their proposed changes to the Official Schedule of District Regulations.
- STAFF ANALYSIS (W. Dodds):** Although this current set of amendments includes the changes to the various sections of Article 10, the township has made no changes to the language since LUC's review in January, so the staff comments below are identical to those made in January.
- Staff has the following comments regarding the proposed changes to the Johnson Township Official Schedule of District Regulations:



Logan-Union-Champaign Regional Planning Commission

Changes to Official Schedule of District Regulations

- **Headings**
 - Staff has no issues with changes to the headings in the Official Schedule of District Regulations.

- **U-1 Rural**
 - The township is adding “Public Uses” to the list of permitted uses, adding “Mining commercial quarries, sand and gravel extraction” to conditional uses, and removing “Farm implement sales and service” and “Agricultural product sales & service” from conditional uses.
 - ✓ Staff has no issues with these changes.

- **B-2 Local Business**
 - The township is adding Kennels to permitted uses.
 - ✓ Staff recommends that the township consider moving Kennels to conditional uses so that the Board of Zoning Appeals has an opportunity to set conditions if necessary to protect neighboring property owners from potentially undesirable conditions, including noise and odor.

- **M-2 Heavy Manufacturing**
 - The Township is adding “Single-Family Dwellings” to permitted uses in the M-2 district.
 - ✓ Staff has no issues with this.



Logan-Union-Champaign Regional Planning Commission

The following comments below regarding changes to various sections of Article 10 are taken from the previous staff report in January. There have been no changes to these proposed amendments since that review.

Section 1006 Uninhabitable Dwellings

- The township is removing the option to fence properties within 30 days of said property being declared uninhabitable. This will require the dwelling to either be cleaned up or demolished within 30 days. Staff has no issues with this section.

Section 1013 Swimming Pools

- The Township is removing their requirements for private and community swimming pools and combining them under one section, where the only requirement will be that all pools comply with Champaign County Building Regulations. While staff does not have a problem with using the Building Requirements for technical and safety specifications for pools, staff is worried the township is giving up their power to regulate the location of pools on property (setbacks). Staff recommends keeping the section on pools and rewording it as follows:
 - ***Section 1013 Swimming Pools – Swimming pools are a permitted accessory use in all districts, provided that:***
 - 1. All pools shall be installed to meet Champaign County Building Regulations Requirements.***
 - 2. Pools may not be located, including any walks, paved areas, or accessory structures adjacent thereto, closer than ten (10) feet to any property***



Logan-Union-Champaign Regional Planning Commission

***line of the property on
which it is located.***

Section 1014 Ponds

- The Township has removed their own requirements for ponds and deferred to the Champaign County Soil and Water Conservation District and State of Ohio regulations. As with swimming pools above, staff has no issues with deferring to other agencies for technical specifications, but is concerned about the township giving up their authority to regulate the location of ponds on a lot. Staff recommends rewriting this section as follows:
 - ***Section 1014 Ponds – Ponds are permitted in all districts subject to the following conditions:***
 1. ***The construction and use of all ponds shall be in accordance with requirements established by the Champaign County Soil and Water Conservation District (CCSWCD) and State Regulations.***
 2. ***The pond setback shall be at least thirty (30) feet from any lot property line to the high water mark. Should one of the property lines be a roadway, the setback shall be at least one hundred (100) feet from the road right of way to the high water mark. The setback shall be at least fifty (50) feet from the road right of way to the high water mark should earth mounds or tree lines be used.***

Article X Renumbering

- Staff has no issues with the renumbering of the sections found under Article X

✓ .



Logan-Union-Champaign Regional Planning Commission

STAFF RECOMMENDATIONS:

- ✓ Based on the above staff analysis, LUC staff has recommends **APPROVAL** of the proposed zoning text amendments with the incorporation of staff recommendations. These proposed amendments and staff report have been forwarded to the Champaign County Prosecutor's Office for comments also. The Township should consider any comments received from that office as well.

ZONING & SUBDIVISION COMMITTEE RECOMMENDATIONS:

- ✓ The LUC Zoning & Subdivision Committee recommended **APPROVAL** of the proposed amendments to the Johnson Township Zoning Resolution with the incorporation of staff comments above.

SFY2014 Regional Transportation Planning Organization (RTPO) Pilot Program
Scope of Work & Budget
LUC Regional Planning Commission

Background: ODOT is initiating the Regional Transportation Planning Organization (RTPO) pilot program to assist multi-county regional planning organizations in developing transportation plans and overall transportation planning expertise amongst RTPO staff. The two-year program begins July 1, 2013. The resulting relationship that will develop from the integration of RTPOs into the regional transportation process will benefit ODOT and the member governments of the RTPOs. There are three categories in which all eligible costs will be billed: transportation plan, consultation, and expertise.

Transportation Plan

1. Transportation Plan

- **Description:** Regional Transportation Plan for Champaign and Logan Counties. At a minimum the plan will include: goals and objectives; a socio-demographic profile of the region; public participation; existing conditions (roads, public transit, railroads, aviation, bicycle, and pedestrian); land-use and environmental analysis; needs analysis (inclusive of all the modes listed previously); future conditions; and fiscal analysis. The plan will consider and coordinate with Access Ohio, the Statewide Freight Study, the State Rail Plan, all local existing land-use, transportation, and economic development plans in the area. The LUC Executive ~~Board~~ **Committee** will adopt the Transportation Plan by resolution by June 30, 2015. One of the final products from the plan will be an executive summary. This product will summarize all of the plan sections and it will incorporate graphics, images, and maps. The executive summary will be 15-50 pages. More information on each plan section below:
 - **Goals and Objectives:** This section will include goals and objectives that are inclusive of all modes of transportation regardless of facility ownership or maintenance responsibility. The goals and objectives should be feasible with the known resources available to the region.
 - **Socio-demographic Profile:** This section will give a complete overview of all social and demographics conditions and trends inclusive of the entire plan region. At a minimum this section will cover population, land use, income, age, environmental justice populations, large employers, and employment by industry.
 - **Existing Conditions:** For roads the following components will be included: pavement conditions, bridge conditions (limited to data availability from ODOT and local entities), safety, and congestion. For public transit the age, state of good repair for vehicles, and existing services will be noted. For railroad and aviation existing services will be noted. If any existing condition data is available for railroads and aviation it will be noted. For bicycle and pedestrian all facilities will be documented.

- Land-use/Environmental Analysis: This section will document current land-uses and examine existing trends to predict future land-uses. In addition, this section will document any environmentally protected areas.
- Future Conditions: This section will pull the data from the existing conditions section and land-use analysis to project out trends for future conditions of the multi-modal transportation system.
- Needs Analysis: This section will examine needs under seven areas: preservation of the existing system, congestion, safety, connectivity, access management, economic development, and freight movement. For preservation of the existing system the plan will identify the most important needs for preserving all existing transportation networks. For congestion the plan will identify the top locations for congestion inclusive of all modes. For roadway safety the plan will identify top crash locations for both frequency and severity. Other modes will also be evaluated for safety issues. The plan will address any significant connectivity issues within the area. The plan will identify the top access management issues in the area. The plan will evaluate land use and transportation data to identify the greatest needs in order to facilitate economic development in the area. The plan will evaluate current freight movements and future freight trends to identify the top needs in order to encourage the efficient movement of goods.
- Plan Recommendations: This section of the plan will develop a list of projects and strategies for the area. These projects and strategies will be placed into a tiered system. At a minimum the following information will accompany each project included in the plan: scope, cost, project sponsor, connection with the plan needs or goals and objectives, schedule (year when construction begins and year open for traffic). This section will also outline strategies for developing performance measures in the future and other future transportation planning activities.
- Fiscal Analysis: This section will summarize all the project costs presented in the plan recommendations section and any needs identified to preserve the existing system. Future revenues will also be forecasted in order to demonstrate that revenues will match projected needs. Fiscal strategies for plan implementation will also be outlined.
- Public Participation: This section will at a minimum document all efforts and subsequent results from both stakeholder outreach and public participation. Stakeholder outreach will at a minimum include: Elected Officials, planning and engineering staff at local governments, private freight providers, public transit providers, economic development agencies, and ODOT staff. Outreach to the public will be early and ongoing. There must at least four specific opportunities for the public to provide input on the plan. These opportunities can be in-person or electronic.

2. Public Participation Plan

- ODOT will be providing LUC with public participation guidance by July 1, 2013. LUC will utilize the guidance to develop a public participation plan that the LUC Executive Board Committee will adopt.

Consultation

- Project Team
 - There will be a meeting every other month with LUC, the ODOT Central Office Liaison, MVRPC, and ODOT District 7 to discuss ongoing activities and to coordinate efforts for the next month. These meetings can be conducted by conference call.
- Steering Committee
 - The steering committee will meet as needed throughout the planning process, but at a minimum they need to meet at least three times through the two-year planning period.
- LUC Transportation Committee
 - The Committee should comprise operators of major transportation modes and member governments.

Expertise

- This pilot program will allow the LUC staff to develop transportation expertise through the following activities: data management, data analysis, public involvement, developing goals and objectives, utilizing trend data to project future conditions, and consulting with stakeholders and the public on transportation issue.
- All administrative activities should be billed under expertise.

Schedule

- July 1, 2013 – Under Agreement (able to spend Federal dollars)
- November 30, 2013 - Socio-Demographic Profile Due
- December 31, 2013 – Public Participation Plan Adopted
- December 31, 2013 – Progress Report #1 Due
- January 31, 2014 - Steering Committee/Transportation Committee formed
- January 31, 2014 - Goals and Objectives Section Due
- June 30, 2014 - Existing Conditions Section Due
- June 30, 2014 - Land-Use/Environmental Section Due
- June 30, 2014 – Progress Report #2 Due
- September 30, 2014 – Future Conditions Section Due
- December 31, 2014 - Needs Analysis Section Due
- December 31, 2014 – Plan Recommendations Section Due
- December 31, 2014 – Progress Report # 3 Due
- March 31, 2015 - Fiscal Analysis Section Due
- March 31, 2015 – Public Participation Section Due

- June 30, 2015 –LUC Executive **Board Committee** approves final Plan

Hours & Budget

Table 1 illustrates the estimated hours and budget associated with each deliverable and planning activity during the RTPO Pilot Program. LUC’s total budget is \$176,688. LUC will submit quarterly progress reports that outline the hours and budget dedicated towards each subtask. **Table 2** illustrates the template for the progress reports.

Program expenses will be grouped into one of four categories: direct labor, other direct costs, fringe benefits, or indirect costs. Each of these terms is defined below. LUC will categorize all costs consistent with these definitions when preparing any budget, invoice, or any other report. Additionally, LUC will maintain a cost accounting system sufficient to comply with 49 CFR Part 18 Section 18.20.

- **Direct Labor**
- **Other Direct Costs:** Allowable other direct costs are non-labor direct costs based upon actual expenses incurred in executing the Scope of Work for the Program. These costs include direct expenses necessary to implement the federal program as provided for in the approved program budget. All other direct costs must be itemized and ODOT approval must be sought for each item. Other direct costs do not include costs defined in other categories. Refer to 2 CFR Part 225 Appendix A § E. Direct Costs and Appendix B Selected Items of Cost.
- **Fringe Benefits:** For this program fringe benefits include all paid leave as well as other fringe benefit costs. A fringe benefits cost rate would be allocable to both direct labor and indirect labor. Fringe benefits costs are considered overhead expenses. LUC will bill fringe benefits at a rate of 30% of direct labor costs. Refer to 2 CFR Part 225 Appendix B § 8.d Compensation for personal services.
- **Indirect Costs:** For purposes of this program, indirect costs include the following: indirect labor costs and its proportionate share of fringe benefits costs, as well as other non-labor indirect costs. Indirect costs are considered overhead expenses. LUC will bill indirect costs at a rate of 38% of the sum of direct labor plus fringe benefits. Refer to 2 CFR Part 225 Appendix A § F. Indirect Costs and Appendix B Selected Items of Cost.

Table 1

SFY 2014 RTPO Pilot Program Budget				
Total Budget				
Work Description	Federal STP (80 %)	State (10 %)	Local Match (10 %)	Total Cost
TRANSPORTATION PLAN DOCUMENT				
Direct Labor	\$ -	\$ -	\$ -	\$ -
Other Direct Costs	\$ -	\$ -	\$ -	\$ -
Fringe Benefits	\$ -	\$ -	\$ -	\$ -
Indirect Costs	\$ -	\$ -	\$ -	\$ -
Total Transportation Plan Costs	\$ -	\$ -	\$ -	\$ -
CONSULTATION / PUBLIC INVOLVEMENT				
Direct Labor	\$ -	\$ -	\$ -	\$ -
Other Direct Costs	\$ -	\$ -	\$ -	\$ -
Fringe Benefits	\$ -	\$ -	\$ -	\$ -
Indirect Costs	\$ -	\$ -	\$ -	\$ -
Total Consultation / Public Involvement Costs	\$ -	\$ -	\$ -	\$ -
DEVELOPMENT OF TRANSPORTATION PLANNING EXPERTISE				
Direct Labor	\$ -	\$ -	\$ -	\$ -
Other Direct Costs	\$ -	\$ -	\$ -	\$ -
Fringe Benefits	\$ -	\$ -	\$ -	\$ -
Indirect Costs	\$ -	\$ -	\$ -	\$ -
Total Transportation Planning Staff Development Costs	\$ -	\$ -	\$ -	\$ -
TOTAL PILOT COSTS FOR SFY				
Direct Labor	\$ -	\$ -	\$ -	\$ -
Other Direct Costs	\$ -	\$ -	\$ -	\$ -
Fringe Benefits	\$ -	\$ -	\$ -	\$ -
Indirect Costs	\$ -	\$ -	\$ -	\$ -
Total Pilot Costs	\$ -	\$ -	\$ -	\$ -

Table 2

RTPO: _____			Progress Report: _____	
			Date: _____	
SFY 2014 RTPO Pilot Program				
Progress Report				
Work Description	% Budget Used	% Task Completed	Total Budget	Summary of Work Completed
Transportation Plan				
Goals & Objectives				
Socio-Demographic Profile				
Existing Conditions				
Land-Use & Environmental				
Future Conditions				
Needs Analysis				
Plan Recommendations				
Fiscal Analysis				
Public Involvement				
Public Participation Plan				
Consultation				
Transportation Expertise				
Total				

MPO Mentor

The information below details MVRPC’s role in LUC’s transportation plan development.

- Plan
 - Goals and Objectives: MVRPC will provide assistance in developing goals and objectives for the transportation plan. Their assistance will focus on communicating the process and results of MVRPC’s most recent transportation plan update.
 - Socio-Demographic Profile: MVRPC will assist LUC in locating the appropriate data sources and conducting analysis on the data.
 - Existing Conditions: MVRPC will assist LUC with locating and reporting out on conditions data, identifying data that inventories all facilities and infrastructure, and if there are gaps in this data MVRPC will assist LUC in creating a database that will inventory all existing conditions and services.

- Land-Use/Environmental Analysis: MVRPC will assist LUC with identifying applicable data sources, identifying land-use trends, and applying them to the existing land-uses.
- Future Conditions: MVRPC will assist LUC with utilizing the data collected to identify existing conditions to project future conditions.
- Needs Analysis: MVRPC will assist LUC with identifying the preservation needs for the multi-modal transportation system, the top congested areas, top safety crash locations, the top connectivity issues, the top needs for access management, the top needs for economic development, and the top needs for the movement of freight.
- Plan Recommendations: MVRPC will assist LUC with the prioritization of identified projects into a tiered system and identify years for construction and open to traffic for the projects.
- Fiscal Analysis: MVRPC will assist LUC in identifying construction cost inflation and financial resources that may be available in the future.
- Public Participation: MVRPC will help guide LUC's public participation efforts by providing technical expertise and experience in directing and managing events and engagement opportunities.

CONTRACT BETWEEN THE LOGAN-UNION-CHAMPAIGN REGIONAL
PLANNING COMMISSION AND THE STATE OF OHIO, DEPARTMENT OF
TRANSPORTATION FOR REGIONAL TRANSPORTATION PLANNING
ORGANIZATION PROCESSES

ODOT AGREEMENT NO. 17718

This contract is made by and between the State of Ohio, Department of Transportation ("ODOT"), having its principle office at 1980 West Broad Street, Columbus, Ohio, 43223, and the Logan-Union-Champaign Regional Planning Commission ("Agency"), created pursuant to 713.21 and 713.23 of the Ohio Revised Code, having its principal office at 9676 East Foundry Street, East Liberty, Ohio 43319 by resolution dated the _____ day of _____, 2011.

ARTICLE I: STATEMENT OF WORK

- 1.1 Agency shall undertake the work and activities set forth in Scope of Work and Budget, which is attached hereto as Exhibit I, and incorporated by reference as if fully written herein. Agency shall consult with the personnel of ODOT and other appropriate persons, agencies, and instrumentalities as necessary to assure understanding of the work and satisfactory completion thereof.
- 1.2 Agency shall furnish professional services performed in accordance with standards necessary for the satisfactory performance of the work hereunder.
- 1.3 Unless stated otherwise in Exhibit I, Agency shall furnish its own support staff, materials, tools, equipment, and other supplies necessary for the satisfactory performance of the work hereunder. Agency shall be responsible for and assume all office and business expenses that are incurred as a result of the performance of this contract, unless stated otherwise in Exhibit I.
- 1.4 Any reimbursable travel-related expenses, specifically provided in Exhibit I of this contract, shall be paid in accordance with the requirements and rates as set forth in ODOT Contract Audit Circular Number MPO-3.
- 1.5 ODOT may, from time to time as it deems appropriate, communicate specific instructions and requests to Agency concerning the performance of the work described in this contract. It is expressly understood by the parties that these instructions and requests are for the sole purpose of performing the specific tasks requested to ensure satisfactory completion of the work described in this contract, and are not intended to amend or alter this contract or any part thereof.

ARTICLE II: TIME OF PERFORMANCE

- 2.1 This contract shall **commence** on July 1, 2013 and shall **expire** on June 30, 2015.
- 2.2 In the event that the work hereunder is to be done in separate phases or tasks, each phase or task shall be completed within the time prescribed in Exhibit I.
- 2.3 Upon the expiration of this Contract, ODOT will assess the possibility of renewing the Contract, reserving the right to alter the conditions in conformance with applicable Federal and State law. In the event that the parties hereto do not execute a renewed contract, the provisions of CFR Part 18 will apply. Accordingly, the Agency will be responsible for compliance with certain Federal requirements for not less than three years after final payment.

ARTICLE III: COMPENSATION

- 3.1 In accordance with the approved Scope of Work and Budget, ODOT shall provide reimbursement to the Agency for ninety percent (90%) of the eligible project costs incurred each fiscal year, 2014 and 2015, up to a maximum of \$XXX,XXX. Eligible Project Costs include direct labor, other direct, fringe benefits, and indirect project costs; each as defined in Article III Subsection 3.3.
- 3.2 The Agency shall obtain and provide the local funds to finance its share of the work contemplated by this Contract. The Agency shall initially pay all costs of the work performed. Reimbursement for the Agency's Scope of Work expenses financed through this Contract will be based on Agency initiated costs incurred invoices. The Agency shall submit periodic billings, not more frequently than monthly, to ODOT for reimbursement for those charges which are eligible for reimbursement.
- 3.3 For the purposes of the program, direct labor costs do not include any type of paid leave or fringe benefits. Other direct costs include direct expenses necessary to implement the program as provided for in the Scope of Work and Budget, and do not include costs defined in other categories. Other direct costs are allocable to direct labor based upon actual expenses incurred during the program period. Indirect labor costs are considered as overhead and do not include paid leave or fringe benefits. Fringe benefits costs are considered overhead expenses and include all paid leave as well as other fringe benefits costs. Fringe benefits costs are allocable to direct labor and indirect labor. For more information on eligible costs see 2 CFR Part 225.
- 3.4 The adequacy and sufficiency of all invoices shall be determined solely by ODOT. If ODOT determines that an invoice is inadequate or insufficient, or determines that further documentation or clarification is required, the burden of providing the required information or documentation is on the Agency. ODOT shall notify the Agency in writing of the inadequacy or insufficiency and may provide any information necessary to correct the inadequacy or insufficiency. If such notification of inadequacy or insufficiency is sent, the required payment date shall be thirty (30) days after receipt of the corrected invoice.

- 3.5 It is expressly understood by the parties that none of the rights, duties, and obligations described in this contract shall be binding on either party until all statutory provisions under the Ohio Revised Code, including but not limited to Section 126.07, have been complied with and until such time as all necessary funds are made available and forthcoming from the appropriate state agencies.
- 3.6 In the event that the activities contemplated herein are to be financed in whole or in part by a gift, grant, loan, or donation from any person, agency, or instrumentality other than ODOT, the Agency shall submit to ODOT such reports and information and comply with such other conditions as ODOT may require in order to fulfill its obligations under any agreement providing for such financial assistance. ODOT shall give the Agency timely notice in writing of such requirements.
- 3.7 Agency expressly understands that ODOT does not have the ability to compensate Agency for invoices submitted after the State of Ohio encumbrance has been closed. Agency must submit final invoices for payment no later than ninety (90) days after the ending date of this Contract. Failure to do so will be deemed a forfeiture of the remaining compensation due hereunder.

ARTICLE IV: RECORD KEEPING REQUIREMENTS

- 4.1 The Agency shall keep all financial records in a manner consistent with generally accepted accounting procedures. Documentation to support each action shall be filed in a manner allowing it to be readily located.
- 4.2 During the period covered by this contract and until the expiration of four years after final payment under this contract, the Agency agrees to provide ODOT, its duly authorized representatives or any person, agency, or instrumentality providing financial support to the work undertaken hereunder, with access to and the right to examine any books, documents, papers, and records of Agency involving transactions related to this contract. Agency shall, for each subcontract in excess of twenty-five hundred dollars (\$2,500.00), require its subcontractors to agree to the same provisions of this Article.
- 4.3 All records relating to cost, work performed, supporting documentation for invoices submitted to ODOT, and copies of materials produced under or pertaining to this Contract will be retained by the Agency in accordance to the appropriate records retention schedule. The appropriate records retention schedule for this Contract is to retain the records for four years after the completion of the state fiscal biennium. If any records are destroyed prior to the date as determined by the records retention schedule, Agency agrees to pay all costs associated with any cause, action or litigation arising from such destruction.
- 4.4 Agency agrees to retain all records in accordance to any litigation holds that are provided to them by ODOT, and actively participate in the discovery process if required to do so, at no

additionally charge. Litigation holds may require the Agency to keep the records longer than the approved records retention schedule. Agency will be notified by ODOT when the litigation hold ends and retention can resume based on the approved records retention schedule. If Agency fails to retain the pertinent records after receiving a litigation hold from ODOT, Agency agrees to pay all costs associated with any cause, action or litigation arising from such destruction.

ARTICLE V: RELATED CONTRACTS

- 5.1 The work contemplated in this contract is to be performed by the Agency, who may subcontract without ODOT's approval for the purchase of articles, supplies, components, or special mechanical services, that do not involve the type of work or services described in Exhibit I, but which are required for its satisfactory completion. Agency shall not enter into other subcontracts without written approval by ODOT. All work subcontracted shall be at the expense of the Agency.
- 5.2 Agency agrees that it has not entered into nor shall it enter into other contracts, without written approval of ODOT, to perform substantially identical work for the Ohio Department of Transportation such that the work product contemplated under this contract duplicates the work done or to be done under the other contracts.

ARTICLE VI: CONFLICTS OF INTEREST

- 6.1 No personnel of Agency who exercises any functions or responsibilities in connection with the review or approval of the understanding or carrying out of any such work, shall, prior to the completion of said work, voluntarily acquire any personal interest, direct or indirect, which is incompatible or in conflict with the discharge and fulfillment of his or her functions and responsibilities with respect to the carrying out of said work.
- 6.2 Any such person who acquires an incompatible or conflicting personal interest, on or after the effective date of this contract, or who involuntarily acquires any such incompatible or conflicting personal interest, shall immediately disclose his or her interest to ODOT in writing. Thereafter, he or she shall not participate in any action affecting the work under this contract, unless the State shall determine that, in the light of the personal interest disclosed, his or her participation in any such action would not be contrary to the public interest.

ARTICLE VII: FEDERAL REQUIREMENTS

- 7.1 In carrying out this contract, Agency shall not discriminate against any employee or applicant for employment because of race, religion, color, sex, national origin, disability, sexual orientation, gender identity, or age. Agency will ensure that applicants are hired and that employees are treated during employment without regard to their race, religion, color, sex, national origin, disability, sexual orientation, gender identity, genetic information, or age. Such action shall

include, but not be limited to, the following: Employment, Upgrading, Demotion, or Transfer; Recruitment or Recruitment Advertising; Layoff or Termination; Rates of Pay or other forms of Compensation; and Selection for Training including Apprenticeship.

- 7.2 Agency agrees to post in conspicuous places, available to employees and applicants for employment, notices setting forth the provisions of this nondiscrimination clause. Agency will, in all solicitations or advertisements for employees placed by or on behalf of the Agency, state that all qualified applicants will receive consideration for employment without regard to race, religion, color, sex, national origin, disability, genetic information, or age. The Agency shall incorporate the foregoing requirements of this paragraph in all of its contracts for any of the work prescribed herein (other than subcontracts for standard commercial supplies or raw materials) and will require all of its subcontractors for any part of such work to incorporate such requirements in all subcontracts for such work.
- 7.3 Agency agrees to fully comply with Title VI of the Civil Rights Act of 1964, 42 USC Sec. 2000. Agency shall not discriminate on the basis of race, color, or national origin in its programs or activities. The Director of Transportation may monitor the Agency's compliance with Title VI.
- 7.4 Compliance with Regulations: The Agency will comply with the regulations relative to nondiscrimination in Federally-assisted programs of the United States Department of Transportation (hereinafter "U.S. DOT") Title 49, Code of Federal Regulations, Part 21, as they may be amended from time to time, (hereinafter referred to as the "Regulations"), which are herein incorporated by reference and made a part of this contract.
- 7.5 Nondiscrimination: The Agency, with regard to the work performed by it during the contract, will not discriminate on the grounds of race, color, national origin, sex, age or disability in the selection and retention of subcontractors, including procurements of materials and leases of equipment. The Agency will not participate either directly or indirectly in the discrimination prohibited by section 21.5 of the Regulations, including employment practices when the contract covers a program set forth in Appendix B of the Regulations.
- 7.6 Solicitations for Subcontractors, including Procurements of Materials and Equipment: In all solicitations either by competitive bidding or negotiation made by the Agency for work to be performed under a subcontract, including procurements of materials or leases of equipment, each potential subcontractor or supplier will be notified by the Agency of the Agency's obligations under this contract and the Regulations relative to nondiscrimination on the grounds of race, color, national origin, sex, age or disability.
- 7.7 Information and Reports: The Agency will provide all information and reports required by the Regulations or directives issued pursuant thereto, and will permit access to its books, records, accounts, other sources of information, and its facilities as may be determined by ODOT or the Federal Highway Administration ("FHWA") to be pertinent to ascertain compliance with such Regulations, orders and instructions. Where any information required of a contractor is in the exclusive possession of another who fails or refuses to furnish this information, the Agency will

so certify ODOT or FHWA as appropriate, and will set forth what efforts it has made to obtain the information.

- 7.8 Sanctions for Noncompliance: In the event of the Agency's noncompliance with the nondiscrimination provisions of this contract, ODOT will impose such contract sanctions as it or FHWA may determine to be appropriate, including, but not limited to:
- a) Withholding of payments to the Agency under the contract until the Agency complies, and/or
 - b) Cancellation, termination or suspension of the contract, in whole or in part.
- 7.9 Incorporation of Provisions: The Agency will include in the provisions of paragraphs (7.4) through (7.9) in every subcontract, including procurements of materials and leases of equipment, unless exempt by the Regulations, or directives issued pursuant thereto. The Agency will take such action with respect to any subcontractor procurement as ODOT or FHWA may direct as a means of enforcing such provisions including sanctions for noncompliance; provided, however, that, in the event a subcontractor becomes involved in, or is threatened with, litigation with a subcontractor or supplies as a result of such direction, the Agency may request ODOT to enter into such litigation to protect the interests of ODOT, and, in addition, the Agency may request the United States to enter into such litigation to protect the interests of the United States.

ARTICLE VIII: RIGHTS IN DATA, PATENTS AND COPYRIGHTS: PUBLIC USE

- 8.1 The Agency shall not include in any deliverable any copyrighted matter, unless the copyright owner and any person, agency, or instrumentality providing financial assistance to the work hereunder gives prior written approval to use such copyrighted matter in the manner provided herein.
- 8.2 The parties of this contract agree that all rights to and interest in either discoveries or inventions, including and not limited to data, reports, manuscripts, books, literary works, copyrights and patentable discoveries or inventions resulting from this agreement shall be defined in accordance with Ohio Revised Code Section 3345.14.
- 8.3 With respect to each invention to which the Agency retains title, the Agency agrees to grant the Department a nonexclusive, nontransferable, irrevocable, paid-up license to make, use and sell the patented invention.
- 8.4 Agency understands that the requirements found in Ohio Revised Code Section 149.43 apply to the Ohio Department of Transportation.

ARTICLE IX: TERMINATION

- 9.1 This Contract may be terminated by any party to this Contract upon written notice to all other parties. Any such written notice of termination shall include the terminating party's reasons for electing to terminate this Agreement, and the terminating party shall send such written notice of termination by certified U.S. Mail, return receipt requested, not less than ninety (90) days prior to the effective date of termination.
- 9.2 If it appears to ODOT that the Agency has failed to perform any of the requirements of this contract, or that the Agency is in violation of a specific provision of this contract, ODOT may provide the Agency with notice of the failure to perform or of the violation and shall provide a thirty (30) day period to cure any and all defaults under this contract. During the thirty (30) day cure period, the Agency shall incur only those obligations or expenditures which are necessary to enable the Agency to continue its operation and achieve compliance as set forth in the notice.
- 9.3 In the event of termination under this Article, the Agency shall cease work, terminate all subcontracts relating to such terminated activities, take all necessary or appropriate steps to limit disbursements and minimize costs, and furnish a report describing the status of all work under this contract, including without limitation, results accomplished, conclusions resulting therefrom, and such other matters as ODOT may require.
- 9.4 In the event of termination under this Article, the Agency shall be entitled to compensation, upon submission of a proper invoice, for the work performed prior to receipt of notice of termination, less any funds previously paid by or on behalf of ODOT. ODOT shall not be liable for any further claims, and the claims submitted by the Agency shall not exceed the total amount of consideration stated in this contract. In the event of suspension or termination, any payments made by ODOT in which services have not been rendered by the Agency shall be returned to the State.

ARTICLE X: COMPLIANCE WITH LAW

- 10.1 Agency agrees to comply with all applicable federal, state, and local laws in the conduct of the work hereunder. Agency accepts full responsibility for payment of all taxes including without limitation, unemployment compensation insurance premiums, all income tax deductions, social security deductions, and any and all other taxes or payroll deductions required for all employees engaged by the Agency in the performance of the work authorized by this contract. ODOT shall not be liable for any taxes under this contract.

ARTICLE XI: AMENDMENTS OR MODIFICATIONS

- 11.1 Either party may, at any time during the term of this contract, request amendments or modifications. Requests for amendments or modifications shall be in writing and shall specify the requested changes and the justifications of such changes. Should the parties consent to

modification of the contract, then an amendment shall be drawn, approved, and executed in the same manner as the original contract.

ARTICLE XII: ASSIGNMENT

12.1 Neither this contract nor any rights, duties, or obligations described herein shall be assigned by either party hereto without the prior express written consent of the other party.

ARTICLE XIII: GOVERNING LAW

13.1 This Contract and any claims arising out of this Contract shall be governed by the laws of the State of Ohio. Any provision of this Contract prohibited by the law of Ohio shall be deemed void and of no effect. Any litigation arising out of or relating in any way to this Contract or the performance thereunder shall be brought only in the courts of Ohio, and the Agency hereby irrevocably consents to such jurisdiction. To the extent that ODOT is a party to any litigation arising out of or relating in any way to this Contract or the performance thereunder, such an action shall be brought only in a court of competent jurisdiction in Franklin County, Ohio.

ARTICLE XIV: DRUG-FREE WORKPLACE

14.1 Agency agrees to comply with all applicable state and federal laws regarding drug-free workplace. Agency shall make a good faith effort to ensure that all Agency employees, while working on state property, will not purchase, transfer, use or possess illegal drugs or alcohol or abuse prescription drugs in any way.

ARTICLE XV: WORKERS' COMPENSATION

15.1 Agency shall provide its own workers' compensation coverage throughout the duration of the contract and any extensions thereof. The Agency is hereby released from any and all liability for injury received by the Agency, his employees, agents, or subcontractors, while performing tasks, duties, work, or responsibilities as set forth in this contract.

ARTICLE XVI: ETHICS REQUIREMENTS

16.1 Agency agrees that they are currently in compliance and will continue to adhere to the requirements of Ohio Ethics law as provided by Section 102.03 and 102.04 of the Ohio Revised Code.

ARTICLE XVII: AUDIT

17.1 AGENCY shall have an independent financial statement audit performed on an annual basis in accordance with the U.S. Office of Management and Budget Circular A-133 and ODOT's Guidelines, as each may be modified, and any other applicable regulation. Completion or termination of this Agreement shall not alter this obligation.

ARTICLE XVIII: SIGNATURE

18.1 Any person executing this Contract in a representative capacity hereby warrants that he/she has been duly authorized by his/her principal to execute this Contract on such principal's behalf.

IN WITNESS WHEREOF, the parties have executed this contract as of the day and year first above written.

Logan-Union-Champaign Regional Planning Commission

Jenny Snapp, Director

Date

Agency OAKS ID

STATE OF OHIO, Department of Transportation

Jerry Wray, Director

Date

EXHIBIT I
SCOPE OF WORK and BUDGET

Agreement No. _____

LUC Regional Planning Visioning

Originally submitted to LUC President, Brad Bodenmiller, January 2013

1. Building Fund

Due to the age of the LUC building, money will have to be redirected to the building fund for its upkeep and aesthetics and to maintain its status as a valued part of the East Liberty community. Staff has serious concerns about the building but enjoys being part of East Liberty and Perry Township.

A building plan needs to be established to weigh cost/benefits with staying or relocating. A contractor/engineer should be hired to evaluate the safety and structure of the building and assess the major problems. These are the major items that would need to be addressed to stay in the building:

- ✓ Overall Structural Integrity - Board room wall bulging/leaning, board room floor slant, front door soft spot (shored up in basement with pole), leaning/decaying wall in front left window bay.
- ✓ Heating/Climate - Drafts coming in through walls (esp. window bays, outside wall in Heather's office), baseboard heat efficiency/condition.
- ✓ Electrical - Breaker box (breakers blowing, which rooms are which), wiring in basement (wiring a mess in basement running over and around insulation).
- ✓ Decoration - Carpets (especially holes in Director's Office), board room "dogs", women's bathroom.

2. Office Technology Plan

Several items need to be addressed:

- ✓ Document Management including reduction of paper files, offsite storage/cloud storage such as "doculex". LUC has 45 years of paper files that are overwhelming. If something happened to the building, the original paper files would be gone. Staff support such as an intern would be helpful in "scanning" and storing work. This would be a multi-year project and extremely labor intensive.
- ✓ Organization of files is also important. Director should work with Office Manager on this.

3. GIS Networking

The LUC Planner should complete all zoning map updates for the 3 counties. As part of the update, maps should be created that can be placed on the LUC website in an interactive format. In addition, the Planner should further explore GIS capabilities and how the organization can work with the County GIS systems better. This could include better ways to share information or GIS services, as well as exploring possible software to use to deploy an interactive GIS on the web. Further, the Planner should explore ways that LUC can offer GIS services to other agencies with the three counties.

4. Revisit LUC Fee Structure and add "Premium Services" such as web development, GIS or digital permit tracking, etc. We strongly believe that there are services to especially Townships that we could be providing ie. document management libraries go along with LUC's document management. This would require revisiting staffing. Perhaps Townships could be made aware that this would be a lengthy process. Pilot program or pilot/test Township?

5. Website

The www.lucplanning.com website is a tool that community members, surveyors, appraisers, developers, local government officials can actively use. The LUC website has strong "bones". However, maintenance can continue to be a problem as it is somewhat labor intensive. The website should be linked to the document management above. This is an ongoing process. Therefore, updates should be made continuously to the website.

6. Education/Seminar Sponsoring & Membership Outreach

LUC should actively pursue the education or sponsoring of various speakers or presentations that will educate zoning inspectors, etc. LUC had a successful seminar series in Logan County. We would like to eventually expand this to the other counties. However, we feel that priority should lie with the Zoning Inspectors first. A survey should be generated to gauge interest in topics and available times. LUC should start out with Logan County and then expand to the other 2 counties.

With the reduction of local government funds, LUC should continue to be concerned about membership assessment payments. Membership retention is key. We continue to have a strong pattern of membership so I believe an outreach plan should be generated to meet with jurisdictions and show them the value of LUC and its services. % of membership should be identified for visits over the next 3 years.

7. New Board Member Orientation

A few of the board members have expressed concern about being new and not knowing the "basics" about LUC. An annual orientation would be helpful in presenting on the history and duties of LUC.

8. Subdivision Regulations

The county subdivision regulations need to be updated as soon as possible to better the plat submittal and review process and to address pending issues such as subdivision development in the U-1 Rural District, EPA stiffened requirements, PUD's, and conservation developments.

9. Common Zoning Inspector

As LUC continues to work with municipalities and townships on updating their zoning resolutions, the incorporation of common zoning text could be implemented. As zoning inspectors leave or retire, LUC should encourage jurisdictions to share a common zoning inspector.

10. Staffing & Continuing Education

Need a long term work plan to evaluate positional work load.

Director strongly believes in ongoing and continuing education and professional development for staff. The Director should pursue the American Planning Association's AICP (American Institute of Certified Planners) Certification. Heather has an interest in learning more basic zoning and planning tools to assist in incoming calls and questions. Wes expresses in stronger technology/GIS knowledge. Accommodations should therefore be made.



Director's Report – June 13, 2013

Jenny's Activities:	
Meetings, Miscellaneous & Projects	
May 13	Logan County Land Trust Meeting
May 14	Honda of America NSX Announcement
May 16	Met with Don Russell/Liberty Township (Union County) Zoning Inspector re: Zoning Issues Darby Township Zoning Commission Public Hearing on Zoning Amendments
May 17	APA OH Central Section Planning & Zoning Workshop - Moderated 2 Sessions
May 20	ODOT Rural Transportation Planning Organization (RTPO) Grant Kick-Off at ODOT Central
May 24	County Planning Director's Association of Ohio Officer's Meeting in Delaware
May 28	ODOT Rural Transportation Planning Organization Grant Scope Meeting w/ MVRPC, ODOT 7, ODOT Central at LUC
May 29	Logan County Engineer's Recycled Bridge Opening (Onion Ditch/West Liberty)
June 5	Met with LUC President Brad Bodenmiller Union County CIC Meeting
June 12	York Township (Union County) Board of Zoning Appeals Training Presentation
June 13	Logan County Commissioners re: ODOT RTPO Grant LUC Zoning & Subdivision Committee Meeting LUC Executive Committee Meeting
Ongoing Projects	Subdivision Regulations Update Upper Scioto Watershed Balanced Growth Plan Steering Committee - Plan Complete Logan County Ag. Council Committee LUC Goal Development w/ LUC President Brad Bodenmiller LUC Building Planning Rural Transportation Planning Grant with ODOT Darby Township (Union County) Zoning Amendments Logan County EMA Natural Hazard Mitigation Plan Committee Central Ohio Planning & Zoning Workshop Planning Committee (May 17 at COSI)
Heather's Activities:	
Meetings, Miscellaneous & Projects	
May 17	APA OH Planning Workshop
Ongoing	Placing Zoning Committee meeting documents on the web for past meetings
Ongoing	Scanning documents to store on-line



Wes' Activities:	
Miscellaneous	
May 13	Attended Union Township (Union County) Trustees Meeting to discuss Zoning Issues
May 14	Attended Honda of America NSX Announcement
May 15	ODOT RTPO Fiscal Overview Conference Call
May 16	Met with Liberty Township (Union County) Zoning Inspector Don Russell
May 17	Attended Central Ohio Planning and Zoning Workshop
May 20	Attended ODOT RTPO Kickoff Meeting at Central Office
May 23	Union County FY2013 CDBG 2 nd Public Hearing
May 28	ODOT RTPO Scoping Meeting at LUC Office
May 29	Attended LCE Thermoplastic Bridge Opening
May 20	Champaign County FY2013 CDBG 2 nd Public Hearing
June 12	Put on BZA Training for York Township (Union County)
June 13	LUC Zoning & Subdivision Meeting
Ongoing Projects	
CDBG	Champaign County – Projects for FY2013 Application: City of Urbana Railroad Street Improvements; Village of Mechanicsburg – Sidewalk & Curb Improvements at School & High Streets Union County – Projects for FY2013 Pending
GIS	Exploration of ArcGIS Online Services for online mapping on LUC Planning Website; Utility Maps for Village of North Lewisburg
Zoning Updates	Salem Township, Champaign County Union Township, Union County
Other	Logan County Ag. Council Committee Union County Local Foods Union County Trail Planning Committee Union County GIS Task Force ODOT Rural Planning Grant RFP – LUC Accepted to participate Online Backup of Office Files



Executive Committee Meeting Minutes
Thursday, June 13, 2013

LUC President Brad Bodenmiller called the meeting to order at 1:16 pm.

Roll Call – Jenny Snapp

Members present: John Bayliss, Brad Bodenmiller, Kevin Bruce, Scott Coleman, Robb Cummins, Greg DeLong, Ves DuPree, David Faulkner, Kevin Gregory, Paul Hammersmith, Jim Holycross, Valerie Klingman, Tim Notestine, Matt Parrill, Ryan Shoffstall, George Showalter, Jenny Snapp, Jeff Stauch, Ben Vollrath, and Andy Yoder.

Members absent: Tracy Allen, Tim Cassady, Bill Edwards, Charles Hall, Steve McCall, Doug Miller, Barry Moffett, Jeremy Nash.

Guests present: Jason Dagger, EverPower; Aaron Smith, Union County Engineer's Office Intern; Jeff Baird, City of Urbana Intern; Bill Narducci, Union County Engineer's Office; Wes Dodds and Heather Martin of LUC Regional Planning Commission.

Minutes – Scott Coleman made the first motion to approve the minutes from the May 9, 2013 meeting as written. John Bayliss made the second motion to approve the minutes from the May 9, 2013 meeting as written. All in favor.

Financial Report – Andy Yoder presented the Financial Report for May. Scott Coleman made the first motion to accept the Financial Report. George Showalter made the second motion to accept the Financial Report. All in favor.

ODOT Reports – ODOT 6 & 7 reports were placed on the web. Matt reported on ODOT-7 activities. Jeff reported Union County has three bridges closed right now and a resurfacing project to take place within two months. Union County/City of Dublin has an intersection that's closed at this time becoming a roundabout. Scott reported Logan County will have a bridge closed for rebuild. Jenny reported the Recycled Bridge Opening was a couple weeks ago in Logan County, with Scott reporting a big turnout. Valerie reported they were starting their city-wide resurfacing project. Paul reported another roundabout will be open to bid for the City of Dublin and they will be bidding the final phase of Emerald Parkway in September. Tim reported there is a Transportation Museum underway and the City of Bellefontaine will be working on the 508 Bypass.

New Business:

1. Review of Johnson Township, Champaign County – Various Zoning Text Amendments including changes to the Official Schedule of District Regulations (Champaign County) - Staff Report by Wes Dodds



Logan-Union-Champaign regional planning commission

Director: Jenny R. Snapp

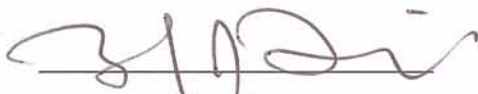
- David Faulkner made the first motion to accept the recommendation of approval for the Various Zoning Text Amendments for Johnson Township with the comments made by the staff, committee and reviewing agencies and Paul Hammersmith made the second motion to accept the recommendation of approval for the Various Zoning Text Amendments for Johnson Township with the comments made by the staff, committee and reviewing agencies. All in favor.
- 2. ODOT Rural Planning Grant Contract – Jenny Snapp
 - Scott Coleman made the first motion to allow Jenny Snapp, LUC Director to enter into a contract for the ODOT Rural Planning Grant and Jim Holycross made the second motion to allow Jenny Snapp, LUC Director to enter into a contract for the ODOT Rural Planning Grant. All in favor.
- 3. LUC Visioning - Brad Bodenmiller
 - Brad presented a list of the LUC Visioning Goals which has been placed on the web-site for easy review.
- 4. Guest Speaker: Jason Dagger, EverPower
 - Jason Dagger spoke about an update to Wind Power in the area. The only two projects EverPower has in Ohio are the farms in Champaign County and in Northern Logan County/Hardin County area. Currently they have land leases in Northern Champaign County. The area of Northern Logan County that had originally been looked at is no longer viable due to the Indiana Brown Bat population. There are other areas in Ohio that will be getting wind farms. At this time the Logan County/Hardin County project has not been submitted but should be in late June, early July. EverPower will be working with District 7 and a little with District 6. The construction schedule for Champaign County projects is best case scenario 2014. For Logan/Hardin, construction would be late 2014 but realistically 2015.

Director's Report


Comments from Individuals

Adjourn – David Faulkner made the first motion to adjourn the LUC Executive Committee Meeting at 1:56 pm, and Tim Notestine seconded the motion. All in favor.

Next Scheduled Meeting: Thursday, July 11, 2013, 1:15 pm at the LUC Office in East Liberty.



President
Bradley J. Bodenmiller



Secretary
Jenny R. Snapp

9676 E. Foundry St, PO Box 219
East Liberty, Ohio 43319

• Phone: 937-666-3431 • Fax: 937-666-6203
• Email: luc-rpc@lucplanning.com • Web: www.lucplanning.com