



Executive Committee Meeting Agenda
Thursday, December 11, 2014, 1:15 PM

Call to Order – Doug Miller, President

Roll Call

Action on Minutes of November 13, 2014 – Executive Committee

November Financial Reports – Andy Yoder, Treasurer

ODOT Reports

New Business:

1. Grant Application for ODOT Rural Planning Organizations – Dave Gulden
2. LUC Staff Job Descriptions – Dave Gulden
3. LUC Carry-over Policy – Dave Gulden/Andy Yoder

Director's Report

Comments from Individuals

Adjourn

LUC Regional Planning Commission Treasurer's Report

BEGINNING BALANCE ON November 1, 2014 **\$ 422,530.95**

RECEIPTS

Logan County Co-Op	Annual Dinner Sponsorship	\$	250.00
Various Ticket Sales	Annual Dinner Tickets	\$	780.00
Logan County	Invoice #4 ODOT Grant Reimbursement	\$	13,835.72
Logan County	Invoice #5 ODOT Grant Reimbursement	\$	6,709.13
Union County	Oct. '14 Interest	\$	179.64

TOTAL RECEIPTS **\$ 21,754.49**

TOTAL CASH ON HAND **\$ 444,285.44**

EXPENDITURES

Employee Salaries	2 Pay Periods	\$	14,545.60
PERS	Oct-14	\$	2,036.38
Medicare	2 Pay Periods	\$	200.22
CEBCO	Medical Insurance	\$	2,586.09
Delta Dental	Dental Insurance	\$	188.70
VSP	Vision Insurance	\$	4.03
CEBCO	Life Insurance	\$	10.32
Staples	Office Supplies	\$	339.68
USPS	Postage	\$	527.75
Staples	2014 Christmas Cards	\$	179.99
Marysville Journal Tribune	Newspaper Subscription - year	\$	123.99
APA	Membership - Gulden	\$	425.00
Logan Co Twp	Membership & Dinner - Gulden/Bodenmiller	\$	40.00
CCAO Winter Conference	Conference - Gulden	\$	50.00
Dayton Power & Light	Electricity	\$	343.00
Time Warner	Internet/Phone Service	\$	296.12
4imprint, Inc	Annual Dinner Gift	\$	703.01
All Around Awards	Annual Dinner Plaque	\$	50.00
Victor Klingelhofer	Vic's Country Cookin Catering	\$	1,600.00
Skyler Wood	Mileage - October 2014	\$	97.00
Heather Martin	Mileage - October 2014	\$	137.00
Brad Bodenmiller	Mileage - October 2014	\$	165.50
Dave Gulden	Mileage - October 2014	\$	144.50
Logan County Co-op	Conference Call Charges	\$	16.45
Petty Cash	Miscellaneous Receipts	\$	52.38

\$ 24,862.71

Bldg.

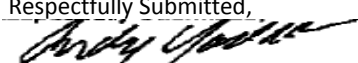
Kalyndi Martin	Office Cleaning 11/9/14	\$	60.00
Hague Water Conditioning	Softener Salt	\$	8.25

\$ 68.25

TOTAL EXPENDITURES **\$ 24,930.96**

BALANCE ON HAND AS OF November 30, 2014 **\$ 419,354.48**

Respectfully Submitted,



R. Andy Yoder, Treasurer

2014 Budget Summary

As of 12/1/2014

900	REVENUES:	Estimated	To Date	CashBalance
450112	Membership Contributions	\$ 172,951.82	\$ 186,453.10	\$ 13,501.28
420107	Service & Projects	\$ -	\$ 1,202.50	\$ 1,202.50
420121	Subdivision Plats	\$ 22,000.00	\$ 28,365.00	\$ 6,365.00
990-2-4	Annual Dinner	\$ 2,900.00	\$ 2,840.00	\$ (60.00)
990-2-5	Comprehensive Plans	\$ -	\$ -	\$ -
420122	Mapping	\$ 100.00	\$ 20.00	\$ (80.00)
450105	Grants	\$ 44,500.00	\$ 34,111.29	\$ (10,388.71)
450105.LUC13	ODOT RTP0 Grant	\$ 79,420.00	\$ 67,650.27	\$ (11,769.73)
470101	Interest	\$ 1,428.00	\$ 1,903.15	\$ 475.15
990-8-1	Other Revenue	\$ -	\$ -	\$ -
990-8-2	Rebates	\$ -	\$ -	\$ -
Estimated Total Revenue		\$ 323,299.82	\$ 322,545.31	\$ (754.51)

900	EXPENDITURES:	Estimated	To Date	%
510100	Salaries & Wages	\$ 173,825.00	\$ 151,641.02	\$ 22,183.98 87%
520100	Supplies	\$ 9,285.00	\$ 5,705.92	\$ 3,579.08 61%
530199	Utilities	\$ 13,000.00	\$ 9,139.80	\$ 3,860.20 70%
530171	Professional Development	\$ 5,000.00	\$ 3,188.68	\$ 1,811.32 64%
990-3-4	Building Fund	\$ 27,000.00	\$ 1,185.77	\$ 25,814.23 4%
530702	Annual Dinner	\$ 4,000.00	\$ 2,353.01	\$ 1,646.99 59%
540100	Equipment	\$ 6,000.00	\$ 484.98	\$ 5,515.02 8%
990-5-1	Other Expenses	\$ 2,024.00	\$ 2,024.00	\$ - 100%
550105	Travel	\$ 10,750.00	\$ 4,510.39	\$ 6,239.61 42%
510205	PERS	\$ 24,336.00	\$ 20,251.56	\$ 4,084.44 83%
510225	Workers Compensation	\$ 2,608.00	\$ 652.00	\$ 1,956.00 25%
510215	Medicare	\$ 2,521.00	\$ 2,127.24	\$ 393.76 84%
510305	Medical	\$ 6,360.00	\$ 14,796.68	\$ (8,436.68) 233%
550305	Contingencies	\$ 34,143.00	\$ 5,581.85	\$ 28,561.15 16%
510310	Dental Insurance	\$ 700.00	\$ 1,251.73	\$ (551.73) 179%
510320	Life Insurance	\$ 140.00	\$ 88.00	\$ 52.00 63%
510315	Vision Insurance	\$ -	\$ 67.15	\$ (67.15)
Estimated Total Expenditures		\$ 321,692.00	\$ 225,049.78	\$ 96,642.22 70.0%

STATEMENT:

Cash Balance January 1, 2014	\$ 321,858.95
Estimated Cash Balance December 31, 2014	\$ 287,232.00
Actual Cash On Hand December 31, 2014	
Estimated Total Revenue	\$ 323,299.82
Actual 2014 Revenue	\$ 322,545.31
Difference (+/Under)	\$ (754.51)
Estimated Total Expenditures	\$ 321,692.00
Actual 2014 Expenditures	\$ 225,049.78
Difference (+/Under)	\$ 96,642.22

**LUC MEETING
December 11, 2014**

☐Active Construction Projects

No projects currently active.

☐Projects Awarded During Months of October/November

ODOT Project 140553

UNI-SR47-13.55, PID Number 96093

Description: Full depth brick pavement replacement and resurfacing.

Location: Richwood. Morris Road to 0.5 miles west of Landon Road.

Maintenance of Traffic: Traffic detoured for maximum of 20 days.

Completion Date: September 15, 2015

Contractor: Shelly Company

Amount: \$1,108,507.00

Project Status: Project awarded.

☐Upcoming Projects Scheduled for Sale through November/December

No projects scheduled for sale during November/December

☐ALL PROJECT INFORMATION CURRENT AS OF December 10, 2014.



Logan-Union-Champaign regional planning commission

Director: Dave Gulden, AICP

Date: December 3, 2014

To: LUC Executive Committee

From: Dave Gulden, LUC Director

RE: RFP for next step in REGIONAL TRANSPORTATION PLANNING ORGANIZATION (RTPO)

The ODOT Regional Transportation Planning Organization (RTPO) pilot program grant has been an important part of LUC for the last year, and now ODOT is extending the program. If ODOT chooses LUC to continue, long-term outcomes from this process will be the formal designation of LUC as an RTPO, and the development of a Regional Transportation Improvement Plan (TIP). These factors could lead to more transportation improvements getting implemented in some or all of the LUC service area.

Therefore, I ask for the LUC Executive Committee's approval to pursue the next phase of RTPO. The RFP deadline is January 15, 2015, and is attached for your review.

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

REGIONAL TRANSPORTATION PLANNING ORGANIZATION PILOT PROGRAM

REQUEST FOR PROPOSAL

DECEMBER 1, 2014

The Ohio Department of Transportation (ODOT) is soliciting proposals from each of the RTPOs. The proposals will assess each Pilot Program's progress to date, define each agency's vision, and outline a scope to conduct an ongoing transportation planning program including implementation of the Regional Transportation Plans.

Ohio Department of Transportation
Office of Statewide Planning and Research
1980 West Broad Street
Columbus Ohio 43223
Mail Stop 3280

REGIONAL TRANSPORTATION PLANNING ORGANIZATION PILOT PROGRAM

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- 2.3 Performance/Asset Management Planning
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- 2.5 Planning Initiative Example
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- 3.1 Instructions

SECTION 1: REQUEST FOR PROPOSAL OVERVIEW

1.1 REGIONAL TRANSPORTATION PLANNING ORGANIZATION (RTPO) PILOT PROGRAM BACKGROUND

In July 2013, the Ohio Department of Transportation and five Ohio regional planning agencies began a two year pilot project to establish locally directed transportation planning programs in nonmetropolitan regions of Ohio. The five agencies are:

- Buckeye Hills-Hocking Valley Regional Development District
- Logan-Union-Champaign Regional Planning Commission
- Maumee Valley Planning Organization
- Ohio Mid-Eastern Government Association
- Ohio Valley Regional Development Commission

These transportation planning programs were initiated based on longstanding interest from the planning agencies and in response to the federal transportation legislation – MAP21 – encouraging states to establish Regional (nonmetropolitan) Transportation Planning Organizations (RTPOs).

The initial focus of Ohio's RTPO Pilot program was to:

- Facilitate consultation with nonmetropolitan area local elected officials
- Establish transportation expertise within the agency (develop transportation databases)
- Develop a Regional Transportation Plan

1.2 NEXT STEPS IN THE RTPO PROCESS

The Ohio RTPO Pilot program will end June 30, 2015. ODOT and the Pilot RTPOs need to plan for formal designation and continuation of each agency's transportation planning program. Toward this end, ODOT is soliciting proposals from each of the Pilot RTPOs defining each agency's vision for conducting ongoing RTPO processes, assessing the Pilot Program's progress to date, and outlining a scope of work for conducting an ongoing transportation planning program.

Ohio RTPO Designations:

ODOT will initiate the process of formally designating Ohio Regional Transportation Planning Organizations following completion and adoption of the regional transportation plans combined with the agency's RFP submission, which indicates a commitment to continue as an RTPO.

Regional Transportation Improvement Program (TIP) - The MAP-21 Statewide and Nonmetropolitan Transportation Planning; Metropolitan Transportation Planning Notice of Proposed Rule Making specifies that development of a regional TIP is a requirement associated with formally designating RTPOs. The Ohio STIP/TIP is a four year, biennially updated listing of federal and state funded transportation improvement projects scheduled for implementation during the STIP/TIP timeframe. Development of the Ohio 2018-2021 STIP/TIP will begin in December, 2016. ODOT is prepared to work with the RTPOs to develop regional TIPs for the RTPO's geographies. We will work with the RTPOs to establish procedures for developing the

projects listing, conducting rural consultation and public involvement for the program of projects, and approving the RTPO TIPs.

SECTION 2: OHIO RTPO PROGRAM CONTINUATION - REQUEST FOR PROPOSALS

RFP TIMETABLE

- Release of RFP - December 1, 2014
- Deadline to Submit Proposals - January 15, 2014

REQUEST FOR PROPOSALS RESPONSE CATEGORIES

For each of the response categories outlined below, the proposals shall include:

- A schedule for how long each activity will take and if it will be complete by June 30, 2017
 - A list of the products and/or accomplishments scheduled for completion by June 30, 2017
 - A breakdown of the person-hours and cost for each activity through June 30, 2017
- (These criteria do not apply to section 2.6).

2.1 RTPO VISION AND EVALUATION

Define a vision for the RTPO program. Discuss how the RTPO Program will engage decision makers at the federal, state and local levels. Identify how this engagement will make positive improvements to the region's economic, social and natural environments. Define the specific processes, programs and actions the RTPO will undertake to achieve these improvements. Finally, evaluate the Pilot project's process to date, and assess the feedback and acceptance of the RTPO in the region.

2.2 RTPO TRANSPORTATION PLAN IMPLEMENTATION

Transportation Plans were developed as part of each RTPO Pilot Program. Define the RTPO's approach to implementing, refining, and maintaining the region's transportation plans. Work efforts may include, but are not limited to, the following:

- Implement a major transportation plan thematic recommendation.
- Conduct a modal, corridor, or subarea study of a transportation need identified in the Transportation Plan.
- Develop a coordinated, public transit-human services transportation plan. (Note: a project must be included in an area's plan for it to be eligible for federal Section 5310 (Specialized Transportation Program) funding.
- A schedule for updating the transportation plan, based on an expanded understanding of regional transportation trends, conditions, and issues.

2.3 PERFORMANCE/ASSET MANAGEMENT PLANNING:

Developing and maintaining databases capturing the region's multimodal transportation network inventory, condition, and operational characteristics is a critical transportation planning function toward

understanding how the regional transportation system operates. Identify the RTPO's strategy and approach for establishing, expanding, and maintaining the following:

- Transportation network database development
- Transportation system conditions and operational analyses

2.4 TRANSPORTATION IMPROVEMENT PROJECT GRANT WRITING

A key measure of success for the RTPO process will be whether the program results in additional locally sponsored transportation improvement projects being financed within the region. RTPO agencies need to view their staff as a transportation resource for the region. RTPOs are encouraged to work with member governments to identify needed transportation improvement projects and to help their members prepare project funding applications. Some potential programs of interest include:

- [Transportation Alternatives program](#)
- [Small City Program](#)
- [Safety Program](#)
- [Safe Routes to Schools](#)
- [Rural Transit Programs](#)
- [Clean Ohio Trails Fund](#)

More information about these and other programs can be found in the following offices:

- ODOT Office of Local Programs
<http://www.dot.state.oh.us/Divisions/Planning/LocalPrograms/Pages/default.aspx>
- ODOT Office of Program Management
<http://www.dot.state.oh.us/Divisions/Planning/SPPM/MajorPrograms/Pages/default.aspx>
- ODOT Office of Transit
<http://www.dot.state.oh.us/Divisions/Planning/Transit/Pages/Programs.aspx>

2.5 RTPO IDENTIFIED INITIATIVE (IF NECESSARY)

Define a transportation planning initiative and draft scope of work specific to your RTPO region. Provide background information describing the importance of this initiative to the region and how the agency's RTPO function and skill set is uniquely suited to advancing this effort. Discuss the strategy for engaging regional transportation stakeholders and the general public in the process. Identify anticipated outcomes and products.

2.6 MENTORSHIP EVALUATION

Throughout the pilot program, each RTPO was paired with a MPO mentor to help start the program and develop the transportation plan. Provide an evaluation of how the mentor benefitted the RTPO to date. Discuss how the mentor can assist with future RTPO initiatives and other roles in an ongoing program.

SECTION 3: APPLICATION SUBMISSION INSTRUCTIONS

3.1 INSTRUCTIONS

Applications should be mailed to the following address or emailed to the ODOT Office of Statewide Planning and Research, and must be received by January 15, 2014, at 5 p.m. for consideration. Confirmation e-mails will be sent upon receipt of application. If a confirmation has not been received within one week of submittal please contact the Office of Statewide Planning and Research.

Address:

The Ohio Department of Transportation
Office of Statewide Planning and Research
1980 West Broad Street
Mail Stop 3280
Columbus, Ohio 43223

e-mail Address:

statewide.planning@dot.state.oh.us
614-466-0754

Logan-Union-Champaign Regional Planning Commission
Job Description
Director

1

Job Title: Director
Reports to: Executive Committee
Prepared By: Director
Prepared Date: 11/5/2014
Approved By: Executive Committee
Approved Date: __/__/__
Salary Range: \$56,000 - \$82,000

Summary: Under the administration of the President of the Executive Committee, the Director manages all of the operations and all of the employees of the Regional Planning Commission. This position is in the non-classified civil service. The Director serves at the pleasure of the Planning Commission Executive Committee.

Essential Duties and Responsibilities (may not include all duties performed):

Prepare all policies and procedures for the efficient operation of the Regional Planning Commission.

Prepare the annual budget of the Regional Planning Commission.

Work with other departments and governmental agencies in the preparation and implementation of all planning activities.

Work in close cooperation with any consultants or elected officials on any element of planning.

Advise the Regional Planning Commission on progress and related development matters within the region.

Provide assistance to the public and government agencies.

Market the Regional Planning Commission's capabilities and abilities to the member governments.

Prepare or assist in the development and implementation of Comprehensive Plans, zoning codes, and special area plans for member Counties, Cities, Townships, and Villages.

Work in cooperation with economic development groups, chambers of commerce, and civic groups.

Prepare written or verbal recommendations to the Executive Committee and sub-committees on any matter before them.

Prepare salary schedules, job descriptions and any other documents necessary to provide for employees of the Regional Planning Commission.

Provide assistance as requested by County, Township, Village, and City zoning commissions and planning commissions regarding the preparation, revision, and administration of zoning and subdivision regulations.

Logan-Union-Champaign Regional Planning Commission
Job Description
Director

2

Conduct Community Reinvestment Area annual inspections for Tax Abatement programs and file reports to state agencies.

Administers Area Wide Clearing House activities for Applications for Federal Assistance.

Administers Community Development Block Grant (CDBG) Program for appropriate government entities.

Develop funding opportunities for the Regional Planning Commission.

The President or Executive Committee may assign other duties as the need arises.

Supervisory Responsibilities: Work is performed with considerable latitude for independent judgment under the general supervision of the Executive Committee of the Regional Planning Commission. Directly supervises all employees of the Regional Planning Commission. Carries out supervisory responsibilities in accordance with the organizations policies and applicable laws. Responsibilities include interviewing, hiring, and training employees; planning, assigning, and directing work; appraising performance; rewarding and disciplining employees; addressing complaints and resolving problems.

Qualifications: To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Education and/or Experience: Bachelor's degree in planning or related field, and have a minimum 3-5 years professional planning experience in the administration of a local government agency. Master's degree and AICP certification preferred.

Computer Skills: Proficiency in Microsoft Windows based environment, Microsoft Word, Microsoft Excel, and Internet data gathering and research.

Language Skills: Ability to read, analyze, and interpret most complex documents. Ability to respond effectively to the most sensitive inquiries or complaints. Ability to write and deliver speeches and articles using original or innovative techniques or style. Ability to make effective and persuasive speeches and presentations on controversial or complex topics to public groups, government officials and the executive committee.

Mathematical Skills: Ability to apply principals of algebra and geometry to work related duties.

Reasoning Ability: Ability to apply principals of logic or scientific thinking to a wide range of intellectual and practical problems. Ability to deal with non-verbal symbolism (data gathering methodology, quantitative research, charts, graphs, etc.) to deal with a variety of abstract and concrete variables.

Certificates, Licenses, Registrations: Valid State of Ohio Drivers License

Physical Demands: The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Logan-Union-Champaign Regional Planning Commission
Job Description
Director

3

While performing the duties of this job, the employee is regularly required to use hands to finger, handle or feel and talk or hear. The employee frequently is required to sit and reach with hands and arms. The employee is occasionally required to stand; walk; climb or balance; stoop, kneel, crouch or crawl; and taste or smell. The employee must frequently lift and/or move up to 25 pounds and occasionally lift and/or move up to 50 pounds. Specific vision abilities required by this job include close vision, color vision, peripheral vision, depth perception, and ability to adjust focus.

Work Environment: The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is occasionally exposed to moving mechanical parts; fumes or airborne particles; outside weather conditions; risk of electrical shock; and vibration. The noise level in the work environment is usually moderate.

Certification of Approval:

David Gulden, Director

Date

President, LUC Regional Planning

Date

Logan-Union-Champaign Regional Planning Commission
Job Description
Planner 2

1

Job Title: Planner 2
Reports to: Director
Prepared By: Director
Prepared Date: 11/5/2014
Approved By: Director & Executive Committee
Approved Date: __/__/__
Salary Range: \$42,000 - \$55,000

Summary: Under the administration of the Director, the Planner 2 prepares land use and other plans, reviews and makes recommendations on subdivision plats, development plans, and zoning amendments, develops and updates local zoning regulations, assists and supports jurisdictions by answering questions and providing technical assistance, and assists the Director in the operation of the Regional Planning Commission.

Essential Duties and Responsibilities (may not include all duties performed):

Provide assistance to the public, government agencies, and local jurisdictions.

Prepare or assist in the development, implementation, and updates of Comprehensive Plans for member Counties, Cities, Townships, and Villages.

Assist member governments in the process of creating, preparing, revising, or updating of zoning codes.

Review of subdivision plats for compliance with subdivision regulations, zoning regulations and existing land use plans. Also transmit copies of proposed subdivision plats to review areas.

Facilitate revisions and updates to County and Village subdivision regulations.

Work with other departments and governmental agencies in the preparation and implementation of all planning activities. Coordinate and communicate growth management issues (planning, zoning, subdivision) with engineer's office, prosecutor's office, health department, SWCD, ODOT, jurisdictions, Townships, schools, etc.

Work in close cooperation with any consultants or elected officials on any element of planning.

Assist in marketing the Regional Planning Commission's capabilities and abilities to the member governments.

Provide assistance and training as requested by county, township, village, and city zoning commissions/boards, planning commissions, boards of zoning appeals, and zoning inspectors regarding planning, zoning, and development issues.

Prepare written or verbal recommendations to the Director, Executive Committee, and sub-committees on any matter before them.

Assist LUC Director and staff with grant writing and CDBG/Community Development Block Grant Administration.

Logan-Union-Champaign Regional Planning Commission
Job Description
Planner 2

2

Assist in development and implementation of the Regional Transportation Planning Organization program.

The Director may assign other duties as the need arises.

Supervisory Responsibilities: Work is performed with considerable latitude for independent judgment under the general supervision of the Director. If appointed to do so, the Planner may act on matters that arise when the Director is absent. The schedule of this position includes evening meetings, which the planner must be able to attend.

Qualifications: To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skills, and/or abilities required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Education, Experience, Knowledge, and Abilities: Bachelor's degree or higher in planning or a related field, or 5 years of related experience in professional planning or development work.

Knowledge of planning and zoning processes and procedures.

Knowledge of land development regulations and land use law.

Ability to perform research, collect data, and compile complex reports and correspondence.

Ability to answer inquiries, establish facts, draw accurate conclusions, and resolve complaints in a positive manner.

Ability to interpret and apply the provisions of zoning and subdivision regulations to field conditions.

Computer Skills: Proficiency in Microsoft Windows based environment, Microsoft Office Internet data gathering and research, and ability to learn and use ESRI GIS.

Language Skills: Ability to read, analyze, and interpret most complex documents. Ability to communicate effectively both orally and in writing. Ability to respond effectively to the most sensitive inquiries or complaints. Ability to write and deliver plans, speeches, letters, and articles using original or innovative techniques or style. Ability to make effective and persuasive speeches and presentations on controversial or complex topics to public groups, government officials and the Executive Committee.

Mathematical Skills: Ability to apply principals of algebra and geometry to work related duties.

Reasoning Ability: Ability to apply principals of logic or scientific thinking to a wide range of intellectual and practical problems. Ability to deal with non-verbal symbolism (data gathering methodology, quantitative research, charts, graphs, etc.) to deal with a variety of abstract and concrete variables.

Certificates, Licenses, Registrations: Valid State of Ohio Drivers License

Logan-Union-Champaign Regional Planning Commission
Job Description
Planner 2

3

Physical Demands: The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to use hands to finger, handle or feel and talk or hear. The employee frequently is required to sit and reach with hands and arms. The employee is frequently required to stand; walk; climb or balance; stoop, kneel, crouch or crawl; and taste or smell. The employee must frequently lift and/or move up to 25 pounds and occasionally lift and/or move up to 50 pounds. Specific vision abilities required by this job include close vision, color vision, peripheral vision, depth perception, and ability to adjust focus.

Work Environment: The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is occasionally exposed to moving mechanical parts; fumes or airborne particles; outside weather conditions; risk of electrical shock; and vibration. The noise level in the work environment is usually moderate.

Certification of Approval:

David Gulden, Director

Date

**Job Description
GIS Planning Technician**

Job Title: GIS Planning Technician
Reports to: Director
Prepared By: Director
Prepared Date: 11/5/2014
Approved By: Director & Executive Committee
Approved Date: __/__/__
Salary Range: \$30,000 - \$42,000

Summary: Under the administration of the Director, the GIS Planning Technician conducts long and short range regional transportation planning, and land use planning. Additionally, conducts data collection, data update, data analysis, and map production using Geographic Information Systems (GIS), while assisting the Director in the operation of the Regional Planning Commission.

Essential Duties and Responsibilities (may not include all duties performed):

Work with the Ohio Department of Transportation (ODOT) and local jurisdictions to develop and implement a regional transportation plan.

Collect data and maintain a GIS database for the region.

Create, update, and prepare jurisdictional zoning maps using GIS.

Work with other departments and governmental agencies in the preparation and implementation of all planning and zoning maps.

Work in close cooperation with any consultants or elected officials on any element of planning and zoning maps.

Prepare or assist in the development and implementation of Comprehensive Plan maps for member Counties, Cities, Townships, and Villages.

Provide assistance to the public and government agencies.

The Director may assign other duties as the need arises.

Supervisory Responsibilities: Work is performed with considerable latitude for independent judgment under the general supervision of the Director. If appointed to do so, the GIS Planning Technician may act on matters that arise when the Director is absent. The schedule of this position may include evening meetings, which this position might be required to attend.

Qualifications: To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Education and/or Experience: Bachelor's Degree or higher in Planning, Geography, GIS, or related field from an accredited college or university.

Job Description
GIS Planning Technician

Computer Skills: Proficiency Microsoft Office, data collection, data research, and data analysis, using (ESRI) Geographic Information Systems mapping software.

Language Skills: Ability to read, analyze, and interpret most complex documents. Ability to respond effectively to the most sensitive inquiries or complaints. Ability to write and deliver speeches and articles using original or innovative techniques or style. Ability to make effective and persuasive speeches and presentations on controversial or complex topics to public groups, government officials and the Executive Committee.

Mathematical Skills: Ability to apply principals of algebra and geometry to work related duties.

Reasoning Ability: Ability to apply principals of logic or scientific thinking to a wide range of intellectual and practical problems. Ability to deal with non-verbal symbolism (data gathering methodology, quantitative research, charts, graphs, etc.) to deal with a variety of abstract and concrete variables.

Certificates, Licenses, Registrations: Valid State of Ohio Drivers License

Physical Demands: The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the employee is regularly required to use hands to finger, handle or feel and talk or hear. The employee frequently is required to sit and reach with hands and arms. The employee is occasionally required to stand; walk; climb or balance; stoop, kneel, crouch or crawl; and taste or smell. The employee must frequently lift and/or move up to 25 pounds and occasionally lift and/or move up to 50 pounds. Specific vision abilities required by this job include close vision, color vision, peripheral vision, depth perception, and ability to adjust focus.

Work Environment: The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the employee is occasionally exposed to moving mechanical parts; fumes or airborne particles; outside weather conditions; risk of electrical shock; and vibration. The noise level in the work environment is usually moderate.

Certification of Approval:

David Gulden, Director

Date

Logan-Union-Champaign Regional Planning Commission
Job Description
Office Manager/Fair Housing Coordinator

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Job Title: Office Manager/Fair Housing Coordinator
Reports to: Director
Prepared By: Director
Prepared Date: 11/5/2014
Approved By: Director & Executive Committee
Approved Date: __/__/__
Salary Range: \$12.00/hour - \$17.00/hour

Summary: Under the administration of the Director, assists in the management of the operations of the Regional Planning Commission.

Essential Duties and Responsibilities (may not include all duties performed):

Answers the telephone and acts as the receptionist.

Assists staff with correspondence and document preparation.

Prepares documents for the monthly Zoning and Subdivision meetings; Executive Committee meetings including monthly Financial Reports; and all other LUC Sub-committees.

Prepares mailing of information to the members of the Planning Commission, various organizations and to the public.

Organizes and schedules the Annual meeting.

Drafts and manages the budget of the Planning Commission, including the processing of bills, payroll, and other funds through the Union County Auditor's Office utilizing software they require.

Prepares membership dues for Board Approval and accounts receivable.

Invoices for billing of membership dues to all jurisdictions and maintains contact information.

Prepares surveys as needed utilizing Survey Monkey, or similar online methods.

Orders office supplies as needed.

Work in close cooperation with any consultants or elected officials on any element of planning.

Provides assistance to the public and government agencies.

Assists and responds to public records requests.

Assist in marketing the Regional Planning Commission's capabilities and abilities to the member governments.

Prepares minutes of the annual meeting, Executive Committee meetings and sub-committee meetings.

Job Description

Office Manager/Fair Housing Coordinator

Prepares year-end Statement of Financial Condition and the publishing of the same.

Administers Fair Housing Program for appropriate government entities, including attendance and involvement with various groups in all three counties (i.e. Continuum of Care groups, COLCAS, Housing Coalitions, etc). Administration includes trainings, writing and updating of Analysis of Impediments; speaking with Fair Housing/Landlord-tenant phone calls, tracking information; managing Fair Housing Materials, Outreach, etc.

IT Management of LUC equipment, network and software

Creates and maintains LUC's web-site

Manages LUC Human Resources Records; Leave Requests; Time Sheets; etc

Completes LUC Payroll report on a bi-weekly basis per Union County policies

The Director may assign other duties as the need arises.

Job Description
Office Manager/Fair Housing Coordinator

Supervisory Responsibilities: None

Qualifications: To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Education and/or Experience: High School diploma and a minimum of 5 years' experience in a related field. Must have attended Fair Housing training or able to attend within 12 months of employment.

Computer Skills: Must have working knowledge of the use of computers, Microsoft Office and the internet.

Language Skills: Ability to read, analyze and interpret most documents. Ability to communicate effectively both orally and in writing. Ability to respond effectively to the most sensitive inquiries or complaints. Ability to write and deliver speeches and articles using original or innovative techniques or style. Ability to make effective and persuasive speeches and presentations on to public groups, government officials and the Executive Committee.

Mathematical Skills: Ability to apply principals of accounting to work related duties.

Reasoning Ability: Ability to apply principals of logic or scientific thinking to a wide range of practical problems.

Certificates, Licenses, Registrations: Valid State of Ohio Drivers License

Physical Demands: The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to use hands to finger, handle or feel and talk or hear. The employee frequently is required to sit and reach with hands and arms. The employee is occasionally required to stand; walk; climb or balance; stoop, kneel, crouch or crawl; and taste or smell. The employee must frequently lift and/or move up to 25 pounds and occasionally lift and/or move up to 50 pounds. Specific vision abilities required by this job include close vision, color vision, peripheral vision, depth perception, and ability to adjust focus.

Work Environment: The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is occasionally exposed to moving mechanical parts; fumes or airborne particles; outside weather conditions; risk of electrical shock; and vibration. The noise level in the work environment is usually moderate.

Certification of Approval:

David Gulden, Director

Date



Date: December 3, 2014

To: LUC Executive Committee

From: Dave Gulden, LUC Director

RE: Recommended Policy for LUC RPC Cash Balance

By the end of 2014, The LUC Regional Planning Commission will have an approximate cash balance of \$397,628 generated as the result of years of conservative budgeting and careful spending. Increased revenue from new members along with success at new grant opportunities also play a large role. Together these factors have contributed to a carry forward, or a carryover of unexpended budgeted funds into the cash balance. A policy is necessary to guide the limits of the cash balance.

CONSIDERATIONS:

- The cash balance resulting from carryover lowers the LUC RPC's exposure to negative externalities beyond our control; such as,
 - Economic downturns that can affect real estate development and its associated revenue streams.
 - Vagaries of grant availability.
- The cash balance also allows for:
 - Long-term capital needs (like the LUC building) to be addressed.
 - Capability to consider new services or programs to be offered to the membership base.

Conversely, a cash balance could have the perception of a surplus that has not been adequately allocated in the previous budgets. Therefore a balance must be struck between providing services and value for the revenue received, and a proper amount of cash reserve to ensure long-term fiscal sustainability of the LUC RPC.

CASH RESERVE POLICY:

The LUC Budget and Finance Committee has met and discussed the issue and recommends the following:



Logan-Union-Champaign regional planning commission

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- **Starting for the 2016 budget, which will be determined in Sept/Oct 2015, each annual LUC RPC budget shall appropriate the entire cash balance amount except for an amount equal to 35% of the previous year's revenue.**

Based on 2014 revenue, the approximate cash reserve amount for the 2016 budget year would be \$114,166

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Logan-Union-Champaign Regional Planning Commission

Director: Dave Gulden, AICP

Director's Report – December 11, 2014

Dave's Activities:

Meetings, Miscellaneous & Projects

Nov. 14	Central Ohio Assn. of Public Administration
Nov. 18	Logan County Chamber Legislative Breakfast
Nov. 19	Miami Valley RPC: discuss RTPO and open house
Nov. 20	LUC Annual Dinner
Nov. 21	Union Co Development Meeting
Nov. 21	Jerome Township Zoning
Nov. 24	City Urbana school project discussion
Nov. 24	33 Corridor zoning overlay call
Nov. 24	Logan County Land Trust
Nov. 25	Met with Carmen Scott
Dec. 2	Transportation planning workshop at ODOT central office
Dec. 3	33 Corridor Group
Dec. 4	Logan County Soil and Water
Dec. 5	Economic Development 411 conference
Dec. 5	Subdivision Regulation update meeting
Dec. 8	County Planning Assn of Ohio

Skyler's Activities:

Meetings, Miscellaneous, & Projects

Nov. 18	Met with Union County Auditor IT Department for online mapping
Nov. 19	LPA Days at ODOT Central
Nov. 20	NADO Webinar
Nov. 25	Annual Dinner
Dec. 01	Met with MVRPC to discuss Future Conditions and Needs Analysis sections
Dec. 03-05	NADO Conference in Cincinnati
Ongoing	Future Conditions Section Needs Analysis Section
Mapping Assistance	Map for Logan County Land Trust (L) Updated US 33 Corridor Map (U) Jerome Township Zoning Map Update (U)
ODOT RTPO	<ul style="list-style-type: none"> ✓ Socio Demographic Section ✓ Existing Conditions Section ✓ Environmental Section Future Conditions Section Needs Analysis Section

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Heather's Activities:	
Meetings, Miscellaneous & Projects	
Nov. 20	LUC Annual Dinner
Dec. 2	Union County Department Head Meeting
Dec. 5	Met with Sherry Worstell, Union County Clerk to assist her and explain Fair Housing Subdivision Regulations Meeting
Completed	Champaign County CDBG & Fair Housing RFP
Completed	Membership 2015 Invoices Created and published LUC Survey
Completed	LUC Board Orientation Presentation
Completed	Budget spreadsheets for Dave
On going	Updated Subdivision Regs; Scheduled next meeting
On going	Scanning documents to store on-line

Brad's Activities:	
Meetings, Miscellaneous & Projects	
Nov. 17	Attended Johnson Twp (C) Trustee meeting. Discussed a potential Comprehensive Plan.
Nov. 18	Met with Union Co (U) IT Department. Discussed adding of a zoning layer to the Auditor's GIS program.
Nov. 19	Went to Logan Co (L) Engineer's Office, Logan Co (L) Historical Society, and Champaign Co (C) Recorder's Office. Performed ER research. Attended RTPO meeting at MVRPC with Dave Gulden. Discussed progress and continuing mentorship.
Nov. 20	Attended webinar about integrating safety in the RTPO process. Prepared for and attended LUC Annual Meeting.
Nov. 21	Attended Union Co (U) development meeting. Listened to updates on current development projects. Met with Jerome Twp (U) Zoning Officer and a Trustee. Discussed Zoning Map updates and code rewrite.
Nov. 24	Met with City of Urbana (C) Administrative staff and Mayor. Discussed PUD and subdivision process with regards to new schools. Attended conference call with Union Co (U) planners. Discussed US 33 Corridor Zoning Overlay. Attended Washington Twp (L) Zoning Commission and BZA meeting. Presented on administrative meeting/hearing procedure.
Nov. 25	Met with Jon Brown. Discussed ER progress and draft.
Dec. 1	Attended Leesburg Twp (U) Zoning Commission meeting with Trustees. Discussed November '14 Executive Committee action.
Dec. 2	Met with Pleasant Twp (L) Zoning Inspector. Helped him draft zoning violation letter for the Logan Co (L) Prosecutor's review.
Dec. 3	Attended NADO conference. This was the "National Rural Transportation Conference."
Dec. 4	Attended NADO conference. This was the "National Rural Transportation Conference."
Dec. 5	Attended NADO conference. This was the "National Rural Transportation Conference."
Dec. 10	Attended meeting with Union Co (U) Engineer's Office, Union Co (U) Soil & Water District, and Darby Twp (U) Zoning Inspector. Discussed drainage requirements.
Ongoing	Assisting jurisdictions. This month: Champaign Co (C), Goshen Twp (C), Johnson Twp (C), Village of St. Paris (C), City of Urbana (C), Harrison Twp (L), Village of Huntsville (L), Lake Twp (L), Logan Co (L), Perry Twp (L), Pleasant Twp (L), Village of Russells Point (L), Village of Valley Hi (L), Washington Twp (L), Allen Twp (U), Darby Twp (U), Jerome Twp (U), Leesburg Twp (L), Paris Twp (U), Union Co (U), Union Twp (U), Washington Twp (U)
Ongoing	Working on Environmental Review for MHDAS and Residential Administrators (L) (C). This month, worked on former uses.
Ongoing	Assisting with ODOT RTPO Grant as needed.

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Executive Committee Meeting Minutes
Thursday, December 11, 2014

President Doug Miller called the meeting to order at 1:14 pm.

Roll Call – Dave Gulden, Secretary

Members present: John Bayliss, Scott Coleman, Greg DeLong, David Faulkner, Kevin Gregory, Dave Gulden, Charles Hall, Paul Hammersmith, Jim Holycross, Jeremy Hoyt, Steve McCall, Doug Miller, Jeremy Nash, Tim Notestine, Tracy Staas for Matt Parrill, Jeff Stauch, Amy White, and Andy Yoder.

Members absent: Tracy Allen, Pam Babjack, John Brose, Kevin Bruce, Tim Cassidy, Ves DuPree, Barry Moffett, Ryan Shoffstall, Jack Moore for George Showalter, Ben Vollrath.

Guests present: Wes Dodds, City of Bellefontaine; Brad Bodenmiller, Skyler Wood and Heather Martin of LUC Regional Planning Commission.

Minutes – John Bayliss moved a motion to approve the minutes from the November 13, 2014 meeting as written and Paul Hammersmith seconded. All in favor.

Financial Report – Andy Yoder presented the Financial Report for November. Charles Hall moved a motion to accept the Financial Report and Kevin Gregory seconded. All in favor.

ODOT Reports – ODOT 6 report is on the web-site. Paul asked Tracy Staas how the salt supply was and Tracy reported it's doing well, they ordered from Indiana and will have it available if the Cities or County needs to purchase any. John asked if the lights for the State Route 347 turn lane at Honda had been installed and Fred responded that the poles were up and the fixtures have been reordered.

New Business:

1. Grant Application for ODOT Rural Planning Organizations – Dave Gulden
 - o Dave explained the grant extension for the ODOT Regional Transportation Planning Organization (RTPO) Grant and the opportunity for Union County to be included this time, if they choose. Paul asked if there is apprehension for Union County to be involved in the RTPO. Jeff reported there is a portion of the county that is a member of MORPC, right now just Jerome Township. Dave explained that the RFP response deadline is January 29, 2015, and there is time to gain more information before making a decision on Union County inclusion. This item will be added to the January meeting for action.
2. LUC Staff Job Descriptions – Dave Gulden



Logan-Union-Champaign regional planning commission

Director: Dave Gulden, AICP

- Charles Hall moved a motion to accept the updated Staff Job Descriptions as presented and approved by the Budget and Finance Committee and Steve McCall seconded. All in favor.
- 3. LUC Carry-over Policy – Dave Gulden/Andy Yoder
 - David Faulkner moved a motion to accept the updated LUC Carry-over Policy as presented and approved by the Budget and Finance Committee and Tim Notestine seconded. All in favor.

Director's Report:

Comments from Individuals:

- Doug asked Scott for an update on the Building Committee. Scott provided an update for items that will be followed up in 2015, including the building options and ownership of the building. He reported that the thought is we would like to be under construction in 2015. John, I like the idea of Unibuilt, but I wonder what constraints we have on procurement as a government agency. Dave said one of his goals is to help the Committee with that in 2015. His goal is to have a summary report by next month and to have a standing agenda item every month to keep this moving forward.
- Doug asked for feedback on the Annual Dinner
 - Doug felt we had great attendance and the food was delicious.
 - Scott felt there was a small issue with flies.
 - John made a motion to show the City of Bellefontaine our appreciation for hosting the dinner and Charles Hall made the second motion. All in favor.
 - Charles felt that it was a good venue and the food was good.
 - Doug thanked the City of Bellefontaine for hosting the event.
- Dave mentioned that before next month's meeting a new Board Member Orientation will be held.
- Jim reported that the City of Bellefontaine had just replaced the lighting for LED which qualifies for a rebate at DP&L.
- Jeremy Hoyt introduced Kyle Hoyng who is a new Engineer at Marysville and will come to meetings in Jeremy's place when he can't attend.
- Paul reported that Emerald Parkway is now complete from Sawmill to Tuttle Crossing. He also shared that the new City Manager was selected Dana McDaniel, will start January 31. Dana has been with the City 26 years.
- Jeff – I heard that on the other project you have going on at the bridge and Route 161, that you will maintain traffic. Paul reported that, ultimately the construction schedule did not allow for all the work to be completed in one traffic season, so they will maintain traffic, it'll just be one lane in each direction.
- Doug wished everyone a Merry Christmas and a Happy New Year. Also appreciate the staff in this year of change.
- Charles thanked Doug for a doing a great job this year as President.

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Director: Dave Gulden, AICP

Adjourn – Steve McCall moved a motion to adjourn the LUC Executive Committee Meeting at 1:49 pm, and David Faulkner seconded. All in favor.

Next Scheduled Meeting: Thursday, January 8, 2015, 1:15 pm at the LUC Office in East Liberty.

President

Secretary

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