



Logan-Union-Champaign regional planning commission

Director: Jenny R. Snapp

Executive Committee Meeting Agenda Thursday, October 11, 2012 - 1:15 p.m.

Call to Order – Jeff Stauch - President

Roll Call

Action on Minutes of September 13, 2012 – Executive Committee

Financial Report September – Andy Yoder, Treasurer

ODOT Reports

New Business:

1. 2013 LUC Budget - Andy Yoder & Jenny Snapp
2. Nominating Committee Report - Max Coates, John Bayliss, & Charles Hall
3. Changes to LUC Bylaws Report - Jenny Snapp
4. Annual Meeting - Jenny Snapp
5. ODOT Rural Consultation Meeting Update - Matt Parrill, ODOT District 7

Director's Report


Comments from Individuals

Adjourn

**LUC Regional Planning Commission
Treasurer's Report**

BEGINNING BALANCE ON September 1, 2012			\$ 292,158.40
RECEIPTS			
Champaign County Commissioners	Fair Housing Administration (FY 11)	\$ 5,000.00	
Champaign County Commissioners	CDBG Administration (FY 09)	\$ 7,800.00	
Logan County Co-op	Tickets for Annual Dinner	\$ 30.00	
Sprint Nextel	Reimbursement from previous acct	\$ 75.11	
TOTAL RECEIPTS			<u>\$ 12,905.11</u>
TOTAL CASH ON HAND			\$ 305,063.51
EXPENDITURES			
Employee Salaries	2 Pay Periods	\$ 10,614.40	
PERS	Aug-12	\$ 2,229.03	
Medicare	2 Pay Periods	\$ 152.52	
CEBCO	Health Insurance	\$ 401.15	
CEBCO	Dental Insurance	\$ 76.63	
Time Warner Cable	Internet/Phone Service	\$ 280.32	
Heather Martin	Mileage - August 2012	\$ 101.00	
Jenny Snapp	Mileage - August 2012	\$ 122.50	
Wes Dodds	Mileage - August 2012	\$ 84.00	
Staples	Supplies	\$ 96.90	
			\$ 14,158.45
Bldg.			
Tiffany Epps	Office Cleaning	\$ 90.00	
			<u>\$ 90.00</u>
TOTAL EXPENDITURES			\$ 14,248.45
BALANCE ON HAND AS OF September 30, 2012			\$ 290,815.06

Respectfully Submitted,



R. Andy Yoder, Treasurer

2012 Budget Summary

As of 10/5/2012

900 REVENUES:	Estimated	To Date	CashBalance
990-2-1 Per Capita Assessments	\$ 173,576.45	\$ 185,453.35	\$ (11,876.90)
990-7 Estimated Interest	\$ 400.00	\$ 107.84	\$ 292.16
990-2 Estimated Other	\$ 2,600.00	\$ 105.11	\$ 2,494.89
990-2-2 Services and Projects	\$ 50,200.00	\$ 37,574.37	\$ 12,625.63
Estimated Total Revenue	\$ 226,776.45	\$ 223,240.67	\$ 3,535.78

990 EXPENDITURES:	Estimated	To Date	%
990-1 Salaries & Wages	\$ 145,000.00	\$ 93,959.53	65%
990-2 Supplies	\$ 5,000.00	\$ 1,225.87	25%
990-4 Equipment	\$ 2,000.00	\$ 980.72	49%
990-3-1 Utilities	\$ 13,000.00	\$ 7,323.96	56%
990-5-2 Travel	\$ 7,000.00	\$ 3,150.50	45%
990-3-2 Professional Development	\$ 3,000.00	\$ 3,452.89	115%
990-5-1 Other Expenses	\$ 7,000.00	\$ 2,662.00	38%
990-10-1 PERS	\$ 20,300.00	\$ 11,481.60	57%
990-10-2 Workers Compensation	\$ 3,000.00	\$ -	0%
990-10-3 Medicare	\$ 2,103.00	\$ 1,348.60	64%
990-10-4 Hospital / Life Insurance	\$ 6,000.00	\$ 4,640.18	77%
990-10-5 Contingencies	\$ 5,500.00	\$ -	0%
990-3-4 Building Fund	\$ 4,000.00	\$ 1,361.09	34%
990-3-6 Annual Meeting	\$ 3,000.00	\$ -	0%
Estimated Total Expenditures	\$ 225,903.00	\$ 131,586.94	58%

STATEMENT:

Cash Balance January 1, 2012	\$ 199,161.33
Estimated Cash Balance December 31, 2012	\$ 107,069.24
Actual Cash On Hand December 31, 2012	
Estimated Total Revenue	\$ 226,776.45
Actual 2012 Revenue	\$ 223,240.67
Difference (+/Under)	\$ (3,535.78)
Estimated Total Expenditures	\$ 225,903.00
Actual 2012 Expenditures	\$ 131,586.94
Difference (+/Under)	\$94,316.06

LUC MEETING
October 11, 2012

☐Active Construction Projects

ODOT Project 120047

UNI-US36-6.22, PID Number 83962

Description: Structure replacement.

Location: Union Township. 1.17 miles northeast of Milford Center. US36 over Buck Run.

Maintenance of Traffic: Part width construction. Traffic maintained with signal.

Completion Date: 10/15/2012 – will be revised to 10/19/2012

Contractor: Double Z Construction Company

Amount: \$990,930.10

Project Status: On schedule.

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: On schedule.

☐Projects Awarded During Month of September

No projects awarded during September.

☐Upcoming Projects Scheduled for Sale Through Month of October.

No projects scheduled for sale during October.

☐ALL PROJECT INFORMATION CURRENT AS OF October 11, 2012.

CHP/LOG County Projects

08/15/11 thru 09/30/13

10/09/12	Updated				
PID	COUNTY ROUTE SECTION	PRIMARY WORK CATEGORY	DESCRIPTION	AWARD DATE CURRENT	AWARD DATE ACTUAL
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	03/18/13	
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.	07/22/13	
91168	CHP US 68 5.65	Minor Rehabilitation - Pavement Gnrl Sys	Pavement planing and resurfacing with asphalt concrete. Urban Paving Program.	04/22/13	
86944	LOG SR 235 16.05	Section Improvement	Improve horizontal alignment of curve at TR 240 and regrade ditch.	12/10/12	
83927	LOG SR 235 8.18	Minor Rehabilitation - Pavement Gnrl Sys	Resurface the existing roadway, along with other roadway related items.	07/01/13	
83947	LOG SR 47/706 0.00/0.00	Minor Rehabilitation - Pavement Gnrl Sys	Resurface the existing roadway, along with other roadway related items.	12/10/12	
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.	01/10/13	
88369	LOG US 68 17.75	Bridge Replacement	LOG 68 17.75 Structure, Carrying Tributary South Fork Miami River. Paving the bottom of the existing steel culvert. Culvert length 80 feet. Existing structure - 108" CMP on skew has deteriorated significantly since last inspection and needs to be repl	01/22/13	
90807	LOG US 68 8.10	Minor Rehabilitation - Pavement Gnrl Sys	Pavement planing and resurfacing with asphalt concrete. Urban Paving Program.	07/08/13	
82463	LOG US 68 8.68	Minor Rehabilitation - Pavement Gnrl Sys	Pavement planing and resurfacing with asphalt concrete. Urban Paving Program.	07/08/13	
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 Creek SFN 4603605 LOG 508 0196 Stoney Creek SFN 4603907 LOG 559 0170 Tributary Big Darby Creek SFN 4603966 LOG 559 0245 Tributary Big Da	07/08/13	

LUC Budget - 2012

REVENUES (10-800)			
Counties - 2012 Budget (\$0.80 Assessment)			
County	Population Est.	Assessment	
Logan	45,858	\$ 36,686.40	
Union	52,300	\$ 41,840.00	
Champaign	40,097	\$ 32,077.60	
TOTAL	138,255	\$ 110,604.00	
Cities - 2012 Budget (\$0.45 Assessment)			
City	Population Est.	Assessment	Assess. w/ min.
Bellefontaine	13,370	\$ 6,016.50	\$ 6,016.50
Marysville	22,094	\$ 9,942.30	\$ 9,942.30
Dublin	2,366	\$ 1,064.70	\$ 5,000.00
Urbana	11,793	\$ 5,306.85	\$ 5,306.85
TOTAL	49,623	\$ 22,330.35	\$ 26,265.65
Townships - 2012 Budget (\$0.65 Assessment)			
Townships:	Population	Total	Presume (60%)
Logan	23,266	\$ 15,629.90	\$ 9,377.94
Union	23,490	\$ 15,268.50	\$ 9,161.10
Champaign	22,146	\$ 14,394.90	\$ 8,636.94
TOTAL	68,902	\$ 45,293.30	\$ 27,175.98
Villages - 2012 Budget (\$0.65 Assessment)			
Villages:	Population	Total	Presume (60%)
Logan	9,222	\$ 7,550.40	\$ 4,530.24
Union	4,350	\$ 3,476.85	\$ 2,086.11
Champaign	6,158	\$ 4,857.45	\$ 2,914.47
TOTAL	19,730	\$ 15,884.70	\$ 9,530.82
TOTAL ALL JURISDICTIONS			\$ 173,576.45

EXPENDITURES:		
Description	Code	Appropriation
Salaries & Wages	1020	\$ 145,000.00
Supplies	1030	\$ 5,000.00
Equipment	1040	\$ 2,000.00
Utilities	1050	\$ 13,000.00
Travel	1060	\$ 7,000.00
Professional Development	1070	\$ 3,000.00
Other Expenses (inc. Audit)	1090	\$ 7,000.00
PERS (14%)	1091	\$ 20,300.00
Workers Compensation (1.9328%)	1092	\$ 3,000.00
Medicaid (1.45%)	1093	\$ 2,103.00
Hospital / Life Insurance	1094	\$ 6,000.00
Contingencies	1100	\$ 5,500.00
Building Fund	1300	\$ 4,000.00
Annual Meeting	New Code	\$ 3,000.00
TOTAL ALL EXPENDITURES		\$ 225,903.00
2011 Estimated Expenditures = \$250,796.00		
2011 Expenditures ytd = \$139,116.54		
2012 Budget:		
ESTIMATED REVENUE	\$ 226,776.00	
ESTIMATED EXPENDITURES	\$ 225,903.00	
BALANCE	\$ 873.00	
EST. CASH ON HAND 01/01/12	\$ 189,939.00	
EST. YR END BALANCE 12/31/12	\$ 190,812.00	

OTHER INCOME:	
Rebates	\$ 50.00
Annual Meeting Sponsorship	\$ 1,550.00
Annual Meeting Ticket Sales	\$ 1,000.00
TOTAL	\$ 2,600.00
INTEREST:	
Interest	\$ 400.00
TOTAL	\$ 400.00

SERVICES & PROJECTS:	
Fair Housing (FY 2011)	\$ 15,200.00
CDBG/County (FY 2010)	\$ 20,000.00
Mapping	\$ 500.00
Planning Services:	
Comprehensive Plans	\$ 7,500.00
Subdivision Filing Fees	\$ 7,000.00
TOTAL	\$ 50,200.00

TOTAL ALL REVENUE	\$ 226,776.45
2011 Estimated Revenues = \$257,865.24	
2011 Revenues ytd = \$197,935.07	
2011 Per Capita Assessments Received = \$184,386.60	

LUC Jurisdictional Assessments - 2013

Logan County - 2013 Budget (\$0.65 Assessment)			
Township	Population Estimate	2013 Assessment	Assess. w/ min.
<i>Bloomfield (unzoned)</i>	429	278.85	487.50
Bokescreek	570	370.50	487.50
Harrison	1,626	1,056.90	1,056.90
Jefferson	2,042	1,327.30	1,327.30
Lake	630	409.50	487.50
Liberty	1,236	803.40	803.40
McArthur	1,578	1,025.70	1,025.70
Miami	584	379.60	487.50
Monroe	1,559	1,013.35	1,013.35
Perry	961	624.65	624.65
Pleasant	916	595.40	595.40
Richland	1,662	1,080.30	1,080.30
Rushcreek	1,697	1,103.05	1,103.05
Stokes	3,526	2,291.90	2,291.90
Union	816	530.40	530.40
Washington	2,208	1,435.20	1,435.20
Zane	1,136	738.40	738.40
TOTAL	23,176	15,064.40	15,575.95

Logan County - 2013 Budget (\$0.65 Assessment)			
Villages	Population Estimate	2013 Assessment	Assess. w/ min.
Belle Center	811	527.15	527.15
DeGraff	1,281	832.65	832.65
Huntsville	430	279.50	487.50
Lakeview	1,067	693.55	693.55
Quincy	704	457.60	487.50
Ridgeway	112	72.80	487.50
Rushsylvania	514	334.10	487.50
Russells Point	1,386	900.90	900.90
Valley Hi	211	137.15	487.50
West Liberty	1,798	1,168.70	1,168.70
West Mansfield	680	442.00	487.50
Zanesfield	196	127.40	487.50
TOTAL	9,190	5,973.50	7,535.45

Counties - 2013 Budget (\$0.80 Assessment)		
County	Population Estimate	2013 Assessment
Logan	45,688	36,550.40
Union	52,764	42,211.20
Champaign	39,795	31,836.00
TOTAL	138,247	110,597.60

Cities - 2013 Budget (\$0.45 Assessment)			
City	Population Estimate	2013 Assessment	Assess. w/ min.
Bellefontaine	13,322	5,994.90	5,994.90
Marysville	22,288	10,029.60	10,029.60
Dublin	2,389	1,075.05	5,000.00
Urbana	11,707	5,268.15	5,268.15
TOTAL	49,706	22,367.70	26,292.65

Union County - 2013 Budget (\$0.65 Assessment)		
Township	Population Estimate	2013 Assessment
Allen	2,282	1,483.30
Claibourne	1,301	845.65
Darby	1,828	1,188.20
Dover	2,178	1,415.70
<i>Jackson (unzoned)</i>	975	633.75
Jerome	4,385	2,850.25
Leesburg	1,154	750.10
Liberty	1,966	1,277.90
Millcreek	1,310	851.50
Paris	1,584	1,029.60
Taylor	1,574	1,023.10
Union	979	636.35
Washington	832	540.80
York	1,345	874.25
TOTAL	23,693	15,400.45

Union County - 2013 Budget (\$0.65 Assessment)			
Villages	Population Estimate	2013 Assessment	Assess. w/ min.
Magnetic Springs	270	175.50	487.50
Millford Center	800	520.00	520.00
Plain City	836	543.40	543.40
Richwood	2,252	1,463.80	1,463.80
Unionville Center	236	153.40	487.50
TOTAL	4,394	2,856.10	3,502.20

Champaign County - 2013 Budget (\$0.65 Assessment)		
Township	Population Estimate	2013 Assessment
Adams	1,102	716.30
Concord	1,410	916.50
Goshen	2,037	1,324.05
Harrison	925	601.25
Jackson	1,890	1,228.50
Johnson	1,618	1,051.70
Mad River	2,800	1,820.00
Rush	812	527.80
Salem	2,362	1,535.30
Union	2,090	1,358.50
Urbana	3,135	2,037.75
Wayne	1,795	1,166.75
TOTAL	21,976	14,284.40

Champaign County - 2013 Budget (\$0.65 Assessment)			
Villages	Population Estimate	2013 Assessment	Assess. w/ min.
Christiansburg	521	338.65	487.50
Mechanicsburg	1,632	1,060.80	1,060.80
Mutual	103	66.95	487.50
North Lewisburg	1,478	960.70	960.70
St. Paris	2,074	1,348.10	1,348.10
Woodstock	304	197.60	487.50
TOTAL	6,112	3,972.80	4,832.10

LUC Budget - 2013

REVENUES: (990)			
Counties - 2013 Budget (\$0.80 Assessment)			
County	Population Est.	Assessment	
Logan	45,858	\$ 36,686.40	
Union	52,300	\$ 41,840.00	
Champaign	40,097	\$ 32,077.60	
TOTAL	138,255	\$ 110,604.00	
Cities - 2013 Budget (\$0.45 Assessment)			
City	Population Est.	Assessment	Assess. w/ min. (990-2-1)
Bellefontaine	13,322	\$ 5,994.90	\$ 5,994.90
Marysville	22,288	\$ 10,029.60	\$ 10,029.60
Dublin	2,389	\$ 1,075.05	\$ 5,000.00
Urbana	11,707	\$ 5,268.15	\$ 5,268.15
TOTAL	49,706	\$ 22,367.70	\$ 26,292.65
Townships - 2013 Budget (\$0.65 Assessment)			
Townships:	Population	Total	Presume (60%) (990-2-1)
Logan	23,176	\$ 15,575.95	\$ 9,345.57
Union	23,693	\$ 15,400.45	\$ 9,240.27
Champaign	21,976	\$ 14,284.40	\$ 8,570.64
TOTAL	68,845	\$ 45,260.80	\$ 27,156.48
Villages - 2013 Budget (\$0.65 Assessment)			
Villages:	Population	Total	Presume (60%) (990-2-1)
Logan	9,222	\$ 7,550.40	\$ 4,530.24
Union	4,350	\$ 3,476.85	\$ 2,086.11
Champaign	6,158	\$ 4,857.45	\$ 2,914.47
TOTAL	19,730	\$ 15,884.70	\$ 9,530.82
TOTAL ALL JURISDICTIONS (Membership Contributions 990-2-1)			\$ 173,583.95

EXPENDITURES:			990
Description	Code	Appropriation	
Salaries & Wages	990-1	\$ 145,000.00	ok at 26 pay periods
Supplies	990-2	\$ 5,000.00	ok
Equipment	990-4	\$ 1,500.00	ok
Utilities	990-3-1	\$ 13,000.00	ok
Travel	990-5-2	\$ 7,500.00	ok
Professional Development	990-3-2	\$ 2,500.00	ok
Other Expenses	990-5-1	\$ 5,000.00	ok - no audit
PERS (14%)	990-10-1	\$ 20,300.00	ok at 26 pay periods
Workers Compensation (1.8227%)	990-10-2	\$ 2,643.00	ok at 26 pay periods
Medicaid (1.45%)	990-10-3	\$ 2,103.00	ok at 26 pay periods
Hospital / Life Insurance	990-10-4	\$ 7,000.00	ok
Contingencies	990-10-5	\$ 5,800.00	ok
Building Fund	990-3-4	\$ 4,000.00	ok
Annual Meeting	990-3-6	\$ 3,000.00	ok
TOTAL ALL EXPENDITURES		\$ 224,346.00	
2012 Estimated Expenditures = \$225,903			
2012 Expenditures ytd = \$117,338.49			
2013 Budget:		2012 Budget:	
ESTIMATED REVENUE	\$ 226,934.00	\$ 226,776.00	
ESTIMATED EXPENDITURES	\$ 224,346.00	\$ 225,903.00	
BALANCE	\$ 2,588.00	\$ 873.00	
EST. CASH ON HAND 01/01/13		\$ 189,939.00	
EST. YR END BALANCE 12/31/13		\$ 190,812.00	

OTHER INCOME:	
ANNUAL MEETING (990-2-4):	
Annual Meeting Sponsorship	\$ 1,550.00
Annual Meeting Ticket Sales	\$ 1,000.00
TOTAL	\$ 2,550.00
INTEREST (990-7):	
Interest (1.5 %)	\$ 3,000.00
TOTAL	\$ 3,000.00

SERVICES & PROJECTS:	
Fair Housing (FY 2012) (990-5)	\$ 15,200.00
CDBG/County (FY 2011 & 2012) (990-5)	\$ 19,500.00
Mapping (990-2-6)	\$ 500.00
Planning Services:	
Comprehensive Plans (990-2-5)	\$ 5,000.00
Subdivision Filing Fees (990-2-3)	\$ 7,600.00
TOTAL	\$ 47,800.00

TOTAL ALL REVENUE	\$ 226,933.95
2012 Estimated Revenues = \$226,776.45	
2012 Revenues ytd = \$210,335.56	
2012 Per Capita Assessments Received = \$185,453.35	

**BYLAWS
OF THE
LOGAN-UNION-CHAMPAIGN
REGIONAL PLANNING
COMMISSION**

Last Revision: January 1, 2007

Draft Revision, 2012

**Please Note: DRAFT Changes are in
RED.**

SECTION I TITLE AND REGION

Article 1.01 Title

The title or name of the Commission shall be the "LOGAN-UNION-CHAMPAIGN REGIONAL PLANNING COMMISSION".

Article 1.02 The Region

The Region for which the Regional Planning Commission shall be created and maintained (hereafter referred to as the Logan-Union-Champaign Region) is all of Logan County, Ohio; Union County, Ohio and Champaign County, Ohio, exclusive of any territory within the limits of any municipality not having a planning commission. Upon establishment of a Planning Commission in any such municipalities, the territory of said municipality shall become part of the Logan-Union-Champaign Region.

SECTION II MEMBERSHIP

The Logan-Union-Champaign Regional Planning Commission shall consist of the following members:

Article 2.01 County Officials and County Members

The chairman of the Logan, Union and Champaign Counties Boards of Commissioners or their designee, and the County Engineers of the three counties. Each member shall serve during his tenure of office. In addition, six county members-at-large should be appointed by the Boards of County Commissioners--two from each county. Each appointed member-at-large shall serve a term of three (3) years.

Article 2.02 Municipal Membership and Township Members

A representative of each of the municipal corporations participating in the Regional Planning Commission, which representative shall be designated by the Planning Commission of said municipality subject to approval by the Mayor for such term as such Planning Commission and Mayor may elect; except that each municipality of city status shall be entitled to two representatives, one representing the elected officials, the Mayor or his designee, and one representing membership from the City at large. Such members shall hereafter be referred to as "Municipal Members".

Each township participating in the Regional Planning Commission shall also designate one representative who shall be referred to as a "Township Member".

Article 2.03 Citizen Members

Three (3) citizens from each of the participating counties, shall be designated by each of the Boards of County Commissioners for a term of three years each, commencing on January 1st whose terms shall be so arranged that the terms of one member shall expire each year. Such members shall hereafter be referred to as "Citizen Members".

Article 2.04 Authority to Remove Representative (s)

Any Board of County Commissioners, Board of Township Trustees or the Planning Commission, subject to the approval by the Mayor, of any municipality affected or concerned shall have the authority to remove at any time their appointed representative (s) to the Regional Planning Commission for reasons they deem sufficient.

Article 2.05 Vacancy in Membership

Any vacancy occurring among the County, Municipal Citizen, or Township Members shall be filled for the unexpired term in the in same manner in which the said Member was originally designated or chosen.

SECTION III OFFICERS AND COMMITTEES

Article 3.01 Executive Committee and Officers

The Executive Committee of the Logan-Union-Champaign Regional Planning Commission shall consist of the President, immediate past President, First Vice-President, Second Vice-President, Treasurer, Secretary and not less than three members of the Commission who shall be selected from their number at the Annual meeting. Each member's term shall be from January 1 to December 31, inclusive.

In the event a vacancy occurs in such committee by resignation, disqualification, or otherwise, it shall be filled by appointment of the President subject to confirmation by the Executive Committee, for the unexpired term. In the event of a vacancy in the office of the President, the First Vice-President shall assume the vacancy of the President, the Second Vice-President in turn shall assume the vacancy of the First Vice-President and a Second Vice-President shall be elected from the membership of the Commission to fill the unexpired term. In addition, the County Engineer of any county and the City Engineer of any Municipality or their appointed representative participating in the Regional Planning Commission shall be members of the Executive Committee. The District Deputy Directors from Districts Six and Seven of the Ohio Department of Transportation, or their appointed Representative, and any Chairman of a Study Committee who is not already an elected member of the Executive Committee shall be members of the Executive Committee, Ex-Officio, without vote. All the powers and duties of the Logan-Union-Champaign Regional Planning Commission, except as otherwise provided in the Laws of Ohio or by the terms of these Bylaws shall be possessed and exercised by the Executive Committee.

Article 3.02 Standing Committees

At the first regular Executive Committee meeting in each calendar year, the President shall appoint the following Standing Committees with confirmation by the Executive Committee. The chairman of each committee shall be a member of the Commission.

1. Budget and Finance

~~2. Transportation.~~

2. Zoning and Subdivision

3. Other committees deemed necessary by the Commission

The chairman and members of each Standing Committee shall serve during the calendar year in which they are appointed. In the event of a vacancy in any committee by resignation, disqualification, or otherwise, the vacancy shall be filled by appointment by the President of the Commission subject to confirmation by the Executive Committee. Standing Committees shall have such powers and duties as the Commission shall determine and direct.

Article 3.03 Special Committees

The President may appoint special committees, with confirmation by the Executive Committee, to study issues pertinent to the Commission or region.

SECTION IV MEETINGS

Article 4.01 Meetings of Commission

The Logan-Union-Champaign Regional Planning Commission shall hold an Annual meeting in the month of November of each year, at a place selected by the Executive Committee, for the election of officers and Executive Committee and for organizational purposes. Special meetings for any purpose may be called by the President or by any three (3) members of the Commission. The Secretary shall mail or deliver written **or electronic** notice of each annual or special meeting to each member of the Commission not less than ten (10) days prior to each meeting. Notices of special meetings shall state the purpose and by whose authority the meeting was called.

Article 4.02 Meetings of Executive Committee

The Executive Committee shall provide by its own rule for any regular or special meeting it deems necessary and in the absence of any regularly scheduled meetings, the Executive Committee shall meet upon the call of the President or in his absence upon the call of the Vice-Presidents. The Secretary of the Commission shall mail or deliver written **or electronic** notices of any meeting of the Executive Committee at least five (5) days prior to said meeting.

Article 4.03 Quorum

At any meeting of the Logan-Union-Champaign Regional Planning Commission, a quorum shall consist of twenty (20) participating members; however, a lesser number may adjourn any meeting. At any meeting of the Executive Committee, a quorum shall consist of a majority of all voting members thereof.

SECTION V POWERS AND DUTIES OF THE REGIONAL COMMISSION

Article 5.01 Plans

The powers and duties of the Logan-Union-Champaign Regional Planning Commission to plan duplicate those of the Ohio Revised Code Section 713.23, **~~Powers and Duties of County and Regional Planning Commissions~~ "Regional or County Planning Commission - Powers and Duties."**

Article 5.02 Amendments to Plans

The plans or maps may be changed, supplemented, or abolished from time to time at the discretion of the Commission, but no plans or maps shall be adopted, changed, supplemented, or abolished without a public hearing thereon if necessary. Such hearing shall be advertised in accordance with any applicable section of the Ohio Revised Code.

Article 5.03 Community Assistance

The Commission may undertake for any participating township, any participating county, or any participating municipality the study, planning, mapping, recommendations and other reports on public improvements or the use of land within the boundaries of such township, county, or municipality. Any study, planning, mapping, recommendations or other report so undertaken shall be on advice or

recommendation to, and subject to adoption by such township, county, or municipality.

Article 5.04 Other Powers

The Commission shall have the authority to provide necessary services to any participating or non-participating county, municipality, Township, or other governmental entity and shall have all other powers and duties now or hereafter provided by law for Regional Planning Commissions as found in the Ohio Revised Code.

SECTION VI POWERS AND DUTIES OF OFFICERS, EXECUTIVE COMMITTEE AND OTHER COMMITTEES

Article 6.01 Powers of Executive Committee

All of the powers and duties of the Regional Planning Commission, except as otherwise provided in the Ohio Revised Code, or in the terms of these Bylaws, shall be possessed and may be exercised by the Executive Committee but always subject to review by the Commission as a whole as hereinafter provided.

Article 6.02 Action by the Executive Committee

Upon any action by the Executive Committee in accordance with Section 713.23 et. seq. of the Ohio Revised Code, or any change, supplement or abolition thereof, the Commission shall forward within ten (10) days to all members minutes of all actions of the Executive Committee. Any ten (10) members of the Commission by petition may, within ten (10) days after the mailing or delivering of his or her copy, serve written demand on the Secretary of the Commission for a special meeting of the Commission to review such action in which case the Secretary shall call such special Commission meeting to be held not more than fifteen (15) days after the receipt of such demand. At such special meeting, such action may be modified or disapproved by a concurring vote of a majority of the total membership of the Commission.

Article 6.03 Duties of Special Committees

All standing and special committees appointed by the President with approval of the Executive Committee, shall study and report to the Executive Committee on the project, improvement or general topic assigned to it.

Article 6.04 Powers and Duties of Officers

The President shall preside at all meetings of the Commission and the Executive Committee and, except to the extent as hereinafter and/or otherwise provided, sign all written contracts and obligations of the Commission. In addition, The Treasurer shall also sign all written contracts and obligations of the Commission. It shall be the President's duty to see that the transaction of all business is in accordance with the law and these by laws and rules of procedure. He or she shall be, ex-officio, a member of all standing committees and shall perform all the duties incident to the office, and such other and further duties as may from time to time be required or requested **of him** by the Commission or the Executive Committee.

The Vice-Presidents in order shall perform all the duties of the President in case of his **or her** absence or disability and such other and further duties as may from time to time be required or requested **of him** by the Commission, the Executive Committee, or the President.

In case the Vice-Presidents and President are absent or unable to perform their duties, the Commission or the Executive Committee may appoint a president Pro Tempore.

The Secretary shall keep or supervise the keeping of minutes of all meetings of the Commission and Executive Committee in books **or electronic files** provided for that purpose and shall perform such other and further duties as may be required or requested of him or her by the Commission or the Executive Committee. The Secretary shall also forward copies of the minutes of the meeting of the Executive Committee and the Commission to each member. **The Secretary shall be the LUC Director unless deemed otherwise by the LUC Executive Committee and Commission.**

The Treasurer shall present all budget and financial reports to the Commission and the Executive Committee; he shall also serve as chairman of the Budget and Finance Committee and shall perform such other and further duties in connection with the financial operation of the Commission as may be requested **of him or her** by the Commission or Executive Committee.

SECTION VII FINANCIAL PROVISIONS

Article 7.01 Submission of Budget

A budget for maintaining the Regional Planning Commission shall be submitted to the participating governmental bodies **by July** in each calendar year in accordance with the budget basis of the Ohio Revised Code **and/or County Fiscal Agent**. The amounts to be paid to the Regional Planning Commission by the participating governmental bodies shall be apportioned.

Article 7.02 City, Village, and Township Cooperating Contribution

All Cities, Villages, and Townships cooperating in the Regional Planning Commission, shall contribute in each calendar year based on a per capita rate established by the Executive Committee. The rate shall be established annually and be based upon the most recent United States Census of Population or the most recent published estimate of population from the Office of Strategic Research at the Ohio Department of Development. Such contribution is due in January of each year.

Article 7.03 County Cooperating Contribution

Each County cooperating in the Regional Planning Commission, shall contribute in each calendar year based on a per capita rate established by the Executive Committee. The rate shall be established annually and be based upon the most recent United States Census of Population or the most recent published estimate of population from the Office of Strategic Research at the Ohio Department of Development. Such contribution is due in January of each year.

Article 7.04 Financial Limitation

The allocations or appropriations established by the preceding two articles shall be limited by and not exceed the budget as prepared by the Commission.

Article 7.05 Authority to Receive Grants

The Regional Planning Commission may accept, receive and expend funds, grants and services from the Federal government or its agencies, from departments, agencies, and instrumentalities of state or local government or from civic sources and contract with respect thereto, and provide such information and reports as may be necessary to secure such financial aid.

Article 7.06 Certification of Appropriation

The **Executive Committee Regional Planning Commission** shall, **at its first meeting in each calendar year**, make appropriations for its expenses for **that the** year **through its budget process**, which appropriations may be modified or supplemented from time to time during the year, but shall at no time exceed the total amount received or due from the three counties, from cooperating municipalities, from public agencies, from the Federal government or from other sources.

Article 7.07 Expenditures and Disbursements

All disbursements of the Regional Planning Commission shall be made by voucher drawn ~~on~~ **by Auditor of Logan County the County Fiscal Agent** signed as hereinafter provided.

All purchase orders for expenditures or disbursements shall be authorized jointly by the **President (or in his absence by the Vice Presidents in order) Treasurer and LUC Director.**

Any bills and payment thereof shall be authorized and approved jointly by the Treasurer and **LUC Director.**

SECTION VIII RESERVED FOR FUTURE USE

SECTION IX PLANNING SERVICES

Article 9.01 Planning Services Agreement

The Director is hereby authorized to undertake planning services with any member of the Regional Planning Commission. **All contracts and charges for services rendered shall be approved, at the recommendation of by the Director, by the action of the Executive Committee and reported to the Executive Committee at their next regularly scheduled meeting.**

SECTION X PERSONNEL

The Executive Committee may employ a Director, planners, engineers, other professional services, and such other employees as are necessary for the performance of its functions as provided by the Ohio Revised Code.

Article 10.01 Planning Director

The Director shall be appointed by the Executive Committee for such term or at its pleasure as it by resolution shall approve.

Article 10.02 Appointment, Evaluation, & Duties of Director

The Director shall have charge of and manage the active business operations of the Regional Planning Commission; shall superintend and control the work to be done by **its** employees and sign all reports and recommendations of the Regional Planning Commission under the direction of the Commission or the Executive Committee, shall prepare budget and census reports based upon current U.S. Census and other available current population data, and shall keep active accounts of all property passing through **his hands the Regional Planning Commission** and shall do and perform all other duties incident to **his** the office and such other duties as may from time to time be assigned to or requested **of him** by the Commission, the Executive Committee, or the Executive Officers. **The Director may be elected as Secretary of the Commission. The Secretary shall be the LUC Director unless deemed otherwise by the LUC Executive Committee.**

The Executive Committee of the Regional Planning Commission shall interview the person(s) who have made application for the position of Director of the Regional Planning Commission and recommend to the Regional Planning Commission, to their best judgment, the one best qualified for the position of Director of the Regional Planning Commission.

The Executive Committee shall conduct an annual appraisal and evaluation of the Director of the Regional Planning Commission. The Executive Committee **must shall** act on any recommendations

regarding salary adjustments **of said Director.**

Article 10.03 Other Employees

All other employees of the Regional Planning Commission shall be appointed by the Director and it shall be, to his or her best judgment, the one best qualified as a staff member. Other employees and staff members shall perform such duties as assigned by the Director of the Regional Planning Commission or the Executive Committee in the absence of the Director. The Director of the Regional Planning Commission shall also evaluate all other employees of the Commission at least once a year in writing and make the appropriate salary adjustments.

Article 10.04 Personnel Policy & Job Classifications

The Executive Committee shall adopt a personnel policy and classification of jobs, which shall establish a job description and appropriate wage or salary rates for each such classification. Such personnel policy, upon its adoption, may be amended by the Executive Committee from time to time.

SECTION XI AMENDMENT PROCEDURES

These by-laws may be amended from time to time only in accordance with the following procedure:

Article 11.01 Resolution Approving Amendments

A resolution approving the form of such proposed amendment shall be adopted by the Executive Committee at least fifteen (15) days in advance of the next annual or special meeting of the Commission or a petition signed by at least five (5) members setting forth the proposed amendment shall be delivered to the Secretary at least fifteen (15) days in advance of the next annual or special meeting of the Commission.

Article 11.02 Submission of Proposed Amendments

The Secretary shall thereafter, but not less than ten (10) days prior to the next annual or special meeting of the Commission, forward to each member of the Commission a copy of such proposed amendment together with a notice that it will be the subject of action at the next annual or special meeting of the Commission.

Article 11.03 Adopted Amendment

Such proposed amendment shall be presented at the next annual or special meeting of the Commission and be considered as moved and seconded for adoption. Such amendment shall be deemed adopted upon receiving the affirmative vote of a majority of the members of the Commission present at such meeting.

SECTION XII STATUTES AND SEVERANCE CLAUSE

Article 12.01 Inclusion of Statutes

All applicable Statutes of the State of Ohio are included in these Bylaws and Rules of Procedure and made a part hereof.

Article 12.02 Inclusion of Severance Clause

The invalidity of any section or provision of the Resolution of Cooperation or Bylaws and Rules of Procedure shall not invalidate any other section or portion thereof.

SECTION XIII WITHDRAWAL

Article 13.01 Municipal and County Membership Withdrawal

Any member municipality or County Commission of any cooperating county may withdraw their cooperation hereunder at any time by a resolution to do so and delivering a certified copy thereof approved by the legislative body of said county ~~or city or village~~ to the ~~Secretary of the~~ Regional Planning Commission twelve (12) calendar months prior to the actual date of withdrawal, and said withdrawal date shall be twelve (12) calendar months after receipt by the ~~Secretary of the~~ Regional Planning Commission of the withdrawal notice from the withdrawing member.

Such notice of withdrawal shall not relieve the withdrawing party of its obligation to contribute its share of the cost for the twelve (12) month period prior to the actual withdrawal date at a rate not to exceed the rate in effect on the date that the notice of withdrawal is received by ~~the Secretary~~ **Regional Planning Commission.**



Logan-Union-Champaign regional planning commission

Director: Jenny R. Snapp

Executive Committee Meeting Minutes Thursday, October 11, 2012 - 1:15 p.m.

LUC President Jeff Stauch called the meeting to order at 1:15 pm.

Roll Call – Jenny Snapp

Members present: John Bayliss, Brad Bodenmiller, Kevin Bruce, Max Coates, Scott Coleman, Greg DeLong, Ves DuPree, Bill Edwards, Charles Hall, Paul Hammersmith, Valerie Klingman, George Showalter for Bill Nibert, Matt Parrill, Steve McCall for Fereidoun Shokouhi, Jenny Snapp, Jeff Stauch, and Andy Yoder.

Members absent: Tracy Allen, Paul Blair, Tim Cassady, Jim Holycross, Randy Kyte, Doug Miller, Barry Moffett, Tim Notestine, Ryan Shoffstall, and Roger Yoder.

Guests present: Robb Cummins, Harrison Township; Joe Sampson, Village of St. Paris; Brenda Cook, Village of St. Paris; Joel Kranenburg, Village of Russells Point; Wes Dodds and Heather Martin of LUC Regional Planning Commission.

Minutes – Scott Coleman made the first motion to approve the minutes from the September 13, 2012 meeting as written. Max Coates made the second motion to approve the minutes from the September 13, 2012 meeting as written. All in favor.

Financial Report – Andy Yoder presented the Financial Report for September. Max Coates made the first motion to accept the Financial Report. Charles Hall made the second motion to accept the Financial Report. All in favor.

ODOT Reports – ODOT reports were placed on the web. Charles reported the bridge at Milford Center is close to being completed. Jeff asked ODOT if the construction window is opened wider to get the prices down? Robb said yes, if they're given a lot of time so they can fit it into their schedule we generally get a lower price. Matt stated generally with the window once you start you get a certain number of days to complete the project. Valerie reported the State Route 4 bridge has had a lot of accidents, ODOT emailed that they're going to try and reconfigure the exit. Matt asked if they're using the interflush? Valerie is unsure what they're using. Valerie also reported they were working on Route 4, county home road and a signal pole will not be going up until December. Right now it's back to the stop condition. Robb reported for District 7. Jenny asked about the ADA ramps in West Liberty as they seem to have some issues. Robb reported they would be paving and that should take care of the issues. Scott reported that they are under construction on the first thermoplastic-recycled bridge in Ohio on a public road. It's in West Liberty on the north side of the lions park on twp 154. We'll start driving piling on the 18 and 19th of this month. They're I-shape beams nested, 25 foot span; the railing made out of the thermo-plastic. Paul reported Dublin is doing about 4 million in paving this year and they also have a round-about in progress.

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



New Business:

1. 2013 LUC Budget - Andy Yoder & Jenny Snapp
 - Brad made the first motion to recommend that the Building Committee starts meeting again to come up with a strategic plan. Paul Hammersmith made the second motion to recommend that the Building Committee starts meeting again to come up with a strategic plan. All in favor.
 - Greg asked why the Village numbers on the assessments aren't different in 2013 compared to 2012?
 - Jenny reviewed her documents and said that he's right, the numbers weren't transferred over. After review it affects only \$7.40.
 - Scott Coleman made the first motion to approve the 2013 LUC Budget as amended and Max Coates made the second motion to approve the 2013 LUC Budget as amended. All in favor.
2. Nominating Committee Report - Max Coates, John Bayliss, & Charles Hall
 - John Bayliss made the first motion to accept the recommendation of the Nominations Committee Report and Paul Hammersmith made the second motion to accept the recommendation of the Nominations Committee Report. Executive Committee nominations will be sent to the LUC Annual Meeting for approval.
3. Changes to LUC Bylaws Report - Jenny Snapp
 - John Bayliss made the first motion to accept the recommendation of the bylaws committee and Scott Coleman made the second motion to accept the recommendation of the bylaws committee. All in favor.
 - Jenny reported that the Bylaws will be sent out to the membership and then at the annual meeting they will have to be voted on.
 - John contemplated whether there needed to be a dollar limit on the contracts that's approved by the Director without the involvement of the Executive Committee.
 - Paul - What was discussed was that the value of the contracts isn't huge, and Jenny's trusted to handle that. If there was a large amount, I'm sure she would come to us.
 - Charles - When we're talking these kinds of funds, should we have some kind of bonding agent?
 - Jenny reported that there is a dishonesty bond on the Director.
4. Annual Meeting - Jenny Snapp
 - Jenny reported on the status of the dinner. Ticket sales need to be reported at the November Executive Committee meeting.



Logan-Union-Champaign regional planning commission

Director: Jenny R. Snapp

5. ODOT Rural Consultation Meeting Update - Matt Parrill, ODOT District 7
- Six of our nine counties are rural. The calendar runs through four years. The purpose behind this is that ODOT has a long standing practice for consultation. We're always doing that by practice, it ensures ODOT's going to make effort to coordinate with rural leaders and make sure they have involvement in the decisions. This plan will be built into the State wide planning processes. You're unique that you have this planning commission that pulls in the rural counties. We're always trying to have public involvement during any planning processes, and this is just another tool for pulling in comments from the local agencies. This particular time we are down in numbers in who actually showed up at the rural consultation meeting. We vary the times that we do it. We haven't been able to pull more people in. With having stuff on the internet and being able to pull stuff off the web-sites, I think it makes it less likely for people to attend. I have blank comment forms if you want to send it out to the villages. We only had 11 non ODOT people at the meeting but we received really good comments. This is the first step in that 4 year plan. Your input is really important. It's a good way to find out what the jurisdictions really want. We're in the middle of our 2040 long range plan and we'd like to have someone come speak to you about that in the future. The comment sheet is available to you; the comment period ends at the end of the month but I'd be willing to extend it if we think we'd be getting comments in.

Director's Report

Comments from Individuals

- Scott - With this being our 45th anniversary, have we invited Carmen Scott and James Cox as prior directors?
- Paul - Will there be other recognition with Max and Fereidoun retiring?

Adjourn – Steve McCall made the first motion to adjourn the LUC Executive Committee Meeting at 2:07 pm, and John Bayliss seconded the motion. All in favor.

Next Scheduled Meeting: Thursday, November 8, 2012, 1:15 pm at the LUC Office at 9676 E Foundry St, East Liberty.

President

Secretary