Regular Council Meeting
Tuesday, September 7, 2021 - 6:30 PM
AGENDA

1. Call to Order
2. Roll Call
3. Invocation - Ms. Hendren
4. Pledge of Allegiance
5. Police Officer Swearing In
6. Action on Minutes
   a. August 17, 2021
7. Citizen comments on matters not on the agenda
8. Council Committee reports
   a. **Planning & Zoning:** Met 8/24/21; Next 9/14/21 @ 6:30 pm Council Chambers
   b. **Safety & Service:** 9/7/21; Next 10/5/21 @ 5:00 pm Council Chambers
   c. **Finance:** Met 8/17/21 reviewed last time, draft minutes attached; Next 9/21/2021 @ 5:00 pm Council Chambers
   d. **Economic Development:** Met 8/5/21 reviewed last time, draft minutes attached; Next 9/16/21 @ 10:00 am Admin Office
   e. **Park & Rec:** Met 8/19/21, draft minutes attached; Next 9/9/21 @ 10:00 am Admin Office
   f. **Personnel Board of Review:** Met 8/16/21, draft minutes attached; Next TBD
   g. **Tree Commission:** Met 8/24/21, draft minutes attached; Next 9/28/2021 Council Chambers
9. Director Reports
   a. Service Departments: Water, Wastewater, Street
   b. Village Manager
10. Tabled Legislation
    a. **ORDINANCE 07-2021** AN ORDINANCE ADOPTING WAGE AND SALARY STRUCTURES FOR THE VILLAGE OF JOHNSTOWN.
    b. **ORDINANCE 32-2021** AN ORDINANCE AMENDING CHAPTER 1195 OF THE VILLAGE OF JOHNSTOWN CODIFIED ORDINANCES
11. Public Hearings of Legislation
    a. **ORDINANCE 34-2021** AN ORDINANCE AMENDING CHAPTER 1183 OF THE VILLAGE OF JOHNSTOWN CODIFIED ORDINANCES

b. **ORDINANCE 37-2021** AN ORDINANCE DESIGNATING A REVITALIZATION DISTRICT WITHIN THE VILLAGE OF JOHNSTOWN IN ACCORDANCE WITH ORC 4301.81

c. **RESOLUTION 2021-34** A RESOLUTION AUTHORIZING THE VILLAGE MANAGER TO ENTER INTO AN AGREEMENT WITH LAW GENERAL CONTRACTING FOR THE NORTH OREGON AREA ROADWAY AND STORMWATER IMPROVEMENTS PROJECT

d. **RESOLUTION 2021-35** A RESOLUTION AUTHORIZING AND DIRECTING THE VILLAGE MANAGER TO EXECUTE A SETTLEMENT AGREEMENT AND RELEASE OF ALL CLAIMS WITH MEGAN BOLLINGER AND WILLIAM BOLLINGER

e. **RESOLUTION 2021-36** A RESOLUTION ACCEPTING THE AMOUNTS AND RATES AS DETERMINED BY THE BUDGET COMMISSION AND AUTHORIZING THE NECESSARY TAX LEVIES AND CERTIFYING THEM TO THE COUNTY AUDITOR

f. **RESOLUTION 2021-37** A RESOLUTION AUTHORIZING THE VILLAGE MANAGER TO ENTER INTO AN AGREEMENT WITH THE STATE OF OHIO, DEPARTMENT OF TRANSPORTATION FOR THE REMOVAL AND CONTROL OF SNOW AND ICE

g. **RESOLUTION 2021-38** A RESOLUTION AUTHORIZING THE VILLAGE MANAGER TO ENTER INTO AND EXECUTE CONTRACTS NECESSARY TO DEVELOP PLANS FOR AND TO COMPLETE WIDENING OF US 62 FOR TWO-WAY LEFT TURN LANE BETWEEN VILLAGE SQUARE SHOPPING CENTER TO WESTVIEW DRIVE AND THE UPGRADE OF SIGNAL AT VILLAGE SQUARE SHOPPING CENTER.

h. **RESOLUTION 2021-39** A RESOLUTION AUTHORIZING THE VILLAGE MANAGER TO ENTER INTO AN AGREEMENT WITH ETCH, LTD FOR SERVICES RELATED TO THE CREATION OF TRIP PLANNING & TRIP OPTIMIZATION SYSTEMS

12. Introduction of Legislation

    a. **ORDINANCE 38-2021** AN ORDINANCE AMENDING ORDINANCE 34-20, THE ANNUAL APPROPRIATION ORDINANCE OF THE VILLAGE OF JOHNSTOWN TO APPROVE NECESSARY CHANGES OF APPROPRIATIONS

13. Other Business

    a. Trick or Treat; set date and time

14. Executive Session - To consider the employment of a public employee.

15. Adjourn

Next Council Meeting September 21, 2021

Regular Council
Tuesday, August 17, 2021 - 6:30 PM
MINUTES

1. Call to Order

   Mayor Chip Dutcher called to Order the Village of Johnstown Regular Council Meeting for August 17, 2021 at 6:36 PM.

2. Roll Call

   Present - Mayor Chip Dutcher, Cheryl Robertson, Doug Lehner, Marvin Block, Benjamin Lee, Carol Van Deest
   Absent - Sharon Hendren

   Staff present - Jim Lenner - Village Manager, Yazan Ashrawi - Village Law Director, Jack Liggett - Assistant Village Manager, Abe Haroon - Chief of Police, Bailey Klimchak - Village Planner, Ryan Green - Planning and Zoning Chairman, Jim Blair - Zoning Inspector, Teresa Monroe - Clerk of Council

   Public present - Andy Bruney, Dave Penhorwood, Mary Queen Cool, Diane Weaver

3. Invocation - Mayor Dutcher
4. Pledge of Allegiance
5. Executive Session: For the purpose of discussing pending court action with legal counsel

   Jim Lenner asked for himself, Jack Liggett, Teresa Monroe and the Law Director be involved.

ACTION:	Benjamin Lee moved to enter Executive Session with Yaz the Law Director, Jim Lenner, Jack Liggett, Teresa Monroe and the balance of Council for the purpose of discussing pending court action with legal counsel; Cheryl Robertson seconded and the vote was as follows:
AYES:	Doug Lehner, Marvin Block, Ben Lee, Cheryl Robertson, Mayor Dutcher, Carol Van Deest
NOES:	None
ABSTAIN:	None

Passed 6 - 0

Entered Executive Session at 6:39 pm and returned to Regular Session at 7:01 pm

6. Action on Minutes
   a. August 3, 2021

ACTION:	Benjamin Lee moved to Approve as written; Carol Van Deest seconded and the vote was as follows:
AYES:	Marvin Block, Ben Lee, Cheryl Robertson, Mayor Dutcher, Carol Van Deest, Doug Lehner
NOES:	None
ABSTAIN:	None

Passed 6 - 0

7. Citizen comments on matters not on the agenda
    1. Andrew Bruney; 204 Stonehedge Row Drive - Leafy Dell HOA 1 President

- Here on behalf of the residents of Leafy Dell HOA 1 to voice concerns on the new Coughlin apartment development in Leafy Dell.
- Concern for traffic density; asked what traffic study has been conducted that shows the neighborhood could support the additional vehicles along with school traffic.
- What will be the preventative measures for dust and airborne construction debris and grime on homes during the construction process.
- Asked who would mandate preventative measures for erosion? Mr. Lenner said the village would.
- Looking at the proposed plan, is there any kind of mandatory green-screening to keep the headlights from cars going in and out of the development from shining into the residents on Stonehedge Row Drive and Leafy Dell Road.
- Will the development have a security fence.
- Once the buildings are up, are there a certain number of trees.
- Based on the site-plan he does not see a greenspace.
- Said Leafy Dell apartments have their own playground off Leafy Dell Road and then HOA 1 has greenspace, the park area, the pond and the basketball court; how do they establish exclusivity. Mr. Lenner said he would assume that development was all supposed to be served by that greenspace because Maronda did not put in greenspace when they built their different sections.
- On the proposed site-plan there is a property pin in the pond; provided some detail on the pond drainage, said they need to open a dialogue with Connie Klema, the attorney for the Coughlin apartments or somebody with the Coughlin apartments about shared responsibilities for pond maintenance and then establishing exclusivity with the playground or however that was meant to be.
- There is an insurance liability that a lot of their funds go into concerning that pond, would need to talk about shared responsibility. HOA has been budgeting for a pond dredging that is long overdue.
- Concern for sharing responsibility for the entrance median; asked who owned. Mr. Lenner said the village did. Mr. Bruney said he has weeded it himself but they have a landscape company who will service it and they would want shared responsibility

with the other HOA's and now maybe with this new development.

Mr. Block asked where Mr. Bruney got the site plan; Mary Cool said from her. Mr. Block said most of the concerns will be addressed by the zoning department, Mr. Lenner agreed. Mr. Lee asked if anything had been submitted yet; Village Planner Bailey Klimchak said they have sent us preliminary plans but they have not officially submitted those plans.

2. David Penhorwood; 106 Grassy Knoll Way

- Their house and property backs up to the pond.
- Concern for drainage; said the proposed development has a lot of hard surface areas, parking lots, roofs, sidewalks; asked where all the drainage will go. Currently to his knowledge there is two drains that drain into the pond and whenever there is a heavy rain, muddy water drains in from those two drains. Asked if the drains will go below the dam, will they go into the street? Just making council aware that in a heavy rain the pond almost goes over the dam.

Mr. Lee asked about stormwater plans; Ms. Klimchak said that is something we are still waiting on, said she has told them it is needed before moving forward, nothing will be sent to engineering without stormwater plans. Mr. Lee said before it comes to anybody for review, we should have an answer on where that water is going to go and should answer that question.

3. Mary Cool - Leafy Dell Villas

- Asked if the plan they are talking about was something provided subsequent to that very preliminary one or are we talking about the original document. Ms. Klimchak said they have provided us with other documents but they haven't been officially submitted.
- Said they call in every week and ask that question and they are always told nothing has been submitted; Ms. Klimchak said it hasn't been submitted.

Some back and forth commentary on interpretations of "submitted", "official", "nonofficial". Ms. Klimchak said she needs to be clear on what is being submitted because she has a legal process after something is officially submitted.

Mr. Lee attempted to define and clarify meanings. Mr. Lenner added that in this process there will be four to five iterations of engineering plans, that Bailey is correct, we have no submission but we are given plans to see if it is close. Mr. Lenner said the plans are public record of course, the issue is we will then have plans out in the public realm that will change four to five more times, all it does is create confusion and discontent among the parties; there is a delicate balance of making sure we are able to do our job without other people looking over. Mary Cool asked why would what is unofficially submitted not made available to them; Mr. Lenner said it can be, can just be stamped "draft". Ms. Cool said

they would like to see step by step and if there is a submission they want to see it and want to see what issues are raised.

4. Diane Weaver - 252 W. Coshocton Street

- Said the yards at her home and restaurant are full of weeds and rocks since the US 62 construction, the area is full of clover not there before, it attracts the bees, she is concerned for her customers safety; they were told their yards would be restored to their original state or better and some have better grass than others. She has put up with the road widening and closures at the restaurant and now has an ugly yard. Would like the village to correct the problem.

Mayor Dutcher said they have all talked about this and have brought it up with ODOT and told them what they did was not acceptable; ODOT told us that what they did was all they are doing. Jack Liggett said ODOT maintains that they have met the sixty percent threshold for grass seeding growth, they have inspected and are not doing any more. Mr. Liggett said the village is going to fix those yards, has set aside money to add topsoil and reseed, may enlist a landscaper to address the weeds then add soil and seed; that plan will take place in mid-September. Ms. Weaver asked if that included the area of land between the sidewalk and street; Mr. Liggett said the area they will take care of will be the area from the road to where the work area stopped.

8. Council Committee reports

a. **Planning & Zoning:** Met 8/10/21; Next 8/24/21 @ 6:30 pm Council Chambers
Commission approved a COA for the Marathon gas station signage, not for any building improvements, only for the canopy and electronic sign. Worked on draft zoning code.

b. **Safety & Service:** Met 8/3/21 draft minutes attached; Next 9/7/21 @ 5:00 pm Council Chambers

c. **Finance:** 8/17/2021; Next 9/21/2021 @ 5:00 pm Council Chambers
Fireworks event planning to continue in Events Committee. Hartford water line meeting on Thursday. Impact fee discussion, committee voted 3-0 in favor of moving forward with an RFP, no objection from greater council. Committee ok to move forward with paying $3,000 to have a full-page ad in the Explore Licking County magazine and to have them design it. Will promote all that is going on in the village and promote tourism, money can come out of the ARP funds. No quotes yet for the lift station and generator for admin building. Committee voted 3-0 in favor of approving the approximately $20,000 Intellinetics quote for zoning document scanning, to be paid from General fund, no concerns stated from greater council. The Software Solutions discussion moving to a budget item for 2022. Committee voted 3-0 in favor of approving a quote for police portable radios at a $12,000 discount, will fit within the definition for ARP funding. Chief Haroon provided insight on the end life of the current radios being used, roughly a $36,000 investment; no objection on the purchase from greater council. Updated overview given on the effort to change Local Government Fund distribution.

d. **Economic Development:** Met 8/5/21; Next 9/2/21 @ 10:00 am Admin conference room

The new GROW Licking County Director Alexis Fitzimmons attended; committee spent the bulk of the meeting reviewing projects going on in Johnstown. Next meeting moving to Sept. 16th.

e. **Park & Rec:** Next moved to 8/19/21 @ 10:00 am Admin Conference room
Jim Lenner, Carol Van Deest, Dale Dickson and Alan Benton met with the four new Joint Recriation District appointees for an organizational meeting; Next meeting of Joint Rec is scheduled for Aug 25th 6:00 pm.

Marvin Block noted there were twenty nine cars in the parking lot Saturday morning. Bailey to pull data from trail counter. Jack Liggett said they have had to move to the second bidder to get the shelter house sidewalk completed.

f. **Tree Commission:** Met 7/27/21 draft minutes attached; Next 8/24/21 @ 5:00 pm Council Chambers
Committee is planning for Arbor Day plantings. Arborist Main Street tree trimming scheduled for August 24-26. Tree Preservation Ordinance on agenda tonight, forwarded to council by Tree Commission and Planning Commission.

g. **Events Committee:** Met 8/4/21; Next TBD
Looking for next meeting to take place in October.

9. Director Reports

a. Police Chief
Chief Haroon reviewed his report for Council; noted a significant increase in service calls. Ben Lee congratulated the department on the Collaborative Community certification. Chief highlighted that Hazmat Ohio will be donating twelve AED's to the village; a savings of $22,000 and he cannot thank them enough.

b. Finance Director
Finance report attached. Mayor Dutcher highlighted the positive numbers in withholding and net profit. Mr. Lee noted that the American Rescue Plan recommended expenditure list will change based on Finance committee discussion outcomes.

10. Tabled Legislation

a. **ORDINANCE 07-2021** AN ORDINANCE ADOPTING WAGE AND SALARY STRUCTURES FOR THE VILLAGE OF JOHNSTOWN
Not ready; will remain tabled.

b. **RESOLUTION 2021-28** A RESOLUTION TO APPROVE AN UPDATE TO THE EMPLOYEE HANDBOOK

ACTION:	Marvin Block moved to take from the table; Carol Van Deest seconded and the vote was as follows:
AYES:	Ben Lee, Cheryl Robertson, Mayor Dutcher, Carol Van Deest, Doug Lehner, Marvin Block
NOES:	None
ABSTAIN:	None

Passed 6 - 0

Carol Van Deest said the Personnel Board of Review met with staff to review and answer questions; committee has approved. Marvin Block said both manuals look to the future for when we become a city and there are a lot of things in it to try and satisfy employees.

Public Hearing: There were no comments either for or against the legislation.

Mr. Block thanked all who worked on the documents and all the time spent.

ACTION:	Marvin Block moved to Approve; Carol Van Deest seconded and the vote was as follows:
AYES:	Cheryl Robertson, Mayor Dutcher, Carol Van Deest, Doug Lehner, Marvin Block, Ben Lee
NOES:	None
ABSTAIN:	None

Passed 6 - 0

c. **RESOLUTION 2021-29** A RESOLUTION TO ADOPT A POLICE DEPARTMENT AGREEMENT MANUAL

ACTION:	Marvin Block moved to take from the table; Carol Van Deest seconded and the vote was as follows:
AYES:	Mayor Dutcher, Carol Van Deest, Doug Lehner, Marvin Block, Ben Lee, Cheryl Robertson
NOES:	None
ABSTAIN:	None

Passed 6 - 0

Public Hearing: There were no comments either for or against the legislation.

Marvin Block thanked Chief Haroon for being progressive on getting things included that they think will help the city with negotiations, things that will make the employees happy. Ben Lee said he appreciates everyone's hard work and due diligence; it is a great foundational document added for the Police Department.

ACTION:	Mayor Dutcher moved to Approve; Carol Van Deest seconded and the vote was as follows:
AYES:	Carol Van Deest, Doug Lehner, Marvin Block, Ben Lee, Cheryl Robertson, Mayor Dutcher
NOES:	None
ABSTAIN:	None

Passed 6 - 0

11. Public Hearings of Legislation

a. **ORDINANCE 32-2021** AN ORDINANCE AMENDING CHAPTER 1195 OF THE VILLAGE OF JOHNSTOWN CODIFIED ORDINANCES

Introduced August 3rd; the proposed amendment to Chapter 1195 would regulate residents placement and removal of their trash cans from the front yard and public sidewalks relative to trash pickup day.

Staff requested that this legislation be tabled to allow further investigation and research.

ACTION:	Ben Lee moved to table Ordinance 32-2021; Cheryl Robertson seconded and the vote was as follows:
AYES:	Doug Lehner, Marvin Block, Ben Lee, Cheryl Robertson, Mayor Dutcher, Carol Van Deest
NOES:	None
ABSTAIN:	None

Tabled 6 - 0

b. **ORDINANCE 33-2021** AN ORDINANCE AMENDING CHAPTERS 1133, 1137, 1181 OF THE VILLAGE OF JOHNSTOWN CODIFIED ORDINANCES

Introduced August 3rd. Ordinance requires public notice signage on property for certain zoning applications. Mr. Block asked if the legislation stated the signs were to be uniform and gotten from the village; Ms. Klimchak said that would need to be added. Mr. Lenner said they could make the editorial change.

Mr. Lee said the amended change could state the village offices will be the site for picking up the sign and the applicant will be charged for the production.

ACTION:	Marvin Block moved to pass with amended wording (pre-printed sign must be purchased from the village); Benjamin Lee seconded and the vote was as follows:
AYES:	Marvin Block, Ben Lee, Cheryl Robertson, Mayor Dutcher, Carol Van Deest, Doug Lehner
NOES:	None
ABSTAIN:	None

Passed as amended 6 - 0

c. **ORDINANCE 35-2021** AN ORDINANCE AMENDING CHAPTER 1187 OF THE VILLAGE OF JOHNSTOWN CODIFIED ORDINANCES

Introduced August 3rd. Ms. Klimchak said this also requires signs so she requests council make the same condition on this Ordinance as the last one; in addition, it clarifies meeting requirements for the board and takes away the requirement that they must live in the Village of Johnstown and leaves that to the discretion of Council.

Editorial amendment to be added requiring that the signs be purchased from the village offices.

Public Hearing: There were no comments either for or against the legislation.

ACTION:	Marvin Block moved to pass as Amended, that signs are to be purchased from the village; Carol Van Deest seconded and the vote was as follows:
AYES:	Ben Lee, Cheryl Robertson, Mayor Dutcher, Carol Van Deest, Doug Lehner, Marvin Block
NOES:	None
ABSTAIN:	None

Passed as amended 6 - 0

d. **ORDINANCE 36-2021** AN ORDINANCE AMENDING ORDINANCE 34-20, THE ANNUAL APPROPRIATION ORDINANCE OF THE VILLAGE OF JOHNSTOWN TO APPROVE NECESSARY CHANGES OF APPROPRIATIONS

Introduced August 3rd. Increasing revenues by $150,000 from income tax and making a few appropriations for the Oliver Bigelow headstone, Main Street tree trimming, personnel

costs for additional street department laborer, revenue for ARP funds and transfer and appropriation of Capital Improvement Funds for Trailhead parking lot paving.

Public Hearing: There were no comments either for or against the legislation.

ACTION:	Benjamin Lee moved to Approve; Cheryl Robertson seconded and the vote was as follows:
AYES:	Cheryl Robertson, Mayor Dutcher, Carol Van Deest, Doug Lehner, Marvin Block, Ben Lee
NOES:	None
ABSTAIN:	None

Passed 6 - 0

e. **RESOLUTION 2021-33** AN EMERGENCY RESOLUTION TO ACCEPT THE MATERIAL TERMS OF THE ONE OHIO SUBDIVISION SETTLEMENT PURSUANT TO THE ONE OHIO MEMORANDUM OF UNDERSTANDING AND CONSISTENT WITH THE TERMS OF THE JULY 21, 2021 NATIONAL OPIOID SETTLEMENT AGREEMENT

This is to accept the terms laid out by the Attorney General in the settlement agreement so we can receive opioid funds.

Public Hearing: There were no comments either for or against the legislation.

Mr. Lenner noted this $18,000 would trickle in over twenty years.

ACTION:	Carol Van Deest moved to Approve; Doug Lehner seconded and the vote was as follows:
AYES:	Mayor Dutcher, Carol Van Deest, Doug Lehner, Marvin Block, Ben Lee, Cheryl Robertson
NOES:	None
ABSTAIN:	None

Passed 6 - 0

12. Introduction of Legislation

a. **ORDINANCE 34-2021** AN ORDINANCE AMENDING CHAPTER 1183 OF THE VILLAGE OF JOHNSTOWN CODIFIED ORDINANCES

Introduction to the Tree Preservation Ordinance amending Chapter 1183 of the Johnstown Codified Ordinances. Mr. Block said he think it needs some modifications; Mayor Dutcher said that can be done in the next two weeks. Public Hearing September 7th, 2021.

b. **ORDINANCE 37-2021** AN ORDINANCE DESIGNATING A REVITALIZATION DISTRICT WITHIN THE VILLAGE OF JOHNSTOWN IN ACCORDANCE WITH ORC 4301.81

This is to create the Revitalization District which will give the village five additional liquor permits.

Mr. Lenner said he spoke with someone who plans on utilizing one once approved; Ms. Klimchak said that is good news because as of today we do not have enough permits to apply for a DORA. Public Hearing September 7th, 2021.

13. Other Business

1. Jim Lenner said he thought the census count of 5,182 was severely low. City status has prompted changes; the Health Department has already reached out to us on becoming an official voting member of the combined health district, Mayor Dutcher has the responsibility of appointing someone to that board. A village representative will also get a position on the board of Licking County Transit, Mayor Dutcher will also appoint.

2. Jim Lenner commented that we are waiting on Secretary of State Frank LaRose to give us a proclamation certifying the numbers that will automatically start a thirty day countdown to when we will be a city. Sign on council chambers will be changing, staff to work on.

3. Jim Lenner said the village will need to abide by the Stormwater Management Program and recommends we join the county wide program, three ordinances adopted by Council a couple years ago set the stage for us to be willful participants in the program. Mr. Block "nominated" Jack Liggett to participate, he would have a better understanding. Mr. Lenner said he would get a summary of what it requires.

4. Edwards Road and North Oregon area paving bids open on Thursday. Technology vendor responses due Friday for the $250,000 project.

3. Jim Blair shared some new build statistics; seventy four houses have been permitted so far this year, last year total for whole year was eighty.

4. Jim Lenner updated that Pulte has paid the amount for the upgrade to the lift station. On the traffic light, Mr. Lenner said we have received the final plans on the turn lane and will send those over to them; will be discussing a performance bond and other security measures.

5. Mayor Dutcher said that the American Legion will hold a veteran brick dedication on Saturday at 2:00 pm.

6. Summerfest August 21st; 6-10 pm

7. RSVP for Tech groundbreaking if any can make it.

14. Adjourn

ACTION:	Benjamin Lee moved to Adjourn; Cheryl Robertson seconded and all were in favor.
AYES:	Mayor Dutcher, Cheryl Robertson, Doug Lehner, Marvin Block, Ben Lee, Carol Van Deest
NOES:	None
ABSTAIN:	None

Passed 6 - 0

Meeting adjourned at 8:41 pm

Next Council Meeting September 7, 2021

Finance Committee
Tuesday, August 17, 2021 - 5:00 PM
MINUTES

1. Call to Order

   Committee Chair Benjamin Lee called the Finance Committee meeting for August 17, 2021 to order at 5:02 pm

   Members Present - Ben Lee, Mayor Chip Dutcher, Cheryl Robertson
   Absent - None

   Staff present - Jim Lenner, Jack Liggett, Chief Haroon, Marvin Block, Bailey Klimchak, Teresa Monroe.

   Public present - None

2. Action on Minutes

   a. July 20, 2021

   ACTION: Mayor Dutcher moved to Approve; Cheryl Robertson seconded and all were in favor.
   AYES: Benjamin Lee, Chip Dutcher, Cheryl Robertson
   NOES: None
   ABSTAIN: None

   Passed 3 - 0

3. Finance Director Reports

   a. Bank to Book July 2021

   b. Director Report

   Finance Director provided spreadsheet to Mr. Lee which was shared. Discussion on ARP funds and items shown that could be budgetary items for 2022 and what could be revenue replacement. Mr. Lee to send the spreadsheet to balance of the committee.

   c. Financial Report

   Discussion on bonded project status. Mr. Lee said some of the projects as they were

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bonded have changed or split off; it would be helpful from a finance perspective going into 2022 budget year to understand where we are actualizing, not necessarily by project but relative to the bucket that those monies can be spent in terms of how they were bonded. Mr. Lenner said spreadsheet shown can be cleaned up to be accurate in terms of projects.

4. Local Government Distribution

   a. Distribution

   Jim Lenner said the Local Government Fund can only be changed by a unanimous vote of three; the County Commissioners, the City of Newark, and the rest of the townships and villages combined, fifty-one percent have to vote in favor. Mr. Lenner and Finance Director Ms. Steffan have formally asked the Budget Commission to reconsider the formula used even though they do not know how they came to that formula. Mr. Lenner said Mike Smith (Licking County Auditor) and Brad Cottrell (Deputy Auditor) are in agreement but they don't have a vote so Mike Smith pitched to the Commissioners to utilize some of the Commissioners revenue they get from the local fund and redistribute base on population to the villages and townships, it would not change the formula, it would just put more money in pockets. Jim Lenner reviewed spreadsheet with scenarios and said he will check in with Mike Smith in a couple weeks to see how internal talks are going.

5. Trauma Kits/AEDs

   Chief Haroon said five trauma kits were donated to the Police Department and since then the same company has said they will be donating twelve AED's to the village. Thirteen trauma kits have been ordered and distributed to the Service Department for village vehicles. Additional CPR training for Service employees is scheduled for September 8, 2021. Donations given by Hazmat Ohio.

6. Fireworks 2022 - Prelim Update

   Mr. Lee said next year they will need to budget for the full fireworks program; conversations happening in Events Committee on fundraising for a fifteen thousand dollar goal to have a ten thousand dollar show with a five thousand dollar rollover from year to year. Firework show cost estimate is $6,000 and local band to perform will likely be around $400.

7. Hartford Waterline

   Jim Lenner provided his analysis for running a water line to Croton; showed a map of the corridor, said there are about two hundred addresses, one hundred sixty eight residential, thirty commercial and it is not known how many of those would actually hook on. Mr. Lenner reviewed a breakdown of his cost assumptions; construction total $15,993,960 and $1,879,290 soft cost total, added that he stands firm that we do not spend a dime of our own money. Marvin Block asked where the Commissioners are getting the money, Mr. Lenner said ARP funds. Discussion on how the process would work, capacity and plant expansion, potential HB 168 funds for taps.

8. Impact Fees Discussion

   Mr. Lenner said we would hire a company similar to the way we did the Design Standards or the tap and capacity fee study and then we would have a legally defensible document and we can show our planned infrastructure improvements and show where there are problems; then a dollar amount can be charged for each specific area of need and

collected for that specific purpose.

Cheryl Robertson said she thinks this is something we should really consider because we are going to get hit with developers as everything comes out this way and she would rather be ahead of the game and now is a good time to proceed with a project like this and should move forward. Ben Lee said we have updated a lot of our foundational documents in the last several years and impact fees are something they have talked about as long as he has been on council but not necessarily enacted any mechanism to do anything about it; understanding that Pataskala has a baseline, we can put out an RFP, he is all for it and should definitely look at for the 2022 budget cycle.

Jim Lenner said we are probably looking at eight months depending on how much we want looked at; also these fees will only affect new builds and it is just a onetime fee. Ms. Robertson said when she thinks of a development, she thinks of the increase on the roads and taking care of street lighting. Jim Lenner said other things to think about as we will be a city are, stormwater management requirements and a stormwater utility, another utility that would go on peoples bills, also a possibility for a lighting utility. Marvin said roads could be covered under HOA also; some discussion.

Cheryl Robertson said she would like to move forward with a study. Discussion on RFP timeline.

ACTION:	Cheryl Robertson moved to proceed with getting an RFP for impact fees for new developments; Chip Dutcher seconded and all were in favor.
AYES:	Benjamin Lee, Chip Dutcher, Cheryl Robertson
NOES:	None
ABSTAIN:	None

Passed 3 - 0

9. Explore Licking County Ad

Mayor Dutcher said ARP funds can be used for an ad in Explore Licking County 2022 Travel magazine; he would like to do the full page and let them design it, cost around $2,200, Mr. Lenner said maybe round up to $3,000 to allow for a contract between ELC and us. Thirty thousand copies get distributed.

ACTION:	Ben Lee moved to go forward with $3,000 for the Explore Licking County ad out of the ARP fund; Cheryl Robertson seconded and all were in favor.
AYES:	Benjamin Lee, Chip Dutcher, Cheryl Robertson

NOES: None
ABSTAIN: None

Passed 3 - 0

10. Generator @ Admin Bldg and Lift Station #1 - Quotes
    Met with electric contractor; waiting on quotes to be returned.
11. Intellinetics cost quote for Zoning file scanning
    Quote included with the packet. Ben Lee asked if this was something that could be looked at for 2022; Bailey Klimchak said yes. Further discussion on the quote, it was noted it was only good for thirty days.

ACTION: Chip Dutcher moved to contract with Intellinetics for scanning the Planning and Zoning documents; Cheryl Robertson seconded and all were in favor.
AYES: Benjamin Lee, Chip Dutcher, Cheryl Robertson
NOES: None
ABSTAIN: None

Passed 3 - 0

12. Software Solutions Discussion
    Discussion pushed to September but may need to be a 2022 budget discussion item.
13. JPD ARP - Portable Radio Consideration
    a. Agenda Report
    Chief Haroon's report/quote attached; noted this could be paid with ARP funds. This quote would cover seventeen units and cover all patrol, admin, auxiliary and dispatch. The promotion is good to the end of August and would save $12,000 a year.

ACTION: Cheryl Robertson moved to go ahead with the portable radios from the ARP funds; Chip Dutcher seconded and all were in favor.
AYES: Benjamin Lee, Chip Dutcher, Cheryl Robertson
NOES: None
ABSTAIN: None

Passed 3 - 0

14. Discussion on Holding Facility at the Police Dept.

    Discussion pushed to September.

15. Other Business

    1. Jim Lenner said they found the truck that lost the tire that hit his village vehicle; their insurance will pay for the repairs.

16. Adjourn

ACTION:	Ben Lee moved to Adjourn; Cheryl Robertson seconded and all were in favor.
AYES:	Benjamin Lee, Chip Dutcher, Cheryl Robertson
NOES:	None
ABSTAIN:	None

Passed 3 - 0

Meeting adjourned at 6:28 pm

Economic Development Committee
Thursday, August 5, 2021 - 10:00 AM
MINUTES

1. Call to Order

   Committee Chair Cheryl Robertson called the Economic Development Committee meeting for August 5, 2021 to order at 10:00 am

   Members Present - Cheryl Robertson, Carol Van Deest, Mayor Chip Dutcher
   Absent - None

   Staff present - Jim Lenner, Jack Liggett, Bailey Klimchak, Teresa Monroe.

   Public present - Alexis Fitzsimmons

2. Action on Minutes

   a. June 3, 2021

   ACTION: Carol Van Deest moved to Approve; Chip Dutcher seconded and all were in favor.
   AYES: Cheryl Robertson, Carol Van Deest, Chip Dutcher
   NOES: None
   ABSTAIN: None

   Passed 3 - 0

3. GROW Licking County Director Alexis Fitzsimmons

   Introduction to the new GROW Licking County Director Alexis Fitzsimmons who provided a brief overview of her interest and transition to GROW and her desire for Licking County success. Her focus efforts are on continuing workforce development sites and infrastructure in Licking County, plans to be proactive in 2022. She added that she is here as a resource for all the counties in Licking County.

4. CIC updates/Incubator Board selection

2021 Committee Goals

1. Plan for and target types of employers the village wants to attract; Manufacturing, Commercial, Business Offices - Update ED Plan to solidify vision for facilities (By end of Q1)
2. Develop a Comprehensive Plan for a future Incubator Space - Manager working to create a plan outline to share with CIC
3. Develop common purpose with Park & Rec Committee to promote park and rec amenities; Eco-tourism.
4. Enterprise Center Drive construction completion in 2021 - In progress
5. Obtain rezoning of the remainder of the Enterprise Center land - Discussions ongoing
6. Provide consistent communication on joint projects with the CIC - Minutes and verbal report on CIC agendas.
7. Develop a business census - In progress
8. Help facilitate formation of Chamber of Commerce - Enlist help from CIC and Licking County Chamber of Commerce

DRAFT

CIC has been on hold the past couple months, Finance Director still working to get tax exempt status. Board needs to meet and pass a resolution to forward to feds for tax status. CIC goal is to work in conjunction with GROW Licking County for focus on community development. Need to work on picking the incubator board members.

5. Mobility Hub update

   Really pushing the idea of not using single use vehicles to get around town; Jim Lenner said we have partnered with a private industry as well as some institutions; he shared the concept for the mobility hub, it will be a terminal for alternate use vehicles such as EV cars, ride sharing, scooters, vertiport, busses etc. First phase is to develop technology that will aggregate all the different transit organizations into one hub in order to navigate getting to other points in Ohio. Funding explanation and update given. Added that Tech Rubber has announced expansion plan and will begin sitework any day, they will be consolidating to one facility by the end of 2022 and will look for re-use of property after moving to their new site. Ms. Klimchak said they really want the hub to be replicable for other communities to use, technology will be open source.

6. Project Mastodon Update

   Tech expansion to new facility discussed under previous agenda item.

7. Enterprise Center Update

   There was joint effort between the village and the Port Authority to install a new roadway; the road is in. Forty-four acres are in contract; twenty acres owned jointly by the village and the Port Authority for Project River, anticipate closing by the end of September. Mr. Lenner said the State Controlling Board through Jobs and Commerce just approved $200,000 for the widening of Duncan Plains from US 62 to the Enterprise Center. County Engineer taking the project; $50,000 to come from village, $50,000 from County Engineer. Jack Liggett said he just signed the engineering contract to design the water loop extension from US 62 down Duncan Plains; will work to get the water line in prior to the road widening. New water tower build is in progress.

8. Water/Sewer Extension; Croton-Hartford

   Licking County Commissioners have asked Johnstown to consider extending water to the Village of Hartford, Commissioners would provide the money. Village working on analysis, must decide on what is good for Johnstown, some expressed desire to extend in order to protect the territory; discussion on potential users along the line and potential for development. Another joint meeting for discussion to take place August 19th at 5:30 pm.

   Additional discussion on diverting some money to expand water lines in other directions, possibly North SR 37 to County Line; discussion on potential opportunities for development and end user. Staff to work on analysis; before decision is made; find out if Trillium has interest in the water along the line. Discussion on potential for grant money from DOD to pay tap fees if line is extended to Croton.

   Further discussion on expansion direction. Water line expansion topic moved to Finance Committee.

9. Johnstown CRA areas; TID's, TIF's, CDC's

Jim Lenner provided a summary of Johnstown's four CRA's (Community Reinvestment Area) and locations, pre and post 1994; explained that a CRA freezes the businesses property tax so whatever they are developing at today, that is their property tax until expiration. TIFF (Tax Increment Finance District); the village has none, Mr. Lenner said we have them on paper but a previous manager never filed them with the State so they do not exist. With a TIFF, property owners still pay their taxes, but they are redirected back toward improvements being made to the associated development. Mr. Lenner said there is also money for brownfields, certified or perceived.

10. Development Impact Fee Discussion

    Mr. Lenner said that if we wanted to go down the path of impact fees, we would need to contract out analysis of city service impact, anything that would be impacted by a development; examples given were traffic/lights, utilities, police. Looked at Pataskala Impact Fee Methodology and Costing Report performed by Strand. Added that soon we will need to look at MS4, a stormwater management utility, and come into compliance when we receive city status. Mr. Lenner to reach out to find out what cost would be for village analysis. Mr. Lenner said to be prepared for the BIA (Building Industry Association) with the price of homes.

11. Other Business

    1. Regarding future bike path extension from Track Street, Carol Van Deest said she wondered if some of that property could be considered in a brownfield. Jim Lenner said absolutely.
    2. Bailey Klimchak said ACE's architect has been in contact with her, expected to submit something in next couple months.

12. Adjourn

ACTION:	Chip Dutcher moved to Adjourn; Carol Van Deest seconded and all were in favor.
AYES:	Cheryl Robertson, Carol Van Deest, Chip Dutcher
NOES:	None
ABSTAIN:	None

Passed 3 - 0

Meeting adjourned at 11:19 a.m.

Park & Rec Committee
Thursday, August 19, 2021 - 10:00 AM
MINUTES

1. Call to Order

Committee Chair Carol Van Deest called the Parks and Recreation Committee meeting for August 19, 2021 to order at 10:00 am

Members Present - Carol Van Deest, Mayor Chip Dutcher
Absent - Sharon Hendren

Staff present - Jim Lenner, Bailey Klimchak, Jim Blair, Jack Liggett, Teresa Monroe.

Public present - Craig Bohning, Dick Mosley, Carrie McKee, Keith Ryan joined during.

2. Action on Minutes

a. July 8, 2021

ACTION:	Chip Dutcher moved to Approve; Carol Van Deest seconded and both were in favor.
AYES:	Carol Van Deest, Chip Dutcher
NOES:	None
ABSTAIN:	None

Passed 2 - 0

3. Creating Healthy Communities; Licking County Health Dept. - Carrie McKee

Carrie McKee attended, coordinator of the Creating Healthy Communities (CHC) Grant at the Licking County Health Department, a grant they receive from Ohio Department of Health that funnels from the CDC. Every year they work on strategies to improve active living and access to fresh healthy foods; the vision of the grant is to make the healthy choice the easy choice. Along with the active living strategy she has worked on active transportation and bike and pedestrian infrastructure. Looking at Johnstown's Active

Transportation Plan she saw an opportunity to help with the bike infrastructure and CHC is able to provide $5,000 toward the effort. Explanation of bike friendly business programs - businesses who would provide water, would have bike parking and make restrooms available to cyclists, could have a decal that would designate them as bike friendly; used Miamisburg as example. Discussion on cycling routes and potential for wayfinding to help cyclists. Johnstown will be installing three bike racks and a fix-it station in Bigelow Park. Bailey Klimchak said in the long term we may want to begin looking at crosswalks identified in the Active Transportation Plan.

4. Johnstown Trailhead Park Updates

   c. Parking Lot Paving

   Jack Liggett updated that the contractor paving South Oregon Street will pave the water plant parking lot and the Trailhead parking lot at the same time.

   Rogers Concrete should be pouring the sidewalk from the bike path to the shelter house and the concrete pad for the bike racks at Bigelow by the end of the month. Ms. Van Deest said that Marvin Block passed along that there were twenty nine cars parked at the Trailhead this weekend so the addition to the parking lot is very needed.

   a. Dog Park

   Project delayed due to rain; hopeful for work to begin next week with getting the trench for the fence in. Bailey Klimchak updated that Council adopted the Dog Park rules, she ordered and has received the signs. Jim Blair noted that the Mastodon Trail needs the weeds cut back, they are growing across the trail.

   b. Shelter House sidewalk/landscaping

   Grass has been planted and is growing

5. Tree Commission Update / Bailey

   Tree Preservation Standards Ordinance has been sent to Council. Bailey Klimchak is working with Johnstown Elementary school to plant a tree for Arbor Day, they have chosen a Swamp White Oak; working on picking a ceremony/planting date. Carol Van Deest made committee aware of the arboretum located near Searfoss.

6. Downtown Johnstown, Inc. Updates

   Craig Bohning provided updates; Summerfest happening Saturday, August 21st. Said DJI has a little money and offered help on any projects the village may want to partner on; suggestions on park benches and new seasonal banners for the downtown street poles. Discussion on the City Flag Contest, add submissions for consideration on next agenda.

7. Licking Park District - Richard Waugh

   Dick Mosley reported on the Concord Road parking lot; the survey has been completed, they have a quote from Jaw Excavating, estimated cost is $22,865, right now waiting on permits and waiting on property closing before any work can be done. Village will need to return current gravel area along Concord back to grass, will need to install no parking signage. Township Trustees will need to add a sign at the top of the hill on Concord Road

warning of the parking lot entrance.

Update given on the parks levy, Craig Bohning is Johnstown area levy representative; Mr. Mosley provided a brochure being given out promoting the levy.

8. Other Business

1. Jim Lenner provided an update on the Johnstown Joint Recreation District organizational meeting that took place on August 12th. Working to appoint a fifth member by the next meeting, August 25th 6:30 pm council chambers. Will begin work to get the 501c3 tax exempt status. The village will be providing some in-kind support to get them up and running. Some discussion on a fifth member.
2. Carol Van Deest said she needs the contact for the artist (Cory) to discuss potential with property owner for painting the silos; Jim Lenner to provide.
3. Jim Blair said they have found a boulder for the trailhead, needs to be moved and then plaque recognizing donors can be installed.
4. Chip Dutcher provided an update on Dr. Bigelow's headstone; the current stone blew over and is laying on its side. Adamson Monument is working on a replacement.
5. Lightscape will be adding lighting to the town hall.
6. Carol Van Deest showed an example of Granville's city brochure and would like to do something similar in the future.

9. Adjourn

ACTION:	Chip Dutcher moved to Adjourn; Carol Van Deest seconded and all were in favor.
AYES:	Carol Van Deest, Chip Dutcher
NOES:	None
ABSTAIN:	None

Passed 2 - 0

Meeting adjourned at 10:59 am

Personnel Board of Review
Monday, August 16, 2021 - 10:00 AM
MINUTES

1 Call to Order

Committee Chair Carol Van Deest called the Personnel Board of Review meeting for August 16, 2021 to order at 10:10 am

Members Present - Carol Van Deest, Mayor Chip Dutcher, Marvin Block
Absent - None

Staff present - Chief Haroon, Deputy Chief Smart, Teresa Monroe.

Public present - None

2 Res 2021-29 JPD Agreement Manual review

Chief Haroon and Deputy Chief Smart provided their comments; said goal with the manual is to stave off union and avoid labor union lawyer fees if possible. Discussion and questions on sections within the manual; death of pets, uniforms and cleaning, compensatory time.

ACTION:	Chip Dutcher moved to Approve manual as presented; Marvin Block seconded and all were in favor.
AYES:	Chip Dutcher, Carol Van Deest, Marvin Block
NOES:	None
ABSTAIN:	None

Passed 3 - 0

3 Res 2021-28 Employee Handbook review

Review of manual, some questions on compensatory time, Dana Steffan came in briefly and answered further questions.

ACTION:	Chip Dutcher moved to Approve the Employee Manual; Marvin Block seconded and the vote was as follows:
AYES:	Chip Dutcher, Carol Van Deest, Marvin Block
NOES:	None

ABSTAIN: None

Passed 3 - 0

4 Adjourn

ACTION: Marvin Block moved to Adjourn; Carol Van Deest seconded and all were in favor.

AYES: Chip Dutcher, Carol Van Deest, Marvin Block

NOES: None

ABSTAIN: None

Passed 3 - 0

Meeting adjourned at 10:38 a.m.

Tree Commission
Tuesday, August 24, 2021 - 5:00 PM
MINUTES

1 Call to Order

Vice Committee Chair Andy Bruney called the Tree Commission meeting to order for August 24, 2021 at 5:01 p.m.

Members present: Andy Bruney, Charlie Campbell, Donald Barnard, Leah Argyle
Absent: Marvin Block

Staff present: Bailey Klimchak, Teresa Monroe

Public present: None

2 Action on Minutes

a July 27, 2021

Correction to minutes noted; Don Barnard was absent last meeting.

ACTION:	Charlie Campbell moved to Approve; Leah Argyle seconded and all were in favor.
AYES:	Andy Bruney, Charlie Campbell, Don Barnard, Leah Argyle
NOES:	None
ABSTAIN:	None

Passed 4 - 0

3 Trailhead Parking Lot tree planting

Varieties previously discussed and chosen for planting were three Tri-Color Beach and two Ginkgo Bilobas planted every other. Bailey Klimchak said she had this on the agenda to talk with Marvin Block about when we might be able to get the trees and discuss a schedule to get them in the ground; she will talk to him when she sees him next and provide the commission with an update. Planting of the trees will take place after the parking lot extension is paved. Andy Bruney highlighted that the five trees were donated by five different council members and Village Manager Jim Lenner donated to the Memorial Tree Fund and requested planting an Oak tree. It was noted the trees will be three-inch caliper.

4 Arbor Day planning

At last meeting the Tree Commission approved donating the funds to Johnstown

Elementary School for the Swamp White Oak to be planted for the Arbor Day celebration; Finance Director has mailed the check. Arbor Day celebration being planned for September 23, 2021 sometime in the morning; rain date set for September 30th. Location of planting shown to the commission. Discussion on the day of agenda; as details are confirmed with the school they will be shared with the Commission by Bailey. Discussed the idea of an annual tree donation to the schools.

5 Main Street Tree Trimming - Update

Trimming began today and will continue over the next two days; Bailey Klimchak said Police traffic control was secured ahead of time.

6 Other Business

1. Oak tree donated to the Memorial Tree Fund will likely be planted same time as other trees, around the Arbor Day celebration or same time as the trailhead trees.
2. Don Barnard noted that Granville has their memorial trees tagged with tree name and some facts about the tree; discussion on ways we could implement something similar.
3. Update from last minutes; the Arborist and Council person with the Main Street trees that were discussed for removal will be getting together separately.
4. Ms. Klimchak to pass along updates for the Arbor Day ceremony to the commission.

7 Adjourn

ACTION:	Don Barnard moved to Adjourn; Leah Argyle seconded and all were in favor.
AYES:	Andy Bruney, Charlie Campbell, Don Barnard, Leah Argyle
NOES:	None
ABSTAIN:	None

Passed 4 - 0

Meeting adjourned at 5:28 pm

DRAFT

JOHNSTOWN
Established 1813

August 2021

Water Council Report

Village of Johnstown
Administrative Offices
www.johnstownohio.org

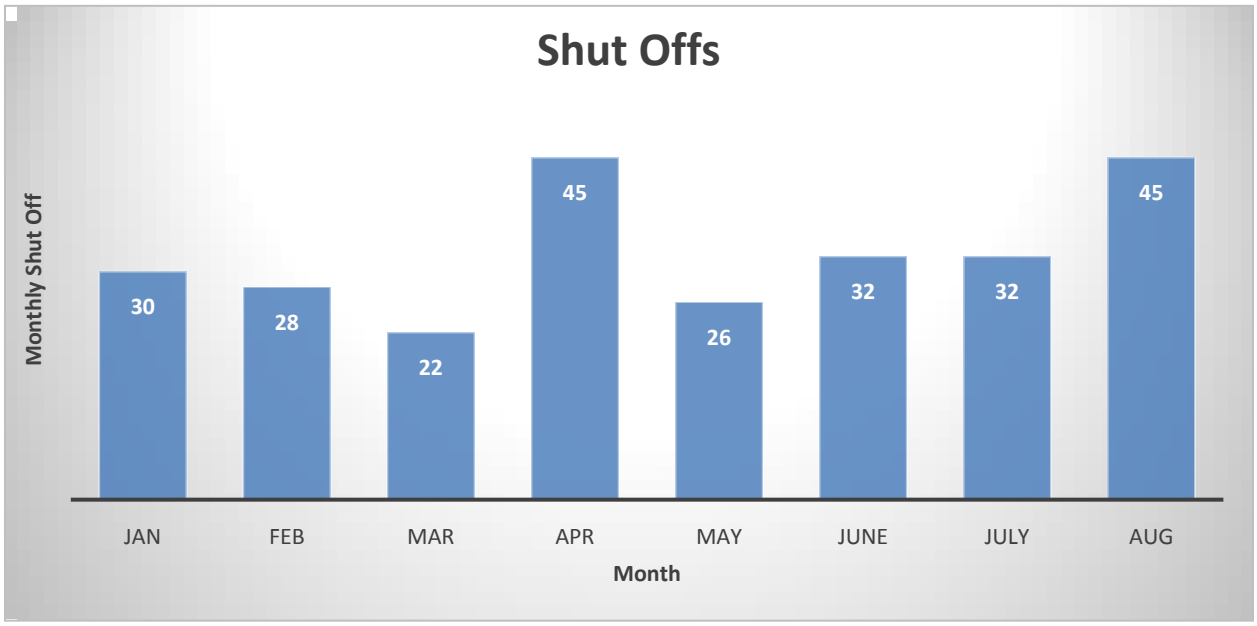
VILLAGE OF JOHNSTOWN, OHIO

599 S. Main Street
Johnstown, Ohio 43031
Telephone: 740-967-3177
Fax: 740-967-3519

Water Plant August 2021

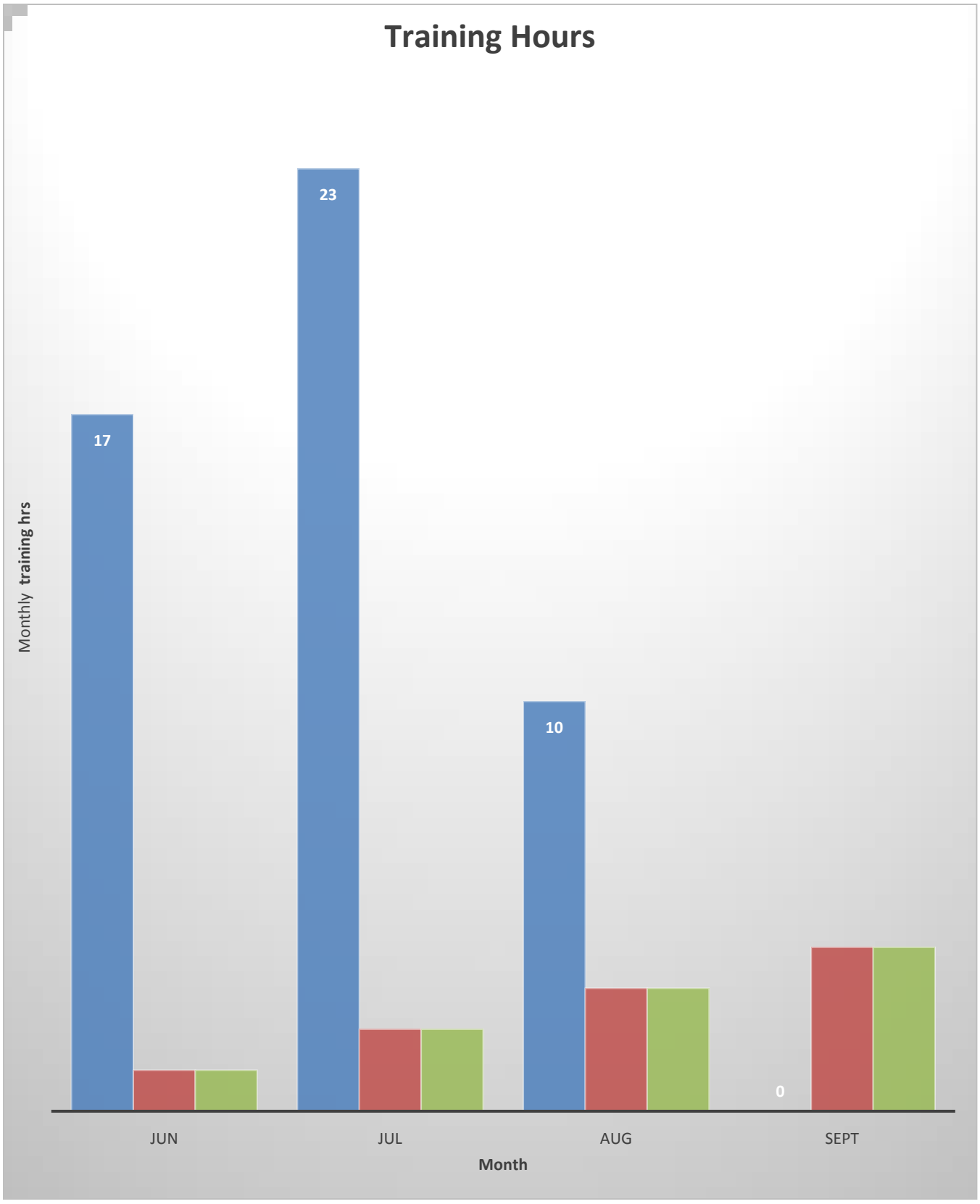
1) As of August 31st, the flow is 19.504 MG.
2) Worked on shut-offs.
3) Worked on work-orders.
4) Participated in a webinar training.
5) Mowed grass.
6) Took out # 1 lime feeder and put #2 lime feeder in service and cleaned #1 lime feeder.
7) As of August 31st, there has been 376 fire hydrants flushed and 272 fire hydrants maintenance.
8) The Water Plant staff completed 10 hours of training.
9) On August 30th Pelton Environmental Products set up Pilot study to see the feasibility of drying our lime sludge.

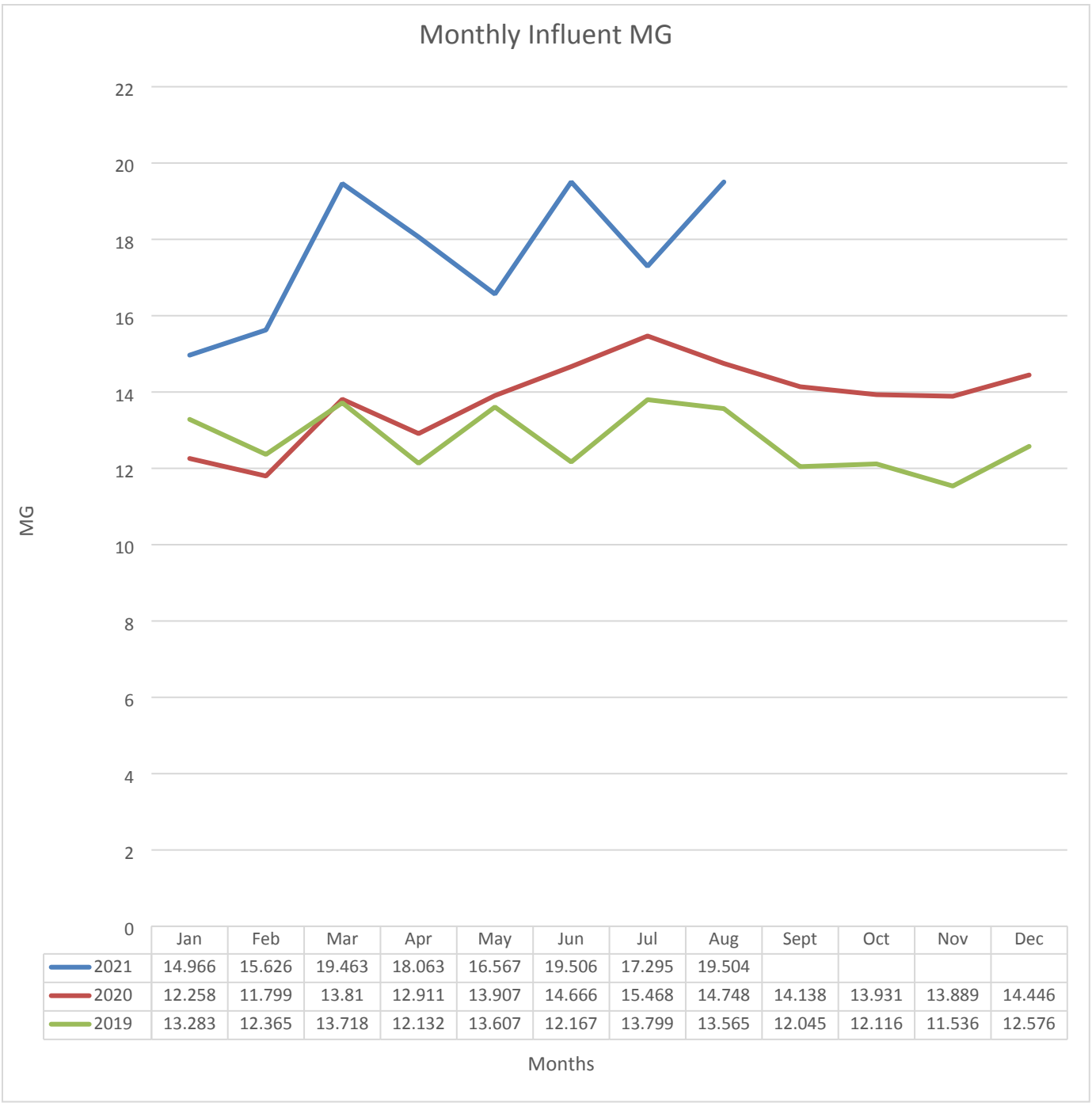
Thank you,
Terry Nichols
Water Plant Superintendent
Village of Johnstown



Water Plant Daily Tap Test Results

Month	pH	Phenol Alkalinity	Total Alkalinity	Total Hardness	Chlorine Free
8/1/2021	8.2	0	48	138	0.83
8/2/2021	8.3	0	55	145	0.85
8/3/2021	7.9	0	52	146	0.97
8/4/2021	8.1	0	49	142	0.95
8/5/2021	8.1	0	51	144	1.03
8/6/2021	7.9	0	50	143	1.03
8/7/2021	8.0	0	51	142	1.07
8/8/2021	8.0	0	49	140	1.05
8/9/2021	8.1	0	50	148	0.91
8/10/2021	8.0	0	51	141	1.18
8/11/2021	8.0	0	54	145	1.15
8/12/2021	7.9	0	53	144	1.20
8/13/2021	8.1	0	51	144	1.12
8/14/2021	7.9	0	50	143	1.07
8/15/2021	8.0	0	47	139	0.96
8/16/2021	8.2	0	50	145	0.96
8/17/2021	8.2	0	48	142	0.94
8/18/2021	8.0	0	50	142	0.92
8/19/2021	8.0	0	49	142	0.90
8/20/2021	8.0	0	50	142	0.91
8/21/2021	8.1	0	45	138	0.90
8/22/2021	8.0	0	46	140	1.01
8/23/2021	8.1	0	50	146	0.95
8/24/2021	7.9	0	45	138	1.07
8/25/2021	7.7	0	50	144	0.96
8/26/2021	7.9	0	52	145	1.13
8/27/2021	8.2	0	52	147	1.05
8/28/2021	8.1	0	47	140	0.92
8/29/2021	8.1	0	48	140	1.03
8/30/2021	8.0	0	47	139	0.92
8/31/2021	7.8	0	48	140	0.95


Training Hours
Monthly training hrs
17
23
10
0
JUN
JUL
AUG
SEPT
Month

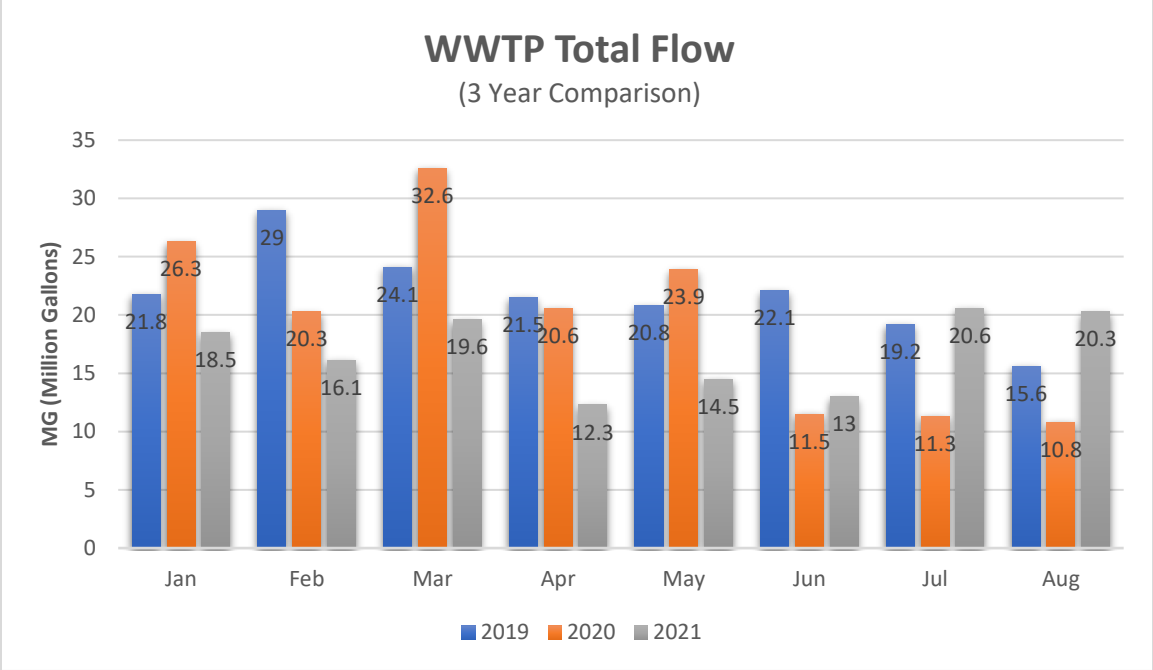


	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sept	Oct	Nov	Dec
2021	14.966	15.626	19.463	18.063	16.567	19.506	17.295	19.504				
2020	12.258	11.799	13.81	12.911	13.907	14.666	15.468	14.748	14.138	13.931	13.889	14.446
2019	13.283	12.365	13.718	12.132	13.607	12.167	13.799	13.565	12.045	12.116	11.536	12.576

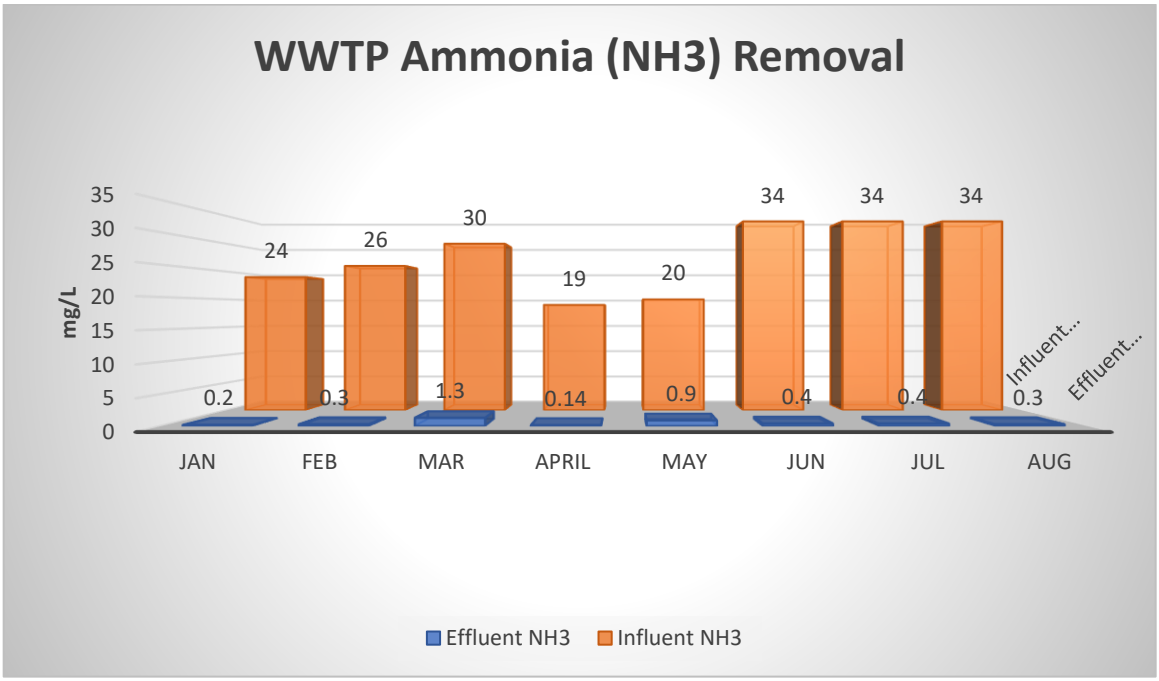
JOHNSTOWN
Established 1813

August 2021

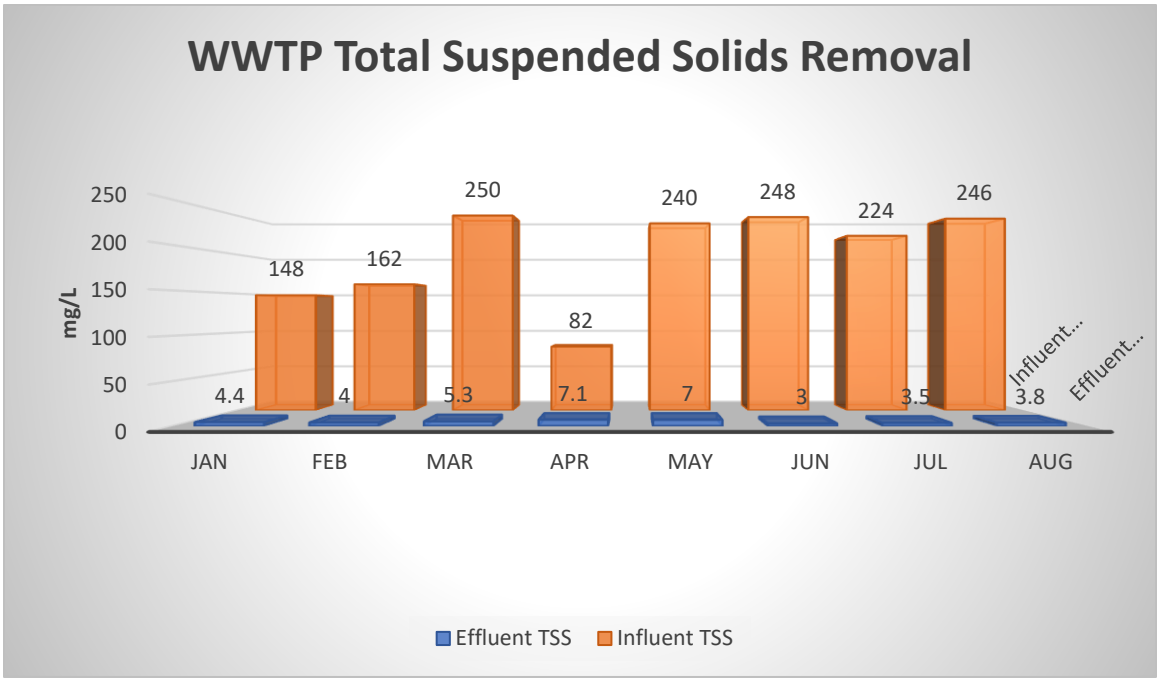
Sewer Council Report



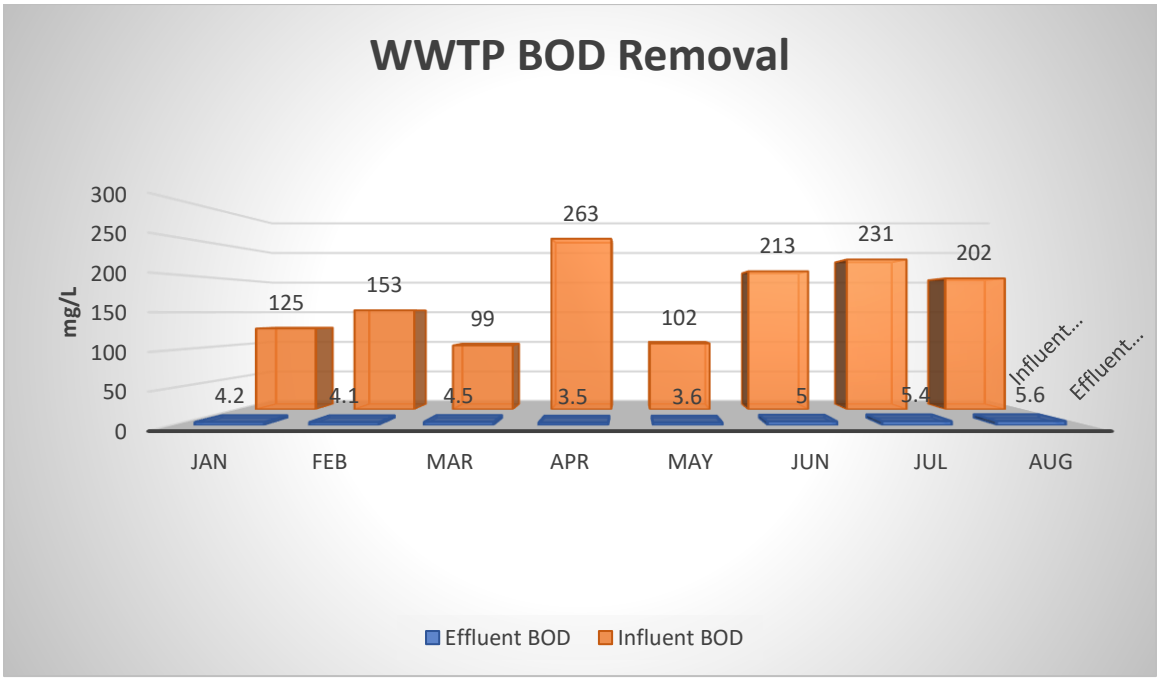
Plant Efficiency Charts



Average % of NH3 removed for the month = **99%**



Average % of TSS removed for the month = **98%**



Average % of BOD removed for the month = **97%**

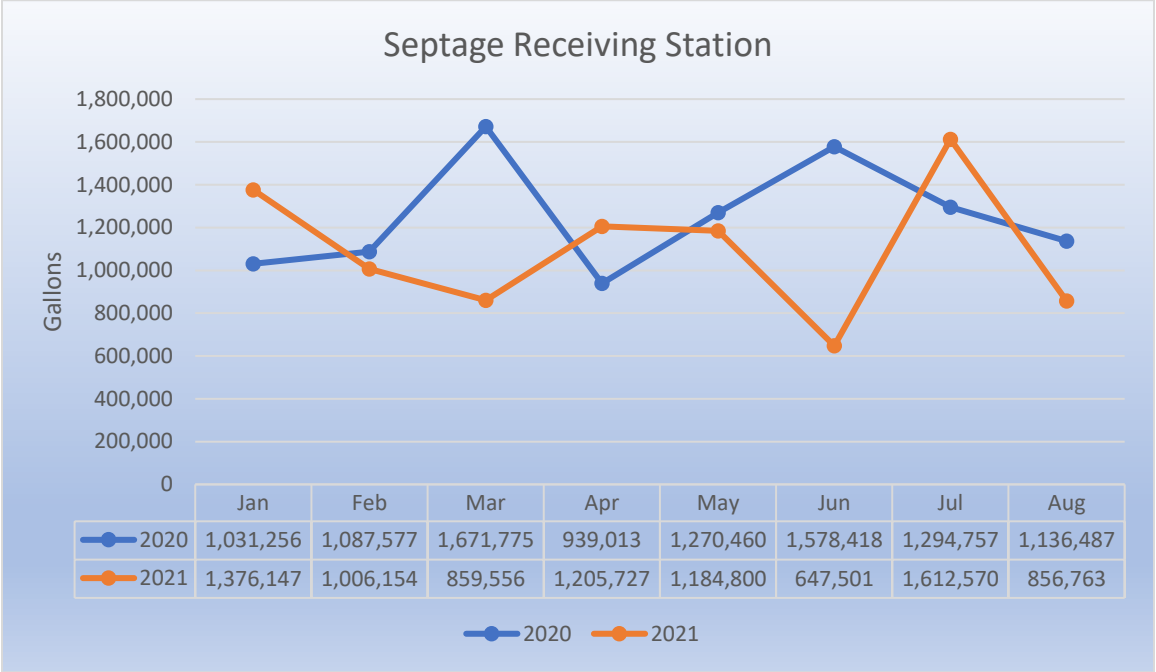
Work Highlights

The 18” relief sewer project along Jersey St. is well underway; the contractor should be completed with pipe installation within the next week or so. This relief sewer should take care of most of the sanitary sewer overflows that occur during heavy rain events here in the Village.

Other Work:
Hauled Biosolids
Grease Trap Inspections

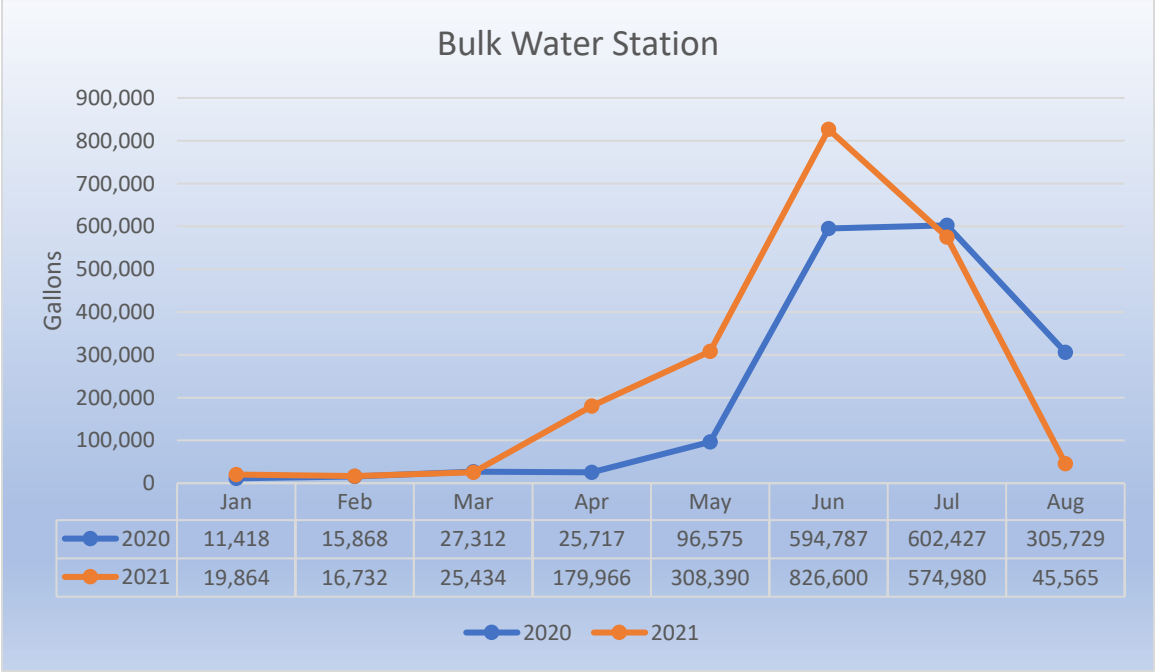
BULK SEWER & WATER

The following chart shows the total amount of waste in gallons brought in to Johnstown for the current year and past year by the egg farms and bulk septage haulers.



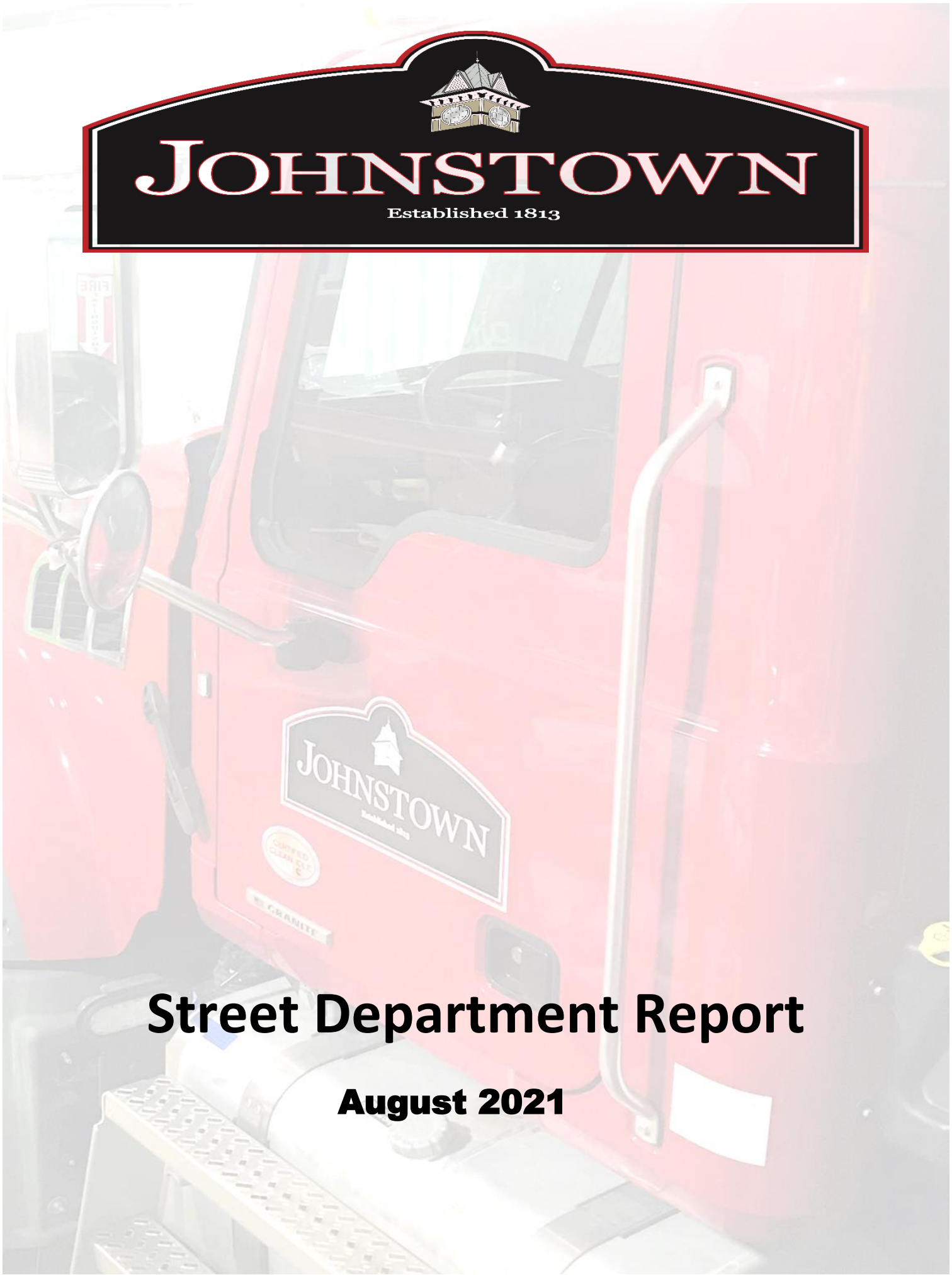
	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug
2020	1,031,256	1,087,577	1,671,775	939,013	1,270,460	1,578,418	1,294,757	1,136,487
2021	1,376,147	1,006,154	859,556	1,205,727	1,184,800	647,501	1,612,570	856,763

The chart below shows the total amount of bulk water in gallons purchased each month for the current year and past year. NOTE: This graph contains gallons of bulk water purchased only from the fill station onsite.



	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug
2020	11,418	15,868	27,312	25,717	96,575	594,787	602,427	305,729
2021	19,864	16,732	25,434	179,966	308,390	826,600	574,980	45,565

Rick Fitch
Chief Wastewater Operator



Street Department Report

August 2021

VILLAGE OF JOHNSTOWN, OHIO

Village of Johnstown
Administrative Offices

599 S. Main Street
Johnstown, Ohio 43031
Telephone: 740-967-3177

Asphalt

21 tons used this month, Started working one block at a time, Finished Kasson Street between E Jersey st. and College ave. Then moved to Track St.

Sewer Maintinance

Hauled Sludge, Hot spots, and dug line in for automatic gates.

Misc.

Thermoplastic the crosswalks of the second loop in Leafy Dell. Also along Main st. and Williams
Dug the ditch for the dog park fence
Pulled weeds and cleaned up around Phalen and Pratt St. for summer fest
Salt was Delivered

Water maintinance

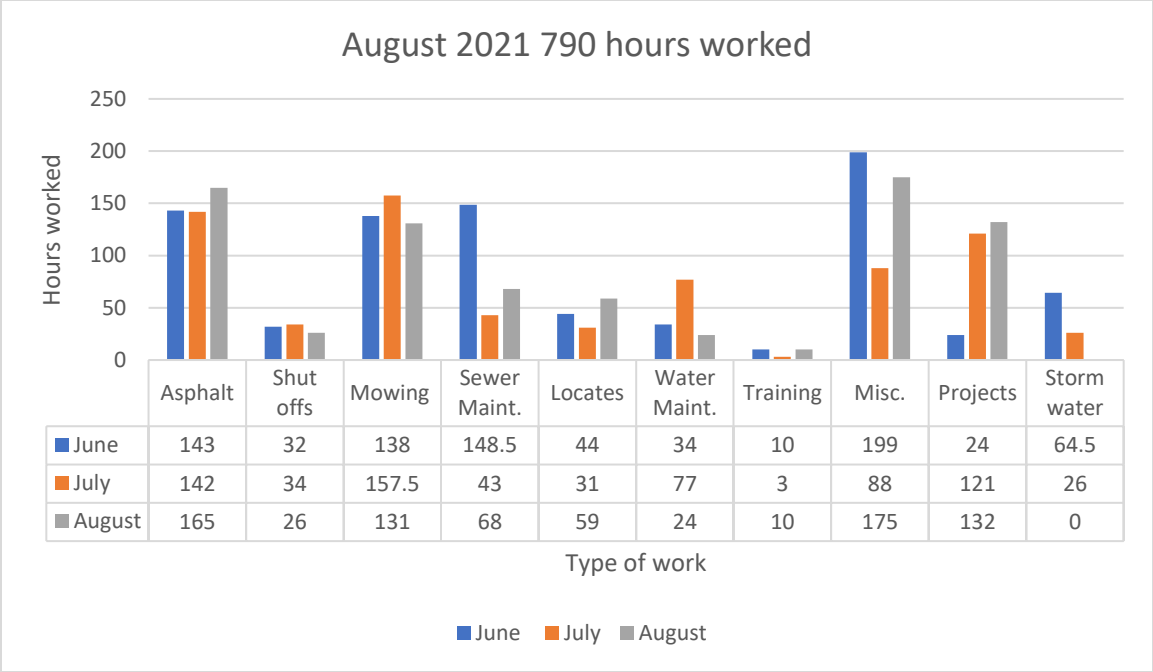
Assisted in a hand full of Misc. Projects

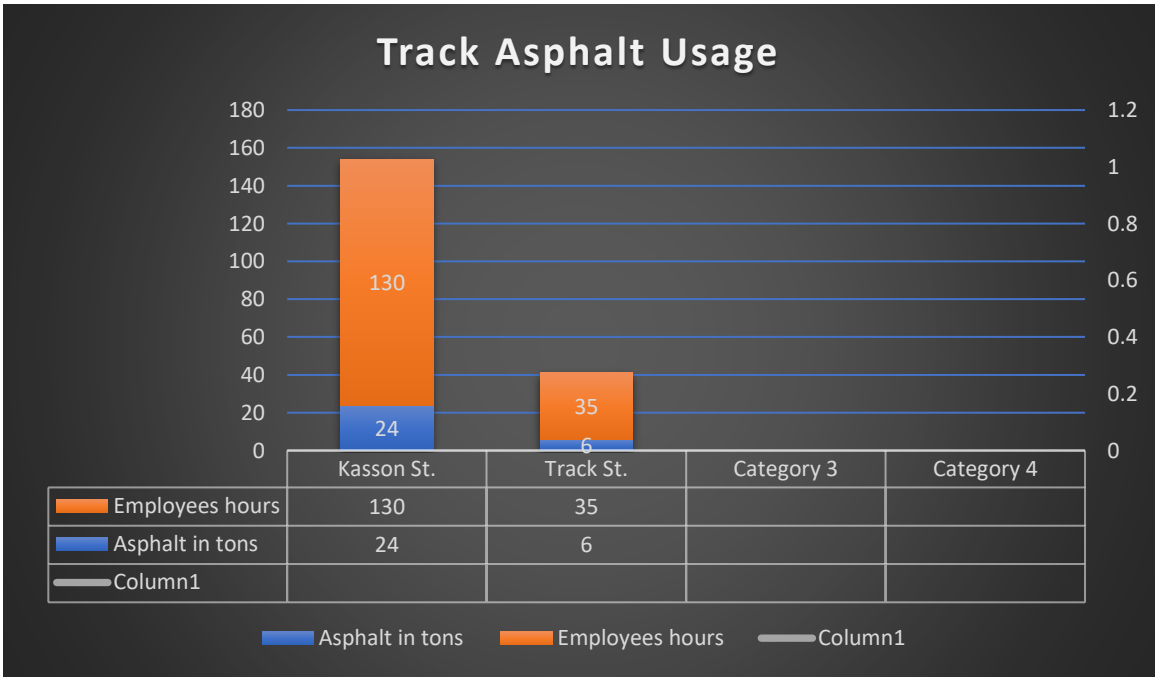
Assisted in water shut offs

Training

Iworq yearly conference

Michael Gutridge
Service Director Johnstown ohio


August 2021 790 hours worked
Hours worked
250
200
150
100
50
0
Asphalt
Shut offs
Mowing
Sewer Maint.
Locates
Water Maint.
Training
Misc.
Projects
Storm water
June 143 32 138 148.5 44 34 10 199 24 64.5
July 142 34 157.5 43 31 77 3 88 121 26
August 165 26 131 68 59 24 10 175 132 0
Type of work
June
July
August


Track Asphalt Usage
180
160
140
120
100
80
60
40
20
0
1.2
1
0.8
0.6
0.4
0.2
0
130
24
35
6
Kasson St.
Track St.
Category 3
Category 4
Employees hours 130 35
Asphalt in tons 24 6
Column1
Asphalt in tons
Employees hours
Column1

AMERICAN CRANE

Projects

Oregon Street

The contractor has Finished all water services and has moved on to storm pipe and structures.

Jersey Street Relief Sewer

Contractor is almost completed along Jersey street

Water Tower

The foundation of the tower is complete, the water line is being installed. The tower crew has moved in and poured TEST walls witch have passed engineers approval and we should begin pouring walls first week of September.

Other updates. Got a quote from BJ's electric to add LED lights to the police cruiser bay, plow storage bay and Council chambers. Total of $4210.00 and he can start the first week of October

Got a quote from Gutridge plumbing to upgrade the heating and cooling for the entire municipal and police building. $149,265

- Provide site survey by engineer
- Drop ceiling tiles and replace existing after work is finished
- Demo existing ductwork
- Provide and install new air devices and ductwork
- Relocate thermostats to be in zone served
- Provide state of Ohio engineered drawing

So I'll call and find another quote for the heating and cooling.

Also the Dog park fence has begun installation, and the sidewalk to get to the shelter house at the bike path is completed.

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Johnstown, Ohio 43031

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www.johnstownohio.org

VILLAGE MANAGER REPORT –9.07.2021

1. Mobility – The vast majority of my time has been spent on this program. A summary email was sent to Village Council on September 2nd. We anticipate applying for $75,000,000 of grant funds within the Build Back Better Regional Challenge program.

2. Village of Croton/Fairgrounds Water and/or Sewer – A meeting was held on July 29 and August 19. Next meeting is September 16 at 5:30. Johnstown has submitted a grant application to the state for costs associated with tap fees, connections and water plant expansion for $2,750,000.

3. Project River – We anticipate a certificate of appropriateness application being filed in the next two weeks for a September 28 Planning Commission meeting.

4. Licking County Area Transportation Study has convened a group of people from around the county to discuss ways in which we can reduce the high rate of fatalities and severe crashes. We will meet regularly to discuss ways to reduce crashes.

5. We provided a letter of support to Muskingum Watershed Conservancy District for a grant to provide a South Fork Licking River Watershed Plan update.

6. Discussions continue regarding broadband in the community. More meetings are scheduled next week.

7. Johnstown CIC adopted a resolution needed for gaining their tax-exempt status. Dana is handling the paperwork on behalf of the CIC.

8. There is a lot of interest in the additional liquor licenses once the revitalization district is approved.

9. The Johnstown Joint Recreation District chose their 5th board member in August. They continue to work on their organization.

Respectfully Submitted,

Jim Lenner
Village Manager

Village of Johnstown
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VILLAGE OF JOHNSTOWN

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ORDINANCE 32-2021

AN ORDINANCE AMENDING CHAPTER 1195 OF THE VILLAGE OF JOHNSTOWN CODIFIED ORDINANCES

WHEREAS, Chapter 1195 of the Village of Johnstown Codified Ordinances (the "Codified Ordinances") governs General Requirements in the Village of Johnstown; and

WHEREAS, Section 1195.05 of the Village of Johnstown Codified Ordinances (the "Codified Ordinances") governs Garbage, junk, litter and rubbish in the Village of Johnstown; and

WHEREAS, By a 5-0 vote at the July 27, 2021 meeting, the Planning & Zoning Commission voted in favor of forwarding this Ordinance for Council consideration; and

WHEREAS, the Council of the Village of Johnstown desires to amend Codified Ordinance Section 1195.05 to govern trash and recycle containers.

NOW THEREFORE, be it ordained by the Council of the VILLAGE OF JOHNSTOWN, Licking County, Ohio as follows:

Section 1. That Section 1195.05 is amended; deletions are ~~struck~~; additions are *italicized*

1195.05 DEFINITIONS.
As used in this section
(a) "Waste" means all trash, rubbish, garbage, offal and other refuse or discarded matter required to be removed from private and public places. It shall not include recognized by-products of any business or industry having commercial value and regularly handled in the ordinary course of business, unless such by-products, or the handling of them, shall become a nuisance or menace to the public health.
(b) "Litter" means garbage, trash, waste, rubbish, ashes, cans, bottles, wire, paper, cartons, boxes, automobile parts, furniture, glass or anything else of an unsightly or unsanitary nature.
(c) "Garbage" means all putrescible wastes, including vegetable and animal offal, carcasses of dead animals and the like, but excluding recognized industrial byproducts.
(d) "Ashes" means the residue of combustion of such fuels as wood, coal, coke, charcoal and the like.
(e) "Litter receptacle" means a dumpster, trash can, trash bin, garbage can or similar container in which litter is deposited for removal.

~~1195.05~~ *1195.051* GARBAGE, JUNK, LITTER *ASH* AND RUBBISH.
(a) Accumulation of Garbage, Junk, Litter and Rubbish. All exterior *properties* ~~property~~ and premises, ~~and~~ the interior of every building, dwelling *or* ~~and~~ structure, shall be kept free from any accumulation of rubbish, *junk, litter, ash*, or garbage.
(b) Disposal of Garbage, Junk, *Ash,* Litter and Rubbish. Every owner a building, dwelling or structure shall dispose of all garbage, junk, *ash,* litter and rubbish in a clean and sanitary manner by placing such materials in approved *litter receptacle* ~~containers~~, and shall require all occupants of said building, dwelling or structure to do the same. Every occupant of a structure shall dispose of *waste* ~~garbage~~ in a clean and sanitary manner by placing such *waste* ~~garbage~~ in an approved ~~garbage disposal facility or~~ *litter receptacle* ~~garbage containers~~.

(c) *Occupied Buildings Dwellings, Structures, or Premises.* ~~Disposal Facilities.~~ The owner of every occupied building, dwelling, structure or premises shall supply approved, covered *litter receptacle* ~~containers~~ for the disposal of garbage, junk, *ash,* litter and rubbish, and the owner of the premises shall be responsible for the removal of *waste.* ~~the same.~~

(d) Garbage facilities. The owner of every ~~dwelling~~ *building, dwelling or structure* shall supply at least one of the following: an approved mechanical food waste grinder in each dwelling unit; ~~an approved incinerator unit in the structure available to the occupants in each dwelling unit~~; or an approved leak-proof, *tightly covered* ~~tightly-covered~~, ~~outside~~ *litter receptacle located outdoors and in compliance with subsections described in 1195.051.* ~~garbage container~~.

(e) *Litter receptacle* ~~Containers.~~ The owner of every business establishment shall provide, and at all times shall cause the business operator to utilize, approved, leak-proof *litter receptacle* ~~containers~~ provided with close-fitting covers for the storage of *rubbish, junk, litter, ash, or garbage* ~~waste materials~~ resulting from said business until removed from the premises for disposal.

(f) Waste, litter, ash, or garbage shall be controlled, and stored in a litter receptacle which are located and/or enclosed in a manner to screen them from view from an adjacent property.

(g) All residential litter receptacles must be removed from the right of way (JCO 301.32) by 11:59 p.m., the day following collection.

(h) Litter receptacles shall be placed curbside no sooner than 12:01 a.m., the day prior to scheduled pickup.

(g) Whoever violates subsection (f) to (h) hereof is guilty of a minor misdemeanor on a first offense and a misdemeanor of the fourth degree for each subsequent offense.

Section 2. It is found and determined that all formal actions of this Village Council concerning and relating to the recommendation of adoption of this Ordinance were approved in an open meeting of this Village Council and that meetings resulted in such formal action where meetings open to the public, in compliance with all legal requirements including Section 121.22 of the Ohio Revised Code and the Charter for the VILLAGE OF JOHNSTOWN.

Date of Introduction: August 3, 2021
TABLED: August 17, 2021

Public Hearing/Vote:
Effective:

By: _____
_____
Chip Dutcher, Mayor

ATTEST TO:

_____
Teresa Monroe, Clerk of Council

APPROVED AS TO FORM:

_____
Yazan S. Ashrawi, Law Director

AGENDA REPORT

VILLAGE COUNCIL
AUGUST 3, 2021

AGENDA ITEM
Ordinance 32-2021, Amending Chapter 1195

PREPARER(S)
Bailey Klimchak, Village Planner

RECOMMENDED ACTION
Approve

HISTORY
The proposed amendment to Chapter 1195 requires property owners to remove their trash cans from the front yard and public sidewalks by the day following trash pickup. It also requires that trash cans are not placed out for pickup until the day before. The amendment will make enforcement of trash cans easier for Village staff and increase road safety in the Village. The Chief of Police has reviewed the ordinance and made edits.

SUMMARY
Authority: Village charter, Chapter 4

Urgency: Low

Relation to Other Actions: None

FISCAL IMPACT
None

ADDITIONAL MATERIAL
None

ATTACHMENTS
None

Village of Johnstown

Administrative Offices

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VILLAGE OF JOHNSTOWN

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ORDINANCE 34-2021

AN ORDINANCE AMENDING CHAPTER 1183 OF THE VILLAGE OF JOHNSTOWN CODIFIED ORDINANCES

WHEREAS, Chapter 1183 of the Village of Johnstown Codified Ordinances (the "Codified Ordinances") governs landscaping in the Village of Johnstown; and

WHEREAS, The Village of Johnstown would like to establish tree preservation rules to promote public health, safety, and general welfare of all residents and visitors; and

WHEREAS, preservation, replacement, and planting of trees lessons air pollution, intercepts airborne particulate matter, reduces noise and light glare, moderates air temperature, moderates storm water runoff, reduces erosion and sedimentation, maintains wildlife habitats, provides visual screening, provides natural shading, protects property values, and enhances the natural beauty of Johnstown; and

WHEREAS, By a 4-0 vote at the July 27, 2021 meeting, the Tree Commission voted in favor of forwarding this Ordinance to the Planning and Zoning Commission for consideration; and

WHEREAS, By a 4-0 vote at the August 10, 2021 meeting, the Planning and Zoning Commission voted in favor of forwarding this Ordinance to Council for consideration; and

WHEREAS, after review of all uses, the Council of the Village of Johnstown desires to amend Codified Ordinance Chapter 1183 Contents.

NOW THEREFORE, be it ordained by the Council of the VILLAGE OF JOHNSTOWN, Licking County, Ohio as follows:

Section 1. That Chapter 1183 is amended; additions are *italicized*.

Section 2. It is found and determined that all formal actions of this Village Council concerning and relating to the recommendation of adoption of this Ordinance were approved in an open meeting of this Village Council and that meetings resulted in such formal action where meetings open to the public, in compliance with all legal requirements including Section 121.22 of the Ohio Revised Code and the Charter for the VILLAGE OF JOHNSTOWN.

Date of Introduction: August 17, 2021
Public Hearing/Vote: September 7, 2021
Effective:

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By: _____

_____
Chip Dutcher, Mayor

ATTEST TO:

_____
Teresa Monroe, Clerk of Council

APPROVED AS TO FORM:

_____
Yazan S. Ashrawi, Law Director

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Chapter 1183
Landscaping

1183.01 PURPOSE.

The purpose of these landscaping, open space and natural feature requirements is to promote and protect the public health, safety and welfare through the preservation of the environment by recognizing the vital importance of tree growth, green space and sensitive environmental features in the ecological system. It is further the purpose of this section to specifically encourage the preservation and replacement of major trees removed in the course of land development, and to encourage the effective utilization of landscaping as a buffer between particular land uses, and to minimize noise, air and/or visual pollution and artificial light glare. (Ord. 22-2010. Passed 11-16-10.)

1183.02 DEFINITIONS

As utilized in this section, the following words and phrases shall have the meaning ascribed herein:

a) "Caliper" is the diameter of the trunk of trees measured in inches at breast height, or four and one half feet above ground.

b) "Canopy Tree" means a large tree which provides canopy over streets and other areas, both paved and unpaved. At maturity, such a canopy tree will achieve a canopy spread of forty or more feet in diameter.

c) "Crown" means the upper mass or head of a tree.

d) "Cultivar" means a cultivated variety of plant material grown for its special form and characteristics.

e) "Heavily Wooded Site" means a site which has an existing tree canopy coverage prior to development of sixty percent (60%) or greater.

f) "Landscaping" means the use of trees, shrubs, grass, ground covers and other plant materials.

g) "Major tree" means a living tree with a trunk diameter of not less than six (6) inches, measured twenty-four (24) inches above ground level.

h) "Opaqueness" means the state of being impervious to rays of light measured by observation of any two (2) square yard area lying between two (2) and ten (10) feet from the ground.

i) *"Registered Professional" means a registered landscape architect or other allied landscape professional, such as an arborist, horticulturist, nurseryman, or forester, certified in their respective field and with experience in plant materials and proper planting design.*

j) *"Two Growing Seasons" means two full summer seasons, with summer ending on September 30 of every year.*

1183.03 PRESERVATION OF NATURAL FEATURES

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a) Good faith effort shall be made to preserve natural vegetation areas. Streets, lots, structures and parking areas shall be laid out to avoid unnecessary destruction of heavily wooded areas or outstanding tree specimens.
b) If an area is determined to be a wetland, it shall be preserved or mitigated in compliance with Federal regulations.
c) All streams with a drainage area greater than 50 acres and their riparian corridors shall be preserved. The corridor width shall be a minimum of 100 feet, with at least 25 feet on each side of the centerline of the stream.
d) Floodplain areas should be incorporated into the open spaces and are encouraged to be made publicly accessible.

(Ord. 22-2010. Passed 11-16-10.)

1183.04 PRESERVATION OF TREES AND WOODED AREAS.

a) All major trees shall be preserved unless exempted, as follows: the Zoning Inspector as designee of the Village Manager may approve the cutting down, removal or destruction of a major tree when the tree interferes with the proper development of a lot, provided that the lot is the subject of application for approval of a zoning certificate, a site plan, a development plan, a variance, or a conditional use permit and one of the following applies:

1. The tree will be located within a public right-of-way or easement.
2. The tree is located within the area to be covered by proposed structures or within twelve feet from the perimeter of structures, and the proposed structures cannot be located in a manner to avoid removal of the tree at the same time permitting desirable and logical development of the lot.
3. The tree will be located within a proposed driveway designed to service a single-family home.
4. The tree is damaged, diseased or a safety hazard.
5. The tree is an undesirable species in its present location.

b) Preservation of Wooded Areas. When preparing and reviewing subdivision plans and landscaping plans, good faith effort shall be made to preserve natural vegetation areas. Streets, lots, structures and parking areas shall be laid out to avoid the unnecessary destruction of heavily wooded areas or outstanding tree specimens. Developers of land are encouraged to designate heavily wooded areas as park reserves.

1183.05 TREE REPLACEMENT.

a) During the course of development of a single lot or a subdivision, excepting for heavily wooded sites, the developer or owner shall be required to replace major trees removed pursuant to Section 1183.04 in accordance with the following schedule with trees having a trunk diameter of at least three inches, measured six inches above the ground level:

1. Major trees having a trunk diameter up to twelve inches are to be replaced on a two-for-one basis;

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2. *Major trees having a trunk diameter of twelve inches up to eighteen inches are to be replaced on a three-for-one basis;*
3. *Major trees having a trunk diameter of eighteen inches up to twenty-four inches are to be replaced on a four-for-one basis;*
4. *Major trees having a trunk diameter of twenty-four inches up to thirty inches are to be replaced on a five-for-one basis; and*
5. *Major trees having a trunk diameter of thirty inches and over are to be replaced on a six-for-one basis; and*

b) *Replacement Schedule for Heavily Wooded Sites. In lieu of the provisions in Section 1183.05(a) above, the developer or owner of a heavily wooded site shall, during the course of development, be required to retain or replace major trees pursuant to Section 945.05 in accordance with the following provisions:*
   1. *A minimum of forty percent (40%) of the development site shall remain under canopy coverage.*
   2. *At the conclusion of development and installation of landscaping, a sufficient number of large canopy trees shall have been planted or retained so as to return the development site to the percentage of canopy coverage existing prior to development. The canopy coverage shall be achieved over a thirty year period.*
      i. *For calculation purposes, a canopy tree will achieve a canopy spread at maturity of forty feet (40') or more in diameter--a radius of twenty feet (20') or more. The canopy coverage for one mature tree will be π r2 or 3.1416(20)2 = 1,257 square feet. Total canopy coverage on one acre is equal to 43,560/1257 = 35 large canopy trees per acre.*
      ii. *The requirement for tree canopy coverage shall be considered as being in addition to any other landscaping required.*
   3. *Replacement canopy trees shall have a trunk diameter at planting of at least three inches, measured six inches above the ground level.*
   4. *In the event that the developer or owner of a heavily wooded site is unable to plant the number of trees required to achieve the canopy outlined above, said developer or owner shall replace such trees in compliance with (c) below.*

c) *Where it is impractical or not feasible to replace all of the trees on the affected lot or within the affected subdivision, staff may approve one, or any combination of, the following alternatives as a means of meeting the tree replacement requirements:*
   1. *Replace as many trees as is practical on the affected lot;*
   2. *Replace as many trees as is practical within this affected subdivision phase;*
   3. *Replace as many trees as is practical within the affected subdivision;*
   4. *For those trees that cannot be replaced through steps one through three above, the developer or owner shall be required to replace the trees elsewhere in the City; or*
   5. *Pay a fee per tree in accordance with the Memorial Tree Fund adopted by the City Council to support the City's effort to plant and replace trees. The calculated cost will cover both the tree and the cost of planting.*

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6. *Use larger caliper replacement trees to achieve a planting of equal or greater value with fewer numbers. This option would require approval of the Planning Commission.*

d) *Failure to replace a major tree as required by subsection (a) or a canopy tree as required by subsection (b) hereof within one year of the approval of the application referred to in Section 1183.04 is a violation of the Codified Ordinance, subject to the penalties described in Section 1183.99.*

1183.06 PROCEDURE.

a) *Any person seeking a zoning certificate, a variance, a conditional use permit, subdivision plat approval, development plan approval or site plan approval, shall file with his application a landscaping plan prepared by a registered professional, which, by plot plan and description shall include:*
   1. *The present location and size of all major trees, with a designation of major trees sought to be removed. In the case of a heavily wooded site, a recent aerial photo, or other format acceptable to the Zoning Inspector, delineating the existing canopy coverage and the canopy coverage to be removed may be required in lieu of the above.*
   2. *The location, size and description of landscaping materials proposed to be placed on the lot in order to comply with this chapter.*
   3. *The location and size of any structures presently on the lot, and those proposed to be placed on the lot.*
   4. *The proposed location and description of screening proposed to be placed on the lot in order to comply with this chapter.*

b) *The Planning Commission shall consider a landscape plan as part of its review of any conditional use permit, subdivision plat, development plan or site plan application.*

c) *The Zoning Inspector shall either approve or disapprove all landscaping plans submitted as part of a Zoning Certificate application within 30 days of their filing. On reviewing the application and receiving suggestions or recommendations from the Zoning Inspector, the applicant may agree to modify his application including the plans and specifications submitted. The Zoning Certificate will not be issued until plans reflecting the agreed upon changes are submitted to the Zoning Inspector. An applicant may appeal a decision of the Zoning Inspector disapproving his landscaping plan to the Planning and Zoning Commission. Notice of appeal must be filed with the Village Planner within 15 days after the decision of the Zoning Inspector is mailed to the applicant at the address listed on his application.*

d) *No variance, zoning certificate, development plan approval, site plan approval or conditional use permit shall be granted or issued until final approval of the landscaping plan.*

In the event of failure to install the required landscaping, written notice shall be served to the property owner. Such notice shall state that the failure to install the landscaping as required

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shall result in the forfeiture of approval and that such failure shall be deemed an implied consent for the City to cause said landscape to be installed.

1183.*07* STREET TREE REQUIREMENTS.

The planting of trees along roadways for all new development shall be according to the following Street Tree Requirements:

a) Deciduous canopy trees (street trees) shall be planted no less than 24 feet and no more than 36 feet on center unless otherwise approved by the Village Engineer.
b) Street trees must be planted in the tree lawn, between the sidewalk or leisure trail and the road pavement. Tree lawns shall be a minimum width of six feet.
c) Street trees shall be a minimum of three (3) inches caliper (trunk diameter at 4.5 feet above the ground).
d) Any tree on the list of undesirable species in Section 1183.09 shall not be planted as street trees.
e) Street trees shall be located so that a twenty-five (25) foot sight triangle is maintained at street intersections.
f) Street trees shall be located not less than ten (10) feet from fire hydrants, street lights, and/or utility poles.
g) The developer/owner shall be required to maintain all street trees for a period of two (2) years after the tree is planted and to replace any tree which dies within such two (2) year period.
h) Street trees should be of the same genus and species planted continuously along the length of each street.
i) No person shall, as a normal practice, top any tree within the public right-of-way. "Topping" means the severe cutting back of limbs within the tree's crown to such a degree so as to remove the normal canopy or disfigure the tree.
j) Street tree limbs extending over a sidewalk shall be trimmed to such an extent that no portion of the same shall be less than seven (7) feet above the sidewalk. Tree limbs extending over streets shall be trimmed so that no portion of the same shall interfere with the normal flow of traffic.
k) The Village, or any licensed utility, shall have the right to but will not be required to plant, prune, maintain and remove trees, plants, and shrubs within the established right-of-way lines of all streets, highways, and alleys as may be necessary to ensure public safety, enhance the symmetry and beauty of such public grounds, or remove such trees as may be injurious to sewers. electric power lines, gas lines, water lines or other public improvements.
l) No person shall, by any type of construction, reduce the area of a tree lawn within the street right-of-way.
m) On all properties within the Downtown area, to avoid interference with pedestrian traffic, only approved street trees may be planted. Such trees shall conform to the size, spacing, and placement of similar trees already in place on adjacent and nearby properties. In

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addition to the approved street trees, tree wells may also contain flowers or other ground cover plantings.

(Ord. 22-2010. Passed 11-16-10.)

1183.*08* LANDSCAPING SCREENING.

a) Screening of Service Areas. For commercial, industrial, office, institutional and multiple-family uses, all areas used for service, loading and unloading activities shall be screened on those portions of the lot which abut districts where residences are a permitted use. Screening shall consist of walls, landscaped earthen mounds, fences, natural vegetation or an acceptable combination of these elements, provided that screening must be at least seven (7) feet in height. Natural vegetation screening shall have a minimum opaqueness of seventy-five percent (75%) during full foliage. The use of year-round vegetation, such as pines or evergreens, is encouraged. Vegetation shall be planted no closer than three (3) feet to any property line.

b) Screening of Trash Receptacles. For commercial, industrial, office, institutional, and multiple-family uses, all trash and garbage container systems shall be screened or enclosed by walls, fences, or natural vegetation to screen them from view. Container systems shall not be located in front yards, and shall conform to the side and rear yard pavement setbacks in the applicable zoning district. The height of such screening shall be at least six (6) feet in height. Natural vegetation shall have a maximum opaqueness of seventy-five percent (75%) at full foliage. The use of year-round vegetation, such as pines and evergreens, is encouraged.

c) Buffering and Screening Requirements. For commercial, industrial, office and institutional uses which abut districts where residences are a permitted use, a buffer zone with a minimum width of 25 feet should be created. Such screening within the buffer zone shall consist of natural vegetation planted no closer than three (3) feet to any property line. Natural vegetation shall have an opaqueness of seventy-five percent (75%) during full foliage and shall be a variety which will attain at a minimum ten (10) feet in height within five (5) years of planting.

d) Maintenance of Shrubbery and Hedges. No shrubbery or hedge shall be planted, in any district, in such a manner that any portion of growth extends beyond the property line. The owner or occupant of property on which there is shrubbery, hedges, or trees so located as to affect the vision of drivers on adjacent streets shall keep shrubbery and hedges trimmed to a maximum of thirty (30) inches in height, and keep trees trimmed so as to avoid creating traffic hazards.

e) Minimum Trees. The following minimums are required, based upon total ground coverage of structures and vehicular use areas:

1. Up to 20,000 square feet: A minimum of one tree per 5,000 square feet of ground coverage and a total tree planting equal to one inch in tree trunk size for every 2,000 square feet of ground coverage.
2. Between 20,000 and 50,000 square feet: A minimum of one tree for every 5,000 square feet of ground coverage and a total tree planting equal to ten inches plus

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one-half inch in tree trunk size for every 2,000 square feet over 20,000 feet in ground coverage.

3. Over 50,000 square feet: A minimum of one tree for every 5,000 square feet of ground coverage and a total tree planting equal to twenty-five inches plus one-half inch in tree trunk size for every 4,000 square feet over 50,000 square feet in ground coverage.

(Ord. 22-2010. Passed 11-16-10.)

1183.*09* PARKING LOT LANDSCAPING.

(a) Parking Lot Islands.

(1) Large, unbroken expanses of parking lot shall be avoided. Large lots should be separated into a series of smaller interconnected lots separated by peninsulas or islands. No individual landscape area shall be smaller than 350 square feet.

(2) For each 100 square feet, or fraction thereof, of parking area, a minimum total of five square feet of landscaped area shall be provided.

(3) Parking areas should contain a minimum of one deciduous canopy tree for every ten parking spaces.

(4) Trees used in parking lot islands shall have a clear trunk of at least five feet above the ground, and the remaining areas shall be landscaped with shrubs, or ground cover, not to exceed two feet in height.

(b) Buffering. Parking lots shall be screened from primary streets, residential areas, and open space by a 3.5-foot minimum height evergreen hedge or masonry wall, or combination of wall and plantings.

(Ord. 22-2010. Passed 11-16-10.)

1183.*10* LANDSCAPE MATERIALS.

Landscape materials utilized in meeting requirements of this section should complement the form of existing trees and plantings, as well as the general design and architecture of the developed area. The type of sun or shade should be considered in selecting plant materials. Artificial plants are prohibited. All landscape materials shall be living plants and shall meet the following requirements:

a) Quality. All plant material shall conform to the standards of the American Association of Nurserymen and shall have passed any inspections required under state regulations.
b) Type. Added landscape elements shall observe and respect the size, placement, character and type of such materials employed on adjacent or nearby properties.
c) Deciduous Trees. Trees which normally shed their leaves in the fall shall be species having an average mature crown spread of greater than fifteen (15) feet and having trunks which can be maintained with over five (5) feet of clear wood in areas where visibility is required, except at vehicular use intersections where the clear wood requirement shall be

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eight (8) feet. A minimum of ten (10) feet overall height, or a minimum caliper (trunk diameter as measured six inches above ground) of at least two (2) inches immediately after planting shall be required. Trees of undesirable species, as listed in Section 1183.07 are prohibited.

d) Evergreen Trees. Evergreen trees shall be a minimum of five (5) feet high with a minimum caliper of one and one-half (1 1/2) inches immediately after planting.

e) Shrubs and Hedges. Shrubs shall be planted at least two (2) feet in average height when planted and shall conform to opacity and other requirements within four (4) years after planting.

f) Vines. Vines shall be at least twelve (12) inches high at planting and generally used in conjunction with walls or fences.

g) Grass or Ground Cover. Grass of the fescue (Gramineae) or bluegrass (Poaceae) family shall be planted in species normally grown as permanent lawns, and may be sodded or seeded. In swales or other areas, reducing net or suitable mulch shall be used; nurse grass shall be sown for immediate protection until complete coverage otherwise is achieved. In certain cases, ground cover consisting of rocks, pebbles, sand or similar materials may be approved.

h) Maintenance and Installation. All landscaping materials shall be installed in a sound and competent manner, according to accepted, good construction and planting procedures. The owner of the property shall be responsible for the continued proper maintenance of all landscaping materials, and shall keep them in a proper, neat and orderly appearance, free of refuse and debris at all times. All unhealthy or dead plant material installed pursuant to this section shall be replaced within one (1) year.

(Ord. 22-2010. Passed 11-16-10.)

1183.*11* WET AND DRY STORMWATER BASINS.

The following regulations shall apply to the design of wet and dry stormwater basins:

a) Wet and dry stormwater basins shall be designed by a Engineer in conjunction with a professional engineer to ensure that the basins have a natural shape and are graded and planted in an attractive manner.

b) Wet and dry stormwater basins shall be designed in compliance with the ODNR Rainwater and Land Development Manual, latest edition, to meet water quality requirements.

c) For safety, maintenance, and aesthetic purposes, wet and dry stormwater basins shall have side slopes (above normal pool elevation) that are generally no steeper than 6:1 and no more gradual than 20:1 (horizontal:vertical).

d) The use of fountains and other plainly visible aeration devices shall be subject to the approval of the Village Engineer.

e) Landscape treatments at the perimeter of wet and dry stormwater basins shall be designed either with maintained turf to the pond's edge or a naturalized planting of native landscape material, subject to approval of the Village Engineer. The landscape plantings shall be in large masses and drifts, and shall not include decorative landscape boulders,

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large mulch beds, or specimen plantings. Under no circumstances shall the landscape design conflict with any of the safety, maintenance, or engineering requirements set forth in the Codified Ordinances or reference documents.

f) Temporary on-site wet or dry stormwater basins shall not be subject to the regulations in divisions (a), (b), (c) and (e) of this section. Temporary basins shall either be removed or replaced with a permanent basin prior to acceptance of infrastructure improvements when installed as part of new subdivisions or completion of the final engineering punch list in the case of single site developments. The time frame in which to install a permanent basin may be extended for good cause by the Village Manager or his designee. In the case of a time extension, a performance bond must be provided to the Village in an amount to cover removal of the temporary basin and installation of the permanent basin. State and Federal safety and engineering regulations apply to all temporary ponds.

(Ord. 22-2010. Passed 11-16-10.)

1183.*12* UNDESIRABLE SPECIES.

a) In meeting the planting and maintenance requirements of this chapter, the following species of trees shall be considered undesirable species, and shall not be utilized.
   1. Box-Elder (Acer negundo). (Breakage and insect pests)
   2. Silver Maple (Acer saccharinum). (Breakage; surface roots)
   3. Catalpa (Catalpa speciosa). (Messy flowers and seed pods; insect pests)
   4. Tulip Tree (Liriodendrum tulipfera). (Insect pests; leaves drop in dry periods)
   5. Mulberry (Morus alba). (Fruit objectionable on street)
   6. Poplars (all kinds) (Populus). (Breakage; insect pests, disease-prone)
   7. Willows (all kinds) (Salix). (Breakage; insect and disease-prone; surface roots)
   8. Siberian Elm (Ulmas pumila). (Breakage)

b) No tree planting may interfere with any public utility.

(Ord. 22-2010. Passed 11-16-10.)

1183.*13* FENCES.

All landscaping requirements must be in agreement with Chapter 1185.

(Ord. 22-2010. Passed 11-16-10.)

1183.99 PENALTY.

Whoever violates any provision of this chapter shall be guilty of a minor misdemeanor and shall be fined not more than one thousand dollars ($1000.00). Each day that such violation continues shall constitute a separate offense.

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AGENDA REPORT

VILLAGE COUNCIL
AUGUST 17, 2021

AGENDA ITEM
Ordinance 34-2021, Amending Chapter 1183

PREPARER(S)
Bailey Klimchak, Village Planner

RECOMMENDED ACTION
Approve

HISTORY
The proposed amendment to Chapter 1183 establishes rules and procedures for tree preservation within Johnstown. As the community grows and new buildings are constructed, the Village would like to place an importance on trees. Part of this is preserving major trees that provide many benefits to the community. The proposed amendment provides rules on preservation of major trees and a replacement schedule for those trees if there is no way to preserve them. The proposed preservation program will be implemented for new developments and construction. The Tree Commission and Planning and Zoning Commission recommended the amendment to Council.

SUMMARY
Authority: Village charter, Chapter 4

Urgency: Low

Relation to Other Actions: None

FISCAL IMPACT
None

ADDITIONAL MATERIAL
None

ATTACHMENTS
None

Village of Johnstown
Administrative Offices
www.johnstownohio.org

VILLAGE OF JOHNSTOWN

599 S. Main Street
Johnstown, Ohio 43031
Telephone: 740-967-3177
Fax: 740-967-3519

ORDINANCE 37-2021

AN ORDINANCE DESIGNATING A REVITALIZATION DISTRICT WITHIN THE VILLAGE OF JOHNSTOWN IN ACCORDANCE WITH ORC 4301.81

WHEREAS, an application has been filed with the Mayor Dutcher by Denise Blankemeyer Seeking the designation of a Revitalization District in downtown Johnstown, in accordance with ORC 4301.81; and

WHEREAS, the applications (attached as Exhibit A) conform to all statutory requirements, and notice of the filing of such applications has been published as provided by law; and

WHEREAS, Mayor Dutcher has submitted his recommendation to this Council that the application be granted for the reason that this proposed district will substantially contribute to the economic opportunities for the community; and

WHEREAS, ORC 4301.81 states that the legislative board of the municipal corporation must approve or disapprove the application seeking the designation of the Revitalization District no later than seventy-five days from the date the application has been filed with the Mayor (that being July 23, 2021).

NOW THEREFORE, be it ordained by the Council of the VILLAGE OF JOHNSTOWN, Licking County, Ohio as follows:

Section 1. In accordance with ORC 4301.81, this Council hereby designates as the Downtown Revitalization District the area identified within the Revitalization District Map (attached in Exhibit A) based upon the application and recommendation of the Mayor.

Section 2. It is found and determined that all formal actions of this Village Council concerning and relating to the recommendation of adoption of this Ordinance were approved in an open meeting of this Village Council and that meetings resulted in such formal action where meetings open to the public, in compliance with all legal requirements including Section 121.22 of the Ohio Revised Code and the Charter for the VILLAGE OF JOHNSTOWN.

Date of Introduction: August 17, 2021
Public Hearing/Vote: September 7, 2021
Effective:

By: _____ _____
Chip Dutcher, Mayor

DRAFT

ATTEST TO:

_____
Teresa Monroe, Clerk of Council

APPROVED AS TO FORM:

_____
Yazan S. Ashrawi, Law Director

DRAFT

Village Administration Office
599 S. Main Street
Johnstown, Ohio 43031

(740) 967-3177
www.johnstownohio.org

August 3, 2021

Charles Dutcher, Mayor
Village of Johnstown
599 South Main Street
Johnstown, OH 43031

RE: Revitalization District

Dear Council Colleagues,

I have attached a package that contains an application that will create a Revitalization District in our historic downtown area. The creation of the District has my full support and I would ask for your support too.

By creating the Revitalization District we will lay the ground work for additional liquor licenses that will be helpful in attracting additional independent restaurants to the District. It will also help by creating more successful retail and attracting customers to our historic downtown.

As you know, the COVID pandemic has been hard on all our existing businesses and has hindered the growth of new businesses. I feel it is important for us as a Council to do whatever we can to create an atmosphere for our business community to thrive. This is just another step in showing that support.

I urge you to support the passage of this Ordinance to create a Revitalization District.

Thank you in advance for your continued support of our community.

Sincerely,

Chip Dutcher
Mayor

Revitalization District Application

To:
Charles Dutcher
The Village of Johnstown Mayor's Office
599 S Main Street
Johnstown, OH 43031
July 23, 2021

Dear Mayor Charles Dutcher,

This serves as my official application for creation of a Revitalization District in downtown Johnstown, OH.

The uses proposed for the Revitalization District are already permitted uses within the proposed district area.

Please see the included documentation to help support this application.

Thank you for your time and consideration.

Best Regards,

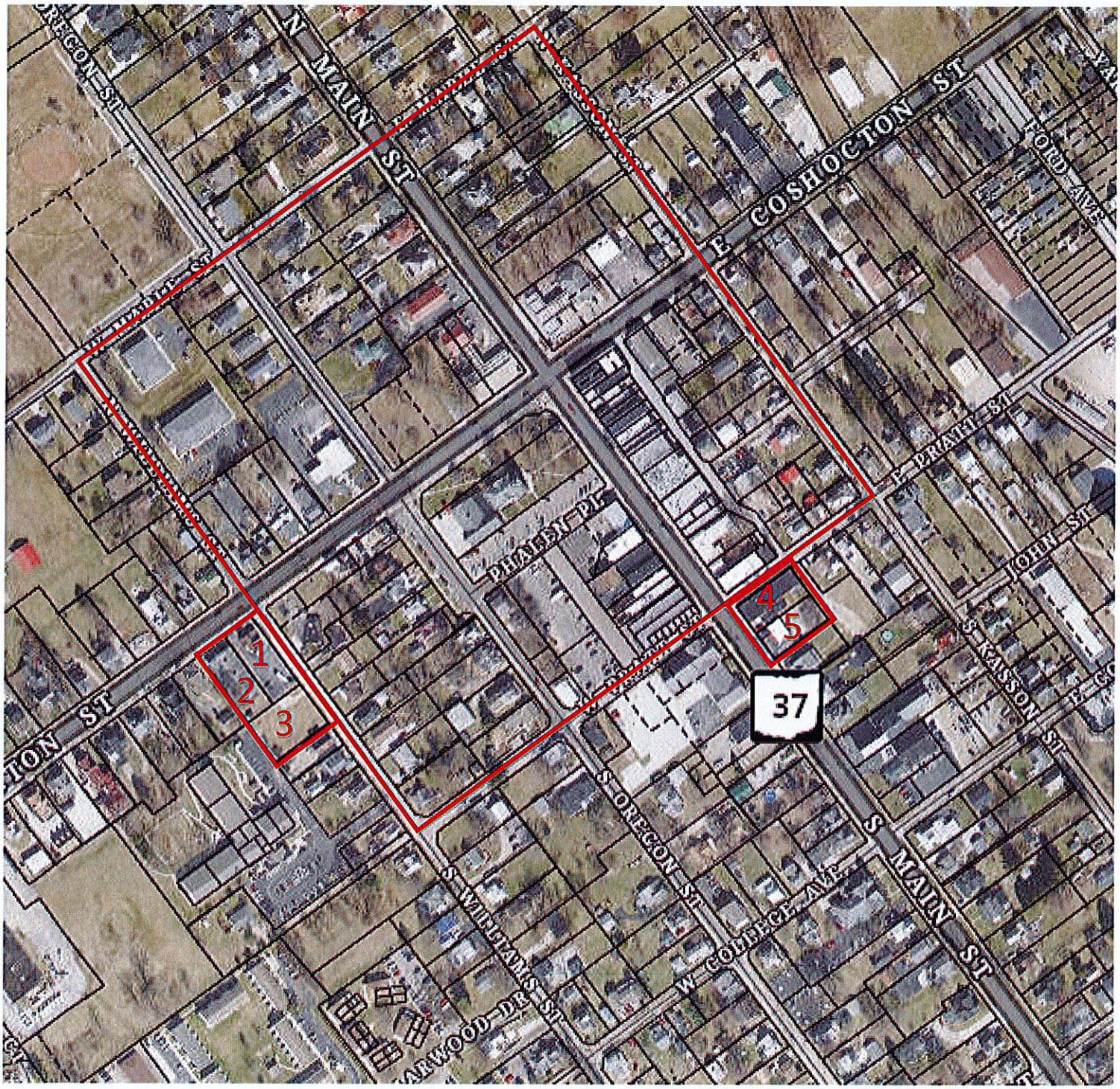
Denise Blankemeyer
39 S Main Street
Johnstown, OH 43031

Revitalization District Statement

The proposed Revitalization District will be part of the municipality's Central Business district. The district is in the downtown area of the village and has traditionally been a commercial district with retail, restaurants, and other small businesses as well as some residences located above the businesses. The additional permits brought to the Village by the revitalization district would allow for more independent restaurants and would help create a successful downtown.

Future Businesses

1. The Old Horseshoe – sports bar and grill reopening under new management in Autumn/September 2021
2. Lily and Moore expansion – a small independent owned shop that sells clothes and home décor, expanding into the shop front next door, looking to feature wine tastings and sell goods from other local artists and makers, opening Fall 2021
3. Ghostwriter event space – an extension of Ghostwriter Public House, the space will be a 25-30 person event space that can be rented for small parties, business meetings, etc., Opening August/September 2021



Parcel 1: 053-181326-00.000

Parcel 2: 053-178146-00.000

Parcel 3: 053-183984-00.000

Parcel 4: 053-177732-00.000

Parcel 5: 053-177876-00.000

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VILLAGE OF JOHNSTOWN

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RESOLUTION 2021-34

A RESOLUTION AUTHORIZING THE VILLAGE MANAGER TO ENTER INTO AN AGREEMENT WITH LAW GENERAL CONTRACTING FOR THE NORTH OREGON AREA ROADWAY AND STORMWATER IMPROVEMENTS PROJECT

WHEREAS, the Village of Johnstown advertised for qualified companies to submit bid proposals for the North Oregon Roadway and Stormwater Improvements Project, and;

WHERESAS, sealed, qualified bids were opened August 19, 2021; and

WHEREAS, the Village Engineer and Village Manager have reviewed the bid applications for said improvements and opinion is attached hereto, and;

NOW, THEREFORE, BE IT RESOLVED BY THE COUNCIL OF JOHNSTOWN, STATE OF OHIO, AND THE MAJORITY OF THE MEMBERS ELECTED THERETO CONCURRING THAT:

Section One: The Village of Johnstown awards the bid for the North Oregon Roadway and Stormwater Improvements Project to Law General Contracting, of St. Louisville, Ohio as they had the lowest and best bid received for $148,887.00 in accordance with the specifications upon which such bids were received.

Section Two: The Village Manager is hereby authorized and directed on behalf of the Council of the Village of Johnstown, to enter into an agreement with Law General Contracting for the North Oregon Roadway and Stormwater Improvements Project.

Section Three: It is found and determined that all formal actions of this Council concerning and relating to the adoption of this Resolution were adopted in an open meeting of this Council and that meetings of any of its committees that resulted in such formal action were meetings open to the public, in compliance with all legal requirements including Section 121.22 of the Ohio Revised Code and the Charter of the VILLAGE OF JOHNSTOWN.

Date of Introduction/ Public Hearing/Vote: September 7, 2021

By: _____ _____
Chip Dutcher, Mayor

ATTEST TO: APPROVED AS TO FORM:

_____ _____
Teresa Monroe, Clerk of Council Yazan Ashrawi, Law Director

DRAFT

PRIME AE™
Columbus Office
8415 Pulsar Place | Suite 300 | Columbus, Ohio 43240
P: 614.839.0250 | F: 614.839.0251

August 24, 2021

Jack Liggett
Assistant Manager
Village of Johnstown
599 South Main Street
Johnstown, Ohio 43031

RE: North Oregon Area Roadway and Stormwater Improvements

Dear Mr. Liggett,

Bids for the above referenced project were received and opened on August 19, 2021. Upon review of all submitted bids, PRIME AE determined all bids were responsive. One of the bids received was below the Engineer's Estimate of $161,354.50 as follows:

- Law General Contracting with a total bid of $148,887.00.
- Strawser Paving Company with a total bid of $172,855.75.

PRIME AE has reviewed the Contractor's Qualification Statement and references submitted by the bidder relating to work performed by the Contractor within the past two years and we find that the bidder is well qualified to perform this work.

It is the professional engineering opinion of PRIME AE that the apparent low has sufficiently complied with the Project Manual requirements. There does not appear to be significant procedural, technical, or administrative restrictions in awarding the subject Contract.

The lowest initial costs for the Village of Johnstown would be to award the Contract to:

Law General Contracting
9128 Mount Vernon Road
St. Louisville, OH 43071
(740) 745-3420
Base Bid $148,887.00

If you have any questions, or require further information regarding this matter, please contact our office.

Sincerely,

PRIME AE Group, Inc.

Mark Buchenic, P.E.
Vice President | Water/Wastewater

Atch: Bid Evaluation

CC: Jim Lenner, Village of Johnstown

VILLAGE OF JOHNSTOWN
NORTH OREGON ROADWAY AND STORMWATER IMPROVEMENTS
BID TABULATION, OPENED 08/19/2021

				Engineer's Estimate		Law General Contracting 9128 Mount Vernon Road Saint Louisville, OH 43071		Strawser Paving Company 1595 Frank Road Columbus, OH 43223	
Item No.	Description	Qty	Unit	Unit Cost	Total Costs	Unit Cost	Total Costs	Unit Costs	Total Costs
1	Pavement Repair (Contingency)	50	SY	275.00	13,750.00	90.00	4,500.00	150.00	7,500.00
2	Pavement Planing, Asphalt Concrete	6,720	SY	3.00	20,160.00	2.65	17,808.00	3.00	20,160.00
3	Non-Tracking Tack Coat (0.09 gal/SY)	605	GAL	3.50	2,117.50	6.40	3,872.00	3.15	1,905.75
4	Asphalt Concrete Surface Course, Type I, PG64-22	233	CY	190.00	44,270.00	255.00	59,415.00	230.00	53,590.00
5	Catch Basin, ODOT 2-2B	10	EA	2,500.00	25,000.00	2,550.00	25,500.00	4,000.00	40,000.00
6	Yard Drain	3	EA	1,500.00	4,500.00	1,500.00	4,500.00	4,000.00	12,000.00
7	6-inch Conduit, Type B	312	LF	30.00	9,360.00	66.00	20,592.00	75.00	23,400.00
8	Maintaining Traffic	1	LS	10,000.00	10,000.00	3,450.00	3,450.00	4,300.00	4,300.00
9	Construction Layout Stakes	1	LS	3,500.00	3,500.00	2,450.00	2,450.00	4,000.00	4,000.00
10	Mobilization	1	LS	5,000.00	5,000.00	4,950.00	4,950.00	4,000.00	4,000.00
11	Temporary Erosion Control	1	LS	2,500.00	2,500.00	1,500.00	1,500.00	1,500.00	1,500.00
12	Seeding and Mulching, Class 1	100	SY	1.50	150.00	3.50	350.00	5.00	500.00
	Contingency (5%)				7,016.00				
	General Conditions, Bonds, and Insurance (10%)				14,031.00				
	BIDDER'S TOTAL				**$161,354.50**		**$148,887.00**		**$172,855.75**
	% DIFFERENCE FROM ENGINEER'S ESTIMATE						-7.73%		7.13%
	CHECKLIST ITEMS								
	Bid Form						Yes		Yes
	Proposal Bid Form						Yes		Yes
	Addendum Acknowledgements						Yes		Yes
	Bid Security Form (Bid Bond)						Yes		Yes
	Bonding Company						Fidelity and Deposit Company of Maryland		Fidelity and Deposit Company of Maryland
	Bidder's Qualifications						Yes		Yes

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VILLAGE OF JOHNSTOWN

599 S. Main Street
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RESOLUTION 2021-35

A RESOLUTION AUTHORIZING AND DIRECTING THE VILLAGE MANAGER TO EXECUTE A SETTLEMENT AGREEMENT AND RELEASE OF ALL CLAIMS WITH MEGAN BOLLINGER AND WILLIAM BOLLINGER

WHEREAS, on or around July 16, 2016, (former) Officer Jason Bowman and (former) Officer Bradley May of the Village of Johnstown Police Department responded to a residence located at 64 S. Main Street for a possible burglary. William Bollinger was arrested and charged in the case styled *State of Ohio v. William C. Bollinger II*, Licking County, Ohio Court of Common Pleas, Case No. 16CR00421 ("Criminal Case"); and

WHEREAS, on or around February 14, 2017, the Criminal Case was dismissed without prejudice; and

WHEREAS, a dispute arose concerning the July 16, 2016 interaction between Officer Bowman, Officer May, the Bollingers, as well as the Criminal Case ("the Dispute"); and

WHEREAS, the Dispute became the subject of litigation on July 13, 2018, when the Bollingers filed a complaint against the Village, Officer Bowman, and Officer May in the United States District Court for the Southern District of Ohio, Eastern Division, Case No. 2:18-cv-00685 (the "Litigation"). The Litigation asserted certain legal claims against the Village, Officer Bowman, and Officer May under 42 U.S.C. § 1983, with additional allegations for municipal/supervisory liability, negligent hiring and negligent retention; and

WHEREAS, the Village, (former) Officer Bowman, and (former) Officer May has disputed, and continue to dispute, the claims and allegations set forth in the Litigation, and has denied, and continue to deny, that it has any liability to the Bollingers; and

WHEREAS, on August 13, 2021 the Bollingers, via a joint stipulation, dismissed (former) Officer Bowman and (former) Officer May, with prejudice, as named defendants in the Litigation; and

WHEREAS, without any admission or inference of either misfeasance or malfeasance, Council for the Village of Johnson now wants to end and settle the Litigation. All money being paid in this settlement is being paid by the Village's insurance carrier, not the Village.

NOW, THEREFORE, BE IT RESOLVED by the Council for the Village of Johnstown, Licking County, Ohio:

Section One: The Village Administrator is hereby authorized and directed to execute a Settlement Agreement and Release, in substantially the same form and content as the Agreement attached hereto as Exhibit A and incorporated herein by reference, with Megan Bollinger and William Bollinger.

Section Two: It is hereby found and determined that all formal actions of this Council concerning and relating to the adoption of this Resolution were adopted in an open meeting of this Council,

DRAFT

and that any and all deliberations of this Council and any of its decision-making bodies that resulted in such formal action were in meetings open to the public, in compliance with all legal requirements of the laws of the State of Ohio.

Date of Introduction/ Public Hearing/Vote: September 7, 2021

By: _____ _____
Mayor Chip Dutcher

ATTEST TO:

_____ _____
Teresa Monroe, Clerk of Council Yazan Ashrawi, Law Director

DRAFT

SETTLEMENT AGREEMENT AND RELEASE

This Settlement Agreement and Release ("Agreement") is made and entered into by and between the Village of Johnstown, Ohio (the "Village") and Megan and William Bollinger (collectively, the "Bollingers"), and is effective on the date last executed below ("Effective Date"). The Village and the Bollingers are referred to collectively as the "Parties."

RECITALS

WHEREAS, on or around July 16, 2016, Jason Bowman ("Officer Bowman") and Bradley May ("Officer May") responded to a residence located at 64 S. Main Street, Johnstown, Ohio for a possible burglary. William Bollinger was arrested and charged in the case styled *State of Ohio v. William C. Bollinger II*, Licking County, Ohio Court of Common Pleas, Case No. 16CR00421 ("Criminal Case"); and

WHEREAS, on or around February 14, 2017, the Criminal Case was dismissed without prejudice; and

WHEREAS, a dispute arose concerning the July 16, 2016 interaction between Officer Bowman, Officer May, and the Bollingers as well as the Criminal Case ("the Dispute"); and

WHEREAS, the Dispute became the subject of civil litigation on July 13, 2018, when the Bollingers, by and through legal counsel, filed a complaint against the Village, Officer Bowman, and Officer May in the United States District Court for the Southern District of Ohio, Eastern Division, Case No. 2:18-cv-00685 (the "Action"). The Action asserted certain legal claims against the Village, Officer Bowman, and Officer May under 42 U.S.C. § 1983, with additional allegations for municipal/supervisory liability, negligent hiring and retention, all in connection with the Dispute; and

WHEREAS, the Village, Officer Bowman, and Officer May disputed the claims and allegations set forth in the Action, and denied and continues to deny that they have any liability to the Bollingers or any third party for any such claims asserted as of the Effective Date or otherwise; and

WHEREAS, the Parties already filed a Stipulated Dismissal of Officer Bowman and Officer May, with prejudice; and

WHEREAS, without any admission or inference of either misfeasance or malfeasance, the Parties now desire to settle, compromise, and resolve all remaining claims and/or differences related to the Village as set forth under the terms in this Agreement without any further litigation.

NOW, THEREFORE, in consideration of the exchange of valuable consideration and upon the mutual promises, covenants, and commitments, the sufficiency of which is agreed and acknowledged, the Parties hereby agree as follows:

1. **Authority.** The Parties represent and warrant that they have full and complete authority to make, sign, execute, and deliver this Agreement.

2. **Recitals.** The aforementioned Recitals are incorporated into this Agreement as if set forth fully herein.

3. **Settlement Payment.** The Village shall pay to the Bollingers, through its insurance provider the Ohio Municipal League (as administered by the JWF Specialty Company, a division of EPIC), the total gross amount of Fifteen Thousand Dollars and No Cents ($15,000.00) ("Settlement Payment"). The Settlement Payment will cover all settlement payments to the Bollinger's from the Village, and shall fully satisfy all costs, expenses, interest, and attorneys' fees arising from the Action. The Bollingers are not entitled to receive, and will not receive, any additional compensation related to the claims set forth in the Action.

   The Village shall cause the Settlement Payment to be disbursed as follows: one (1) check made payable to: Megan Bollinger, William Bollinger, and David A. Goldstein Co., LPA. The Settlement Payment shall be delivered to the Bollingers, through legal counsel, within sixty (60) days of the Effective Date.

4. **Release and Waiver of Claims.** The Bollingers, their agents, representatives, heirs, successors, assigns, attorneys, and other parties on whose behalf the Bollingers could bring a legal action, hereby fully release, acquit, and forever discharge the Village, its officials (elected and appointed), employees, agents, administrators, representatives, insurers, attorneys, successors and/or assigns, of and from any and all claims, demands, actions, causes of action, suits, debts, liens, contracts, liabilities, agreements, costs, expenses, or losses of any type, whether known or unknown, fixed or contingent, suspected or unsuspected, accrued or unaccrued, which the Bollingers now have or may have related to, or arising out of, the Action, including any and all claims which could have been asserted therein; provided, however, that this release shall not apply to any rights, duties, or obligations arising under, or actions to be taken pursuant to, this Agreement.

5. **Dismissal.** Within ten (10) days of receipt of the Settlement Payment, the Bollingers shall file a Stipulation of Dismissal of the Village of Johnstown in substantially the same form and content as the Stipulation attached hereto as Exhibit A and incorporated herein by reference.

6. **Compromise Settlement.** This Agreement is the result of a compromise of disputed claims. Neither this Agreement nor any of the actions to be taken hereto shall ever at any time, for any reason or purpose, be construed as, or be deemed to be evidence of, an admission of liability, culpable conduct, or other wrongdoing on the part of the Parties.

7. **Application of Agreement.** All terms of this Agreement shall be applicable to and binding upon the Parties, their agents and related assigns. Nothing in this Agreement is intended to confer any benefit upon any third party unless expressly stated herein.

8. **Entire Agreement.** This Agreement constitutes and contains the entire agreement and understanding between the Parties as to the matters addressed herein and supersedes all prior and contemporaneous oral and written agreements, representations and discussions. The Parties intend for this Agreement to be complete and shall not be subject to any claim of mistake of fact or law. This Agreement is intended to avoid the uncertainty of litigation and to be final and complete.

9. **Applicable Law.** This Agreement shall be governed by the laws of the State of Ohio, without regard to any potential conflict of laws.

10. **Duty to Act in Good Faith.** The Parties shall act in good faith and in accordance with this Agreement, and not participate in, encourage, condone, or take any action to facilitate any challenge to the terms of this Agreement.

11. **No Assignment.** The Parties represent they have not assigned any rights or otherwise transferred or granted, or purported to assign, transfer or grant, to any person or entity any claim or right to assert any claim of any kind or character, or any portion thereof that they have against the opposing party.

12. **Amendment.** This Agreement shall not be amended or modified, except in writing, and signed by the Parties.

13. **Severability.** Should any provision or term of this Agreement be declared or determined by any court of competent jurisdiction to be illegal, invalid, unenforceable, or void, such declaration or determination shall not affect the remaining terms of this Agreement, which shall remain independent, fully legal, valid, and enforceable pursuant to the terms of this Agreement.

14. **Construction.** This Agreement shall be considered to have been jointly drafted by the Parties, and it is agreed that it shall be governed by and construed in accordance with the laws of the State of Ohio regardless of conflicts of laws rules.

15. **Disputes and Controversies among the Parties Concerning this Agreement.** The Parties agree the Court shall have continuing jurisdiction to enforce this Agreement, if necessary. Any dispute or controversy among the Parties regarding the interpretation or enforcement of this Agreement or arising out of or concerning this Agreement shall be presented to Magistrate Judge Vascura. It is further understood and agreed that if, at any time, a violation of any term of this Agreement is asserted by any Party hereto, that Party shall have the right to seek specific performance from the Court, which shall be in addition to any other relief to which the aggrieved Party is entitled.

16. **Counterparts.** This Agreement may be executed in two or more counterparts, each of which shall be deemed to be an original, but all of which together shall constitute one and the same Agreement. Delivery of an executed counterpart of a signature page to this Agreement by facsimile or electronic transmission shall be as effective as delivery of a manually executed counterpart of this Agreement.

17. **Acknowledgment.** The Parties acknowledge that they: have read carefully this Agreement; are satisfied with all of the Agreement's terms; had adequate time to review and consider this Agreement and to consult with their legal counsel with respect thereto; entered into this Agreement voluntarily and of their own free will; and agree to all provisions contained herein.

WHEREFORE, the Parties hereto have read all of the foregoing, understand the same, and agree to all of the provisions contained herein.

VILLAGE OF JOHNSTOWN, OHIO

By: _____
Its: Village Manager

Date: _____

MEGAN BOLLINGER

_____

Date: _____

WILLIAM BOLLINGER

_____

Date: _____

Village of Johnstown
Administrative Offices
www.johnstownohio.org

VILLAGE OF JOHNSTOWN, OHIO

599 S. Main Street
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Telephone: 740-967-3177
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RESOLUTION 2021-36

A RESOLUTION ACCEPTING THE AMOUNTS AND RATES AS DETERMINED BY THE BUDGET COMMISSION AND AUTHORIZING THE NECESSARY TAX LEVIES AND CERTIFYING THEM TO THE COUNTY AUDITOR
Revised Code, Sections. 5705.34-5705.35

WHEREAS, The Budget Commission of Licking County, Ohio, has certified its action thereon to this Council together with an estimate by the County Auditor of the rate of each tax necessary to be levied by this Council, and what part thereof is without, and what part within the ten mill limitation.

NOW, THEREFORE, BE IT RESOLVED BY THE COUNCIL OF THE VILLAGE OF JOHNSTOWN, COUNTY OF LICKING, STATE OF OHIO, AND A MAJORITY OF THE MEMBERS CONCURRING THAT:

Section One. That the amounts and rates, as determined by the Budget Commission in its certification, be and the same are hereby accepted and;

Section Two. That there be and is hereby levied on the tax duplicate of said Village the rate of each tax necessary to be levied within and without the ten mill limitation as shown in Schedule A and;

Section Three. That the Clerk of this Council be and is hereby directed to certify a copy of this Resolution to the County Auditor of said County,

Section Four. It is found and determined that all formal actions of this Council concerning and relating to the adoption of this Resolution were adopted in an open meeting of this Council and that meetings of any of its committees that resulted in such formal action were meetings open to the public, in compliance with all legal requirements including Section 121.22 of the Ohio Revised Code and the Charter of the VILLAGE OF JOHNSTOWN.

Passed September 7, 2021 for the next succeeding fiscal year commencing January 1st, 2022

By: _____
Mayor Chip Dutcher

ATTEST TO: _____
Teresa Monroe, Clerk of Council

APPROVED AS TO FORM: _____
Yazan Ashrawi, Law Director

DRAFT

Resolution 2021-36 JOHNSTOWN VILLAGE

SCHEDULE A

SUMMARY OF AMOUNTS REQUIRED FROM GENERAL PROPERTY TAX APPROVED BY BUDGET COMMISSION AND COUNTY AUDITOR'S ESTIMATED TAX RATES
2021 TAX YEAR COLLECTED IN 2022

FUND	Amount Approved by Budget Commission Inside 10m. Limitation Column I	Amount to Be Derived from Levies Outside 10M. Limitation Column II	County Auditor's Estimate of Tax Rate to be Levied Inside 10M Limit III	Outside 10M Limit IV
General Fund	339,259.00	0.00	2.300	0.000
TOTAL	339,259.00	0.00	2.300	0.000

	Taxes	Total Rate
GRAND TOTALS	339,259.00	2.300

SCHEDULE B

LEVIES OUTSIDE 10 MILL LIMITATION, EXCLUSIVE OF DEBT LEVIES

FUND	Maximum Rate Authorized to Be Levied	Co. Auditor's Est. of Yield of Levy

GENERAL FUND:

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SPECIAL LEVY FUNDS:		
TOTALS	0.000	0.00

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AGENDA REPORT

VILLAGE COUNCIL
SEPTEMBER 7, 2021

AGENDA ITEM
Resolution 2021-36 accepting the amounts and rates as determined by the Licking County Budget Commission and authorizing the necessary tax levies and certifying then to the county auditor.

PREPARER(S)
Dana Steffan, Finance & Human Resources Director

RECOMMENDED ACTION
Approve

HISTORY
Annually, Licking County Deputy Auditor provides the figures in Schedules A & B (attached to the Resolution) with the amounts required from general property tax approved by budget commission and county auditor's estimated tax rates. Local jurisdictions are required to pass a resolution to accept these figures by October 1 each year, for the subsequent fiscal year.

SUMMARY
Authority: Ohio Revised Code Sections 5705.34-5705.35

Urgency: This resolution must be passed before October 1, 2021.

Relation to Other Actions: None

FISCAL IMPACT
$339,259 (estimated) to be collected in property taxes in 2022

ADDITIONAL MATERIAL
None

ATTACHMENTS
None

Village of Johnstown
Administrative Offices
www.villageofjohnstown.org

VILLAGE OF JOHNSTOWN

599 S. Main Street
Johnstown, Ohio 43031
Telephone: 740-967-3177

RESOLUTION 2021-37

A RESOLUTION AUTHORIZING THE VILLAGE MANAGER TO ENTER INTO AN AGREEMENT WITH THE STATE OF OHIO, DEPARTMENT OF TRANSPORTATION FOR THE REMOVAL AND CONTROL OF SNOW AND ICE

WHEREAS, the Director of Transportation, under Section 5521.01 of the Revised Code of Ohio, is authorized upon request and approval of the legislative authority of the Village to maintain, repair and apply standard longitudinal pavement marking lines and to erect regulatory and warning signs, as defined in the manual adopted under section 4511.09 of the Revised code on any section of a State Highways within the corporate limits of a village; and

WHEREAS, the Director of Transportation, under Section 5501.41, Revised Code of Ohio, may, upon consent of the legislative authority of the Village, remove snow and ice and use snow and ice control material on State Highways within the corporate limits of a Village pursuant to a written agreement to be entered into between the Village and the Department of Transportation of the State of Ohio; and

WHEREAS the Director of Transportation, under Section 5511.01of the Revised Code of Ohio, may, upon the consent of the legislative authority of the Village, perform maintenance and/or repair on the State Highways within the corporate limits of the Village pursuant to a written agreement to be entered into between the Village and the Department of Transportation of the State of Ohio; and

WHEREAS State Highway Nos. US62 and SR37 lie within the Village of Johnstown, Licking County; and

WHEREAS this resolution shall not relieve or discharge the Village from responsibility for emergency repair of signs installed by the Department of Transportation; and

WHEREAS this resolution shall not relieve or discharge the Village from any claim or claims of any nature arising from, or growing out of, the work by the Department of Transportation of the State of Ohio on said highways in the Village, and the Village shall save the State of Ohio harmless from any and all such claims.

NOW THEREFORE, BE IT RESOLVED BY THE VILLAGE COUNCIL OF THE VILLAGE OF JOHNSTOWN, COUNTY OF LICKING, STATE OF OHIO, A MAJORITY OF THE MEMBERS CONCURRING THAT:

Section 1: It is hereby declared to be in the public interest that the consent of said Village be, and such consent is hereby given to the Department of Transportation of the State of Ohio for said Department to apply standard longitudinal pavement markings, and to erect regulatory and warning signs on said State Highways in accordance with the standard practices of the Ohio Department of Transportation.

Section 2: It is hereby declared to be in the public interest that the consent of said Village be, and such consent is hereby given to the Department of Transportation of the State of Ohio, if an agreement is entered into, for said Department to remove snow and ice and use snow and ice control material on any State Highways listed in the agreement in accordance with the standard practices of the Ohio Department of Transportation.

Section 3: It is hereby declared to be in the public interest that the consent of said Village be, and such consent is hereby given to the Department of Transportation of the State of Ohio, if an agreement is entered into, for said Department to perform certain maintenance and/or repair on any State Highways listed in the agreement in accordance with the standard practices of the Ohio Department of Transportation.

Section 4: That the Village Manager is authorized to enter into any agreement with ODOT for the removal of snow and ice and the use of snow and ice control material on said State Highways within the corporate limits of the Village and any agreement with ODOT for certain maintenance and/or repair of the State Highways within the corporate limits of the Village.

Section 5: That the Clerk is hereby directed to furnish the Director of Transportation and the Board of County Commissioners of Licking, Ohio, with a certified copy of this Resolution immediately upon execution.

Section 6: That this Resolution shall take effect and be in force at the earliest time allowed by law.

Date of Introduction/Public Hearing/Vote: September 7th, 2021
Effective:

By: _____ _____
Chip Dutcher, Mayor

ATTEST TO: APPROVED AS TO FORM:

_____ _____
Teresa Monroe, Clerk of Council Yazan Ashrawi, Law Director

ODOT AGREEMENT NO. _____
Village Consent Ordinance/Resolution No. _____

AGREEMENT
BETWEEN THE STATE OF OHIO, DEPARTMENT OF TRANSPORTATION AND THE VILLAGE OF JOHNSTOWN OHIO FOR THE REMOVAL AND CONTROL OF SNOW AND ICE

This Agreement is made by and between the State of Ohio, Department of Transportation, 1980 West Broad Street, Columbus, Ohio 43223, acting by and through its Director, hereinafter referred to as the "**ODOT" and the Village of Johnstown, 599 South Main Street, Johnstown, OH 43031** hereinafter referred to as the "VILLAGE" and shall be referred to singularly as "party" and collectively as "parties".

WHEREAS, pursuant to Ohio Revised Code 5501.41, the Director of the Department of Transportation may remove snow and ice from state highways within villages, but before doing so, the Director must obtain the consent of the legislative authority of such village; and

WHEREAS, the legislative authority of the VILLAGE has granted its consent to the Director to remove snow and ice and to use snow and ice control material on the state highways within the its corporate limit; and

WHEREAS, it is in the interest and safety of the traveling public and it serves to manage public resources of ODOT and VILLAGE in an efficient manner that ODOT perform snow and ice removal and control on **US62 and SR37** within the VILLAGE.

NOW THEREFORE, it is agreed by the parties as follows:

1. OBLIGATIONS OF ODOT

1.1 ODOT will remove snow and ice and apply snow and ice control material on **US62 and SR37** within the VILLAGE's corporate limits during the normal course of removing snow and ice and applying snow and ice control material on roads within ODOT's responsibility. ODOT shall not perform this work more frequently nor alter the schedule of when this work is to be performed and such work shall not include the removal of snow and ice from and the use of snow and ice control material on driveways, parking areas, and intersecting village roads and streets.

2. OBLIGATIONS OF THE VILLAGE

2.1 The VILLAGE grants ODOT the right to use and occupy the right-of-way in and abutting the section of **US62 and SR37** herein described for the purposes of performing snow and ice removal and control operations.

2.2 The VILLAGE is responsible to fix, at its own expense, any damage to the road surface, such as potholes, caused by ODOT's removal of snow and ice and/or application of any snow and ice control material.

3. INSPECTIONS

3.1 Periodic inspections may be performed jointly by representatives of the parties to determine the level of service being provided on the state highway system during a snow and ice event.

4. TERM OF AGREEMENT

4.1 This Agreement shall commence on the date of the last signature below and shall expire on the last date of the current biennium unless terminated sooner pursuant to paragraph 4.2 of this Agreement. Upon agreement of the Parties, this Agreement may be renewed in writing for additional (2) year terms.

4.2 This Agreement may be terminated by either party giving sixty (60) days written notice to the other party.

5. GENERAL PROVISIONS

5.1 This Agreement shall be to the benefit of and be binding upon the respective parties herein, their successors and assigns. Nothing in this Agreement shall inure to the benefit of any third parties. Nothing stated in this Agreement shall act as a waiver of any immunities or defenses available to either party, either by statute or common law.

5.2 Either party may, at any time during the term of the agreement, request amendments or modifications which includes assignment. Requests for amendments or modifications shall be in writing and shall specify the requested changes and the justifications for such changes. Should the parties consent to modifications of the contract, then an amendment shall be drawn, approved and executed in the same manner as the original agreement.

5.3 This Agreement shall be governed, construed and interpreted in accordance with the laws of the State of Ohio. To the extent that the ODOT is a party to any litigation arising out of or relating in any way to this agreement or the performance there under, such an action shall be brought only in a court of competent jurisdiction in Franklin County, Ohio.

5.4 The State of Ohio and ODOT are self-insured.

5.5 If the VILLAGE breaches or defaults any of the terms or conditions of this Agreement, and if that breach is not remedied within thirty (30) days after written notification by ODOT of that breach or default, ODOT may terminate this Agreement.

5.6 ODOT and VILLAGE agree to make a good faith effort to resolve any disputes which may arise between them concerning interpretation of, or performance pursuant to, this agreement. In the event a dispute arises regarding this Agreement, notification of the dispute shall be sent to the other party within ninety (90) days of discovery of such dispute. Within the notification, the disputing party shall present such evidence as may support their position. Within a reasonable time, the ODOT District Deputy Director and a designated representative from the VILLAGE shall review the facts and circumstances surrounding the dispute for the purpose of determination. Said dispute shall be resolved within a reasonable period of time. The parties agree that any dispute that cannot be resolved shall be resolved solely and finally by the Director of ODOT.

5.7 Ohio Ethics Law: The VILLAGE and ODOT, by signing this document, each certify: (1) it has reviewed and understands the Ohio Ethics law and conflict of interest laws as provided by Chapters 102 and 2921 of the Ohio Revised Code, and (2) will take no action inconsistent with those laws.

5.8 In carrying out this Agreement the parties shall comply with all applicable federal, state and local laws in the conduct of all work including, but not limited to non-discrimination, equal employment opportunity and drug free workplace.

5.9 In no case shall the VILLAGE or any of its personnel be considered agents, servants or employees of ODOT or the State of Ohio. Each party shall be responsible for the full payment of all taxes including without limitation, unemployment compensation premiums, income tax deductions, payroll deductions.

6. NOTICE

6.1 Notices under this agreement shall be directed as follows:

VILLAGE of JOHNSTOWN 599 South Main Street Johnstown, OH 43031	Ohio Department of Transportation District 5 9600 Jacksontown Road Jacksontown, OH 43030

7. SIGNATURES

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

7.2 Any party hereto may deliver a copy of its counterpart signature page to this Agreement via fax or email. Each party hereto shall be entitled to rely upon a facsimile or electronic signature of any other party delivered in such a manner as if such signature were an original.

The Parties hereunto have caused this agreement to be executed by officials thereunto duly authorized as of the day and year last written below.

VILLAGE OF JOHNSTOWN

By: _____

Printed Name: _____

Title: _____

Date: _____

STATE OF OHIO
Department of Transportation

By: _____
Jack Marchbanks, Director

Date: _____

Village of Johnstown
Administrative Offices
www.villageofjohnstown.org

VILLAGE OF JOHNSTOWN

599 S. Main Street
Johnstown, Ohio 43031
Telephone: 740-967-3177

RESOLUTION 2021-38

A RESOLUTION AUTHORIZING THE VILLAGE MANAGER TO ENTER INTO AND EXECUTE CONTRACTS NECESSARY TO DEVELOP PLANS FOR AND TO COMPLETE WIDENING OF US 62 FOR TWO-WAY LEFT TURN LANE BETWEEN VILLAGE SQUARE SHOPPING CENTER TO WESTVIEW DRIVE AND THE UPGRADE OF SIGNAL AT VILLAGE SQUARE SHOPPING CENTER.

Section 1: Project Description

WHEREAS, the STATE has determined the need for the described project:

Widening of US 62 for two-way left turn lane between Village Square Shopping Center to Westview Drive. Upgrade of signal at Village Square Shopping Center.

NOW THEREFORE, BE IT RESOLVED BY THE VILLAGE COUNCIL OF THE VILLAGE OF JOHNSTOWN, COUNTY OF LICKING, STATE OF OHIO, A MAJORITY OF THE MEMBERS CONCURRING THAT:

Section 2: Consent Statement
Being in the public interest, the Village of Johnstown gives consent to the Director of Transportation to complete the above described project.

Section 3: Cooperation Statement
The Village of Johnstown further agrees to pay 100% of the cost of those features requested by the Village of Johnstown which are determined by the State and Federal Highway Administration to be unnecessary for the Project.

The Village of Johnstown further agrees that change orders and extra work contracts required to fulfill the construction contracts shall be processed as needed. The State shall not approve a change order or extra work contract until it first gives notice, in writing, to the Village of Johnstown. The Village of Johnstown shall contribute its share of the cost of these items in accordance with other sections herein.

Section 4: Utilities and Right-of-Way Statement
The Village of Johnstown agrees to acquire and/or make available to ODOT, in accordance with current State and Federal regulations, all necessary right-of-way required for the described Project. The Village of Johnstown also understands that right-of-way includes eligible utility costs.

The Village of Johnstown agrees to be responsible for all utility accommodation, relocation and reimbursement and agrees that such accommodation, relocations, and reimbursements shall comply with the current provisions of 23 CFR 645 and the ODOT Utilities Manual.

Section 5: Maintenance

Upon completion of the Project, and unless otherwise agreed, the LPA shall: (1) provide adequate maintenance for the Project in accordance with all applicable State and Federal law, including, but not limited to, Title 23, U.S.C., Section 116; (2) provide ample financial provisions, as necessary, for the maintenance of the Project; (3) maintain the right-of-way, keeping it free of obstructions; and (4) hold said right-of-way inviolate for public highway purposes.

Section 6: Authority to Sign

Village Manager or Assistant Village Manager of the Village of Johnstown are hereby empowered on behalf of the Village of Johnstown to enter into and execute contracts with the Director of Transportation which are necessary to develop plans for and to complete the above-described project; and to execute contracts with ODOT pre-qualified consultants for the preliminary engineering phase of the Project..

Upon request of ODOT, the Village of Johnstown authorizes the Village Manager or Assistant Village Manager to execute any appropriate documents to affect the assignment of all rights, title, and interests of the Village of Johnstown to ODOT arising from any agreement with its consultant in order to allow ODOT to direct additional or corrective work, recover damages due to errors or omissions, and to exercise all other contractual rights and remedies afforded by law or equity.

Date of Introduction/Public Hearing/Vote: September 7th, 2021
Effective:

By: _____ _____
Chip Dutcher, Mayor

ATTEST TO: APPROVED AS TO FORM:

_____ _____
Teresa Monroe, Clerk of Council Yazan Ashrawi, Law Director

Village of Johnstown
Administrative Offices
www.villageofjohnstown.org

VILLAGE OF JOHNSTOWN

599 S. Main Street
Johnstown, Ohio 43031
Telephone: 740-967-3177

RESOLUTION 2021-39

A RESOLUTION AUTHORIZING THE VILLAGE MANAGER TO ENTER INTO AN AGREEMENT WITH ETCH, LTD FOR SERVICES RELATED TO THE CREATION OF TRIP PLANNING & TRIP OPTIMIZATION SYSTEMS

WHEREAS, the Village of Johnstown has identified insufficient and unreliable transportation as a barrier to work, education and health care; and

WHEREAS, the Village will develop technology that is focused on solving challenges related to trip planning, outdoor navigation, transfers between vehicles/payments, outdoor/indoor transitions, indoor navigation, and connecting and completing trip segments in a rural environment; and

WHEREAS, the Licking County Area Transportation Study has awarded the Village of Johnstown $250,000.00 specific for technology development; and

WHEREAS, the Village of Johnstown requested proposals for Trip Planning and Trip Optimization Systems, and;

WHEREAS, the Village of Johnstown received one proposal by the deadline of August 20, 2021, and;

WHEREAS, the scoring committee met on August 24, 2021 to ensure the proposal met the requirements of the RFP and determined the proposal is in compliance and recommends awarding to Etch, Ltd; and

NOW, THEREFORE, BE IT RESOLVED by the Council of the Village of Johnstown, Licking County, Ohio as follows:

Section 1. Village Council hereby authorizes the Village Manager to enter into contract with Etch, Ltd for TRIP PLANNING & TRIP OPTIMIZATION technology for an amount not to exceed $250,000.00.

Section 2. It is found and determined that all formal actions of this Village Council concerning and relating to the recommendation of adoption of this Resolution were approved in an open meeting of this Village Council and that meetings of any of its committees that resulted in such formal action were meetings open to the public, in compliance with all legal requirements including Section 121.22 of the Ohio Revised Code and the Charter for the VILLAGE OF JOHNSTOWN.

Date of Introduction/Public Hearing/Vote: September 7, 2021

By: _____ _____
Chip Dutcher, Mayor

DRAFT

ATTEST TO:

_____
Teresa Monroe, Clerk of Council

APPROVED AS TO FORM:

_____
Yazan Ashrawi, Law Director

DRAFT

TECHNICAL PROPOSAL

INVEST | JOHNSTOWN

TRIP PLANNING & TRIP OPTIMIZATION SYSTEM

RFP #2021-003

August 20, 2021

ETCH, LTD
2967 Switzer Ave, Suite D
Columbus, OH 43219
(614) 507-6533

www.etchgis.com

August 20, 2021

Jim Lenner, Village Manager
Village of Johnstown
599 S. Main Street
Johnstown, OH 43031

Dear Selection Committee Members,

RE: INVEST | JOHNSTOWN TRIP PLANNING & TRIP OPTIMIZATION SYSTEM PROPOSAL
RFP #2021-003

Etch, LTD (Etch) is pleased to submit this proposal for the Village of Johnstown, ITS New Vision for Equity in SMART Transportation (INVEST) project. Etch understands that the Village needs a consultant team with technology and mobility experience, specifically with rural areas. Our Team's experience is uniquely matched to the requirements of your solicitation, and our personnel have helped to build successful mobility applications across the State of Ohio and beyond.

We are pleased to offer a Team that includes **ICF International, LLC (ICF), Lextant, and Masabi**. Since this project is for several years, we felt that these firms can assist the Village for tasks ranging from the pilot project to the multi-modal mobility hub.

The Etch Team will meet this project's challenges while providing the following benefits to the Village of Johnstown:

- **Knowledge of mobility issues within Licking County, including Johnstown, since the inception of project.**
- **An understanding of the stakeholders involved since our team performed the original assessment to recruit participants to discuss mobility issues.**
- **A comprehension of adhering to strict standards from funding mechanisms (earmarks, grants, state funds) that have been applied for and may be used to pay for this project.**
- **A solution with a foundation of open, free, and proven technologies and can be adapted by other states, cities, and agencies.**
- **A robust team consisting of engineers, planners, technologists, and human design experts that have worked together on multiple mobility projects.**

I am personally excited by the opportunity that this project represents, and I am confident that our staff will work well with your team at Johnstown. If you have any questions or comments, please do not hesitate to contact me directly at (614) 507-6533 or darlene@etchgis.com.

Respectfully,

Darlene Magold, GISP
CEO – Etch, LTD

INTRODUCTION AND UNDERSTANDING OF CONCEPT

Over the past several years, The Village of Johnstown has been spearheading initiatives for Intelligent Transportation Systems (ITS) and smart mobility. This includes involvement with the LCATS Transit Development Plan, the mobility hub concept plan, and the application for multiple funding sources to support the growth of the community. Now that Johnstown will be reclassified as a city, transportation will be a critical component for sustainable growth. Etch, LTD (Etch) has been a partner with the Village for the past 2 years helping to bring stakeholders together, both state and local, to foster these mobility initiatives.

Rural mobility is a challenge faced in Ohio as well as throughout the US. The Village of Johnstown created **ITS New Vision for Equity in SMART Transportation (INVEST)** to provide equitable mobility options for access to work, healthcare, and education. While this scope is for Johnstown, the deliverables for this project can be a model that will be scaled to fit county, state, and national rural areas.

While the mobility hub is the ultimate goal for Johnstown, there are several steps that the Village will need to complete to be successful. Etch is prepared to lead Johnstown during each step of this process to empower the region with sustainable mobility solutions.

Etch has assembled a team to assist the Village of Johnstown with implementing INVEST with the following key features:

- **Knowledge of mobility issues within Licking County, including Johnstown, since the inception of project.**
- **An understanding of the stakeholders involved since our team performed the original assessment to recruit participants to discuss mobility issues.**
- **A comprehension of adhering to strict standards from funding mechanisms (earmarks, grants, state funds) that have been applied for and may be used to pay for this project.**
- **A solution with a foundation of open, free, and proven technologies and can be adapted by other states, cities, and agencies.**
- **A robust team consisting of engineers, planners, technologists, and human design experts that have worked together on multiple mobility projects.**

Through coordination and cooperation, the project will raise the awareness of options and maximize the utilization of mobility services currently available. More travel options result in more opportunities for independent trips and the ability for travelers to feel more confident in their journey. Optimized trip planning results in reduced wait times for travelers and drivers. Transparency of on-time performance increases reliability and improves public perception. Linked payment options reduce end user burden and allows other sources of funding for qualified individuals. Travelers and caregivers stay informed with real-time, reliable travel status. Doctors and patients benefit by having fewer missed health care appointments resulting from a lack of transit options. Employers and employees benefit from a more robust and reliable transportation network with fewer days missed due to lack of affordable transportation.

Etch understands that this project is the first step to provide mobility as a service to the rural areas in and around Johnstown. Our proposal for technology solutions will encourage more providers to offer paratransit, on-demand, and fixed route service options. It will set the stage for the hub as the center of mobility in Johnstown to boost economic development and lessen environmental impacts – but most importantly, improve the quality of life in rural areas.

THE ETCH TEAM

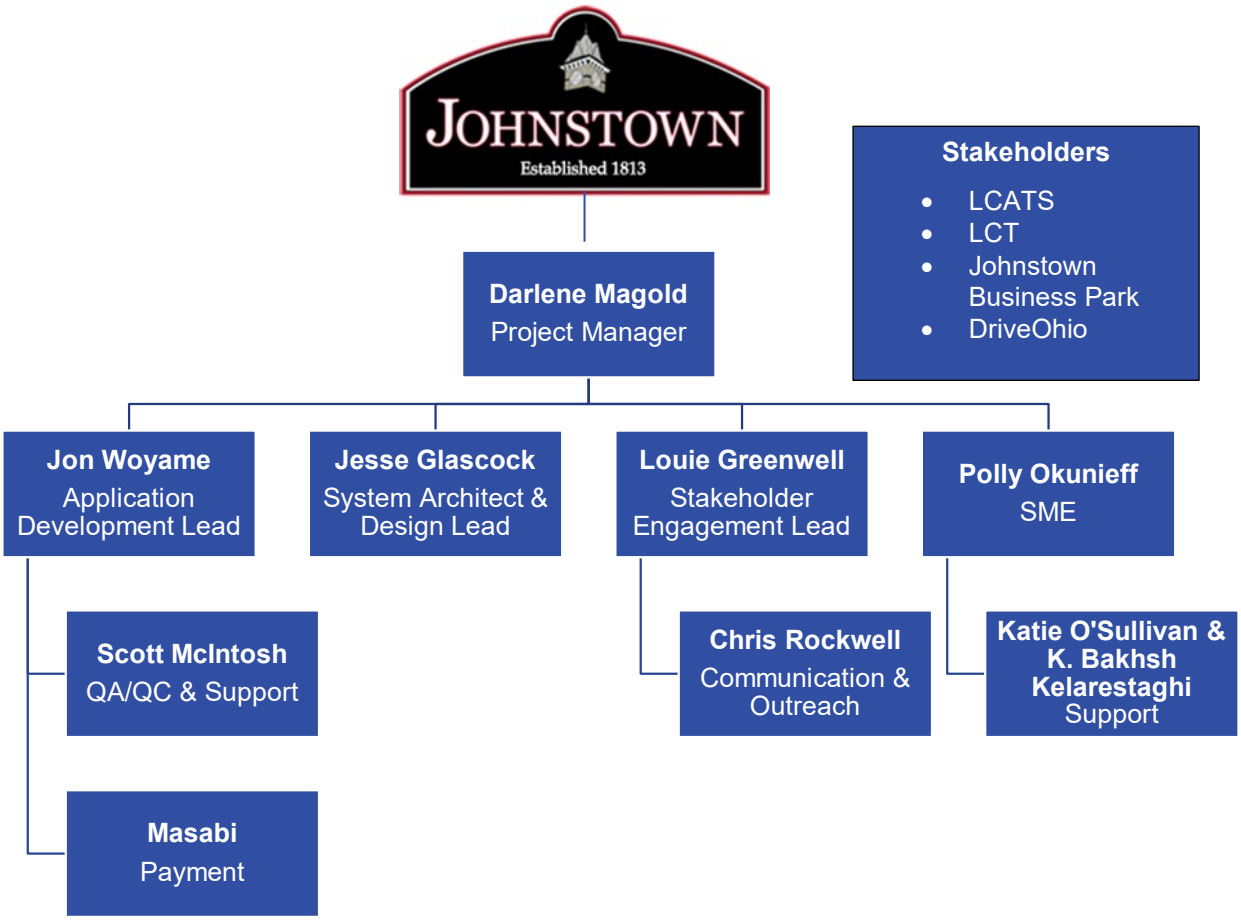
Etch, LTD (Etch) is a company that specializes in program development, GIS planning and design, asset management and data conversion and delivery, all with a unique focus on Open-source and GIS technology. Etch also specializes in managing application development for public and private entities. Etch provides both open-source and proprietary software solutions for integration of multiple systems. Our team has created customized solutions for Smart Cities, Connected Mobility, Election Data, and Sensor Fusion. Our clients trust us to provide the latest and most innovative technology to improve workflow and maintain sustainability. Etch offers low-cost hosting and software as a service (SAAS) options. Etch also provides custom mobility APIs and backend services so that other software platforms can consume. Etch will be the primary consultant for Johnstown that will serve as the overall Project Manager and lead for all application development tasks.

ICF International, LLC (ICF) is a global consulting firm internationally recognized for tackling some of the biggest challenges facing our society, with expertise in the development of transportation plans and programs to advance economic vitality, safety, reliability, accessibility, environmental quality, and community livability. Founded in 1969, ICF brings a unique depth of experience in IT modernization, health, transportation, social programs, disaster recovery, law enforcement, and national security. An agency moving from "that's the way we've always done it" to a culture of continuous improvement requires a no-nonsense management approach that balances the long view of modernization with quick wins that add immediate value. ICF has extensive technical and project management experience supporting various clients with enterprise technology development, GIS applications, data portals, as well as transportation outreach and planning strategies and solutions. **Etch and ICF have worked together on multiple ITS projects as demonstrated in our experience. ICF will serve as an ITS subject matter expert (SME) as well as provide support for Application Development, and Outreach.**

For over 20 years, **Lextant** has led Fortune 500 companies in understanding consumers and designing for user experience. Clients consider Lextant essential to finding new opportunities, driving adoption and use of products and services, and improving and measuring brand experience. With successful program results with COTA, SMART Columbus, The Ohio State University and a deep expertise in transportation, innovation, and future mobility experiences, Lextant is uniquely qualified to help COTA understand desired community needs to improve adoption and use of service, gain ridership, and innovate future public transit experiences. If approved by Johnstown, Lextant focuses on behavioral science to understand consumer behavior and uncover desired experiences. They will assist Etch with branding and marketing as concepts are turned into reality. Etch has worked with Lextant in the past on mobility projects in Columbus.

Masabi is a national leader for payment integration for mobility solutions. They are part of the project team to provide payment integration if authorized. Masabi is on a mission to deliver affordable and flexible fare payments solutions to the transit industry. It is doing so by building out a multi-tenant, cloud-native and account-based platform called Justride. The platform is flexible and scalable, and designed to evolve with the rapid pace of technological change, and available to agencies at more sustainable pricing models than traditional fare collection systems. The Justride platform delivers a low-cost, future-proofed automated fare collection solution capable of meeting all of the fare payments needs of a transit agency. It is built on an open architecture that makes use of cloud hosting and commercial off the shelf hardware. Justride offers APIs and Software Development Kits (SDKs) as flexible extension points and integrates into the emerging Mobility-as-a-Service ecosystem. This platform is being used in Ohio for the Ezfare and COTA.

ORGANIZATION CHART



Darlene Magold, GISP will serve as the overall project manager for this initiative. She brings over 20 years of experience with leading highly technical projects for government agencies as well as serving as a technical advisor. Darlene and her team have successfully integrated GIS technology, with a focus on mobility, for clients that have been with her for over 15 years. She has advised her long-term clients as a true partner to help them grow based on the changing dynamic of technology. Darlene was one of the original authors of the ITS4US grant for Johnstown, which brought mobility issues to the surface, and she helped determine a technology solution. Darlene will be responsible for working directly with the client as well as the design and development of the applications, and general outreach. She will be responsible for on time delivery of tasks within scope and budget once tasks are scoped and approved.

The main **stakeholders** in this phase of the project include Johnstown, Licking County Area Transit Study (LCATS), Licking County Transit (LCT), the Johnstown Business Park, and DriveOhio. There will be more identified as the project progresses, and the use cases are further developed.

Jon Woyame will lead the Application Development task and **Jesse Glascock** will lead the System Architecture and Design tasks. This development team has worked closely together with each other, and ICF staff, over the past few years to build open-source applications using OTP technology. Etch will lead the development and system design with assistance from ICF staff for QA/QC and general application support. Jon and Jesse will be responsible for hardware vendors, where applicable, to implement the trip planning solution. **Scott McIntosh** and his ICF team of developers will assist Jon with QA/QC and

general application development support. **Masabi** will also work with the development team, once tasks are approved, to integrate payment options into the application.

Louie Greenwell, GISP will serve as the Stakeholder Engagement Lead. In this role, he will continue the outreach and collaboration started during the ITS4US grant initiative to raise awareness of the project and to gather participation from businesses, government entities, mobility service providers and others who could potentially benefit from the deployment. He will be supported by stakeholder and outreach subject matter experts from Lextant and ICF.

Chris Rockwell from Lextant has spent the past 20 years leading an experienced team of design research and user-experience professionals, providing clarity for design innovation in such diverse domains as automotive, consumer packaged goods, health care systems, durable goods, retail apparel, consumer electronics, and information technology systems. He will provide guidance to the Etch Team in Tasks 1-2 then will provide a more in-depth analysis for community and outreach tasks as Johnstown sees fit.

Polly Okunieff, from ICF, will serve as the project's subject matter expert (SME). Polly is a systems engineer from ICF who has worked with the Etch team on other mobility projects and is actively working with Etch for the ITS4US grant in Buffalo. Polly will bring her expertise to the team regarding systems engineering for the application as well as the mobility hub. Along with Polly, **Katie O'Sullivan and Kaveh Bakhsh Kelarestaghi** will support the Etch team by providing their extensive project expertise and previous government experience from around the nation.

Darlene will be supported by several others to provide Johnstown with mobility technical support for all aspects of the project. This team has worked together on several projects and has established long-term clients and is prepared to provide Johnstown with exceptional service for the next several years. Please refer to project team resumes for more detail regarding staff experience.

TECHNICAL APPROACH AND WORK PLAN

TASK 1. PROJECT TECHNOLOGY CONSULTANT/ADVISOR

ASSESSMENT AND DATA REVIEW

Trip planning, data feeds, and booking are the foundation of this project that will ultimately lead to the development of a hub for coordinated mobility in and around Johnstown. This project must include strategies and an implementation plan based on discussion with Johnstown, LCATS, Licking County Transit, DriveOhio and possibly others regarding trip planning, data feeds, and booking. The Etch Team will also review documentation such as the Mobility Hub concept, DriveOhio Standards, and other documents as the Village deems appropriate.

Since funding is potentially coming from several entities, the Etch Team will utilize our understanding of the earmark process for the INVEST requirements and other federal grants and create a roadmap that ultimately leads to the completion of the hub. This will be a living document as use cases are integrated and the hub engineering design evolves.

- **Deliverable** – Documentation of strategies to implement the entire trip planning process and emerging technology into the mobility hub.

STAKEHOLDER ENGAGEMENT

Part of Stakeholder Engagement will begin with the assessment phase since the Team must learn more about operations of those involved. For this first phase, the Etch Team will work with Johnstown LCATS, LCT and the business park community (including TECH) to confirm the needs of the trip planner and determine new activities since the last discussion.

Stakeholder engagement for this task will include a high-level engagement for the project but save the targeted use case engagement for the pilot and if-authorized tasks. The engagement plan will include any additional stakeholders and when and how they will be engaged dependant on the use case.

During Task 1, The Team will work together to create a stakeholder list which will be a critical component to success to the project. To get early buy-in, Etch, with Johnstown, met with several stakeholders previously for the ITS4US grant and earmark discussions. The Team has already assembled several stakeholders for participation in this project but will need to be revisited based on current activities. The Team will utilize the Licking County transportation needs study and previous grant submittals and has identified several stakeholders that are eager to participate in this project. The Team will build upon this to create a comprehensive list based on the separate use cases.

Etch will also create a stakeholder engagement plan. The innovative technology resulting from this deployment will be ineffective if the target populations do not understand how to access and use the tools. At this point, Etch will also assess willingness to participate as nodes in the Hyperledger Fabric blockchain to increase participation and enhance the longevity of the platform (if blockchain technology is chosen). One of the major challenges of training and education is reaching the appropriate people to participate in activities such as beta testing, surveys, and test deployment. The strategy is to work with local agencies to reach these populations and assist with the Stakeholder Engagement Plan. Other partners will be determined in Task 1 and finalized with the stakeholder list.

- **Deliverable** – Meetings with stakeholders; Stakeholder Engagement Plan.

MOBILITY PLATFORM SYSTEM AND DATA SECURITY PLAN

Etch will work with Johnstown and DriveOhio to create a system architecture that mirrors state initiatives while providing security and data privacy. Etch has experience with providing detailed system documents and data security plans for projects such as Pivot, and the Buffalo ITS4US Grant.

Our applications have collected traveller data in a secure manner with anonymity using the SharedStreets mobility metrics methodology. Usage data has been collected through trip planning, booking, and GPS

tracking during navigation. One of the unique integrations with trip history has been the continuous updating of Etch's machine learning model. Etch created a machine learning algorithm that takes trip history and improves the trip optimization engine, so users experience a better trip plan, trip options, and trip navigation. Etch has also successfully captured feedback and survey data that was used for research projects.

Etch uses the Amazon Web Service (AWS) Relational Database Service (Amazon RDS) to manage all data storage, with an open-source, PostgreSQL database and all Application Programming Interface (API) services in the same Amazon Virtual Private Cloud. In this way, the system relies on Amazon's well-trusted security best practices to protect data in transit and at rest. Amazon's flexible and automated infrastructure also provides a high degree of reliability. The Virtual Private Cloud (VPC) spans three separate data centers in the Columbus region, allowing for failure of an entire data center. The Columbus Pivot platform had 100% uptime since the public release, even during updates, because of the system health sensors and phased-rollout automation that is possible through AWS.

All APIs use HTTPS encryption to secure communicated packets the entire way from the user's phone or browser to the services inside the Virtual Private Cloud. The traffic is never decrypted between the user and the VPC, and all information is processed and stored in the VPC. Any user-provided data that is recorded, such as names and phone numbers during user registration, only goes into the Amazon-secured RDS service, and the trip log data only goes into the Hyperledger Fabric blockchain (optionally) on the same private cloud.

Since deployment will be for the trip planning elements for the pilot use case, Etch will work with Johnstown, and LCATS, the potential future owner of the trip planning technology, to determine the best methodology to implement the complete system.

Regarding the mobility hub, the Team can assist with the creation of other documentation such as safety management, system requirements and specifications based on DriveOhio requirements recently released, and Automotive Safety Integrity Level (ASIL) as the International Organization for Standardization (ISO) standard 26262 outlines. This can be scoped and incorporated after the concept of the hub has been finalized and will be ready for engineering design.

- **Deliverable** – System/Architecture Design Plan that meets both state and local criteria that includes data privacy and security.

MACHINE LEARNING AND ARTIFICIAL INTELLIGENCE TECHNOLOGIES

Etch has experience implementing these technologies, as seen through our project experience. We will work with Johnstown to provide specific recommendations based on the initial assessment at the beginning of Task 1.

Machine Learning. At a bare minimum, machine learning can be used for predicting travel time based on historic traffic data and detailed navigation data from the connected vehicles. This would include, for instance, how long a pickup or drop-off historically takes based on generalized vehicle and passenger information. However, opportunities will be explored for using machine learning techniques to find rural areas that are not well-served by on-demand providers, in order that supply may be adjusted. This involves training a system to predict both needs-based demand and qualified supply for a given future time.

Artificial Intelligence. In-progress and booked trips need to be tracked for providing real-time situational awareness to travelers, caretakers, health care partners, and employers. Connected vehicle data reported by the provider or by the driver app can be fed into the other trip optimization components to estimate time of arrival for pickups and drop-offs or for personal vehicles. Delays or new opportunities may cause a better option to become available for a scheduled or in-progress trip. For example, a shuttle cancellation may cause a drive to a park and ride to become the best option to get to work on time. Change of plans would be accepted with the traveller's consent. These features all require an AI assistant "bot" to monitor user trips on the server side and send notifications. Users also communicate with the

server trip monitor to view their daily itineraries and inquire for ETA information. Besides tracking, the dispatch system also employs intelligence with the routing network to assign users to vehicles and schedule the most efficient dispatch routes.

- **Deliverable** – Machine Learning and Artificial Intelligence Technology Recommendations Document.

RURAL ENVIRONMENT TECHNOLOGY

Etch will assess and present the best available research on improving connectivity for rural environments. This research will include technological options that enter the market during the program duration, such as low-cost vehicle mounted Starlink terminals for connected vehicle access outside of cellular or Dedicated Short-Range Communication (DSRC) coverage. On the user side, Etch can also offer expertise with traditional landline phone data connectivity to support users without home Internet access, along with smartphone app tolerance for passing between online and offline areas. Providing a searchable layer of local Wi-Fi sources on the offline basemap is another avenue to explore. On the infrastructure side, solutions for providing Wi-Fi access at mobility hubs, in vehicles, or through Community Wi-Fi, is within the scope of this research.

- **Deliverable** – Rural Environment Technology Recommendations Document.

APPLICABILITY OF AUTOMATION

Etch proposes examining the value of automation in every single aspect of the user mobility workflow. This includes the workflows of partners in the three use case areas, such as the transportation arrangement and needs-assessment procedures of local employers. Scheduling and dispatch can be enormous time burdens, especially when schedules can vary on a day-to-day basis. Users may call in sick, cancel appointments, or have varying class times. All forms of the system interface should provide the means to manage an itinerary, and the itinerary of all participants should be automatically translated into the most efficient daily vehicle assignments and pickup or drop-off schedules. Connected vehicle technology will also be evaluated for its ability to alleviate back-office operational burden and vehicle maintenance, as well as the anxiety of users who are waiting to begin a trip.

- **Deliverable** – Applicability of Automation Document.

OUTDOOR-TO-INDOOR NAVIGATION

As with multimodal transitions, navigation between indoor and outdoor environments can be seamlessly stitched using OpenTripPlanner (OTP). The outdoor navigation can be enhanced by improving data quality over what is currently available using OTP and OpenStreetMap. Licking County has collected several datasets over the past decade and has a robust Geographical Information Systems (GIS) inventory. Areas in the county that have sidewalks, Americans with Disabilities Act (ADA) ramps, or other similar datasets will be integrated into the trip planning tool to increase planning quality. This can be connected through live data sources so that OTP can calculate the trip using the most up-to-date information. If a municipality fixes a sidewalk issue in the GIS, it will be reflected in the trip plan as a more traversable route. Users can also report data issues, such as fallen branches, uneven sidewalks, or an out-of-service bus stop, which will be used for the Trip Optimization engine to help route around non-traversable areas until the data or infrastructure issue can be fixed.

Outdoor-to-indoor navigation is often a struggle for travelers going to a large facility such as a hospital or college campus. The solution includes using OTP with OpenStreetMap and Licking County Location Based Response System (LBRS) as the basis for door-to-door navigation. The trip will start and end based on the actual building and door as designated by the combined mapping data. Indoor data allows the trip planner to account for extra time to navigate hallways and traverse floors, as well as select between ramps, elevators, or stairs based on user needs and preferences. This will alleviate anxiety and assist with on-time departure and arrival when travelers must go to class or an appointment. Indoor navigation will be evaluated in this concept using Bluetooth Low Energy (BLE) beacon devices in partner facilities, to enhance indoor localization when GPS is unavailable or inaccurate. The beacons would

provide location context to complement cellular and satellite signals, in particular the ability to sense the user's distance and direction of movement.

- **Deliverable** – Recommendations for Outdoor and Outdoor-to-Indoor Navigation Strategies Document.

SMART MOBILITY HUB DESIGN, DEVELOPMENT, OPERATION, AND CONNECTIVITY

Mobility hubs are being increasingly recognized as an enabling factor for citizens to access multimodal trip opportunities and serve to improve the throughput of the transportation system by gathering travelers in a common place. In Etch's experience, smart mobility hubs extend this concept by using technology in the following ways:

Informational display and interface. The most common feature is a screen showing scheduled arrivals, which can make use of live connected vehicle feeds. This can be supplemented with weather data, system alerts, and information about destinations. However, an interactive kiosk can provide search, trip planning, and payment capabilities for purchasing bus tickets or bike rental. Planned trips can carry over to a user's smartphone app.

Sensing technology. Hubs that are equipped with Wi-Fi or Bluetooth radios or infrared cameras with machine learning edge devices for computer vision are able to perform presence detection and assess how many travelers are located at the hub. A hub may also use the input kiosk screen or smartphone app integration to know where travelers are intending to go.

Provider coordination. Cooperation between mobility providers is made more complicated by the lack of common software and data between organizations. A smart mobility hub can serve to communicate traffic flows and schedule information to the provider that will be picking up users at the location to anticipate demand and eliminate wasteful dwell time and rider wait time.

Smart hub technology can give passing travellers Wi-Fi access to coordinate the next leg of a journey or download useful information in the app. This data connectivity at the hub could be sufficient for someone using a smart device that has no cellular access at all like the many tablet and media player devices.

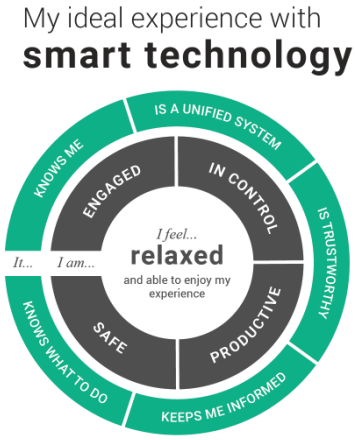
- **Deliverable** – Recommendations for Smart Mobility Hub Design, Development, Operation and Connectivity Document.

TECHNICAL OVERSIGHT AND PROJECT MANAGEMENT ASSISTANCE FOR THE SMART MOBILITY HUB

Etch Team members will oversee and manage the design and development of the hub concept in cooperation with the project stakeholders. Any software created by Etch for smart devices, kiosks, web, or back-office operations will be tightly integrated with the operations of the smart hub, with web services available for the hub to use for display and user input.

A hub within Licking County can and should be connected into the wider regional network of hubs, park-and-rides, transit lines, TNC operators, and carpool and bikeshare networks. The Etch Team has local expertise to work with existing mobility infrastructure and organizations like COTA, Columbus Yellow Cab, and DriveOhio to ensure that a hub provides maximum connectivity to Licking County residents, external workforce, and visitors. The Etch Team also has national experience with mobility hub operations that can be used to guide Johnstown during this process.

Even though these documents are considered separate deliverables, Etch proposes to make this the foundation of technical requirements and documents that the owner will utilize throughout the duration of the project. This means that there will be time for document review during this task and documents will be updated as tasks move forward.



TASK 2. PILOT DEPLOYMENT

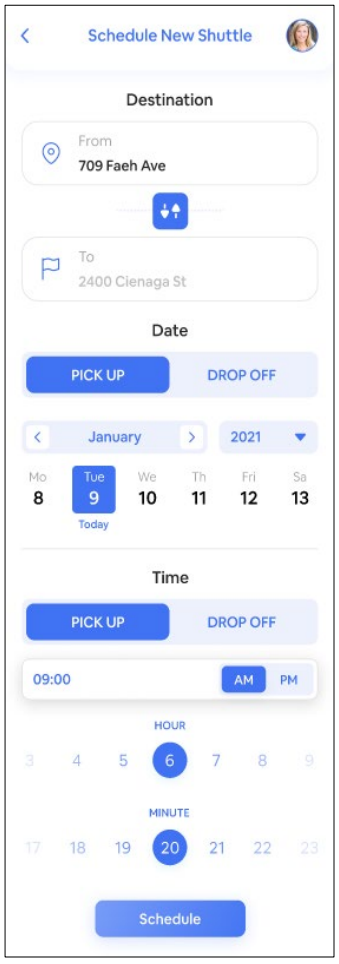
Our solution includes a foundation of open, free, and proven technologies. One of the key design criteria is a decentralized and open architecture, so that the platform technologies remain viable into the future. For the pilot phase for the business park use case, Etch can provide the following technology through our sophisticated API's and Services.

STAKEHOLDER ENGAGEMENT

In addition to the discovery and high-level engagement in Task 1, the Team will meet with additional business park companies, Johnstown, LCATS, LCT, and potentially others to outline the goals of the pilot and determine testing and deployment expectations and schedule. At this stage, the Etch Team can begin working with companies to identify employees that have transportation challenges which could be solved though this deployment. A potential list of riders will be developed so that user outreach can begin with those individuals.

WEB-BASED AND DEVICE-BASED APPLICATIONS FOR TRIP PLANNING & TRIP OPTIMIZATION SYSTEM

This deployment will need to include more than just a generic trip planner to get someone from Point A to Point B. The vision is to provide a seamless experience by connecting the passenger and the mobility provider, while also communicating the steps and resources needed to reach the destination. All these components are flexible to integrate with LCATS and Licking County information such as basemaps, General Transit Feed Specifications (GTFS feeds, routing services, weather, etc. Other information can also be integrated such as realtime traffic data and construction locations (i.e. INRIX, OHGO, Paving-the-Way).



BASEMAP

An extract of an open digital map (OpenStreetMap) can be used as the underlying basemap to describe the routing network of roadway infrastructure, public areas, building interiors, bike paths, and sidewalks, to provide a high degree of local detail and tools for quickly mapping buildings and campuses such as colleges and hospitals. The OpenStreetMap layers can be used selectively and augment or replaced by Licking County and local GIS data. Many of these features may be dynamically accessed from ArcGIS Online or hosted ArcGIS Server instances. The styling of the basemap can be adapted to municipal and county standards, to blend well with existing data products.

TRANSPORTATION SCHEDULE FEEDS

These are incoming data that continually change and are used to inform automated decision making. Transit service schedules will be published with the GTFS static and real-time standards. These will be developed and provided for the pilot program, using GTFS- Flex, if necessary. The static feed tells the routing engine what scheduled vehicles will be available, their location, and fare pricing. The real-time feed communicates dynamic Global Positioning System (GPS) location, alerts, and schedule changes. If needed, GTFS-Flex will provide feeds for on-demand scheduling.

ROUTING ENGINE

The routing engine, uses the basemap routing network and transportation schedules combined with user profile information for custom traversal penalties, finding available mode switches, and origin/destination location and timeframe. It uses this information to determine a set of mixed-mode routes that minimize the traversal penalty from the origin to the destination. The timeframe can be configured according to what is best available now, or to depart/arrive at a specific time.

THIRD PARTY SERVICE PROVIDER INTERCONNECT SERVICES

Finding optimal trips requires communication with mobility providers to calculate Estimated Time of Arrival (ETA) for an origin and destination, the timeframe, booking trips, and to checking the status of trips. The Team will provide a generic provider backend service for small fleets and create connectors to existing provider APIs to standardize the communication format to each provider.

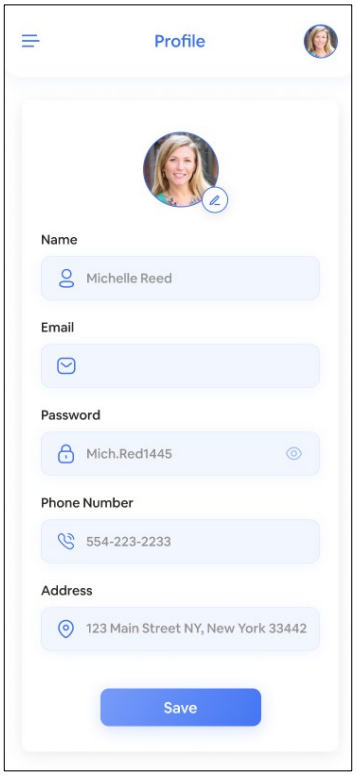
The core routing engine will be OTP. The OTP web-based trip search API has become the standard for cities and regions all over the world including New York, LA, Columbus, Boston, Seattle, Portland, Norway, and others for use by both transit agencies and transportation departments. OTP has the foundation established for adding traversal penalties to staircases, elevators, gravel vs. paved paths, and other indoor and accessibility-related considerations. This provides a solid groundwork for the more advanced features and scalability of this project to be implemented statewide.

VARIETY OF USER INTERFACES

The primary user interaction with the system will consist of a web and mobile application to plan, book, and navigate. If during the demonstration project, a kiosk is proposed in a future Mobility hub, the trip planner will be deployed to the kiosk as well. For users who do not have or prefer not to use a smart device or computer, an Interactive Voice Response (IVR) phone system will be able to call them with reminders and trip change notifications or allow them to call for the user to check in on the status of the

trip and any available ETA information. An open-source smartphone driver app will also be made available to mobility partners, like apps used by drivers in the major Transportation Network Companies (TNC). All interfaces share a common backend, which would allow new types of interfaces (wearables, smart home assistants) to be added either locally or by other adopting cities.

ASSISTIVE TRIP PLANNING AND EXECUTION



With accessibility and ease-of-use in mind, the mobile application will provide a much more guided experience than is typical in commercial mobility tools. A multi-lingual model for mobility-related conversations will be embedded in the user's phone. If desired, the model will allow users to express their travel intentions by communicating with an AI agent using a chatbot-like messaging interface. This can be taken further by combining the native voice recognition capability of smartphones, which can already recognize spoken text, with the custom language processing model.

ACCESSIBILITY PROFILES

To be as inclusive as possible, trip planning will revolve around the user's personal mobility profile. This profile records typical details like name, address, and phone number, but crucially it provides a uniform assessment of accessibility needs: language ability, ambulatory access (maximum walking distance, use of cane, walker, wheelchair, etc.), vision quality, hearing ability, delegated caretaker(s) with contact information, and so forth. A user account and profile can be created by the user, medical staff, or designated caregiver/agent and can be updated as needs evolve. These constraints will result in a selection of trip plans that ensure the trip is possible for the profile, given the physical mapped infrastructure of the route and the capabilities of any hailed vehicles. User-specific requirements will determine, for example, what mode transitions may occur while OTP's search algorithm is crawling the routing network for viable paths. The profile also determines the user experience with the applications. Visual and voice cues will both be available to anyone, but someone with hearing issues will receive the vision- and vibration-based navigation experience by default, while someone with lower vision automatically receives the voice-assisted experience.

CONNECTION TO PAYMENT

The mobile app will have the ability to deep link to payment methods through third party TNC, bikeshare, or micromobility apps. We can fully integrate with existing payment method APIs through our backend trip booking service. If such APIs are available, the application would be able to show riders their current balance as well as present color codes or scannable QR codes. The trip management system would at the very least have an awareness of rider eligibility and payment options to filter and inform potential users of a transportation service. The rider profile would track eligibility certifications and ride receipts for services that are needs-based and not available to the public. The user can see the total calculated cost estimates of complete, mixed-mode trips, and if payment integration is available, the app can display user balance and place requests to generate digital tickets.

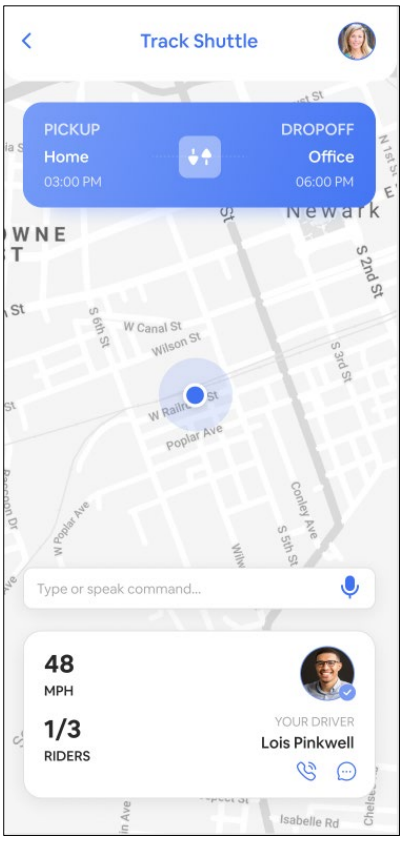
For the pilot phase, Etch will analyze existing state and regional systems such as EZfare (powered by Masabi) that can be used for LCT and other participating agencies for a centralized payment based on the open-source backend of the blockchain.

OFFLINE ACCESS

The mobility assistant requires data to operate and provide suggestions but access to mobile data can be challenging. Even for users who can afford a plan, service is inferior to that in urban environments. The circumstances dictate that the mobile application must work well for travelers who have little or no data service and can only use their smart devices when connected to Wi-Fi. The open-source software suite, Mapbox, provides offline mapping. The smart device's GPS will work without data service, and the application will store trip plans locally on the device. Smartphones can generate speech even while offline, and increasingly, Android and Apple devices are able to provide offline speech recognition as well. All these features in combination will allow users to navigate in a dynamic environment with a mobility AI assistant, with or without data access.

NAVIGATION

This can also be enhanced using OTP. Areas in the county that have sidewalks, ADA ramps, or other similar datasets will be integrated into the trip planning tool to assist with navigation. This can be connected through live data sources so that OTP can calculate the trip using up-to-date information. If a municipality fixes a sidewalk issue in the GIS, it will be reflected in the trip plan as a more traversable route. Users can also report data issues, such as fallen branches, uneven sidewalks, or an out-of-service bus stop, which will be used for the trip optimization engine to help route around non-traversable areas until the data or infrastructure issue can be fixed.



CONCIERGE SERVICE

One unique addition to the trip planning concept is the inclusion of a concierge service for those without smart phones. Caretakers or healthcare providers can book a trip on behalf of a traveller. The traveller can then receive updates and notifications by phone (landline or feature phone) using IVR technology. Caretakers or healthcare providers will be able to track the traveller to see the location and estimated arrival time. For healthcare use cases, this will also assist with COVID regulations and can adapt based on the fluid nature of the pandemic.

PROVIDER WEB PORTAL AND MOBILE DRIVER APPLICATION

For the seamless trip to be complete, an on-board device or smartphone driver application must collect location data to communicate with the traveller and the entities participating in the program. Small local providers typically do not have the technical staff or investment capital to provide a ride hailing or booking experience that is comparable with global TNC services. A provider portal will allow operators to be on-boarded and give them a way to manage service areas, fleet information, accessible capabilities, and so forth. The driver application is the second component, which will provide a connected vehicle feed, turn-by-turn directions, and dispatching system to those operators which do not currently have one. For this pilot demonstration, Etch will develop this for LCT.

IMPLEMENTATION OF MOBILITY HUB CONNECTIVITY STRATEGIES

As stated in previous sections, software created by Etch for smart devices, kiosks, web, or back-office operations will be tightly integrated with the operations of the smart hub, with web services available for

the hub to use for display and user input. Upon deployment of the pilot, Etch will test and implement these strategies that are applicable to the current phase of the mobility hub.

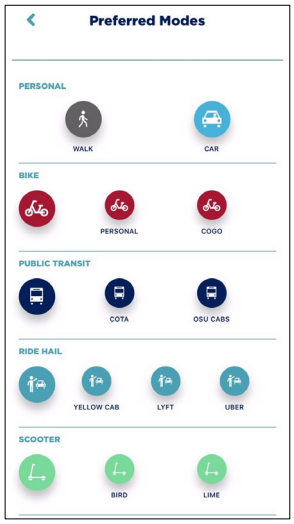
- **Deliverables –** Pilot application consisting of user trip planning application, concierge and provider web portal, and driver application; backend system architecture and services.

MULTIMODAL TRIP PLANNING APPLICATION PROGRAMMING INTERFACES (APIs)

All the following APIs and services are available from Etch and can be used by the riders' phone, web, and kiosk apps, the driver app, and third-party app interfaces. Etch will work with Johnstown to determine which APIs will be deployed for the pilot phase. **The pilot will only include LCT as a mobility service or "Flex Transit".**

ROUTING API

This endpoint is used for planning a trip through a list of waypoints. You can specify desired modes and mobility providers. The available trip results are returned in the standard format used by Open-Source Routing Machine (OSRM) and Mapbox Directions, with the addition of mixed-mode, price, and rental information which the OSRM and Mapbox engines are not capable of providing. The results provide everything needed to offer turn-by-turn directions.



The modes that are supported are:

- Walking
- Personal car
- Personal bike
- Rental docked vehicle (bike)
- Rental dockless vehicle (bike / scooter / car)
- Bus
- Subway
- Train
- Ferry
- Flex Transit
- TNC
- AV Shuttles

SUGGEST API

Provides autocomplete for searching local places, as well as reverse geocoding for clicking map locations.

MAP API

This service is used to query (all results are in GeoJSON, a universal standard for transmitting geospatial data):

- Transit routes by agency and (optionally) ID
- Transit stops by agency and (optionally) ID
- Docked or dockless rental bike, scooter, and car locations

STREAM API (WEBSOCKET)

The websocket endpoint allows an end user application to subscribe to realtime data feeds that are pertinent for that specific user. While an app is open, it retains a connection to the websocket. The websocket is the only channel for dynamic bidirectional communication between the app and the server. With a traditional HTTP polling approach, used by the other APIs, an app is not able to get the latest information as soon as it is available. This would cause delays, such as a vehicle position that jumps every 30 seconds. Using push notifications is also not as ideal as a websocket for frequent messages like

GPS locations, because it relies on Google or Apple to forward the messages when they are able to. Websockets avoid these issues.

BOOKING API

Consumes an entire planned route and books the multimodal trips.

METRICS API

Provides aggregated statistics for trips taken.

IDENTITY API

Capabilities include:

- Register user email and password
- Provide "Forgot Password" service
- Change user password
- Return an authenticated JSON Web Token for a given user email and password

PROFILE API

User profiles store individual preferences and app content like favorite places that must be synchronized across devices. The API stores a JSON document for each user that holds app-specific information, to distribute the profile to each user device.

The profile is read and written with GET and POST requests, using the JSON Web Token provided through the Authentication HTTP header to identify the user to read or write a profile for. The body of a POST request contains the entire JSON document to write to storage.

ADDITIONAL BACKEND SERVICES

These services are not exposed through APIs but interact with the end user application indirectly.

ROUTING NETWORK SERVICE

This manages the routing network graph, which is a map of all the roads, sidewalks, tracks, transit routes, and available vehicle locations. Modern mobility apps require a live and fast-updating network to reflect the changing locations of micromobility vehicles, current traffic speeds, incidents, and planned closures.

This service reads from the GTFS (static and real-time) and General Bikeshare Feed Specifications (GBFS) feeds, along with any other provided APIs for local information. It uses machine learning to predict traffic speeds.

TRIP MONITOR SERVICE

This watches the user itinerary and routing network to send alerts to the notifications service when a user's trip is impacted.

DISPATCH SERVICE

The Dispatch service turns bookings into dispatch schedules, and coordinates pickups with the driver app or third party TNC APIs (e.g., taxi services).

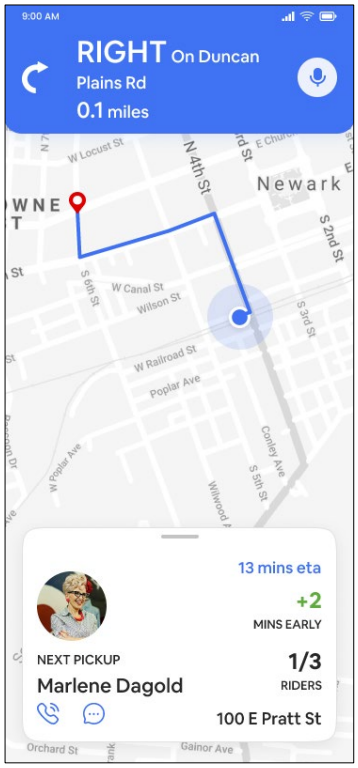
NOTIFICATIONS SERVICE

Push notifications are sent through Apple and Google infrastructure to a specific user device. The advantage of push notifications is that the app can receive messages even if it is completely closed. This requires some coordination with the app stores.

TASK 3. FULL DEPLOYMENT

STAKEHOLDER ENGAGEMENT

This will be in addition to the engagement in Task 1 and Task 2. Etch will work with the stakeholders for the specific use cases pertaining to healthcare and education. This will be to determine testing and deployment expectations and schedule as well as to confirm the needs of the trip planner and determine new activities since the initial discussions and engagements. Similarly, to the business use case, outreach will be targeted to non-emergency medical transport patients and students, each having both unique and similar mobility challenges.



IMPLEMENTATION OF HEALTHCARE AND EDUCATION USE CASES

Etch will follow the steps, as outlined in Task 2 to deploy the final use cases. In this deliverable, Etch anticipates that payment options will be vetted and deployed as a part of the complete system.

IMPLEMENTATION OF MOBILITY HUB CONNECTIVITY STRATEGIES

As stated in previous sections, software created by Etch for smart devices, kiosks, web, or back-office operations will be tightly integrated with the operations of the smart hub, with web services available for the hub to use for display and user input. Upon deployment of the use cases, Etch will test and implement these strategies that are applicable to the current phase of the mobility hub.

- **Deliverables –** Fully developed application consisting of user trip planning application, concierge and provider web portal, and driver application; backend system architecture and services

Although these tasks were not laid out specifically in the RFP, Etch proposes these tasks to be considered.

INSTITUTIONAL, PARTNERSHIP, & FINANCIAL PLAN.

To successfully deliver an effective Institutional, Partnership and Financial Plan (IPFP), Etch will begin tracking partnership agreements for both deployment and post-deployment at the start of the project. An Agreement Register will be developed and maintained throughout the project which will identify the specific partner, nature of the agreement, performance measures, timing (i.e., Phase 2, Phase 3, or 5-year sustainable operation period) and funding. Depending on the nature of the agreement, additional documentation may be necessary such as Memorandums of Understanding (MOU), Non-Disclosure Agreements (NDA), Budget Appropriations, Data Sharing Agreements, etc. The Agreement Register will be reviewed with LCATS and the LCATS Board of Directors (BoD) during regularly scheduled meetings, so all parties are aware of partnership and funding expectations. The ultimate benefit of having this plan is that all parties will have consensus and vision alignment of what is needed for the self-sustaining, fully operational deployment.

A group of partners which are critical to the long-term success of the deployment are the mobility providers. The Team and Johnstown will have regular discussions with them to better understand their unique business model needs and keep them engaged. By having their commitments to participate in a robust mobility network, a critical mass can be established from which to attract additional providers.

COMMUNICATION AND OUTREACH

Marketing and adoption of any new proposed technology is a major challenge. Because of the population diversity of the deployment site, the Etch Team will utilize a specialized marketing firm Lextant, if approved, to assist with this task. This communication outreach plan includes outreach to Licking County residents as well as communication with other rural counties. Major public/private initiatives are more likely to succeed if residents and other stakeholders know and understand the initiative, are engaged continuously during the process, and feel a personal connection to the success. The Communication and Outreach Plan will be designed to achieve these goals and ensure that residents, community leaders, and organizations are successfully engaged by the Team's communications efforts.

One of the greatest challenges of any outreach and engagement campaign is reaching, informing, and engaging priority audiences. Critical for the success of this initiative, is the development and promotion of materials that resonate with the target audiences and that drive sustainable and measurable behavior change. There are several common challenges that can arise during a promotional launch such as last-minute venue cancelation, damage to facilities, clashes with other events and unplanned expenses. To manage this, the Team will provide effective planning ensuring sufficiency of lead time to organize each event, secure dates and locations, obtain event insurance to cover any damage to facilities, as well as comply with local permits if required. The Team will also create a detailed budget to manage events and track expenses to avoid losses.

Another challenge is criticism, negative feedback, and attacks on social media channels that may occur, especially from stakeholders resistant to adopt new mobility solutions. For the implementation of the social media strategies, the Team will rely upon experience and best practices which follows a tailored approach to maximize reach, engagement, and education using social media channels tied into the overall communications strategy. The Team will have a crisis management plan in place with crafted pre-approved responses addressing different aspects of the campaign and identify new opportunities to better inform and educate target audiences.

Branding will also be addressed during this phase, if necessary.

- **Deliverables** –Communication and Outreach Plan; Communication and Outreach Implementation.

TRAINING

High level training will be included for the pilot phases during Task 2, however more extensive training will be required as the application is developed in full. The innovative technology resulting from this deployment will be ineffective if the target populations do not understand how to access and use the tools. One of the major challenges of training and education is reaching the appropriate people to participate in activities such as beta testing, surveys, and test deployment. The strategy is to work with Johnstown and the other local agencies to reach these populations and create a training and education plan. Previous commitments for the other grant submissions include LC Veterans Service Commission, LC Health Department, Licking County Job & Family Services (LCJFS), Licking County Board of Developmental Disabilities (LCBDD), United Way of Licking County, and Licking County Aging Program.

- **Deliverables –** Creation of Training Plan; Training Implementation.

PROJECT SCHEDULE & BENEFITS

Based upon information provided in the solicitation, Etch has prepared a project schedule with a 4-year duration. The full project schedule is dependent on potential funding and could expand beyond the intended duration to accommodate grant requirements. The project schedule shown below assumes a Notice-to-Proceed (NTP) of October 1, 2021 and is intended to show the duration of tasks and subtasks. Please note that the technical oversight and project management support for the mobility hub is intended to begin in task 1 but is entirely dependent upon award of the design and construction of the hub itself. Highlights of the schedule include:

- Task 1 – NTP plus 3 months
- Task 2 – NTP plus 7 months
- Task 3 – Completion of Task 2 plus 8 months (if authorized)

Project Schedule	2021			2022												2023	2024
	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC		
TASK 1																	
Assessment & Data Review																	
Stakeholder Engagement																	
Technical Design Documentation																	
Technical Oversight and Mubility Hub Support				Support schedule varies, but will align with the mobility hub design/construction phase TBD ---->													
TASK 2																	
Continued Stakeholder Engagement																	
Business Park Use Case Development																	
Testing																	
Continued Devleopment																	
Testing & Stakeholder Training																	
Pilot Phase Deployment																	
TASK 3																	
Remaining use case deployment								TBD if authorized									

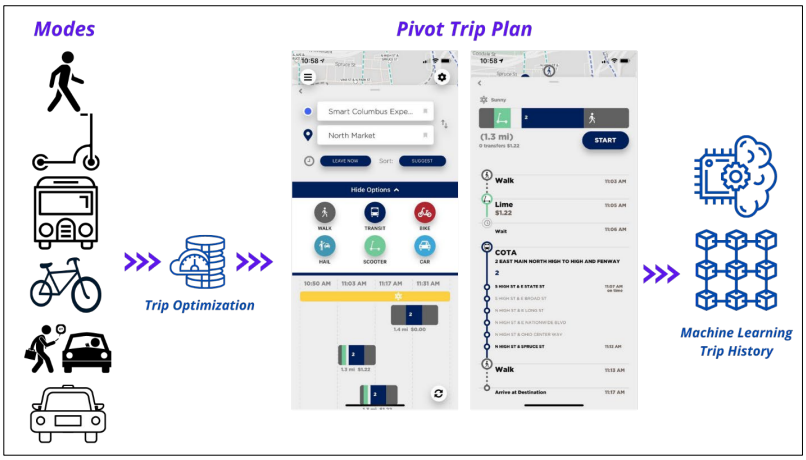
BENEFIT	ETCH SOLUTION	
1. **Improved travel time for transit vehicles.**	The routing engine uses the basemap routing network, GPS location, and transportation schedules combined with user profile information for custom trip plans based on location and time. The timeframe can be configured best available now, or to depart/arrive at a specific time.	☑
2. **Increased efficiency of vehicle travel.**	Transit schedules will be displayed in both static and real-time. The static feed tells the routing engine what scheduled vehicles will be available, their location, and pricing. The real-time feed communicates dynamic GPS location, alerts, and schedule changes.	☑
3. **Reduced vehicle emissions.**	The technology proposed eases anxiety of using public transit by providing travelers with knowledge of vehicle location, trip duration, traffic, and weather. This will promote the reduction of single-occupancy vehicle trips.	☑
4. **Increased pedestrian awareness of roadway conditions.**	As Johnstown invests in ITS technology, our open-source solution allows for integration of several data feeds and enhanced connections. This can be through sensors, CVE information, GIS, etc. Notifications can be configured with this information for the duration of their trip.	☑

BENEFIT	ETCH SOLUTION	
5. **Improved pedestrian ease of access.**	Travelers will be able to review and assess trip planning data in a way that will assist them in their daily activities. They will see trips available along with detailed navigation to assist with the walking leg of their trip.	☑
6. **Improved pedestrian awareness of traffic conditions.**	Traffic conditions can be brought into the open-source system from multiple sources such as ODOT (OGHO/Waze), LCATS, MORPC, and Johnstown. Conditions are also a part of our sophisticated machine learning algorithm which will assist travelers as the trip is executed to avoid potentially dangerous situations.	☑
7. **Increased transit vehicle efficiency. Increased accessibility.**	Etch can consume APIs or data feeds (or help smaller entities create them) so that travelers can see more options available to them. This includes paratransit, smaller mobility companies, or connections outside of Licking County that will participate into the program.	☑
8. **Improved trip planning.**	Travelers and caregivers will be able to see trip options from a computer or mobile device based on real-time information and user preferences. Eventually, mobility providers that are in the system will also be able to plan trips based on this for those who call, improving customer service.	☑
9. **Increased transit vehicle efficiency.**	Sophisticated trip planning, optimization, and machine learning technology will assist with streamlining routes as well as the ability to reroute based on real-time situations such as traffic and construction.	☑
10. **Increased ridesharing efficiency.**	The technology proposed allows for users to plan accurate trips that are convenient. LCT will now be able to provide trips that are on-demand with efficient routing that will reduce travel time and anxiety to promote ride sharing. As other mobility companies join the program (Catholic Services, Veteran Affairs, etc.) the system will route trips based on common origin/destination of travelers which will alleviate duplicate trips from multiple providers.	☑
11. **Increased ease of payment.**	Masabi's flexibility with development tools allows our team to integrate into regional systems such as EzFare and COTA.	☑

QUALIFICATIONS AND COMMITMENTS

SMART COLUMBUS, MULTIMODAL TRIP PLANNING APPLICATION (MMTPA)

Etch recently completed a Multi-Modal Trip Planning Application (Pivot) for the City of Columbus. Etch partnered with Lextant, to provide a seamless user experience that made a highly technical application understandable to the client and the general public. Pivot is a tool that allows users to plan and book a trip using a combination of bus, car, taxi, scooter, bike, carpooling, and ride hail. Pivot offers a selection of mixed-mode routes and their associated prices. The route and mobility provider price will automatically update as the traveler navigates along the trip. Travelers can customize which modes and mobility providers they wish to use, along with several user preferences including walk distance, number of transfers, etc.



Our approach consists of a foundation of open, free, and proven technologies. There are no dependencies on subscription services, proprietary code, or commercially licensed data. Our solution includes a distributed, fault-tolerant platform made of containerized microservices, that can be utilized for other applications that need routing or geolocation services. The containerized open approach allows all or some platform components to be hosted on multiple systems, or a combination of networks.

The MMTPA system utilized a distributed ledger ("blockchain") that offers redundancy, transparency, shared governance, and long-term viability so mobility providers can participate, along with other apps like Transit App or Google Maps. The team used Hyperledger Fabric blockchain as the foundation for data sharing and communication.

The routing network that feeds the routing engine is updated every few minutes from weights that are predicted by the machine learning component. Etch utilized real-time data from ODOT as well as historic information to predict travel time and patterns. The system also analyzes user trip history information and traffic signal data to update the machine learning model to assist with trip planning and navigation.

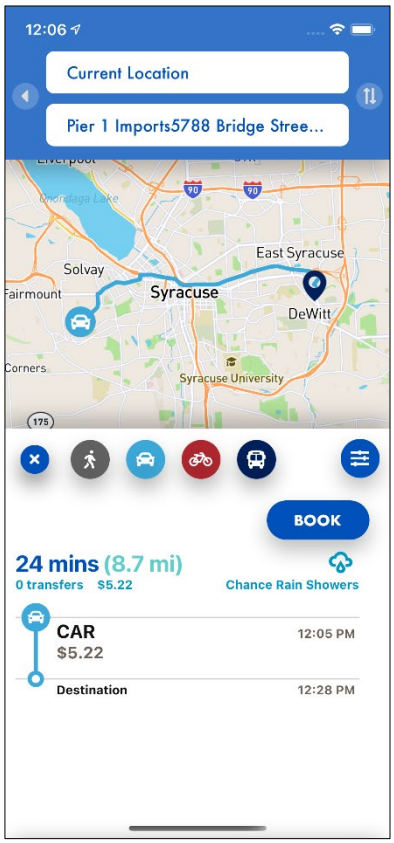
The sophisticated navigation is a combination of OpenTripPlanner and Open-source Routing Machine (OSRM) that stitches together the trip plan by mode so users can see turn-by-turn directions, mode changes, and upcoming stops while on the COTA or OSU CABS bus, or fixed-route shuttles. The in-app navigation uses these directions to provide visual and vocal prompts and re-routes if the user changes course. A unique aspect of the navigation is that it can re-route users across modes, so if the user's trip plan had a rental scooter that becomes unavailable or if the user misses a bus, the navigation would be able to re-plan the rest of the trip based on the preferences for the original trip. For a carpool trip, riders can choose to participate for today's pick up, and use the navigation and text alerts to know where the driver is and the ETA for when they will be picked up.

Etch was responsible for all documentation pertaining to this project including system design, data privacy, and security. The Etch environment was tested thoroughly by USDOT as well as ODOT and Columbus. **Pivot has been recognized as one of the most innovative and influential smart projects of 2021 from the Smart 50 Awards in partnership with the Smart Cities Connect Foundation and US Ignite.** This application was deployed via Android, Apple, and IKE kiosks at the Smart Mobility Hubs in Columbus.

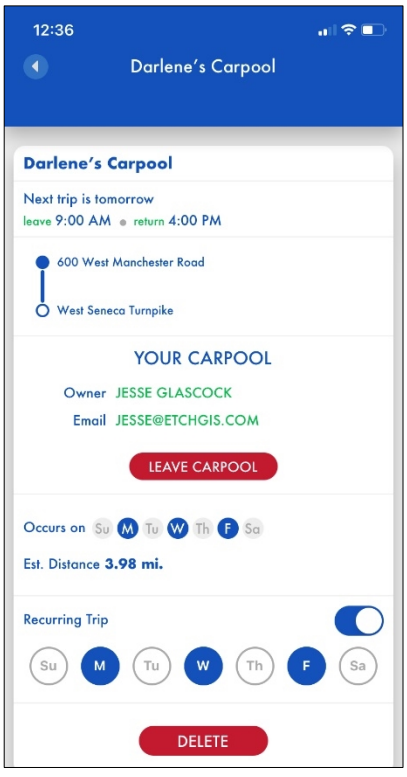
- Apple: *https://apps.apple.com/us/app/pivot-empowering-mobility/id1454198079*
- Android: *https://play.google.com/store/apps/details?id=app.etch.mmtpa&hl=en_US&gl=US*

NEW YORK STATE DEPARTMENT OF TRANSPORTATION (NYSDOT), 511 MOBILITY APPLICATION

Etch, a subconsultant to ICF, is the lead developer for a mobile application for the New York State Department of Transportation (NYSDOT), 511 Mobility Application. The goal of this app is to create an experience where users can plan a trip, save a trip, take a trip, and track the trip. Using the OTP developed for Smart Columbus, Etch was able to provide NYSDOT with a multi-modal trip planning application (using train, subway, bus, car, carpool, park and ride, bike, walk) that connects to the existing 511NY Ride Tracker data. The app shows user information such as saved trips, favorite places, and personal metrics within the trip planner environment. It utilizes existing 511NY Trip Tracker accounts that are registered outside the app and synchronizes the user's profile across devices.



The app workflow has users search for places, add them to favorites if desired, swipe through available trip options based on mode preferences, and book the trip for now or the future. A trip can be reoccurring to reflect the user's commute schedule. Recurring trips can be automatically matched with the commutes of others, so that users with similar trip origins/destinations and schedules can be paired up for carpool participation. It provide screens to view scheduled and upcoming trips, log trips to the 511 Trip Tracker website, and communicate with other users in car share groups to handle the day-to-day logistics for effective carpooling. A metrics screen shows basic statistics and progress indicators for the user, based on trip completions. Besides logging trips, managing a calendar of trips and receiving alerts and reminders for their status, and coordinating with carpool members, users can take advantage of full turn-by-turn directions once it is time for the trip to start.



Besides logging trips for NYSDOT to be better informed on how different modes of transportation are used around the state, Etch deployed a customized version of SharedStreets Mobility Metrics. This tool automatically joins trip data collected from the app with trip data from other sources to provide a dashboard of traveler flows, pickup locations, and drop off locations around the state. The data is aggregated and anonymized by combining similar trips, which allows metrics to be shared with other organizations without exposing the private data of travelers and mobility providers.

Finally, Etch deployed Conveyal Analysis, a web tool for analyzing a transit routing network. Analysis can calculate trip time isochrones on a map with demographic data, federal labor census data, and employer information, to identify transit deserts and opportunities to match employers with skilled employees.

- Apple: *https://apps.apple.com/us/app/511-mobility/id1519082996*
- Android: *https://play.google.com/store/apps/details?id=app.etch.mobility511&hl=en_US&gl=US*

NEW YORK STATE DEPARTMENT OF TRANSPORTATION (NYSDOT), RURAL MOBILITY WEBSITE AND APPLICATION

Etch, with ICF, has recently completed the assessment of many rural mobility providers in NY. The project team (Etch, ICF, and NYSDOT) will work with the Gloversville Transit System (GTS) to deploy the first iteration of the rural mobility application. Below are some key facts regarding GTS based on the discovery phase for this project:

- Booking is 24 hours in advance with some flexibility to pick up passengers that are not on the fixed route.
- Paratransit options are available.
- Trip tracking is done via Excel spreadsheets.
- Tally counters are on each bus.
- GPS is available but only limited due to device compatibility.
- Payment is cask, token, or ticket.
- Some daily riders use the service to go to the hospital for treatment.
- No passenger, driver, or booking app is available.
- Actively partnering with other mobility companies to connect riders to take them further.

Etch will be developing a rural mobility, trip planning application and booking website for GTS. This iteration can be scaled to other mobility providers based on data availability. These components of the app and website must be developed in order to create a complete trip. The app components will be developed for both iOS and Android devices.

BUFFALO, NEW YORK, ITS4US COMPLETE TRIP DEPLOYMENT PROJECT

Etch, a subconsultant to ICF, is assisting with the Buffalo Complete Trip Deployment. The Complete Trip - ITS4US Deployment Program is an effort led by the Intelligent Transportation System (ITS) Joint Program Office (JPO) and supported by Office of the Secretary (OST), Federal Highway Administration (FHWA), and Federal Transit Administration (FTA) to identify ways to provide more efficient, affordable, and accessible transportation options for underserved communities that often face greater challenges in accessing essential services. The program aims to solve mobility challenges for all travelers with a specific focus on underserved communities, including people with disabilities, older adults, low-income individuals, rural residents, veterans, and limited English proficiency travelers. This program will enable communities to build local partnerships, develop and deploy integrated and replicable mobility solutions to achieve complete trips for all travelers.

As one of the selected sites, the Buffalo, NY ITS4US deployment concept addresses:

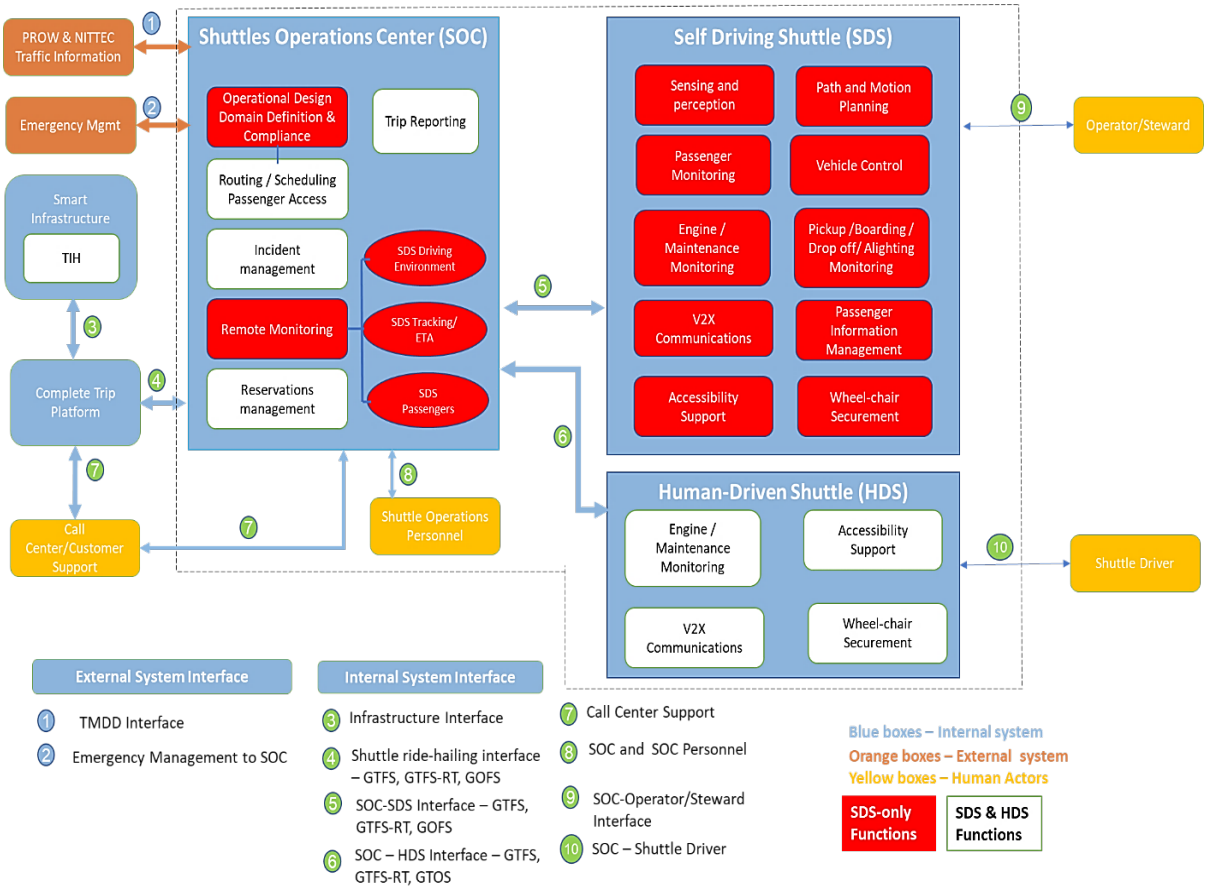
- Providing transit access to healthcare and jobs to underserved residents or persons with disabilities and allowing them to share in the economic development in downtown Buffalo.
- Leveraging technology to work in support for accessible transportation, integrating accessible transportation technology, transit, and connected automation to solve a transportation need.
- Developing a scalable model for considering accessibility and universal design in transportation technology projects.

This concept focuses on providing transit access to healthcare and jobs to underserved residents or persons and allowing them to share in the economic development in downtown Buffalo. Targeted around the neighborhoods surrounding the Buffalo Niagara Medical Campus (BNMC), the concept puts technology to work in support of accessible transportation and develops a scalable model for considering accessibility and universal design in transportation technology projects.

Etch is a part of the project team for both technical documentation and application development utilizing OpenTripPlanner and other open-source, GIS technology. To date, the concept of operations document

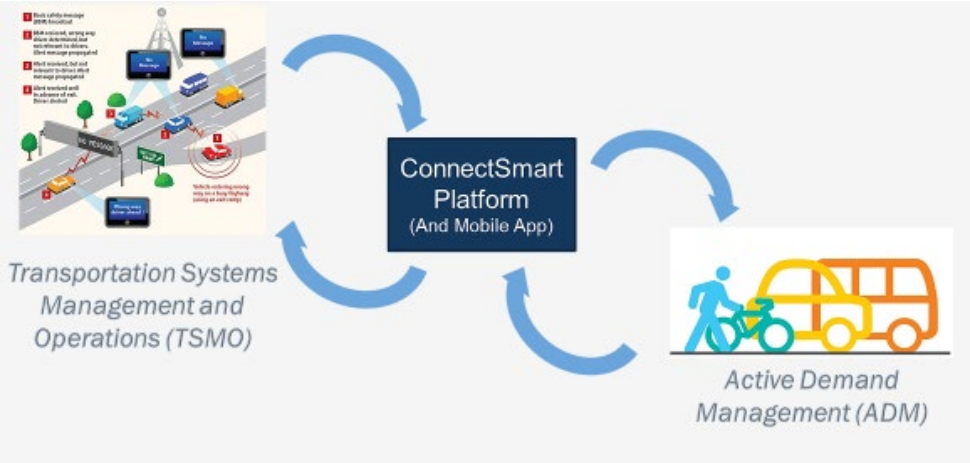
(ConOps) has been completed by the team. Etch is providing specific requirements to utilize OpenTripPlanner and open-source technology to bring modes of transit together such as walk, bike, scooter, public transit, private transit, paratransit, AV shuttle, and cars.

Application development for this project will not begin until late 2022.



TRANSPORTATION SYSTEM MANAGEMENT OPERATIONS (TSMO) AND ACTIVE DEMAND MANAGEMENT (ADM) PROGRAM (HOUSTON CONNECTSMART), TEXAS DEPARTMENT OF TRANSPORTATION (TXDOT)

ICF, as a sub to Metropia, is providing services to TxDOT for TSMO and ADM through the deployment and management of Houston ConnectSmart, an advanced technology platform to provide multi-modal demand and mobility management in the Houston metropolitan area including Harris County and the seven surrounding counties. Metropia and ICF were selected to lead the ConnectSmart deployment team and provide the technology platform through which demand is managed and traveler behavior is influenced in real-time to achieve operational objectives. The ConnectSmart platform will integrate various advanced mobility technologies and data sources to provide predictive multi-/intermodal travel time, cost, and reliability information while leveraging behavioral economics to encourage the use of alternative sustainable mobility options.



lextant: the human experience firm

If funding is available for future tasks, and Johnstown approves, the Etch Team will engage Lextant for a more comprehensive study for communication and outreach tasks such as human design and branding.

Lextant has a 20-year track record of success with clients; and over 80% of those are repeat clients. It is estimated that over 60% of new vehicles on the road today were shaped by Lextant's research and experience design work. Success stories such as the revival of Ford's Sync 3 infotainment platform, FCA's RAM Truck success, and Lincoln's resurgence as a luxury experience brand, all validate the effectiveness of our approach and the quality of outcomes for our clients. Lextant's leadership team is well known for their contributions to the field of human experience design and innovation. Our team of behavioral researchers and experience designers have created some of the now standard user-centric methodologies and tools that are used in industry today. Lextant continues to originate new methods for ethnographic and behavioral research, multisensory desired experience research Lextant's pioneering work in designing for Luxury, Trust, Confidence, and Ease of Use has led to advances in connected and autonomous mobility and mobility-as-a-service (MAAS) solutions.

TEAM AVAILABILITY

Workload and project capacity means having staff with the right technical qualifications and availability for your project. As presented in the previous section, the Etch Team has qualified experts that match your solicitation requirements. Based upon the information contained in the solicitation, the Village seeks to contract with a consultant to provide services over a 3-4year period, potentially longer. Therefore, Etch has assumed this timeframe for the basis of capacity and utilization estimates.

Etch estimates the authorized project tasks listed in the solicitation will require approximately 1,315 hours to complete within a seven-month schedule. This is roughly equal to one fulltime equivalent staff (40 hours per week x 30 weeks = 1,200 hours).

As illustrated on the organizational chart and presented in our resumes, the Etch Team includes ample staffing with qualifications the match your solicitation. Based upon current workload and as demonstrated in the table below, our Team has ample capacity (**over 5-times the amount needed**) with over 7,000 uncommitted hours available to begin work immediately.

Staff Availability

Staffing/Work Element	Staff Available to Johnstown	Capacity[1] Available to Johnstown	Hours[2] Available to Johnstown
Project Management & Outreach	3	65%	2,340
Technical Leads & Subject Matter Experts	3	60%	2,160
QA/QC & Support Staff	4	55%	2,640
Total	**10**		**7,140**

[1] Capacity is defined as the amount of labor hours (as a percentage) not currently utilized for other projects.

[2] Hours are based upon 40 hours per week for the duration of the project (30 wks). Available Hours are based upon 1,200 hrs x Capacity x Available Staff.

PROJECT TEAM

RESUMES

DARLENE MAGOLD, GISP

PROJECT MANAGER

Darlene Magold is the CEO of Etch, LTD, a Disadvantaged Business Enterprise (DBE), SBA Woman Owned Small Business (WOSB), and Women Business Enterprise (WBE). She has over 20 years of professional experience including managing projects of all scales. She has worked as an advisor to several clients to build consensus as well help with the design of sophisticated application. A strong project manager, and quality control expert, she has the technical understanding and communication skills to effectively manage each stage of a technical, mobility project. Darlene also has assisted with the integration of daily workflow into the applications by understanding the needs of the client and other stakeholders. She has successfully built and managed teams of project managers, application developers, database analysts, engineers, and analysts, and has worked with similar entities on mobility projects like this.

EDUCATION & REGISTRATIONS

- MA Geography (GIS), The Ohio State University, 2004
- BS Environmental Geology, University of Dayton, 1999
- Certified Geographic Information Systems Professional GIS Certification Institute, 2007(#48539)

TECHNICAL EXPERTISE

PM Bootcamp, PSMJ; Skill Up Training for IT Management including: IT Project Management Essentials: Initiating and Planning IT Projects; Managing Risks in an IT Project; Testing Deliverables/Closing IT Projects; Software Development Principles/Advanced Scrum.

EXPERIENCE

Smart Columbus, Multimodal Trip Planning Application (MMTPA). Darlene successfully managed and provided critical QA/QC for the development and deliverables of the MMTPA for the Smart Columbus initiative. This project included the creation of a tool, using all open source software, that allows users to plan and book a trip using bus, car, taxi, scooter, bike, and/or ride hail. The basis of this project was OpenTripPlanner (OTP) to offer a selection of mixed-mode routes and their associated prices. Darlene managed the overall project as well as acted as the liaison from the client to the technical team. This project was completed on time and within budget. The city was the recipient of a grant from the US Department of Transportation (USDOT) that required detailed deliverables and a strict schedule. Darlene led the team to produce quality deliverables to adhere to the strict standards of the grant. She also led the data management plan for the trip planning which included blockchain implementation as well as data dissemination to the public. She utilized SharedStreets as an open source solution to release trip history without revealing PII. She developed the privacy plan for data as well as worked with mobility providers to participate in the MMTPA – all mobility providers participated in the MMTPA under her management because of her communication of the mutual benefit of the project. The MMTPA also integrates with the Mid-Ohio Regional Planning Commission (MORPC) Gohio Commute application that shows carpool matching and rideshare options. The MMTPA or Pivot app can be downloaded from the Apple Store or Google.

New York State Department of Transportation (NYSDOT), 511 Mobility Application. Darlene was able to provide NYSDOT with a multi-modal trip planning application (using train, bus, car, bike, walk) that connects to the existing 511NY Ride Tracker data. The application ties in both carpooling and trip planning so users can plan a multi-modal trip, track progress towards rewards and incentives, and discover ride share matches. It offers sophisticated navigation with user preferences for a seamless trip using one or mixed mode travel. It utilizes existing 511NY Trip Tracker accounts that are registered outside the app, search for places, add to favorites if desired, and provide a screen to view Scheduled Trips and indicate

whether the user participated in the ride share event. Users can choose modes and providers within the preferences menu. Basic statistics and progress indicators are available for the user based on trip completions.

New York State Department of Transportation (NYSDOT), Rural Mobility Website and Application. Darlene has recently been working on the public outreach and communication for an additional rural 511 Mobility application for multi modal trip planning based on the previous work completed by Etch. The project team (Etch, ICF, and NYSDOT) will work with the Gloversville Transit System (GTS) to deploy the first iteration of the rural mobility application. This will include GTFS feed creation, Mobility website creation, and Passenger/Driver applications.

Buffalo, New York, ITS4US Complete Trip Deployment Project. The Buffalo Complete Trip Deployment concept focuses on providing transit access to healthcare and jobs to underserved residents or persons and allowing them to share in the economic development in downtown Buffalo. Etch is a part of the project team for both technical documentation and application development utilizing OpenTripPlanner and other open source, GIS technology. Darlene is the overall project manager for Etch.

She is responsible for assisting the project team with USDOT documents, meetings, and development requirements for the overall delivery of the grant. To date, the concept of operations document (ConOps) has been completed by the team. Targeted around the neighborhoods surrounding the Buffalo Niagara Medical Campus (BNMC), the ConOps puts technology to work in support of accessible transportation and develops a scalable model for considering accessibility and universal design in transportation technology projects. Currently, Darlene participates in meetings with the entire project team, including USDOT, to assist with the roadmap for the complete trip deployment.

Columbus Department of Public Service (DPS), Warrior Watch: Snow Plow Management & Website. Ms. Magold served as the project manager and assisted with QA/QC. She worked with the DPS staff to create a web application capable of consuming the City's ArcGIS GeoEvent Processor which handles and formats GPS messages and signals coming from City service vehicles. The application allows City dispatchers to locate and track City Snow Plow vehicles as well as query historical locations of the vehicles for specified periods in time. Additionally, the application provides users the ability to generate custom reports for Customer Service Requests, Truck Activity, and Outpost and/or Zone Completion reports. Ms. Magold managed the development team for Warrior Watch for all phases, from application design to user testing and acceptance. This project was transformational in that it used software that was not fully developed (GeoEvent) and still in its Beta form. Ms. Magold worked closely with DPS, the Mayor's Office, Esri, Networkfleet, and Columbus DoT as well as her internal staff over a 3-year period to consistently roll out iterations of Warrior Watch. Each deliverable was based on new technology discoveries as well as 3 different project managers from the City. Ms. Magold had to work her organization to provide a product that was vital to the City's operations.

Ohio-Kentucky-Indiana Regional Council of Governments (OKI)/Hamilton County, OH, Regional Asset Verification & Emergency Network (RAVEN 911). Ms. Magold was the project manager for this project which spanned over 12 counties and three states. She assisted with the user design phase as well as application testing. She met with several stakeholders, including emergency personnel, to expand a Flex website as well as build a mobile application to mimic the Flex site for use in the field. The Regional Asset Verification & Emergency Network (RAVEN911) application is actively used by over 50 public safety organizations throughout Ohio, Indiana, and Kentucky to identify critical infrastructure during an emergency and perform powerful spatial analysis to improve the communication and situational awareness of emergency management staff responding to an incident. Ms. Magold managed the application development team that built enhancements to the Flex based geoprocessing tools accessible from desktop browsers and commonly used by dispatchers and field staff from laptop computers. She also managed the development of over twenty custom geoprocessing tools that were originally desktop based then transferred to the mobile interface.

JON WOYAME

LEAD APPLICATION DEVELOPER

EDUCATION

BS Electrical Engineering & Computer Science, University of Toledo, 2010

TECHNICAL EXPERTISE

JavaScript, Android / iOS, C# / .NET, Python, node.js, postgres, SQL Server, Amazon Web Services (AWS), Kubernetes, Hyperledger Fabric (blockchain), and Scikit Learn for machine learning.

Jon Woyame is the lead application developer at Etch, LTD, Disadvantaged Business Enterprise (DBE), SBA Woman Owned Small Business (WOSB) Women Business Enterprise (WBE). He has over a decade of experience creating complex database, applications, and websites for clients ranging from private industry to government.

EXPERIENCE

Smart Columbus, Multimodal Trip Planning Application (MMTPA). Mr. Woyame was the lead developer for the MMTPA application, Pivot, for Smart Columbus. He created the machine learning algorithm that incorporated historic traffic data, weather, live traffic data, traffic signal data, and trip history together for the powerful trip optimization. This optimization tool allows users to select multiple modes of transit to plan a trip based on quickest, cheapest, or most eco-friendly option. Mr. Woyame created the systems architecture, consisting of Kubernetes and Hyperledger blockchain technology, so that the application will be sustainable and scalable to other communities or possible owners at the end of the grant period. He developed the integration with the car pool solution allowing users to verify participation through the application. He created data connectors (APIs) with mobility companies, such as COTA, Bird, Lime, Yellow Cab, Lyft, etc. so that users can view mobility options in real-time without having to open separate applications. Mr. Woyame also led the development of this entire solution utilizing open source technology to perform advanced real-time processing on the data flow.

New York State Department of Transportation (NYSDOT), 511 Mobility Application. Mr. Woyame is the lead developer for the NYSDOT ride share and multi-modal trip planning application (using train, bus, car, bike, walk). The application ties in both carpooling and trip planning so users can plan a multi-modal trip, track progress towards rewards and incentives, and discover ride share matches. It offers sophisticated navigation with user preferences for a seamless trip using one or mixed mode travel. Mr. Woyame created the application with OpenTripPlanner on the backend so that the application can be expanded as more mobility providers are added. He created a seamless registration experience by utilizing existing 511NY Trip Tracker accounts that are registered outside the app. This allows users to search for places, add to favorites if desired, and provide a screen to view Scheduled Trips and indicate whether the user participated in the ride share event. Users can choose modes and providers within the preferences menu. Basic statistics and progress indicators are available for the user based on trip completions.

Buffalo, New York, ITS4US Complete Trip Deployment Project. The Buffalo Complete Trip Deployment concept focuses on providing transit access to healthcare and jobs to underserved residents or persons and allowing them to share in the economic development in downtown Buffalo. Etch is a part of the project team for both technical documentation and application development utilizing OpenTripPlanner and other open source, GIS technology. Jon will act as the lead application developer for Etch. Jon is assisting with technical requirements for all of the planning documents

for USDOT. To date, the concept of operations document (ConOps) has been completed by the team. Targeted around the neighborhoods surrounding the Buffalo Niagara Medical Campus (BNMC), the ConOps puts technology to work in support of accessible transportation and develops a scalable model for considering accessibility and universal design in transportation technology projects.

City of Columbus, Department of Public Service, Warrior Watch Application. Mr. Woyame, as the lead developer, produced several iterations of prototypes for the public-facing Warrior Watch site, working with creative feedback from the City of Columbus and the rest of the team in order to hone the public's experience. A significant part of the project involved optimizing the site for high scalability on the city's hardware, and Mr. Woyame participated in both the front-end and back-end performance improvement efforts. He used physical devices and the Browser Stack compatibility testing service to ensure that the application would function properly on a broad range of modern and older devices. The application not only provides a front-end interface for users but allows handles all the live GPS data feeds and enrichment using custom software and algorithms. It provides various tiers of operability including live vehicle and centerline feeds, historical vehicle and centerline searching, snow event management, a dashboard complete with event metrics, a live vehicle feed, and weather, vehicle management, and message management to communicate with the public.

Ohio-Kentucky-Indiana Regional Council of Governments (OKI)/Hamilton County, OH, Regional Asset Verification & Emergency Network (RAVEN 911). Mr. Woyame was the lead application developer This project included the migration of an existing web application to a JavaScript mobile website. The site includes enhancements and updates including the ability to email tools results to other users and located the user's location on the map. Tools included a Twitter widget to allow for more dynamic hyper linking, updating for new Twitter authentication procedures, and user interface upgrades. Several geoprocessing tools were included, such as a tool that estimates walk and run distances based on elevation, slope, tree cover, existence of water bodies, landuse, age of person, and time lapsed.

Plow AVL Solutions, Dublin, OH; Dayton, OH; Newark, OH; Monroe County Road Commission, MI; Commerce City, CO; and Aurora, CO. Mr. Woyame and team worked to provide a Software as a Solution (SaaS) product to several communities to enhance their snow plowing operations. The Plow Application not only provides a front-end interface for users but allows handles all the live GPS data feeds and enrichment using custom software and algorithms. It provides various tiers of operability including live vehicle and centerline feeds, historical vehicle and centerline searching, snow event management, a dashboard complete with event metrics, a live vehicle feed, and weather updates, vehicle management, and message management to communicate with the public. Mr. Woyame and team also developed a public facing site for community citizens to track the priority and status of plowed streets.

JESSE GLASCOCK

LEAD SYSTEM ARCHITECT

EDUCATION & REGISTRATIONS

- IT Certificate in Software Development and Database Management, University of Cincinnati, 2009;
- The Ohio State University, MS Civil and Environmental Engineering and Geodetic Science and Surveying, 2005.
- Ohio University, BS Geography, 2003.

TECHNICAL EXPERTISE

JavaScript, Android / iOS, C# / .NET, Python, node.js, postgres, SQL Server, Amazon Web Services (AWS), Kubernetes, Hyperledger Fabric (blockchain), and Scikit Learn for machine learning.

Jesse Glascock is a Solutions Architect of Etch, LTD, Disadvantaged Business Enterprise (DBE), SBA Woman Owned Small Business (WOSB) Women Business Enterprise (WBE). He specializes in development of websites and sophisticated mobile applications. Mr. Glascock has also developed and modified databases to fit GIS industry standards such as FGDC's Best Practices for Local Government Geospatial Programs.

Experience

Smart Columbus, Multimodal Trip Planning Application (MMTPA). Mr. Glascock assisted with the development for the MMTPA application, Pivot, for Smart Columbus. He created the sophisticated navigation in the app that includes mixed modal travel between the transit options available in the app. Mr. Glascock created a first of its kind, user interface with detailed directions consisting of mode switches, turn by turn, and detailed stop times. This includes mobility companies, such as Bird, Lime, Yellow Cab, Lyft, and Uber. Mr. Glascock also created sophisticated notifications and warnings to show if the traveller's trip may be compromised. He led the user interface development and made continuous improvements based on user feedback.

New York State Department of Transportation (NYSDOT), 511 Mobility Application. Mr. Glasscock assisted with the development of the NYSDOT ride share and multi-modal trip planning application (using train, bus, car, bike, walk). The first release shows user information such as saved trips, favorite places, and personal metrics within the trip planner environment. Mr. Glascock created the user interface and linkage to the existing 511NY Trip Tracker application. This allows users to search for places, add to favorites if desired, and provide a screen to view Scheduled Trips and indicate whether the user participated in the ride share event. Users can choose modes and providers within the preferences menu. Basic statistics and progress indicators are available for the user based on trip completions.

Buffalo, New York, ITS4US Complete Trip Deployment Project. The Buffalo Complete Trip Deployment concept focuses on providing transit access to healthcare and jobs to underserved residents or persons and allowing them to share in the economic development in downtown Buffalo. Etch is a part of the project team for both technical documentation and application development utilizing OpenTripPlanner and other open source, GIS technology. Jesse is assisting with the application development for Etch. Jesse, with Jon Woyame, is assisting with technical requirements for all of the planning documents for USDOT. To date, the concept of operations document (ConOps) has been completed by the team. Targeted around the neighborhoods surrounding the Buffalo Niagara Medical Campus (BNMC), the ConOps puts technology to work in support of accessible transportation and develops a scalable model for considering accessibility and universal design in transportation technology projects.

City of Columbus, Ohio, Department of Public Service (DPS), Warrior Watch. Mr. Glascock led the development team in the creation of a web application capable of consuming the city has newly purchased ArcGIS GeoEvent Extension for ArcGIS Server, which handles and formats GPS messages and signals coming from city service vehicles. The application allows city dispatchers to locate and track City snow plows as well as query historical locations of the vehicles for specified periods in time. Additionally, the application provides users the ability to generate custom reports for customer service requests, truck activity, and outpost and/or zone completion reports.

Additionally, Mr. Glascock developed a message management application for the public facing web site. This application allows select City staff to change the content and visibility of the ticker messages on the public facing site to further communicate to the public the current conditions and forecasts. Upon completion of the project. Mr. Glascock and the development team added in additional functionality that monitors and reports on the city's street sweeper and mower vehicles.

Mr. Glascock and his development team created an external site to communicate to the public users the current conditions and priorities of the city's streets during snow events. The site has a simple interface showing either what streets have been treated or the priority of the streets. Users can also click on a street to see any current activity and the time of activity and the priority. The site is also mobile responsive allowing users to use their current location (or by typing in an address) to see the priority and status of their location.

On the backend of the site, the team created several scripts to run at 15-minute intervals to update the status of the streets. The scripts queried the geo-enriched GPS points, joined them to the streets, and updated a citywide cache based on the status of the truck on a given street.

Mr. Glascock worked with the city and another vendor to perform stress tests on the system to ensure it would continue to operate successfully during a snow event when the number of users is expected to peak.

Plow AVL Solutions, Dublin, OH; Dayton, OH; Newark, OH; Monroe County Road Commission, MI; Commerce City, CO; and Aurora, CO. Jesse worked with Jon Woyame to provide a Software as a Solution (SaaS) product to several communities to enhance their snow plowing operations. The Plow Application not only provides a front-end interface for users but allows handles all the live GPS data feeds and enrichment using custom software and algorithms. It provides various tiers of operability including live vehicle and centerline feeds, historical vehicle and centerline searching, snow event management, a dashboard complete with event metrics, a live vehicle feed, and weather updates, vehicle management, and message management to communicate with the public. The development team also developed a public facing site for community citizens to track the priority and status of plowed streets.

Ohio-Kentucky-Indiana Regional Council of Governments (OKI)/Hamilton County, Ohio, Regional Asset Verification & Emergency Network (RAVEN 911). Mr. Glascock was tasked with upgrading existing tools and creation of new tools for the existing Raven911 application for Hamilton County Emergency Management Application, Raven911. Upgrades included revising the Twitter Widget to allow for more dynamic hyper linking, updating for new Twitter authentication procedures, and user interface upgrades as well as upgrading the existing Emergency Response Guide (ERG) widget with updated ERG 2014 guidebook standards. Mr. Glascock also led the development of a widget to estimate walk and run distances based on elevation, slope, tree cover, existence of water bodies, and land use, age of person, and time lapsed. The underlying service was designed using ArcGIS Model Builder, Spatial, and Raster Analysis.

LOUIE GREENWELL, GISP

SENIOR CONSULTANT

EDUCATION & REGISTRATIONS

- BS Geography, University of Louisville, 1992
- Geographic Information Systems Professional, GIS Certification Institute, 2007 (#24735)
- Certified Floodplain Manager, Association of State Floodplain Managers, 2005 (#05-1462)

AREAS OF EXPERTISE

Geographic Information Systems, Strategic Planning, Local Government Workflows, Planning & Zoning, Transportation and Transit Planning, Permit Review, Stakeholder Requirements, Training Plan Development, Hazard Mapping, Mitigation Planning, Risk Assessments.

Mr. Greenwell has nearly 30 years of experience integrating the use of Geographic Information Systems (GIS), Planning & Engineering, and Local Government workflows.

EXPERIENCE

City of Columbus, OH, Smart Columbus, Multimodal Trip Planning Application (MMTPA). Mr. Greenwell led the development of a rewards and incentives program for the City's multi-modal trip planning application, Pivot. Working across multiple stakeholders, he developed a conceptual loyalty program that included a suite of monetary and psychological rewards, gamification and leaderboards, participation tiers, and social media integration. He was also responsible for the development of in-app user help, a quick start guide, and training materials for both end users and customer support. Mr. Greenwell coordinated the development/deployment of a user survey which was linked to cash rewards for participation.

New York State Department of Transportation (NYSDOT), 511 Mobility Application. Mr. Greenwell served as QA/QC manager for the development of the NYSDOT ride share and multi-modal trip planning application (using train, bus, car, bike, walk). The application ties in both carpooling and trip planning so users can plan a multi-modal trip, track progress towards rewards and incentives, and discover ride share matches. It offers sophisticated navigation with user preferences for a seamless trip using one or mixed mode travel. Mr. Greenwell assisted with Android testing and feature design. His understanding of mobility and transit networks was valuable for the completion of the application.

Middlesex County, NJ, Comprehensive Plan Update. Mr. Greenwell served as the Project Manager to make updates to the Comprehensive Plan for Middlesex County, NJ. He led the internal efforts to brand the initiative as Destination 2040 and to develop an outreach effort to solicit feedback from residents living in the twenty-five municipalities within the county. Improved transportation and expanded mobility options easily topped the list as the most important issue facing residents and local officials. Mr. Greenwell led the team of outreach specialists to synthesize the results and categorize comments so that actions could be developed.

City of Xenia, OH, Citywide Enterprise GIS. Mr. Greenwell served as a senior consultant and was responsible for a citywide enterprise GIS needs assessment for the City of Xenia, OH. In this role, he conducted stakeholder interviews with departments and staff from across the City and prepared recommendations for how the City should move forward with data collection, organization, and maintenance. He also performed a review and assessment of more than 350 GIS data layers.

Putnam County, FL, Enterprise GIS Planning. Mr. Greenwell served as a senior consultant for a countywide enterprise GIS needs assessment for Putnam County, LF. He was responsible for conducting stakeholder interviews and preparing a summary of findings and recommendations for further GIS implementation reallocation of IT resources utilizing Amazon cloud infrastructure.

Paula (Polly) Okunieff, ICF

Subject Matter Expert

Paula Okunieff has over 36 years of experience as a systems, business, and data analyst with 27 of those years developing integrated systems and enterprise architectures, strategic plans, operational concepts, technical designs, and specifications to deploy multimodal and accessible transportation systems. As a systems engineer, Paula developed integrated system documents for multimodal travel, mobility solutions for all Americans, integrated fare and fee open and account-based payment systems, fleet management CAD/AVL, radio communications, transit signal priority, and integrated corridor management. These efforts were agency, regional and national in scope for a variety of organizations including USDOT, FTA, King County Metro, Gwinnett County Transit, NYSDOT, various transit agencies, and other national associations. Polly specializes in applying business objectives driven by stakeholder needs and processes to technical deployments and translating technical concepts for non-technical users.

Years of Experience

- 36 years of experience as a business, systems, and data analyst for mobility systems

Education

- MS, Electrical Engineering, Boston University
- BA, Near Eastern Studies, Brandeis University

Certifications/Other

- U.S. Expert to International Standards Organization (ISO) Technical Committee (TC) Working Group (WG) 8 on Public Transport and Emergency and WG 19 on Mobility Integration. Chairperson of the subworking group on data integration, 1996–Present.

PROJECT EXPERIENCE

ITS4US Grant Projects, USDOT, February 2021- February 2022

Complete Trip Platform lead for the Buffalo project (ICF). Manage concept and requirements development of accessible, hands-free, turn-by-turn complete trip system and app. App provides information on accessible trip plans, personalized directions and notifications for wayfinding and navigation for indoor and outdoor environments including booking paratransit and on-demand services in the Buffalo Niagara Medical Center.

System Development Lead for the Atlanta Regional Commission – Safe Trip in a Connected Transportation Network (ST-CTN) project. Lead concept and systems integration of trip planning, wayfinding and navigation app with connected to everything (C2X) environment providing directions and notifications personalized by travelers to meet their information and accessible preferences and provide safe journeys while traveling on transit, on public right of ways or in a facility.

Mobility Transit Market Analysis & Assessment, NYSDOT, November 2019-June 2021.

Project Manager. Leads a research effort for NYSDOT to understand transit and multimodal service options, traveler accessibility, and impacts using open source sketch planning tools. The assignment used analysis tools that have been developed and deployed in New York and elsewhere to evaluate mobility service options and strategies statewide and in regional travel markets. The application of these tools was evaluated by applying five different pilots, leading to a roadmap for further development, deployment and outreach to partner agencies (MPOs and transit agencies) supporting mobility and accessibility analysis and planning.

Complete Trip Research and Coordination, FHWA/FTA, October 2020-2022.

Project Manager. Leads a research effort for FTA to explore innovation and research into next generation transit and multimodal technologies, business models and operational effort to promote “complete trip” strategies and deployment needs.

Multimodal and Accessible Travel Standards Assessment, FHWA Operations/JPO, October 2018-Feb 2021.

Project Manager and Principal Investigator. Led the gap analysis of the information and technology standards that support universal design and complete trip planning for all travelers regardless of ability, mode, region, or background.

Effort provided the USDOT with a roadmap to developing and applying information technology standards for all travelers and leveraged MOD sandbox and ATTRI projects deliverables for reuse.

ARC Transportation System Management and Operations (TSMO) Vision and Regional ITS Architecture Project. Atlanta Regional Commission (ARC), 2019-202).

Deputy Project Manager and Data and Technology Specialist. Led the data governance best practices research and report. She also led the transit related strategies, initiatives and technology deployments sections of the technology assessment and strategic plan deliverables.

TCRP B-47 Impact of Transformational Technologies on Underserved Populations. (TRB/TCRP, November 2019-Aug 2021).

Playbook Developer. As a subcontractor to Texas A&M Transportation Institute, Polly leads Task 8 Design and Deployment of the Playbook. The project's goal is to collect and consolidate information on the challenges faced by vulnerable communities in using transformational technologies (e.g., ridesourcing, micromobility, carsharing, ridesharing, automated vehicles/shuttles) and solutions (policy and technology) to overcome these obstacles. The result of the study is a playbook wherein public agencies can craft their program to accommodate and address gaps that may exist. In Task 8, Polly will consolidate information gathered in previous tasks to enable users to interact with a playbook that provides alternative solutions, operational concepts, and an action list for agencies to build an inclusive, accessible mobility services project. The playbook will be sensitive to each vulnerable group's challenges and the most effective methods to overcome their obstacles.

Electronic Transit Payment Systems, Multiple Clients, 2012-present.

Solution Architect/ Systems Engineer. Ms. Okunieff has significant experience in planning, specifying, developing, deploying, and managing electronic payment systems for transit systems. Over the years, Ms. Okunieff published the TCRP SA-37 Synthesis on Mutli-agency Electronic Fare Systems (TRB/NAS, March 2017) and worked with the Southeastern Pennsylvania Transportation Authority (SEPTA) contractor, Conduent, to implement the SEPTA Key Card account and open-payment based fare system. She developed specifications for several open-payment systems as well as led a multidisciplinary group of payment and transportation specialists under the Secure Technology Alliance's Transportation Council to develop a reference enterprise architecture for payment of transit and multiple transportation services. She is currently working with INIT to develop the next generation ORCA (Seattle region) payment system.

Employment History

ICF. Senior Systems Engineer. Boston, Massachusetts. 08/2016 – Present.

GO Systems and Solutions LLC. President and Systems/Data Analyst. Boston, Massachusetts. 10/2015 – present.

Xerox Services (now Conduent). Senior Solution Architect. Boston, Massachusetts. 05/2012 –05/2015.

Consensus Systems Technologies, Systems Engineer. Boston, Massachusetts. 03/2006 – 04/2012.

Systems and Solutions, Systems Engineer. Boston, Massachusetts. 08/1999 – 03/2006.

ARINC, Cambridge Systematics, and Intermetrics, Sr. Analyst. Cambridge, MA. 01/1986 – 08/1999.

Scott A. McIntosh, Development QA/QC & Support

TRAINING AND CERTIFICATION

- Machine Learning (ML) on AWS for ML Practitioners – May 2020
- AWS Certified Cloud Practitioner – November 2019
- AWS Cloud Practitioner Essentials training – eLearning - 7 hours, November 2019
- Amazon Web Services Certified Solutions Architect training – 32 hours, April 2019
- AWS Security Fundamentals – eLearning - 4 hours, May 2017
- Adobe Experience Manager (Enterprise Portal) Architect - 40 hours, May 2014
- Certified Secure Software Lifecycle Processional (CSSLP) - 40 hours, August 2013
- iPad and iPhone Application Development (CS192P Fall 2011), Stanford University Online, 2014-2015
- iOS Application Development (CS193P Fall 2010), Stanford University Online, 2014

EXPERIENCE OVERVIEW

Scott McIntosh has more than 30 years of experience providing technical direction, architecture and design, cloud computing, and full-stack web development to a variety of clients. Mr. McIntosh has designed and developed a range of Web-based and mobile solutions, including decision support, information management, outreach, and collaboration solutions. He has leveraged a variety tools and technologies to solve client needs and is proficient in several programming languages. He is well versed in: web technologies and techniques including HTML, XML, HTTP, CSS, JavaScript frameworks, responsive design; mobile technologies including iOS development (Objective-C and Swift), Android development (Java), and cross-platform development (Adobe Flex); and geospatial data visualization including Google and Leaflet maps. He is currently focused on cloud computing and DevOps, portal solutions, agile development, application security, mobile application development, open-source technologies, and data analytics and visualization.

As a Technical Director, Mr. McIntosh is responsible for the successful delivery of solutions across a portfolio projects, which is accomplished by establishing and evangelizing architectures, frameworks and reusable components; improving and streamlining development and deployment processes; and applying innovative technologies and methodologies to solve client needs.

Over the last 6 years Mr. McIntosh has supported the N.Y. State Department of Transportation's Transportation Demand Management contract. He is the lead solutions architect and cloud computing lead, and his responsibility is to oversee all IT infrastructure and solutions that support the programs which aim to reduce single-occupancy vehicle miles. This includes the development and maintenance of the 511NYRideshare.org web application, a park and ride lot management application, an inventory tracking application, infrastructure to support geospatial analysis, and multimodal trip planning using Open Trip Planner and the Leaflet.js JavaScript library for mapping.

PROJECT EXPERIENCE

Portal Development and System Integration

New York State Department of Transportation (NYSDOT), IT Support, NY511 Ride Share Application Support, 2012-present. Mr. McIntosh supports NYSDOT as a technical advisor, architect, and team lead for the development, and operations and maintenance, of the NY511 Ride Share application (https://rideshare.511ny.org/newyork/). The ride share application provides geo-based ride matching using a member's origin and destination, route, and ride share preferences. This web-based application also provides employers and other organizations a branded, tailored ride-matching portal where their employees can find ride share matches with other employees. ICF International also provides GIS, Business Intelligence, and general IT advisory and consulting services. In addition to IT services, ICF provides NYSDOT with a variety of transportation and marketing related services. Mr. McIntosh works with the client stakeholders to shape the future vision of the solution, designs the architecture for future solutions, provides technical direction and oversight of the development staff, and

oversees the operations and maintenance of the current solution. ICF inherited the existing solution and has stabilized it, enhanced it, and is developing a more flexible and robust architecture using open source products and frameworks. These include the GlassFish Java EE application server, LIferay portal, SpagoBI business intelligence, Talend data integration, and GeoServer GIS server. Additional capabilities have been delivered including dynamic map creation using PostGIS and the Leaflet map framework and Web analytics using the open source Piwik analytics server. Mr. McIntosh worked with the client to develop the future architecture, using these tools and others in to lay the foundation for the future ride share application as well as unrelated current and future needs. He plays a key role in the planning, design, and implementation of every part of the technical solution - and has created many of the core solutions as well. In addition to implementing solutions, ICF has become a trusted advisor to NYSDOT.

Web and Mobile Application Architecture, Design, and Development

Strategic Highway Research Program (SHRP 2) Project C01: Collaborative Decision-Making Framework for Adding Highway Capacity, 2008-2015. C01 is a priority project of the Capacity program area of the SHRP 2 within the Transportation Research Board (TRB). Its aim is to develop an integrated, systems-based framework for use in facilitating collaborative decision-making on highway capacity projects. This collaborative decision-making framework provides the basis for integration of several other research projects within the Capacity program in an effort to improve highway capacity decision-making at the national level. The project began in 2007 with the development of case studies identifying best practices and innovation in planning and project development for new capacity highway projects. The detailed data collected from 21 case studies was used to inform the design of the framework through a series of facilitated workshops, with transportation professionals from FHWA, state DOTs, MPOs, resource agencies, and stakeholder representatives. Additional research projects in the SHRP II Capacity Program will be incorporated into the framework over the coming years covering such topics as performance measurement (C02), economic development and land use (C03), conservation, planning, and environmental permitting (C06), and visioning (C08). TRB intends to initiate pilot testing of the framework through a web-based application to allow its broad use by transportation decision makers and others involved in the transportation process.

The framework web application will provide general information about the framework; allow interactive exploration of the framework; and produce an automated evaluation of the user's own project(s) against the framework, to see what recommendations from the framework might be applicable. The application is being developed using ICF's user-centered design processes, allowing transportation professional to shape the use and functionality of the tool. User Interface (UI) mockups were created, reviewed, and updated over several iterations, allowing continuous refinement of the design. The selective and judicious use of Adobe Flex and Flash components provides a rich user experience. Mr. McIntosh is providing web software architecture expertise and design services; conducting research and development on cutting edge technologies; and providing technology mentoring and quality assurance. He is responsible for technical excellence in the delivery of the software solutions.

New York State Department of Transportation (NYSDOT), IT Support, NY511 Ride Share Application Support, 2012-present.
The NYSDOT Ride Share application is a Web application detailed in the Web Application and Portal Architecture, Design, and Development section of this resume. Two specific pieces of that system were developed using Rapid application methods and tools. Specifically, the Grails framework was used to create a simple capability for editing content that is displayed using a Web mapping interface. The map is developed using the Leaflet framework, but the data that is used to locate the features on the map and provide information in the popup box when a feature is clicked, was originally a static file. Grails was used to quickly design a model for the information, which it could then quickly generate database tables and a web-based under interface from. The result is the ability to maintaining the information for the map via a Web interface without GIS or developer interaction. Grails was also used to quickly generate a service layer for the next generation of the Rideshare system. This new version

using a Web Portal product, and it needed to access the existing data and functionality of the legacy system. Grails was used to reverse engineer the database and generate web services that supplied the portal solution with the data it needed via an API, isolating the new implementation from the details of the legacy system. This was an important part of the architecture as it allowed changes to be made in either system without negatively impacting the other. Mr. McIntosh was the architect and technical lead for these two rapid application development solutions. Additionally, he implemented the security framework for both, and implemented the mapping solution.

ICF International, Resman+, 2013 to 2018
Resman+ is a re-implementation of an existing system that provides resource management (staffing) for the MIT division of ICF International. The growth of the MIT division necessitated the use of a centralized resource management system, and an existing Resman system was no longer up to the task. So Mr. McIntosh used his experience with the Grails framework to quickly develop a prototype to show what could be accomplished in a short amount of time. The stakeholders loved the functionality and usability of the solution, coupled with the speed in which features could be added, and a project to build out the rest of the application was launched. The result is the Resman+ system, the provides integration with the ICF network login, a personalized dashboard for each employee, staffing management with the ability to find available staff with the desired skills, and the ability for management to view the overall staffing of projects and people, and identify staffing needs or issues. The application provides a modern web-based look-and-feel with many end user focused enhancements, such as the ability to edit rows of data quickly in a "spreadsheet style" grid. The Grails application development framework backed with an open source MySQL database was employed. Additional functionality from Grails plugins and the JQuery Grid library were used for additional capabilities. Mr. McIntosh was responsible for all aspects of this solution from the initial concept to the deployment of the production system. He provided the vision, architecture, prototyping, design, implementation, and configuration management. Additionally, he performed the integration with the ICF Active Directory services, software security engineering, and performance testing.

Strategic Highway Research Program, SHRP C03 Web Tool, TRB, 2008-2012. The highly interactive C03 web tool allows researchers and transportation professionals to easily search select transportation project case studies.
The case studies provide key project information, with a focus on impact metrics (mostly economic), allowing users to see the impacts of similar projects in the immediate area. The tool is highly interactive and dynamic, allowing users to easily change search criteria with slider controls and instantly see the number of projects match the criteria. This allows users to easily filter results to get only those that are meaningful for their criteria, avoiding having to scroll through too many results. The tool also lets users to predict their project's impacts based on data from similar projects.

The ICF team utilized a user-centered design approach to assure the tool was easy and efficient to use. The data service ("back end") was created using open source tools, including MySQL and Ruby on Rails. The user interface was developed using Adobe Flex (to provide the highly interactive controls and results). Mr. McIntosh was the solution architect and technical lead for the tool. He was responsible for all aspects of the design and implementation. His duties include architecture and design and the creation of an executable architecture – a prototype that validates the architecture and provided a template for development. He provided hands-on Flex development in addition to technical direction, mentoring and implementation quality.

Kaveh Bakhsh Kelarestaghi, PhD

Sr. Transportation Engineer

Dr. Kelarestaghi is a transportation systems analyst with more than seven years of experience in providing process-oriented data analysis and problem solving, with in-depth knowledge of statistical modeling and machine learning to overcome challenges in transportation purview concerning transportation planning, mobility and transit analysis, rural transit app development, travel behavior modeling, and emerging technologies. Dr. Kelarestaghi has more than 7 years of progressive experience in transportation operations, and Intelligent Transportation Systems (ITS). Prior to consulting at ICF, Dr. Kelarestaghi worked at FHWA and the Maryland State Highway Administration. Dr. Kelarestaghi holds a PhD in Civil and Environmental Engineering from Virginia Tech.

Years of Experience

7

Highlights of Key Qualifications

- Transportation Management and Operations
- Mobility and transit analysis
- Emerging Technologies
- Intelligent Transportation Operation
- Rural transit app development

Education

PhD, Civil and Environmental Engineering, Virginia Tech, 2019.

Professional Memberships and Certifications

Member of TRB Standing Committee on Systems, Enterprise, and Cyber Resilience.

Machine Learning, Stanford University, 2017.

Project Type/Experience Area

Acting Task Lead, Integrated Regional and Employer-Based Travel Demand Management (TDM) and Active Demand Management (ADM) Services in Support of Active Transportation and Demand Management (ATDM) Program Services [NYSDOT]. 2021-Present. Dr. Kelarestaghi provides management and technical assistant to a team developing a Data Lake to enable NYSDOT to have one authoritative source of that reduces data silos and allows data to be used by different departments/partners to access data easily, efficiently, and helps create actionable insights and improve data driven decision making. In addition, Dr. Kelarestaghi provides management and technical assistant to a team developing a rural mobility application to provide an online platform to enable trip reservation and scheduling on-demand transit services. The overarching goal of this platform is to improve mobility and transit ridership in the rural areas.

Deputy Project Manager, Research on the Usefulness of Text Analytics Techniques to Enhance Transportation Performance Management (TPM) and Performance-Based Planning Processes (PBPP), 2020-Present [USDOT]. Dr. Kelarestaghi provides management and technical assistant to a team developing a text mining technique to conduct documents classification and entity Recognition to Assess Longitudinal Trends in TPM Metrics and Terminology. The project output is to develop a question answering based system using AI-based technology and create an interactive dashboard for data querying and visualization.

Technical Specialist, Wyoming Connected Vehicle Pilot Deployment Program Phase 3, Wyoming DOT, 2020–Present [USDOT]. Dr. Kelarestaghi supports a team implementing the specified evaluation approaches to analyze the quantitative/qualitative data to assess each performance measure (PM). In this project Dr. Kelarestaghi provides technical assistant to the team as well as supporting the project management activities.

Technical Specialist, Active Transportation and Demand Management (ATDM) Program Services [NYSDOT], 2020-2021. Dr. Kelarestaghi is supporting two tasks: development of NYSDOT Statewide TSMO Engine High level requirements and development of TSMO Performance Measurement and

Reporting Road Map. In this project Dr. Kelarestaghi provides technical assistant to the team and manages junior staff to ensure quality work delivery.

Technical Specialist, Advisory and Support Role in the Weather Savvy Roads Pilot in New Jersey [NJDOT]. 2020. Dr. Kelarestaghi provides managed and led junior staff in developing an evaluation roadmap to identify system and operation-level performance measures to assess the impact of New Jersey's pilot system. The roadmap should also provide insight into how the suggested measures could be used for decision support.

Technical Specialist, Secure Data Commons [USDOT]. 2019–2020. Dr. Kelarestaghi provides technical assistant to a team developing a Secure Data Commons proof of concept—a cloud-based, replicable, use-case-driven system. This work includes requirements gathering, system planning, data governance, and architecture development using the Scalable Agile Framework (SAFe) development process.

Technical Specialist, Emergency Working Research Group [USDOT]. 2019–2020. Dr. Kelarestaghi provides technical assistant to a team conducting a feasibility study for a nationwide alert system, which facilitates the movement of emergency response convoys through particular areas. This system will help authorities to coordinate with the response convoy and ensure safe and timely transportation of the emergency convoys.

Technical Specialist, Houston ConnectSmart [Texas DOT]. 2019–2020. Dr. Kelarestaghi provides technical assistant to a team developing ConnectSmart, an advanced framework that integrates TSMO and active demand management (ADM) with multimodal demand and mobility management. The main objective of this project is to improve Houston transportation system safety, reliability, and efficiency.

Technical Specialist, Active Transportation Demand Management (ATDM) Contract [NYSDOT], 2019. Dr. Kelarestaghi is supporting the NYSDOT ATDM program helping to define how the agency can build partnerships with internal and external stakeholders to develop new traveler information and system management approaches in the State. Through this project, Dr. Kelarestaghi is supporting the ICF team in development of the NYSDOT Statewide TSMO Program Plan.

Technical Specialist, Atlanta Regional Commission's (ARC's) Transportation System Management and Operations (TSMO) Vision and Regional Intelligent Transportation Systems (ITS) Architecture Update [ARC]. 2019. Dr. Kelarestaghi is involved with development of a technological assessment document. The aim of this project is to identify existing strengths and limitations within the region's current TSMO efforts and ITS deployments and serves as a baseline for identifying potential opportunities to move toward the regional ITS/TSMO vision.

Employment History

ICF, Senior Transportation Engineer, Washington, DC, 2019–Present

Hume Center, Virginia Tech, Arlington, VA, 2015–2019

FHWA, Research Scientist/Intern, McLean, VA, 2016–2017

Maryland State Highway Administration, Project Manager/Intern, Hanover, MD, 2014–2015

KATIE O'SULLIVAN, AICP, PMP

Katie O'Sullivan, AICP, PMP is a senior transportation planner and project manager with extensive experience in regional planning, transportation demand management, and stakeholder engagement across a broad range of backgrounds. Katie has co-led regional transportation demand management plans in Pennsylvania, New Jersey, and Atlanta. She currently serves as the regional manager for the New York City, Western, and Central New York regions on NYSDOT's active transportation and demand management program. In this role, she manages a multidisciplinary team and coordinates directly with MPOs, transit agencies, NYSDOT staff, employers, developers, chambers of commerce, human services organizations, and mobility vendors across the state to address transportation issues ranging from workforce access, to parking management, to zoning compliance. She also serves as an evaluation coordinator for the Federal Transit Administration's Mobility Innovation Demonstration Programs Independent Evaluation.

Education

- Master of Regional Planning, University at Albany, SUNY, 2016
- Bachelor of Arts, Geography, McGill University, 2011
- Project Management Certificate, University at Buffalo, 2020
- Social Marketing in Transportation Certificate, Center for University Transportation Research, 2016

Certifications

- American Institute of Certified Planners (AICP) #31678
- Project Management Professional (PMP) #2859172

Professional Memberships

- Transportation Research Board Standing Committee on Transportation Demand Management (ABE50)
- Association for Commuter Transportation, Membership Committee Vice Chair
- American Planning Association

Relevant Project Experience

New York State Active Transportation and Demand Management (ATDM) Program (511NY Rideshare)—New York State DOT, New York, 2018 – Present

- ***New York City Program Manager.*** Leads staff in the functional areas of outreach, marketing, member support, technology, and planning to engage commuters, employers, and other stakeholders to reduce downstate congestion.
- ***Western/Central New York Regional Program Manager.*** Leads a pilot program supporting the strategic expansion of 511NY Rideshare into Upstate New York's large urban areas. Provides outreach and member support to commuters, employers, and property owners to promote mobility options. Designed and facilitated series of stakeholder forums between NYSDOT and MPOs to inform upstate program expansion.

Mobility Transit Market Analysis & Assessment—New York State DOT, New York, 2019-present, *Implementation and Outreach Support.* Supports NYSDOT and two upstate transit agencies in piloting transit analytics tools for statewide and regional studies, including bus route review and restructuring, park & ride accessibility, and construction impacts on multi-modal travel times.

Complete Trip-ITS4US Deployment in Buffalo, NY—USDOT, New York, 2019-present. *Stakeholder Outreach.* Supports stakeholder outreach for planning phase of an integrated suite of travel services to enable older adults and individuals with disabilities to make assisted and connected trips to and from a medical campus.

Mobility Innovation Demonstration Programs Independent Evaluation—Federal Transit Administration, Washington, DC, 2020 – present, *Evaluation Coordinator*. Coordinating independent evaluations for the FTA-sponsored mobility innovation demonstration projects, including the Accelerating Innovative Mobility (AIM) Demonstration Program, and Integrated Mobility

Innovation (IMI) Demonstration Program. These evaluations will document the success and impact of individual projects and the national impacts of each program.

Transportation Demand Management and Mobility Plan, North Jersey Transportation Planning Authority (NJTPA), New Jersey, 2020-2021 ***Deputy Project Manager.*** Provided regional policy-level recommendations on TDM and mobility initiatives in North Jersey with respect to regional travel trends, anticipated future needs, technology changes, and national best practices.

Statewide Transportation Master Plan, New York State DOT, New York, 2020-Present. ***Project Management Support.*** The plan will provide policy guidance to achieve an intermodal vision of the State's transportation system to 2050 and execute a diversified program of stakeholder outreach.

Regional Transportation Demand Management Strategic Action Plan—Southwestern Pennsylvania Commission, Pennsylvania, 2019. ***Deputy Project Manager.*** Served as the DPM and lead author of the plan, which guided the SPC in integrating demand management into transportation planning and project development. Led the existing conditions analysis, assessment of performance criteria, and synthesis of goals, priorities, and actions. Co-facilitated stakeholder workshops and steering committee meetings, and conducted interviews with employers, local transportation program contacts, and peer metropolitan planning organizations.

Guide to Equity Analysis in Regional Transportation Planning Processes—Transit Cooperative Research Program, Washington, D.C., 2018. ***Researcher, Writer, and Editor.*** Contributed to a guide for MPOs to analyze and mitigate potentially disparate impacts of plans and programs on underserved populations as defined by factors in federal regulations and guidance, including Title VI and Environmental Justice processes.

Annual Transportation System Management & Operations Best Practices Review—New Jersey Department of Transportation (DOT), New Jersey, 2018. ***Lead Author.*** Authored over 20 summaries of case studies that were innovative and actionable over past year within the topic areas of advanced traveller information services, integrated corridor management, traffic management centers, freeway management, and transportation systems management & operations.

Transportation Management Association (TMA) Pilot—Greater Buffalo Niagara Regional Transportation Council (GBNRTC), New York, 2016-2018. ***Project Manager.*** While employed at GBNRTC, managed the start-up activities for a regional TMA in partnership with the transit authority and stakeholders across the public and private sectors. Lead development of grant deliverables, including a business plan, commuter incentives pilot program, downtown working group, program monitoring and evaluation criteria, and reporting to the state grantors.

Employment History

- ICF. Senior Transportation Planner. Buffalo, New York. 02/2018 – Present.
- Greater Buffalo Niagara Regional Transportation Council. Project Manager. Buffalo, New York. 10/2016 – 02/2018.
- Federal Highway Administration, New York Division. Community Planning Intern. Albany, New York. 01/2016 – 10/2016.
- Minnesota Department of Transportation. Policy Planning Intern. Minneapolis/St. Paul, Minnesota. 05/ 2015 – 08/2015.
- IBI Group. Transportation Planning Intern. Albany, New York. 11/2014 – 05/2015.
- Rochester Area Foundation. Community Development Intern. Rochester, Minnesota. 08/2011 – 08/2012.
- Chittenden County Regional Planning Commission. Traffic Technician. Winooski, Vermont. 06/2009 – 08/2009.

Chris Rockwell

Founder and CEO

CONTACT

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crockwell@lextant.com

ABOUT

Chris is the founder of Lextant and has spent the past 20 years leading an experienced team of design research and user-experience professionals, providing clarity for design innovation in such diverse domains as automotive, consumer packaged goods, health care systems, durable goods, retail apparel, consumer electronics, and information technology systems. Chris has developed immersive research methods and translation strategies to deliver products and solutions aligned with the emotional, behavioral, and experiential needs of consumers.

Chris received his Masters in Human Factors Engineering at Virginia Tech., and began his career at Hewlett-Packard where he developed user-centered design methodologies. A frequent speaker and thought leader, Chris was recently named adjunct faculty at The Ohio State University. He is currently Chair-Elect on the Advisory Board for Virginia Tech's Department of Industrial and Systems Engineering. Chris has recently been featured in Ward's Automotive, Automotive World, Brand Packaging, Beauty Packaging, Columbus Business First, among others.

GENERAL MOTORS - MODEL FOR AUTONOMOUS TRUST

For nearly a decade, Chris has overseen the Lextant's relationship with General Motors (GM). In his role, Chris structured a long term partnership to support the organizations' ongoing human-machine interface needs as well as key projects on brand tone of voice for GM's luxury products, but he's also shepherded its project for defining a model for Trust for autonomous mobility. In his role Chris was the champion for consumer research intended to establish confidence for ride-sharing experiences and the sensory experiences that would need to be present for riders to have confidence

in the interaction with autonomous systems of driving, the purchase experience, and ongoing engagement with the offer.

SMART COLUMBUS - PIVOT APP

Chris worked directly with Etch to support the Smart Columbus initiative for the Pivot App. As the senior practitioner and executive leader, Chris helped scope out Lextant's approach for research with potential users of the Multi-Model Trip Planning Application intended to offer a selection of mixed-mode routes and prices options. Chris lead with a vision for the research and its methodology as well ensuring seamless integration with Lextant's UX team to ensure the clear intent of user needs into the prototype.

CENTRAL OHIO TRANSIT AUTHORITY (COTA)

Chris developed a relationship with COTA's CEO and they formed a plan to help reduce vehicles on the road and relieve congestion during special events in Central Ohio, specifically Ohio State Buckeye games and Red, White, and Boom. In both instances, Chris developed research methodologies for evaluating the current experience and offer as well as explored future state needs. Currently, Chris is overseeing a project to evaluate COTA's common payment system and in each case, Chris is forming our methods and ensuring continuity of service.

Vida Law

Senior UX Design Associate

CONTACT

o. 614.228.9711
vlaw@lextant.com

ABOUT

Vida Law is a Senior User Experience Designer and has been with Lextant since 2015. She graduated from the Ohio State University in 2014 with a BSD in Visual Communication Design.

While Vida specializes in UX/UI design and information architecture, she believes it is vital that a designer who understands research is involved in the process from the beginning. She believes that making a difference starts with observation and understanding. One of her favorite things in her work is to see through an entire process from research to design and then finally how the solution has impacted users. Some of her clients include: Honda, Stellantis, Nationwide, Smart Columbus, and BAKKT.

SMART COLUMBUS - PIVOT APP

Vida designed the user experience and information architecture of thePivot App for the Smart Columbus initiative with Etch. The project involved user research, user experience, and user interface design. She and the research team conducted user interviews with the local Linden community and professional commuters. She then utilized that research and developed the information architecture, user flows, and wireframes. Vida and the Lextant design team delivered a UX toolkit with guidelines, assets, and specifications, and worked with the Etch development team to implement the final design.

HONDA - ACURA TRUETOUCHPAD INTERFACE

Vida and her team partnered with the Honda Engineering, Honda Design, and third-party developers to develop the HMI system of the 2019 Acura RDX. Vida was intimately involved with the design of the user experience and information architecture of the system from how the TrueTouchpad hard control buttons interfaced with the HMI to the user flows of the specific features of the system such as Navigation and Audio.

Collin Simula

Design Director

CONTACT

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csimula@lextant.com

ABOUT

Collin is a multidisciplinary designer with a strong background in visual design and art direction. As the Director of UX at Lextant, he leads a team of designers, information architects, and developers in creating engaging, sophisticated, and—most importantly—usable digital experiences for the automotive industry and beyond. Some of Collin's clients include Nationwide Insurance, Honda, Bakkt, Ford, and Navistar.

Prior to joining Lextant, Collin spent nearly a decade at Ologie, a branding agency, where he primarily led the digital design team. In addition to digital design, Collin has significant experience in all facets of design, from branding to print to environmental—and everything in between.

SMART COLUMBUS - PIVOT APP

Collin worked directly with Etch, Smart Columbus, and the Lextant research team to take the insights and data from the generative research and turn them into actionable criteria for the design of the app. Collin led the Lextant design team in creating a UX Framework, including information architecture, user flows, and wireframes, as well as visual and motion design for the app. Collin and the Lextant design team delivered a UX toolkit with guidelines, assets, and specifications, and worked with the Etch team during the development process to maintain design intent.

HONDA - ACURA TRUETOUCHPAD INTERFACE

Collin led the Lextant design team in developing the HMI system for the 2019 Acura RDX. By partnering with Honda Engineering, Honda Design, and third-party developers, Collin and his team acted as a central hub between these disparate groups, helping to align all of the teams throughout the process. Collin and his team worked on all aspects of the design, from early wireframes and flows through development and launch.

COST SUMMARY

INVEST | JOHNSTOWN

TRIP PLANNING & TRIP OPTIMIZATION SYSTEM

RFP #2021-003

August 20, 2021

ETCH, LTD
2967 Switzer Ave, Suite D
Columbus, OH 43219
(614) 507-6533

www.etchgis.com

COST SUMMARY

Etch proposes to perform Tasks 1 and 2 for the costs shown in the following table. The costs below were prepared with the following assumptions:

- Only authorized tasks (1 and 2) are included. Cost for additional tasks will be provided upon authorization.
- Neither commercial software nor hardware costs are included.

TASK	DESCRIPTION	Total Hours	Total Cost
1.0	Project Technology Consultant / Advisor		
	Task Hours	315	$ 54,000
2.0	Deploy Open Source Pilot		
	Task Hours	1,000	$ 171,000
		1,315	$ 225,000

AGENDA REPORT

VILLAGE COUNCIL
SEPTEMBER 7, 2021

AGENDA ITEM
Resolution #2021-39 Trip Planning Contract

PREPARER(S)
Jim Lenner, Village Manager

RECOMMENDED ACTION
Approval of the resolution at the September 7, 2021 Village Council meeting.

HISTORY
The Village submitted, and was not chosen for, a ITS4US grant in 2020 that included the creation of new technology that would create a seamless way for residents to plan, book, pay for and monitor various modalities of transportation.

Since we were not selected for award, we were able to find another agency that would fund the pilot project. LCATS approved $250,000 in funds to create the technology.

Another $500,000 is being requested by Senator Sherrod Brown through the congressionally designated projects procedure at the federal level.

SUMMARY
Authority: Administrative Code - 107.01 Contacts and Purchases; Advertising for Bids.

Urgency: We'd ask that this is passed at the first reading so that we can execute the contracts needed for the project.

Relation to Other Actions: Etch, Ltd was the technology provider to SMART Columbus and the PIVOT app used by COTA. They are a local company from Columbus that is woman-owned.

FISCAL IMPACT
Current Budget: The project is funded with 100% LCATS funds. No Village funds will be expended.

Future Budget: We expect no Village funds to be used for the project. We are working on other funding opportunities including the Build Back Better Regional Challenge.

ATTACHMENTS
1. Response from Etch, Ltd.

Village of Johnstown
Administrative Offices
www.johnstownohio.org

VILLAGE OF JOHNSTOWN

599 S. Main Street
Johnstown, Ohio 43031
Telephone: 740-967-3177
Fax: 740-967-6415

ORDINANCE 38-2021

**AN ORDINANCE AMENDING ORDINANCE 34-20,
THE ANNUAL APPROPRIATION ORDINANCE OF THE VILLAGE OF JOHNSTOWN TO APPROVE NECESSARY CHANGES OF APPROPRIATIONS**

WHEREAS, the Council of the Village of Johnstown adopted its annual appropriations for 2021 on December 8, 2020; and

WHEREAS, the Council of the Village of Johnstown desires to increase appropriations in multiple funds to pay the costs necessary for services and supplies; and

WHEREAS, the Council of the Village of Johnstown desires to return the unused funds to the Johnstown-Monroe Local School District for funds provided for the purpose of improving road signage, crosswalks, etc. to promote the safety of all students and residents; and

WHEREAS, the Council of the Village of Johnstown desires to appropriate a portion of the funds received from the Coronavirus State and Local Fiscal Recovery Funds, established by the American Rescue Plan Act of 2021; and

WHEREAS, the net effect on the finances of the Village of Johnstown will be increased appropriations of **$143,453.01**; and

WHEREAS, the Street Maintenance, School Traffic Improvement, ARPA, Water Operating and Sewer Operating Fund balances are sufficient to cover these appropriations.

Section One. That the appropriations for the Street Maintenance, School Traffic Improvement, Water Operating and Sewer Operating Fund that were set forth in Ordinance 34-20, adopted by the Council of the Village of Johnstown, State of Ohio, on December 8, 2020, be hereby amended to read as follows:

Appropriations for Street Maintenance Fund 2011	
Supplies & Materials *(gasoline)*	$ 4,000.00
NET EFFECT on Street Maintenance Fund 2011	**$ 4,000.00**
Appropriations for School Traffic Improvement Fund 2905	
Supplies & Materials *(return funds to JMSD)*	$ 29,595.51
NET EFFECT on School Traffic Improvement Fund 2905	**$ 29,595.51**
Appropriations for American Rescue Plan Act Fund 2910	
Contractual Services (*Explore Licking County ad)*	$ 3,000.00
Contractual Services *(Mobility Hub Concept)*	$ 35,000.00
Contractual Services *(Raise Grant)*	$ 8,857.50
Contractual Services *(Zoning document scanning)*	$ 20,000.00
Supplies & Materials *(Portable radios)*	$ 36,500.00
Supplies & Materials *(Timeclocks)*	$ 1,500.00
NET EFFECT on ARPA Fund 2910	**$ 104,857.50**

DRAFT

Appropriations for Water Operating Fund 5101

Supplies & Materials *(gasoline)*	$ 2,000.00
NET EFFECT on Water Operating Fund 5101	**$ 2,000.00**

Appropriations for Sewer Operating Fund 5201

Supplies & Materials *(gasoline)*	$ 3,000.00
NET EFFECT on Sewer Operating Fund 5201	**$ 3,000.00**

Section Two. It is found and determined that all formal actions of this Council concerning and relating to the adoption of this Ordinance were adopted in an open meeting of this Council and that meetings of any of its committees that resulted in such formal action where meetings open to the public, in compliance with all legal requirements including Section 121.22 of the Ohio Revised Code and the Charter for the VILLAGE OF JOHNSTOWN.

Date of Introduction: September 7th, 2021
Public Hearing/Vote: September 21st, 2021
Effective Date:

BY: _____
Mayor Chip Dutcher

ATTEST TO: APPROVED AS TO FORM:

_____ _____
Teresa Monroe, Clerk of Council Yazan Ashrawi, Law Director

DRAFT