



243 High Street Room 110
Morgantown, WV 26505
(304) 291-9571
www.plantgether.org

Agenda

Policy Board Meeting
City of Morgantown
389 Spruce Street High
Morgantown WV
August 15, 2019
6 PM

1. Call To Order
2. Approval of Minutes
3. Committee Reports
 - a. Citizens Advisory Committee
 - b. Finance Committee
 - c. Executive Directors Report
 - i. Van Voorhis/Beechurst GO Bond Project Meeting
 - ii. WVAMPO-WVDOH meeting
 - iii. Federal Highway Administration/Federal Transit Administration Performance Measures meeting
4. Presentation on Pedestrian/Bicycle Plan Status-Phil Goff Alta Planning
5. Transportation Improvement Program Amendments
6. MPO/Monongalia County Shared Employee
7. Mountain Line Transit Study Consultant Selection
8. Discussion of Greenbag Road Project
9. Other Business
10. Meeting Adjournment



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Memorandum

Date: August 8, 2019
To: Policy Board Members
From: Bill Austin, AICP
Subject: August 15, 2019 Policy Board Meeting Agenda Items

This memorandum is to inform you of the action items for the August 15th Policy Board Meeting to be held in the City of Morgantown Council Chambers at 6 pm.

-Transportation Improvement Program Amendments-

West Virginia University Parking and Transportation has requested the following TIP Amendments

2019 Add

State of Good Repair-Section 5337

Federal Funding \$1,960,267
WVU \$ 490,350
Total Cost \$2,450,617

The West Virginia University MPRT TIP Amendment is to allocate unspent funds to perform needed maintenance on the system. Typical items included in the project include upgrading the closed circuit tv, maintenance facility HVAC upgrade and other normal maintenance items. The CAC and the TTAC both unanimously recommend approval of this amendment to the MPO Policy Board.

The West Virginia Department of Transportation has requested the following TIP Amendments.

Add to 2019

CR 45 River Road Slide Repair-Construction-Begin Milepost 11.5 for a distance of .67 miles-Project STBG0045080D-Total Cost \$2,500,000 Federal Funds \$2,000,000

Add to 2020

Dunkard Ave Sidewalks Phase V-Engineering-Project TAP2018215DTC Total Cost \$60,000 Federal Funds \$60,000

Caperton Trail Lighting-Construction-Project NRT2018218D-Total Cost \$125,000 Federal Funds \$100,000

ADD TO 2021

Dunkard Ave Sidewalks Phase V-Construction-Project TAP2018216DTC Total Cost \$240,000 Federal Funds \$240,000

Please note that the proposed projects are not directly related to the MPO's Performance Measures. The CAC and the TTAC both unanimously recommend approval of the requested TIP Amendments.

-MPO-Monongalia County Shared Employee

As discussed during the development of this year's Unified Planning Work Program there is a need for a part-time employee to improve the MPO's public outreach and to assist the County and the MPO with working with walk-in customers. The addition of a shared staff person was approved in the MPO's 2019-2020 UPWP and it has been funded in the County Planning Department's budget. At this point it is planned for the position to be located in the MPO, however Monongalia County Planning could also satisfactorily house this position. Locating this position within the MPO would save approximately 8% of the total cost of the position.

Please find attached a copy of the proposed job description for this position. The TTAC and the CAC recommended approval of this job description. It is hoped the MPO and the County can advertise this position shortly.

-Mountain Line Transit Study Consultant Selection

The MPO Policy Board approved the MPO's acting as the contractual agent for the Mountain Line Short to Medium Range Transit Study in the FY 2019-2020 Budget. This Study is being funded in part by MPO Federal Transportation Planning funds (PL Funds), Federal funds provided by WVDOT, and Mountain Line funds. The Mountain Line funds are being used to match the MPO's PL Funds.

The Policy Board approved the RFQ for this Study for release at their May meeting. MPO Staff released the RFQ for the Study in June. The MPO received seven responses to the RFQ from qualified consultants. A consultant selection committee composed of 9 members reviewed the proposals. The committee consisted of 2 representatives of Mountain Line, a representative of WVDOT Public Transit, a representative of Monongalia County, two representatives of WVU, a representative of the City of Morgantown, a representative of WVDOH, and an MPO Staff member.

The committee narrowed down the 7 firms to 3 firms by reviewing the written proposals. The three firms selected for review were Foursquare ITP out of the Washington DC area, HDR the firm that performed the I-79 Access Study, and AECOM which has worked on the PRT.

The 3 firms short-listed by the committee were interviewed by 8 members of the selection committee. One WVU representative was unable to participate in the interviews. After careful consideration the selection committee recommended that HDR be selected to perform the proposed Study. More information on the selection process is available on request. Please find attached a handout provided by HDR identifying the team members and their qualifications. The actual scope of work for the project is being developed at this time.

It is proposed that the MPO Policy Board approve this selection and that they authorize the Policy Board Chairman to enter into a contract with HDR to perform the Study after the Mountain Line Board approves the scope of work and the contract. The CAC and the TTAC both unanimously made this recommendation to the Policy Board.

**Morgantown Monongalia
Metropolitan Planning Organization Policy Board
June 27, 2019 minutes**

Members Present:

Vice-chair Joe Statler-Blacksville, Treasurer Mayor Patricia Lewis-Granville, Mayor Bill Kaweck-City of Morgantown, Dave Bruffy-Mountain Line, Commissioner Edward Hawkins-Monongalia County, Ron Justice-WVU, Mike Kelly-Board of Education, Sean Sikora-Monongalia County

MPO Director: Bill Austin

Members Absent:

Chairman Jennifer Selin-City of Morgantown, Brian Carr-WV DOH, Dominick Claudio-Star City, Councilperson Janice Goodwin-City of Westover, Councilperson Ryan Wallace -City of Morgantown, Commissioner Tom Bloom-Monongalia County

1. Call to Order

Chairman Selin was absent. Vice-chair Statler presided over the meeting. With a quorum present, Vice-chair Statler called the Policy Board meeting to order at 6:00 PM.

2. Public Comments

No public comments

3. Approval of Minutes

Mr. Austin noted that the minutes for the May meeting are included in the agenda package. Commissioner Sikora moved to accept the May minutes, seconded by Mr. Bruffy. With no discussion, the motion unanimously passed.

4. Committee Reports

a. Citizens Advisory Committee

Bill Rice, Chairman of the Citizens Advisory Committee, noted that the CAC recommended approval of the requested TIP amendments. The Committee identified that Alternative 2 is the preferred option in the the Willey St/Richwood Ave intersection study. The Committee recommended adoption of the study and the report of the 2018 traffic count.

b. Finance Committee

Treasurer Mayor Lewis noted the financial report as follows:

-- Beginning balance in May \$34,638.44 with expenditures of \$51,603.57 and one deposit of \$ 43,614.42, leaving a balance of \$ 26,649.29 at the beginning of June.

Mayor Lewis noted that the MPO transferred \$15,000 from the MPO's line credit account. Mr. Austin noted that the transaction is a precautionary measure for a potential delay of reimbursement from the WV DOT. It was confirmed by Mayor Lewis and Chairman Selin in advance of its processing. Mr. Bruffy

asked if the interest on the loan is eligible for city and county funding. Mr. Austin noted that The interest is eligible for State and local funding but not Federal funding.

Mr. Justice moved to accept the Finance Statement as presented; seconded by Mr. Kelly. With no discussion, the motion unanimously passed.

c. Executive Directors Report

Mr. Austin noted that MPO staff attended a two-day pedestrian safety summit hosted by WV LTAP. A wide range of entities participated the summit, including WV DOH, City of Morgantown, and Mon County. Mayor Kawecki noted that the LTAP is to prepare a report summarizing the Summit. He asked when the report will be released. Mr. Austin noted that the report will be available for the public in about six weeks.

Mr. Austin noted that he will attend a meeting about Beechurst Ave project tomorrow in Charleston. The MPO also requested a meeting with the Secretary of Transportation in the middle of July to discuss the Van Voorhis Project and Beechurst Project.

Mr. Austin noted that in the coming fiscal year, the MPO expects to jointly hire an employee with Monongalia County. The primary job for the new employee will include social media outreach, website maintenance, and basic data collection.

5. Transportation Improvement Program Amendments

Mr. Austin noted that West Virginia University Parking and Transportation has requested TIP Amendments for MPRT Modernization Program. The TIP Amendments address the issue of PRT Vehicle Fleet Power and related upgrades. They are in anticipation of submitting a BUILD grant application to the United States Department of Transportation. The proposed amendment has been duly advertised as required by the MPO's Public Involvement Policy.

Mayor Kawecki moved to approve the amendment to the TIP, seconded by Mr. Kelly. With no further discussion, the motion unanimously passed. Mr. Austin noted that the West Virginia Department of Transportation has requested TIP Amendments. They are WV 43 Colonel Zackquill Morgan Bridge project and Caperton Trail project for installation of lighting. Since the proposed TIP Amendments were not received in time for regular advertising under the MPO's Public Involvement Policy. MPO Staff is proposing that the MPO Policy Board tentatively approve these projects in the same fashion as was done with the TIP Amendments in May. Mr. Austin noted that WVDOH also requested three other TIP amendments. Those amendments are not urgent and will be considered at a later date.

Mr. Bruffy moved to approve the proposed amendments as presented; seconded by Mr. Kelly; With no further discussion, the motion unanimously passed.

6. Metropolitan Transportation Improvement Program Performance Measures

Mr. Austin noted that the MPO needs to evaluate how the projects in its Transportation Improvement Program (TIP) address the State's and the MPO's performance measures. In the last month, the methodology for evaluating project impacts on the Metropolitan Transportation Plan was presented to, and adopted by, the Policy Board. The same methodology is utilized for the TIP. Mr. Austin noted that the MPO staff will be working with the MPO's committees to evaluate this methodology so we may improve it for adoption next year.

Mayor Kawecki moved to approve the amendment to the TIP, seconded by Commissioner Bloom. With no further discussion, the motion unanimously passed.

7. Draft Willey Street/Richwood Avenue Intersection Study

Mr. Austin noted that a draft report of Willey Street/Richwood Avenue Intersection Study is included in the agenda package. The study was requested by the City of Morgantown and was in the MPO's FY18-19 Unified Planning Work Program. The draft study has been reviewed with the Woodburn Neighborhood Association and the technical work has been completed.

Mr. Justice noted that the intersection is of high importance for both pedestrian and vehicle safety, and he expects the project to continue moving forward. Mr. Austin noted that the study will be handed to the City of Morgantown. MPO Staff will assist the city with public involvement and addressing any technical questions that may arise from the Study.

Commissioner Sikora noted that the property owners are not aware of proposed alternatives in the study. It will be necessary to take actions to engage property owners who will be directly impacted by the project. Mr. Kelly moved to accept the study report as presented; seconded by Commissioner Bloom. With no further discussion, the motion unanimously passed.

8. Draft 2018 Traffic Count Report

Mr. Austin noted that the draft 2018 Traffic Count Report is enclosed the agenda package. This document was delayed by the need to analyze the 2018 count data and by an urgent project that came up unexpectedly. Traffic counts in this report were taken during both the spring and fall of 2018 to develop localized seasonal factors for the urban area. It is anticipated that the 2019 traffic counts will provide enough data to complete the seasonal factors. Mr. Austin also noted that the 2019 traffic count report will be a complete report with peak period volumes and directional volume data available for analysis. The TTAC and the CAC recommend acceptance of this report to the MPO Policy Board.

Commissioner Bloom noted that the report shows that some locations experienced significant traffic volume changes. Mr. Austin noted that the report provides a description of possible causes to abnormal fluctuation of traffic volume. Occasionally, drastic volume changes are due to technical errors in the data collection process.

Mr. Justice moved to accept the traffic count report; seconded by Mr. Kelly. With no further discussion, the motion unanimously passed.

9. Public Involvement Policy Amendment

Mr. Austin noted that the committee to review the proposed public involvement policy changes met on June 18 to discuss the proposed changes to the policy. The committee consisted of Mayor Lewis, Chairperson Selin and Mr. Statler. The committee recommended keeping the requirement that MPO Committee members be notified of any public meetings being held by the MPO. In regard to the policy concerning changes to the MPO's Tier One Project List, the committee recommended that "A proposal to modify the LRTP/MTP fiscally constrained Tier One Project List must include recommendations for projects to be removed or adjusted to meet the fiscal constraint requirements of the Tier One List. The public must be allowed a minimum 45-day comment period and a minimum of two public meetings on the proposed new project and the project(s) proposed to be impacted by the proposed change to the Tier One List." Mr. Statler noted that the committee had a lengthy discussion about the policy changes, and that the recommended changes will bring positive effect for the MPO's transportation planning process.

Mr. Justice moved to adopt the recommended changes to the MPO's Public Involvement Policy, seconded by Mr. Kelly. With no further discussion, the motion unanimously passed.

10. Discussion of Pedestrian and Bicycle Study Implementation

Mr. Austin noted that the MPO is working with a pedestrian safety group to address immediate pedestrian safety concerns in the area. Mr. Justice noted that the group has identified three rapid response projects, which are: the intersection on University Ave near the Pizza Al's, the intersection of University Ave and Falling Run Rd, and the intersection of Campus Dr and Grant Ave. Mr. Justice expressed his appreciation that the City of Morgantown will take the lead on the implementation of the three projects. It is expected that the projects will be completed before the school starts in the fall. Mr. Justice suggested providing students reflective gear and accessories to increase their visibility on streets at night in winter.

Commissioner Bloom noted that the pedestrian safety group will work on other fronts to improve pedestrian safety, including providing channelized crossings, high visibility markings, and education programs.

In regard to the intersection improvements on University Ave near Pizza Al's, Mayor Kawecki asked about the recommendations made by Stantec Consultants in the University Ave Corridor Study. Mr. Austin noted that the recommendations made by that study are subject to DOH's implementation. DOH has not taken any actions on that intersection so far.

11. Other Business

Mr. Justice noted that the University will begin to demolish the Stanberry Hall on Beechurst Ave this summer. The sidewalk in the Stanberry Hall area will remain open for the first two weeks of the demolition and will then be closed. The University has proposed several temporary treatments to ensure pedestrian safety on Beechurst Ave during the demolition, which include temporary crosswalk, signals, barriers, and pavement markings. At the moment, the WV DOH has not approved any of those temporary treatments. The University is working with the DOH to develop an agreement on this issue before the sidewalk closure. Mr. Justice emphasized the importance of providing safe alternative routes for pedestrians in the project areas.

Vice-Chair Statler expressed his appreciation to DOH for roadway improvements on CR7 in the western part of the county. He also noted that CR29 is in poor condition. The oil and gas companies will start to work on several back roads along CR 29. Those projects have been approved by the WV DOH.

Commissioner Sikora asked about the status of the intersection improvement project on Pleasant St and Spruce St. Mr. Austin noted that the City of Morgantown is working on a grant application for this project. The design engineer of the DOH's District Office for the area is aware of the issue at this intersection and will work to improve it in near future.

Mr. Kelly asked about the improvements on Holland Ave in Westover. Mr. Austin noted that there has been re-occurring comments on the water accumulation at various locations along that corridor. Currently, the DOH is looking for a permanent solution to fix the drainage issue there.

12. Meeting Adjournment

Meeting adjourned at 7:35 PM.

Bringing national expertise, local knowledge, and real-world experience in transit system operations.



Experienced Leaders



Josh Sikich, AICP
Project Manager



Matt Selhorst, AICP
Principal In Charge



Amy Staud, PE, PTOE, ENV SP
Agency Coordination,
Public Involvement



Justin Robbins, AICP
New Mobility,
Public Involvement



Megan O'Reilly
Innovative Outreach

“As a former transit agency leader, I am excited to be your partner as we plan for the future of your community.”

Josh Sikich, Project Manager

HDR Strengths

We are fully committed to developing a transit roadmap for Morgantown and Monongalia County with:

- An experienced project manager who led the redesign for a successful transit system
- A full toolbox of innovative public engagement options, designed to meet the communities' needs
- A team experienced in the planning and implementation of transit systems throughout the country
- National expertise in new mobility and technology solutions to improve the transit experience
- A single firm to address the needs of the project
- Trusted partnership with MMMPO

Proactive Approach

The approach to providing efficient transit is evolving, with new and innovative ways to meeting the community's needs. HDR will work with MMMPO and Mountain Line to identify effective ways to serve the community through a process designed to balance present needs with future change, the community needs with real-world constraints, and the agency needs with budgetary limits.

HDR will engage with the greater Morgantown community to develop an understanding of their wants and needs. This process will inform the direction of the plan, applied alongside real-world considerations such as land use and development, budget, projected future changes, Federal regulations, and rapid technological innovation. This plan will provide transit decision-makers a framework to respond to change while planning wise investments and evaluating multiple scenarios for the future of your community.

References

Brent Walker
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West Virginia Department of Transportation
304.558.0103
brent.h.walker@wv.gov

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Director of Programming & Planning
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Chief Development Officer
Central Ohio Transit Authority
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Contact



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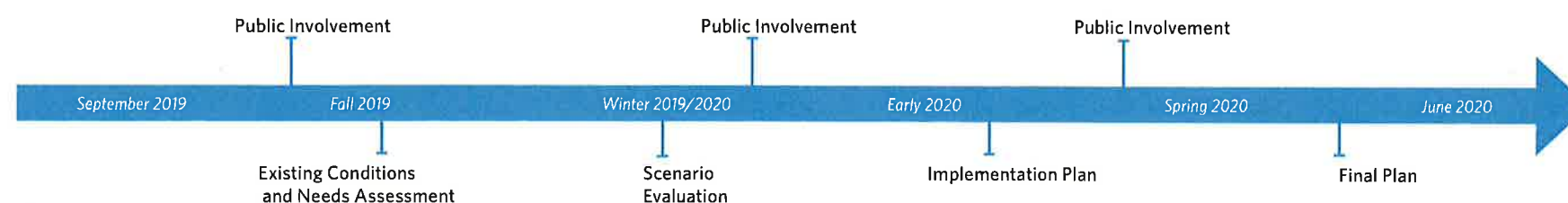
2416 Pennsylvania Avenue
Weirton, WV 26062



Josh Sikich, AICP
614.839.6323
Joshua.Sikich@hdrinc.com

Notes

Schedule



| Type | Date | Num | Name | Memo | Clr | Split | Amount | Balance |
|---|------------|--------|------------------------------------|--------------------------------------|-----|---|------------|------------------|
| Centra-Checking (voucher checks) | | | | | | | | 16,749.08 |
| Deposit | 07/08/2019 | | Monongalia County | Deposit | √ | PL Funds Match (Local Match for FHWA | 17,500.00 | 34,249.08 |
| Deposit | 07/10/2019 | | City of Morgantown | Deposit | √ | PL Funds Match (Local Match for FHWA | 17,500.00 | 51,749.08 |
| Check | 07/10/2019 | 9130 | Alta Planning and Design | Ped/Bike Study | √ | Consulting (Consulting Expense) | -10,000.00 | 41,749.08 |
| Check | 07/10/2019 | 9131 | HD Media Company | Transit Study RFQ Charleston Gazette | √ | Public Notices | -54.87 | 41,694.21 |
| Check | 07/10/2019 | 9132 | J. William B. Austin | Beechurst Avenue PIE Study | √ | Travel (Travel) | -183.28 | 41,510.93 |
| Check | 07/15/2019 | 5708 | J. William B. Austin | Electronic Transfer | √ | Salary | -2,152.15 | 39,358.78 |
| Check | 07/15/2019 | 5709 | Jing Zhang | Electronic Tranfer | √ | Salary | -1,530.43 | 37,828.35 |
| Check | 07/15/2019 | 5710 | ICMA. Retirement Corp | | √ | Salary | -1,648.60 | 36,179.75 |
| Check | 07/15/2019 | 941 | IRS | Electronic Transfer | √ | Salary | -1,257.24 | 34,922.51 |
| Check | 07/15/2019 | 5718 | J. William B. Austin | Electronic Transfer-Correcting error | √ | Salary | -61.41 | 34,861.10 |
| Check | 07/15/2019 | 5719 | Jing Zhang | Electronic Transfer-Correcting error | √ | Salary | -29.86 | 34,831.24 |
| Check | 07/15/2019 | 5720 | ICMA. Retirement Corp | Correcting error | √ | Salary | -18.16 | 34,813.08 |
| Deposit | 07/25/2019 | | WVDOH | May 2019 | √ | PL Funds (Funds) | 38,191.42 | 73,004.50 |
| Check | 07/30/2019 | 5721 | J. William B. Austin | Electronic Transfer | √ | Salary | -2,208.07 | 70,796.43 |
| Check | 07/30/2019 | 5722 | Jing Zhang | Electronic Transfer | √ | Salary | -1,560.79 | 69,235.64 |
| Check | 07/30/2019 | 5723 | ICMA. Retirement Corp | | | Salary | -1,666.67 | 67,568.97 |
| Check | 07/30/2019 | 073019 | WV Dept of Tax and Revenue | | | Salary | -495.00 | 67,073.97 |
| Check | 07/30/2019 | 941 | IRS | Electronic Transfer | | Salary | -1,270.22 | 65,803.75 |
| Check | 07/31/2019 | 9133 | Alta Planning and Design | Bike Ped Study | | Consulting (Consulting Expense) | -23,935.12 | 41,868.63 |
| Check | 07/31/2019 | 9134 | Centra Bank - Mastercard | Replace JZ Computer | | Computer Hardware/Software | -1,454.97 | 40,413.66 |
| Check | 07/31/2019 | 9135 | Fringe Benefits Management Company | | | Salary | -355.32 | 40,058.34 |
| Check | 07/31/2019 | 9136 | J. William B. Austin | Trip to Charleston-Sec. White-VV/Bee | √ | Travel & Ent (Travel and Entertainment) | -183.28 | 39,875.06 |
| Check | 07/31/2019 | 9137 | Public Employees Insurance Agency | | | Salary | -1,962.70 | 37,912.36 |
| Check | 07/31/2019 | 9138 | Retiree Health Benefit Trust Fund | | | Salary | -336.00 | 37,576.36 |
| Check | 07/31/2019 | 9139 | United Bank | United Bank | √ | Line of Credit Payment (Line of Credit At | -15,072.50 | 22,503.86 |
| Total Centra-Checking (voucher checks) | | | | | | | | 22,503.86 |

**Checking Account
As of June 30, 2019**

**08/05/2019
Accrual Basis**

| | Type | Date | Num | Name | Memo | Clr | Split | Amount | Balance |
|--|---------|------------|------|------------------------------------|---------------------|-----|---------------------------------|-----------|------------------|
| Centra-Checking | | | | | | | | | 26,649.29 |
| | Check | 06/13/2019 | 9123 | Dominion Post | | √ | Public Notices | -120.63 | 26,528.66 |
| | Check | 06/13/2019 | 9124 | Public Employees Insurance Agency | | √ | Salary | -1,831.06 | 24,697.60 |
| | Check | 06/13/2019 | 9125 | Retiree Health Benefit Trust Fund | | √ | Salary | -366.00 | 24,331.60 |
| | Check | 06/13/2019 | 9126 | Service Plus | | √ | Accounting (Accounting Fees) | -227.00 | 24,104.60 |
| | Check | 06/13/2019 | 9127 | Fringe Benefits Management Company | | √ | Salary | -355.32 | 23,749.28 |
| | Check | 06/14/2019 | 5701 | J. William B. Austin | Electronic Transfer | √ | Salary | -2,152.16 | 21,597.12 |
| | Check | 06/14/2019 | 5702 | Jing Zhang | Electronic Transfer | √ | Salary | -1,530.44 | 20,066.68 |
| | Check | 06/14/2019 | 5703 | ICMA. Retirement Corp | | √ | Salary | -1,648.60 | 18,418.08 |
| | Check | 06/14/2019 | 941 | IRS | Electronic Transfer | √ | Salary | -1,239.48 | 17,178.60 |
| | Deposit | 06/25/2019 | | United Bank | Deposit | √ | Deposit from Line of Credit | 15,000.00 | 32,178.60 |
| | Check | 06/27/2019 | 9128 | Alta Planning and Design | | √ | Consulting (Consulting Expense) | -8,209.05 | 23,969.55 |
| | Check | 06/27/2019 | 9129 | Dominion Post | | √ | Public Notices | -83.82 | 23,885.73 |
| | Check | 06/28/2019 | 5706 | ICMA. Retirement Corp | | √ | Salary | -1,648.60 | 22,237.13 |
| | Check | 06/28/2019 | 5704 | J. William B. Austin | Electronic Transfer | √ | Salary | -2,152.15 | 20,084.98 |
| | Check | 06/28/2019 | 5705 | Jing Zhang | Electronic Transfer | √ | Salary | -1,530.44 | 18,554.54 |
| | Check | 06/28/2019 | 941 | IRS | Electronic Transfer | √ | Salary | -1,239.46 | 17,315.08 |
| | Check | 06/28/2019 | 0628 | WV Dept of Tax and Revenue | Electronic Transfer | √ | Salary | -488.00 | 16,827.08 |
| | Check | 06/30/2019 | 5707 | City of Morgantown | City Fee | √ | Salary | -78.00 | 16,749.08 |
| Total Centra-Checking (voucher checks) | | | | | | | | | 16,749.08 |

TOTAL

**POSITION DESCRIPTION
PLANNER I
MONONGALIA COUNTY PLANNING COMMISSION/MORGANTOWN MONONGALIA
METROPOLITAN PLANNING ORGANIZATION**

Summary of Position:

The position of Planner I is a full-time entry-level professional position shared between the Morgantown Monongalia Metropolitan Planning Organization (MMMPO) and the Monongalia County Planning Commission (MCPC) working under the supervision of the Executive Director of the MMMPO and the County Director of Planning. The Planner I will perform related duties for both the MMMPO and the County Planning Commission. The Planner I will be responsible for public engagement and for front counter duties for both organizations including directing customers to the proper agency, providing them with information on the County's ordinances and application procedures and the MMMPO's and MCPC's activities. Duties also include collecting land use data and other supporting data for both agencies. The Planner I will also develop a web-based newsletter and maintain the agencies websites informing the public of both agencies activities and public involvement opportunities.

Background:

Monongalia County is located in north-central West Virginia with a population of approximately 105,000. Morgantown, the county seat, is the educational, medical, cultural and commercial hub of the region. Morgantown is home to West Virginia University, one of the top research universities in the Country, with an enrollment of over 28,000 students. Pittsburgh, PA is a one hour drive to the north and Washington, DC is a four hours drive to the east. Morgantown is consistently rated as one of the top ten small metros in the Country for its quality of life and economic climate.

Duties and Responsibilities:

The Planner I will assist in the operations of the MCPC and the MMMPO:

- Assisting the public with informational and educational materials, presentations, and gathering public feedback
- Assisting the public with required procedures and forms
- Assisting in plan review
- Update the agencies websites
- Develop a quarterly newsletter highlighting the MMMPO's and MCPC's activities
- Prepare reports, studies, and other information regarding zoning, subdivision ordinance enforcement or transportation issues and topics as assigned by the Directors

Other areas of responsibility will include:

- Assisting in gathering, analyzing and interpreting planning data
- Assisting in preparing reports and/or segments of reports
- Providing Geographic Information Systems (GIS) support, creating maps and providing research and analysis for planning projects and applications
- This description is intended to provide a general overview of typical duties, as well as the complexity of the work to be performed by this staff member. It is not intended to be an

exhaustive list of duties, responsibilities or specific tasks, other duties may be assigned as needed.

Required Knowledge and Skills:

- Knowledge of principles and practices of Land Use Planning and Zoning Administration and or knowledge of the principals and practice of transportation planning.
- Knowledge of principles and practices of research and data collection
- Effective writing techniques, oral communication and interpersonal skills sufficient to explain rules and procedures clearly to the public and communicate with public officials and professional colleagues (Advanced public engagement techniques a plus)
- Knowledge of computer hardware and software programs which will include Microsoft Office, web development applications, social media platforms and GIS (Advanced visualization techniques and/or transportation modeling experience a plus)
- Problem-solving skills to gather relevant information to solve practical problems
- Ability to work on several projects or tasks simultaneously
- Ability to work independently or in a team environment as needed

Minimum Qualifications:

The Planner I position requires at a minimum, graduation from an accredited college with a Bachelor's degree in land use planning, transportation planning or a closely related field.

Salary and Benefits:

This is a professional position with a competitive salary based on qualifications with a full benefits package.

Application:

All interested candidates should submit a cover letter and resume by X, 2019 by email, fax or mail to:

Bill Austin, AICP
Executive Director
Morgantown Monongalia MPO
243 High Street. Room 110
Morgantown, West Virginia 26505

baustin@plantogether.org
Telephone: 304 291-9571
Fax: 304 291-9573

The Monongalia County Planning Commission and the Morgantown Monongalia MPO are an Equal Opportunity Employers.