



## ADMINISTRATIVE AFFAIRS COMMITTEE

Howard Elstro, Chairman

Jerry Gilden

Jamie Mehaffie

Kelli Singhaus

Doug Post

Steve Ewing

Brion Rhodes

Mitch Kingsley

### **Administrative Affairs Committee Agenda – November 15, 2023**

1. Roll Call
2. Approval of AAC Minutes – October 25, 2023
3. Building Update
4. Staff Merit Pay Increases
5. Other
6. Adjournment – Time:

**ADMINISTRATIVE AFFAIRS COMMITTEE**  
**November 15, 2023**

There was a meeting of the **Administrative Affairs Committee** of the Lima-Allen County Regional Planning Commission on **November 15, 2023**, at **4:00** p.m. in the Commission office at 130 West North Street, Lima, Ohio.

Howard Elstro opened the meeting at 4:00 pm and served as the chair pro-tem and proceeded with the agenda.

**1. ROLL CALL**

Mr. Howard Elstro	City of Lima
Ms. Kelli Singhaus	Allen County
Mr. Jerry Gilden	Marion Township
Mr. Jamie Mehaffie	City of Delphos
Mr. Doug Post	Amanda Township

**GUESTS**

**STAFF**

Ms. Tara Reynolds Bales	Lima-Allen County Regional Planning Commission
Ms. Rebecca Phillips	Lima-Allen County Regional Planning Commission
Ms. Shaunna Basinger	Lima-Allen County Regional Planning Commission

**2. APPROVAL OF AAC MINUTES- October 25, 2023**

**Motion 31 (11-15-2023) AAC**

Ms. Singhaus made the motion to approve the minutes from October 25, 2023. Seconded by Mr. Post. Motion carried.

**3. BUILDING UPDATE**

Ms. Reynolds Bales distributed the building plans received from Core Consulting sharing that the plans have been sent on to ODOT. ODOT has reported that this project will be considered a maintenance project and therefore not required to go out to bid. ODOT has supplied Ms. Reynolds Bales with a list of approved contractors to choose from. Members discussed the usual requirements to send projects out for bid and requested staff contact the Allen County Prosecutor's Office to confirm this project can forgo the bid process. Ms. Reynolds Bales reported that the estimated project cost is \$339,000 with available funding of \$564,163 and no local match required. Ms. Reynolds Bales went on to state that with the remainder of the funds project options include replacing the HVAC system, upgrading the LED lighting, replacing ceiling tiles, and sealing the 2<sup>nd</sup> story floor. Smaller capital project options include the office copier and vehicle replacement. Members voiced desire to have the project move quickly in regards to choosing a contractor, requesting quotes be obtained and the committee be consulted in the event of large cost estimate differences between contractors.

**4. STAFF MERIT PAY INCREASES**

**Motion 32 (11-15-2023) AAC**

Ms. Singhaus made the motion to adjourn into executive session at 4:21 p.m. for the purpose of discussing staff merit pay increases. Seconded by Mr. Mehaffie. Motion carried.

**Motion 33 (11-15-2023) AAC**

Mr. Post made the motion to exit executive session at 4:38 p.m. Seconded by Ms. Singhaus. Motion carried.

**Motion 34 (11-15-2023) AAC**

Mr. Gildea made the motion to accept the Executive Director's recommended salary proposal schedule for CY 2024. With respect to probationary employees, the COLA increase will go into effect the first day of the month proceeding their probationary end. Seconded by Mr. Post. Motion carried.

**5. OTHER**

**6. Adjournment**

**Motion 35 (11-15-2023) AAC**

Mr. Post made the motion to adjourn. Seconded by Ms. Singhaus. The motion carried.

The meeting Adjourned at 4:49 p.m.