



Lima/Allen County
**REGIONAL PLANNING
COMMISSION**

130 W. North Street
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Beth Seibert
President

Doug Post
President-Elect

Jerry Gilden
Treasurer

Brion Rhodes
Secretary

Tara Reynolds Bales
Executive Director

TO: EXECUTIVE COMMITTEE
Kevin Cox Howard Elstro Steve Ewing
Jerry Gilden Mitch Kingsley Jamie Mehaffie
Doug Post Brion Rhodes Chuck Schierloh
Sean Chapman Paul Basinger

FROM: Beth Seibert, Chair

DATE: November 15, 2023

RE: EC Meeting

There will be a meeting of the **Executive Committee** of the Lima-Allen County Regional Planning Commission held on **Thursday, November 16, 2023 at 4:00 p.m.** at the Commission office located at 130 W. North Street, Lima, Ohio.

The agenda will be as follows:

1. Roll Call
2. Approval of EC minutes – October 26, 2023
3. Correspondence
4. Financial Report
 - a. Budget Revenue
 - b. Budget Expenses
 - c. Bills to be Approved, Payroll and OPERS
5. Current Budget Line to Line Changes
6. 2024 Calendar Year County Budget
7. 2024 Proposed Fee Structure
8. Standing Committees Reports
 - a. Administrative Affairs Committee
 - b. Community Development Committee
 - c. Developmental Controls Committee
 - d. Transportation Coordinating Committee
9. Other Committee Reports
10. Director's Report - Staff Planning Report
11. Old Business
12. New Business
13. Adjournment

Meeting agendas/minutes are published on the LACRPC website; click on the "Committees" tab on the left for more information. Any questions, please feel free to contact the Commission Office at 419-228-1836.

NOTE: IN ORDER TO ENSURE A QUORUM PLEASE RESPOND TO THIS NOTICE WITH WHETHER OR NOT YOU PLAN TO ATTEND. THANK YOU!

November 16, 2023

EXECUTIVE COMMITTEE

November 16, 2023

The **Executive Committee** of the Lima-Allen County Regional Planning Commission met on **Thursday, November 16, 2023, at 4:00 p.m.** in the Commission office located at 130 West North Street, Lima, Ohio.

A quorum being present, Beth Seibert brought the meeting to order at 4:00 p.m. and proceeded with the agenda.

1. ROLL CALL

Kevin Cox	Perry Township
Jerry Gilden	Marion Township
Doug Post	Amanda Township
Brion Rhodes	ACEO
Beth Seibert	Allen County Commissioner
Chuck Schierloh	City of Lima
Howard Elstro	City of Lima
Jamie Mehaffie	City of Delphos

STAFF

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

2. APPROVAL OF EC MINUTES – October 26, 2023

Motion 91 (11-16-2023) EC

Mr. Post motioned that the Executive Committee minutes of October 26, 2023, be approved. Seconded by Mr. Cox, the motion carried.

3. CORRESPONDENCE

Ms. Reynolds Bales reported there was no correspondence.

4. FINANCIAL REPORT

Ms. Phillips provided the budget revenue and budget expense reports noting the annual payout to the Prosecutor's Office and Anthem payments.

Motion 92 (11-16-23) EC

Mr. Cox made the motion to approve the budget revenue, budget expense reports, and payment of the bills, payroll, and OPERS as presented. Seconded by Mr. Post, the motion carried.

5. CURRENT BUDGET LINE TO LINE CHANGES

Ms. Phillips requested to move \$60,000 from Repairs to Services for the current budget year 2023 to cover the additional expenses created through the WORPO contract with Choice One.

Motion 93 (11-16-23) EC

Mr. Gilden made the motion to approve the move of \$60,000 from Repairs to Services for the current 2023 CY budget to cover the additional expenses created through the WORPO contract with Choice One. Seconded by Mr. Rhodes. The motion carried.

6. 2024 CALENDAR YEAR COUNTY BUDGET

Ms. Phillips presented the 2024 CY County Budget stating that it is higher than in the past because of the addition of WORPO and the building renovation funding from ODOT. Ms. Phillips also highlighted the RTA MOU and the maximum yearly revenue of \$36,000. For health insurance, there is no change in the single/family percentage of the premium covered by LACRPC. The increased amount in the health insurance budget line just accounts for the change in enrollment status of employees not currently enrolled.

Motion 94 (11-16-23) EC

Mr. Rhodes made the motion to approve the 2024 CY County Budget. Seconded by Mr. Elstro, the motion carried.

7. PROPOSED FEE STRUCTURE

Ms. Reynolds Bales presented the 2018 Fee Structure proposing to update the document to “2024 Fee Structure” with no other changes. Committee members discussed the merit and option to bring the Fee Structure before the Allen County Commissioners for revision. Because the cost of living has increased yet fees have remained the same, Allen County has been subsidizing these additional costs on average about 40k in excess of the 71k Allen County yearly membership fee. Mr. Cox and Mr. Post voiced their opposition to raising fees citing the burden it would place on the citizens/smaller municipalities and the want to keep user fees down. Mr. Mehaffie suggested revisiting fee changes this time next year. Executive Committee agreed by consensus to remove the year/date from the title of the document.

8. STANDING COMMITTEES

a. Administrative Affairs Committee

Mr. Elstro reported the AAC met on November 15, 2023, and received an update on the building including that it will be considered a maintenance project and therefore not required to go out to bid, a list of approved contractors to choose from was supplied. The estimated project cost is \$339,000 with available funding of \$564,163 and no local match required. The remainder of the funds' project options include replacing the HVAC system, upgrading the LED lighting, replacing ceiling tiles, and sealing the 2nd story floor. Smaller capital project options include the office copier and vehicle replacement. Mr. Post requested to include tuck pointing on the southwest corner of the building to the scope of work.

During the November 15th meeting a motion was passed to accept the Executive Director’s recommended salary proposal schedule for CY 2024. Concerning probationary employees, the COLA increase will go into effect on the first day of the month following their probationary end date. Ms. Seibert questioned whether the COLA increases for employees in their probationary period will be applied retroactively; it was established that the COLA will not be retroactive for probationary employees.

Motion 95 (11-16-23) EC

Mr. Elstro made the motion to adopt the recommendation as submitted with inclusions of the COLA not being retroactive for probationary employees and applying once they exit the probation period. Seconded by Mr. Post. The motion carried.

Motion 96 (11-16-23) EC

Mr. Elstro made the motion to accept the AAC report. Seconded by Mr. Mehaffie, the motion carried.

b. Community Development Committee

Ms. Basinger reported that the CDC did not meet in November.

c. Developmental Controls Committee

Mr. Schierloh reported the DCC did not meet in November.

d. Transportation Coordinating Committee

Ms. Seibert reported that the TCC did not meet in November.

9. OTHER COMMITTEE REPORTS

a. CAC Committee

Ms. Basinger reported that the CAC did not meet in November.

b. TAC Committee

Mr. Mehaffie reported that the TAC did not meet in November.

10. DIRECTOR'S REPORT- STAFF REPORT: September 2023

Ms. Reynolds Bales highlighted work done by LACRPC staff including the DUNK Event at Perry High School through the ODPS Grant, Lot Splits are now numbered at 95 for the year, Spencerville's ADA Plan is complete and work is underway for the Bluffton ADA Plan, and Delphos Comprehensive Plan. Additionally, LACRPC will have availability for comprehensive plans if a jurisdiction is interested in creating one.

Matters of the building renovations are being attended to diligently and ODOT is willing to meet with the committee to discuss the project.

Staff have been working with Choice One and the seven counties, WORPO Bylaws are set to be finalized on December 13, 2023, after which a meeting will take place to discuss the developments of WORPO's LRTP.

Motion 97 (11-16-23) EC

Mr. Elstro made the motion to accept the Director's Report. Seconded by Mr. Cox, the motion carried.

11. OLD BUSINESS

12. NEW BUSINESS

Ms. Reynolds Bales presented a letter of recommendation for her to serve on the District 13 NRAC as all past LACRPC executive directors have done. Kirk Niemeyer, City of Lima Public Works Director invited her to serve on the NRAC.

Motion 98 (11-16-23) EC

Mr. Elstro made the motion to recommend Ms. Reynolds Bales to serve on the NRAC. Seconded by Mr. Rhodes, the motion carried.

13. ADJOURNMENT

Motion 99 (10-26-23) EC

Mr. Cox made the motion that the meeting be adjourned. Seconded by Mr. Post, the motion carried.

The meeting adjourned at 4:54 p.m.

Submitted by:

Accepted by:

Signature/Secretary

Signature/RPC President

Date:_____

Date:_____