

## **EC – March 21, 2024**

### **EXECUTIVE COMMITTEE**

**March 21, 2024**

The Executive Committee of the Lima-Allen County Regional Planning Commission met in regular session on **Thursday, March 21, 2024**, 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 4:01 p.m. and proceeded with the agenda.

#### **1. ROLL CALL**

Jerry Gilden	Marion Township
Beth Seibert	Allen County Commissioner
Howard Elstro	City of Lima
Jamie Mehaffie	City of Delphos
Chuck Schierloh	City of Lima
Sean Chapman	Village of Spencerville
Steve Ewing	Auglaize Township

#### **STAFF**

Tara Reynolds Bales	Lima-Allen County Regional Planning Commission
Rebecca Phillips	Lima-Allen County Regional Planning Commission
Tonya Dye	Lima-Allen County Regional Planning Commission

#### **2. APPROVAL OF EC MINUTES – February 22, 2024**

##### **Motion 16 (3-21-2024) EC**

Mr. Ewing moved that the Executive Committee minutes of February 22, 2024, be approved. Seconded by Mr. Gilden; the motion carried.

#### **3. CORRESPONDENCE**

Ms. Reynolds Bales had no correspondence to report, nor did any other committee member.

#### **4. FINANCIAL REPORT**

Ms. Phillips provided the budget revenue, budget expense, bills to be approved, payroll and OPERS reports. MPO memberships are still being received. She will send a physical mail follow-up for any MPO memberships outstanding in case of misdirected/invalid emails. All WORPO memberships have been received. Workers' Compensation payments are usually higher at the beginning of the year, with a few adjustments later in the year. Mr. Gilden asked if the LACRPC is part of a pool to which Ms. Phillips responded that we are pooled with the County. The HSA 2023 Correction was made as some of the spring/summer contributions had not been made. That issue has been documented and corrected. LACRPC has received new fire extinguishers but is looking for resources on how to dispose of the old ones. It was recommended by the committee to find a service that will maintain and rotate the fire extinguishers as necessary. Ms. Phillips also noted a payment to Shonebarger Beale Miller & Associates for services performed by Marlene in January to prepare the UPWP.

Mr. Gilden had a question regarding the budget line for the building improvements as it was understood that these may be resolved through ODOT. Ms. Phillips responded that at the time of the budget submission, it was unclear as to how the financial aspect of the building improvement project would be accomplished,

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and she had inserted the funds as a precautionary measure. She will ask for a budget adjustment once a formal agreement is in place.

Mr. Elstro thanked Ms. Phillips for sending the financial reports out early and in such an accurate and understandable format.

**Motion 17 (3-21-2024) EC**

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

**5. STANDING COMMITTEES**

a. Administrative Affairs Committee

Mr. Elstro reported that the AAC met on March 20<sup>th</sup>. The minutes from February 24, 2024 were approved. Ms. Dye was introduced to the committee. There were eight candidates for the associate planner position. The preferred candidate will arrive in Lima on March 25<sup>th</sup> to tour the area and investigate housing. They are reviewing the offer now, with a potential start date in April. Ms. Basinger resigned from the LACRPC on Monday, March 18<sup>th</sup>. The committee authorized Ms. Reynolds Bales to advertise and subsequently hire for the position of Community Outreach Planner. Ms. Reynolds Bales successfully completed her one year probationary period and her pay will be increased accordingly. Three Certificates of Appointment were presented to the committee. The certificates help to document employment changes or adjustments for audit purposes. There was also an Employee Status sheet for Ms. Reynolds Bales that needed a board signature.

The Building Renovation project was discussed. Clarity on funding with money running through ODOT, no bids will need to be sent as contractors will be selected through the government pre-approved contractor lists, and ODOT providing project management staff support. It is also hopeful that any additional leftover funds from the project may be used towards upgrades in the HVAC and/or lighting for the building.

For the Annual Meeting, it is up to the Administrative Affairs Committee chair to present a slate of officers and committee chairs. The slate of officers was approved with the understanding that nominations can happen until the annual meeting. The slate of officers and chairs proposed were:

President:	Doug Post	Doug Post
President-Elect:	Jamie Mehaffie	Jerry Gilden
Treasurer:	Howard Elstro	Mitch Kingsley
Secretary:	Brad Baxter	Chuck Schierloh
Past President:	Beth Seibert (does not need to be voted upon as it is an automatic appointment)	Jamie Mehaffie
Executive Committee Chair:		
Administrative Affairs Committee Chair:		
Community Development Committee:		
Development Controls Committee:		
Transportation Coordinating Committee:		

Executive Committee At-Large Delegates (5):

- Mayor Sharetta Smith
- Kelli Singhaus
- Steve Ewing
- Kevin Cox
- Brian Rhodes

The aforementioned listing helps document compliance with the bylaws.

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The LACRPC office will be closed on April 8<sup>th</sup>, 2024, with the employees working from home due to the Solar Eclipse, as the region is expecting heavy influx of visitors that will impede traffic and impact emergency services.

### **Motion 18 (3-21-2024) EC**

Mr. Gilden moved that the Administrative Affairs Committee report be approved. Seconded by Mr. Mehaffie; the motion carried.

#### b. Community Development Committee

Ms. Reynolds Bales reported that the CDC did not meet in March.

#### c. Developmental Controls Committee

Mr. Schierloh reported that the DCC met on March 12, 2024. Four items were on the agenda. Conditional Approval was given on the 7 Oaks Subdivision No. 3 Final Plat. The zoning variance for sidewalks on Lost Creek Country Club development (Bath Township) was approved. The committee approved the staff recommendation to deny the Marion Township commercial/business Zoning Petition on Mericle Road. There was also a discussion on the Stormwater Management & Sediment Control Regulations. There will be an opportunity for public comment regarding draft changes to these regulations.

### **Motion 19 (3-21-24) EC**

Mr. Ewing made the motion to accept the DCC report. Seconded by Mr. Chapman; the motion carried.

#### d. Transportation Coordinating Committee

Ms. Seibert reported that the TCC met earlier today. The RTA provided a ridership report. The DRAFT of the Allen County Fatal Crash Report had received no public comment. A vote approved the recommendation to the Executive Committee to finalize the crash report. There were three resolutions taken and approved regarding a change of scope to PID 118806 ALL LAFAYETTE IMPROVEMENT project, a transfer of Carbon Reduction Funds between the Breese Road and the Lafayette projects, and an addition to the TIP of PID 116196 ALL CR 173 (Thayer Rd.) RW.

### **Motion 20 (3-21-24) EC**

Mr. Gilden made the motion to accept the TCC report. Seconded by Mr. Elstro; the motion carried.

## **6. OTHER COMMITTEE REPORTS**

#### a. CAC Committee

Mr. Chapman reported that the CAC did not meet in March.

#### b. TAC Committee

Mr. Mehaffie reported that the TAC met on March 19<sup>th</sup>, with the same agenda as the TCC. He provided that the RTA mobile app is now live and can track buses. The Uplift program is not live on the app as some issues still need to be resolved. RTA stated in the meeting that they would be running on a revised schedule on April 8<sup>th</sup> due to the Eclipse. Mr. McHaffie stated that there will now be a decision by the agency on Monday, March 25<sup>th</sup> regarding how RTA will operate that day.

### **Motion 21 (3-21-24) EC**

Mr. Chapman made the motion to accept the TAC report. Seconded by Mr. Ewing; the motion carried.

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**7. DIRECTOR’S REPORT- STAFF REPORT: February 2024**

Ms. Reynolds Bales shared the March 2024 Staff Report highlighting the work being done with Lot Splits, the Amanda Township Comprehensive Plan, and the HDMA report. Ms. Reynolds Bales highlighted that City of Delphos, the City of Lima, and Allen County have entered the data collection phase for the Analysis of Impediments report. She also stated that Ms. Colleen Barry of the Lima Allen County Regional Planning Commission has a meet and greet scheduled for April 3<sup>rd</sup> at 9:00 A.M. for the county engineers involved in WORPO. The first official meeting is May 15<sup>th</sup>. Ms. Reynolds Bales suggested a WORPO presentation to the EC at their June meeting. With the resignation of Ms. Basinger, Ms. Reynolds Bales is monitoring her email and asks that any work outstanding be redirected to her. She also stated that the annual report is progressing and that 2024 is an important year, marking significant anniversaries for the organization. If anyone wishes to contribute or share any recollections on this history for upcoming newsletters, please let Ms. Reynolds Bales know.

**Motion 22 (3-21-24) EC**

Mr. Mehaffie made the motion to accept the Director’s Report. Seconded by Mr. Elstro; the motion carried.

**8. OLD BUSINESS**

As the DRAFT 2023 Allen County Fatal Crash Report has had no public comment, the Committee finds it appropriate to finalize the report.

**Motion 23 (3-21-24) EC**

Mr. Elstro made the motion to finalize the 2023 Allen County Fatal Crash Report. Seconded by Mr. Ewing; the motion carried.

**9. NEW BUSINESS**

Ms. Reynolds Bales reminded that the Annual meeting is scheduled for April 25<sup>th</sup>, 2024 at 5:00 p.m.

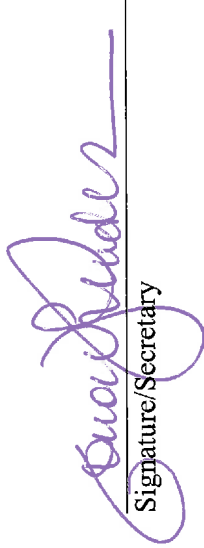
**10. ADJOURNMENT**

**Motion 24 (3-21-24) EC**

Mr. Ewing made the motion that the meeting be adjourned. Seconded by Mr. Chapman, the motion carried.

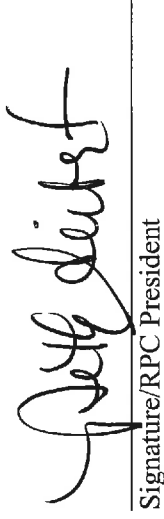
The meeting adjourned at 4:40 p.m.

Submitted by:

  
\_\_\_\_\_  
Signature/Secretary

Date: 04-25-24

Accepted by:

  
\_\_\_\_\_  
Signature/RPC President

Date: 4-25-24