

ADMINISTRATIVE AFFAIRS COMMITTEE

April 24, 2024

There was a regular meeting of the **Administrative Affairs Committee** of the Lima-Allen County Regional Planning Commission on **April 24, 2024**, at **4:00** p.m. in the Commission office at 130 West North Street, Lima, Ohio.

Mr. Elstro opened the meeting at 4:00 pm. An adjustment was made to the agenda to move the Building Update before the Personnel Update as Randy Lane from ODOT was in virtual attendance to give an update and answer questions.

1. ROLL CALL

Mr. Howard Elstro
Steven Ewing
Jerry Gilden
Jamie Mehaffie
Doug Post
Brion Rhodes
Kelli Singhaus

City of Lima
Auglaize Township
Marion Township
City of Delphos
Amanda Township
Allen County Engineer’s Office
Allen County

GUESTS

Randy Lane

Ohio Department of Transportation

STAFF

Tara Bales Reynolds
Rebecca Phillips
Adam Haunhorst
Megan Kinnear
Tonya Dye

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2. BUILDING UPDATE

Ms. Reynolds Bales introduced Mr. Lane from ODOT to review the building renovation plans and funding with the committee and allow for questions. Mr. Lane is the Statewide Planning Manager for ODOT.

Mr. Lane said that this funding was unique for LACRPC. ODOT had received a large amount of coronavirus funding that they allocated to smaller MPOs. These funds are being treated as state or local funds, which make them easier to use. The building improvement funds will be distributed by ODOT to qualified contractors who have been preapproved through the ODOT system. The MPOs would need to confirm that the appropriate work was accomplished for payment to be made. The draft LPA agreement is with ODOT (Columbus)’s legal team for review before being forwarded to the ODOT District One office. The LPA agreement is a standard agreement designating the state and local responsibilities. Cost overruns and change orders would be the responsibility of LACRPC. Standard termination clauses would also be given, with a 30-day cease work agreement. ODOT would handle dispute resolution. Any changes to the agreement would have to be a written resolution. It is his understanding that execution authority has already been granted.

Mr. Elstro questioned whether this was part of the biannual agreement with LACRPC with ODOT. Mr. Lane said that this is different from that agreement and that the agreement oversees work outside of this

specific project. This project warrants the new agreement because of the unique funding opportunity presented. The agreement is in line with other standard projects but is just on a lesser scale.

Mr. Elstro then asked once the committee reviews the draft and the board makes a resolution, what is the timeline to find a contractor and begin work. Mr. Lane said the funds would need to be encumbered, which usually takes one to two weeks, but there are already contractors vetted. It would depend upon the availability of the contractors, but due to the size of the project, it should be a shorter timeframe. It would also depend upon the availability of materials. Mr. Lane also stated that the LACRPC would need to define the scope of the project to submit to District One to get an estimate. Any remaining funds can be spent on other upgrades until exhausted.

Ms. Reynolds Bales mentioned that the cost of the power bill was extremely high. One of the potential project additions would be to address the HVAC. Browns Heating and Cooling have been asked to look into converting the system to gas from electric.

With no other questions, Mr. Lane left the meeting and the agenda resumed.

3. APPROVAL OF AAC MINUTES- March 20, 2024

Motion 09 (4-24-2024) AAC

Mr. Rhodes made the motion to approve the minutes from March 20, 2024. Seconded by Mr. Post. Motion carried.

4. PERSONNEL UPDATE

a. Public Outreach and Community Planner

Ms. Reynolds Bales introduced Ms. Megan Kinnear as the new Public Outreach and Community Planner. She started on April 15, 2024. Ms. Kinnear continued the introduction by describing her background and expressing her excitement to be part of the Lima-Allen County Regional Planning Commission.

b. Associate Planner

Ms. Reynolds Bales said that an Associate Planner had been hired and Ms. Liwen Kang is currently in the process of moving to Lima from Chicago. She would be in person at the office next week. She will be supporting Mr. Haunhorst and Ms. Barry in their positions. She also has a strong GIS background.

c. Proposed Intern Job Description

Ms. Reynolds Bales said that there is a need for an intern, but a job description could not be located. She presented the committee with a job description. She stated that the intern could assist with the UPWP freight plan, traffic and pedestrian counts, and other projects that Mr. Doyle and Mr. Haunhorst find appropriate. The position would be 20 hours a week with no benefits, at a rate of \$20 an hour. The position could turn into a pipeline for further expansion of the planning commission. It would be preferable to hire two interns if the budget allows. Ms. Reynolds Bales also asked that if the position was approved for posting that she could also be given permission to hire.

Motion 10 (4-24-2024) AAC

Mr. Gilden made the motion to approve the Intern job description, and for Ms. Reynolds Bales be allowed to hire an appropriate individual for the position. Seconded by Mr. Mehaffie. Motion carried.

5. OTHER

Ms. Reynolds Bales informed the committee of the status of former employee Brandon Kasler’s sentencing hearing on April 5th. She provided the court with a victim impact statement. The court-ordered restitution is approximately \$5300, which accounts for the recovery of the additional audit fees and the misappropriated funds. The court also imposed other sanctions, including remaining employed during his probation and 200 hours of community service.

Ms. Phillips presented the committee with the certificates of appointment for Ms. Kinnear and Ms. Kang for signature.

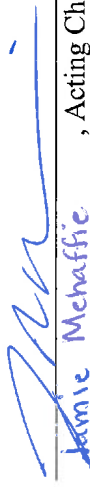
6. ADJOURNMENT

Motion 11 (4-24-2024) AAC

Mr. Rhodes made the motion to adjourn. Seconded by Mr. Ewing. The motion carried.

The meeting Adjourned at 4:33 p.m.

Meeting minutes approved on June 26, 2024.



Jamie Mehaffie, Acting Chair