

**ADMINISTRATIVE AFFAIRS COMMITTEE**

**July 24, 2024**

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

Chair Jerry Gilden opened the meeting at 4:00 pm.

**1. ROLL CALL**

Shane Coleman  
Howard Elstro  
Steve Ewing  
Jerry Gilden  
Doug Post  
Kelli Singhaus

City of Lima  
City of Lima  
Auglaize Township  
Marion Township  
Amanda Township  
Allen County

**STAFF**

Tara Bales Reynolds  
Rebecca Phillips  
Tonya Dye

Lima-Allen County Regional Planning Commission  
Lima-Allen County Regional Planning Commission  
Lima-Allen County Regional Planning Commission

**2. APPROVAL OF AGENDA – JULY 24, 2024**

**Motion 20 (7-24-2024) AAC**

Mr. Ewing made the motion to approve the agenda for July 24, 2024. Seconded by Mr. Post. Motion carried.

**3. APPROVAL OF AAC MINUTES- June 26, 2024 (Held)**

**Motion 21 (7-24-2024) AAC**

Mr. Coleman made the motion to approve the minutes from June 26, 2024, as corrected. The draft had duplicated some of the motion numbers. Seconded by Mr. Post. Motion carried.

**4. Request for LACRPC Records Commission**

Ms. Reynolds Bales requested that the committee approve the formation of a new commission to oversee Records Retention policies and procedures for the LACRPC. She asked Ms. Dye to speak to the need and basic principles for the request. Ms. Dye explained the need for a records retention schedule, the process of approval through the state level, and the time requirements for the commission once established. The commission makeup must include a legal representative and a fiscal representative. It was also requested that a LACRPC staff member would be involved in a non-voting capacity. Finally, the AAC Chair would be a part along with a member-at-large. It is the goal that the policies and retention schedule could be completed within a few months, with state approval taking longer. Once finalized, the commission would only need to meet twice a year to approve any changes to the schedule or allow for the destruction or donation of records to another state-approved organization.

**Motion 22 (7-24-2024) AAC**

Mr. Elstro made the motion to allow the formation of a LACRPC Records Commission. Seconded by Ms. Singhaus. Motion carried.

**5. Request for Bylaws Committee**

Ms. Reynolds-Bales requested the committee approve the formation of a bylaws committee to review and standardize the various bylaws and organizational agreements under which the LACRPC runs. There is inconsistent wording and procedures between the committees. A Bylaws Committee could review these together as a group to make the appropriate changes and to ensure that procedurally, the LACRPC and its committees are operating efficiently. The Bylaws Committee would be a temporary committee and could be dissolved once it has completed its purpose. It is recommended that each standing committee would put someone forth for this committee.

**Motion 23 (7-24-2024) AAC**

Mr. Ewing made the motion to allow the formation of a Bylaws Committee. Seconded by Mr. Post. Motion carried.

**6. Request for permission for material disposal**

Ms. Reynolds Bales brought forth that with the pending building improvements, the upstairs storage area needs to be cleared. There are several items that serve no administrative or programmatic purpose to the LACRPC. She is asking that the committee give the LACRPC staff permission to dispose and/or donate any irrelevant material appropriately. These items cannot be tied to grants, nor are they part of any capital asset. It is also being asked that if necessary a junk removal service be engaged to remove the debris and materials that are no longer usable in order to save staff resources. It had been mentioned that a Mr. Macdonald (deceased) had items still in storage and that attempts would be made to contact the family to see if they want to reclaim any of those materials.

**Motion 24 (7-24-2024) AAC**

Ms. Ewing made the motion to approve LACRPC Staff to Dispose of Obsolete Materials. Seconded by Mr. Post. Motion carried.

**7. OTHER**

Ms. Reynolds Bales stated that there is only one outstanding issue with the Building Renovation project agreement. She and Ms. Rogers are working with ODOT to come up with the language to say that we are not waiving our right to take court action. ODOT states that the ORC prohibits going into outside arbitration. It may come down to the removal of the word “final” in the agreement.

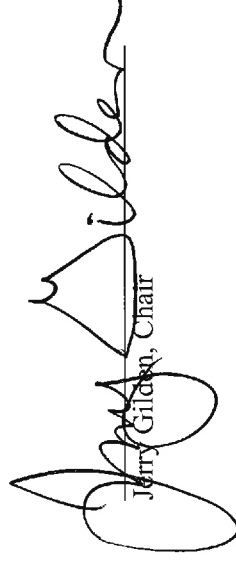
**8. ADJOURNMENT**

**Motion 25 (7-24-2024) AAC**

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

The meeting Adjourned at 4:20 p.m.

Meeting minutes approved on August 21, 2024.

  
Jerry Gilden, Chair