

EXECUTIVE COMMITTEE

May 23, 2024

The **Executive Committee** of the Lima-Allen County Regional Planning Commission met in regular session on **Thursday, May 23, 2024, at 4:00 p.m.** in the Commission office located at 130 West North Street, Lima, Ohio.

A quorum being present, Chairperson Doug Post brought the meeting to order at 4:00 p.m. and roll was taken.

**1. ROLL CALL**

Kevin Cox	Perry Township
Howard Elstro	City of Lima
Jamie Mehaffie	City of Delphos
Doug Post	Amanda Township
Brion Rhodes	Allen County
Chuck Schierloh	City of Lima
Beth Seibert	Allen County
Sharetta Smith	City of Lima

**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 AGENDA – May 23, 2024**

**Motion 34 (5-23-2024) EC**

Mr. Cox moved that the agenda be approved as presented. Seconded by Ms. Seibert; the motion carried.

**3. APPROVAL OF EC MINUTES – April 25, 2024**

**Motion 35 (5-23-2024) EC**

Mr. Elstro moved that the Executive Committee minutes of April 25, 2024, be approved. Seconded by Mr. Mehaffie; the motion carried.

**4. CORRESPONDENCE**

Ms. Reynolds Bales had two pieces of correspondence to report. First, the Ohio Department of Safety will conduct a grant monitoring visit on June 3<sup>rd</sup>. It is a routine visit to ensure compliance with the grant. Second, AEP had sent a letter that they had not properly billed for services from June 2023 through March 2024 and the charges would be added to next month's bill. The letter did not state how much was undercharged but did say that the payment could be extended over the next several months. Mr. Mehaffie mentioned that the City of Delphos had also received a similar letter.

**5. FINANCIAL REPORT**

Ms. Phillips provided the budget revenue, budget expense, bills to be approved, payroll, and OPERS reports. Harrod has submitted their membership dues. The AAC may request a change to the budget regarding the building renovations when the ODOT funds are finalized. The funds should flow through ODOT and not LACRPC, but until the agreement is reviewed and accepted, the funds remain in the budget. Management anticipates that with the new staff additions, more ODOT funding can be secured.

## EC – May 23, 2024

The LACRPC had a fairly typical month when it came to expenses. It was extrapolated that 26% of the expense budget has been used to this point. There was a trip generation manual that was purchased through the JP Morgan Chase credit card that is necessary for the 605.8 project series. The expense will be 100% reimbursed through ODOT.

The expenses and payments need to be reviewed and signed by members of the committee. It was noted that the fund balances match between the auditor's reports and LACRPC.

### **Motion 36 (5-23-2024) EC**

Ms. Seibert made the motion to approve the budget revenue, budget expense reports, and payment of the bills, payroll, and OPERS as presented. Seconded by Mr. Rhodes; questions were then taken.

Mr. Elstro discussed the building renovations. As it relates to the building utilities, he had asked if the HVAC system would be the 1<sup>st</sup> priority for any unused funds from the façade project. The AEP bill had been trending downward, with the last bill being under \$1000. Mr. Elstro asked if any quotes had been taken for energy systems. It was noted that Browns had submitted a quote of \$30,000, but that would also be a switch to gas, not electric. He asked about a monthly estimate to see what a Return on Investment might be. It was mentioned that LACRPC had spoken with Ian Kohli about an energy audit

No other questions were presented, a **VOTE** was taken. The motion carried to approve the budget revenue, budget expense reports, and payment of the bills, payroll, and OPERS as presented.

## **6. STANDING COMMITTEES**

### a. Administrative Affairs Committee

The AAC did not meet this month as the main agenda item was to go over the agreement between ODOT and LACRPC regarding the building renovations and that agreement has not been received.

### b. Community Development Committee

The CDC did not meet in May as it was not a scheduled meeting month.

### c. Developmental Controls Committee

The DCC did not meet as there had been no new business to bring forth.

### d. Transportation Coordinating Committee

Mr. Mehaffie reported that the TCC met earlier on the 23rd. The RTA renovations are still on track for November. They are also still hiring. Three DRAFT documents were approved to move to public comment. The three publications are the DRAFT Allen County Active Transportation Plan, the DRAFT Analysis of Impediments, and the DRAFT Transit Development Plan. An update on CMAQ funding for a new bus and fixed route service in the City of Lima was presented. Two resolutions to amend UPWP resolutions passed in April were also approved.

Mr. Mehaffie also stated that RTA had requested a "Save the Date" for September 30<sup>th</sup> as they would be celebrating 50 years in service. He also mentioned that Brad Baxter had been confirmed as Vice Chair.

### **Motion 37 (5-23-2024) EC**

Ms. Smith made the motion to accept the TCC report. Seconded by Mr. Cox; the motion carried.

**EC – May 23, 2024**

**7. OTHER COMMITTEE REPORTS**

a. CAC Committee

Ms. Reynolds Bales said that the CAC did not meet as it was not a scheduled month.

b. TAC Committee

Mr. Schierloh reported that the TAC met on May 21<sup>st</sup>. The agenda followed what had been reported by Mr. Mehaffie for the TCC. All the reports and resolutions previously mentioned had been approved by the TAC and had been conveyed to the TCC for the May 23<sup>rd</sup> meeting.

**Motion 38 (5-23-2024) EC**

Mr. Mehaffie made the motion to accept the TAC report. Seconded by Mr. Rhodes; the motion carried.

**8. DIRECTOR'S REPORT- STAFF REPORT: April 2024**

Ms. Reynolds Bales stated that the Safety Grant had been submitted that morning by Ms. Kinnear. Ms. Kinnear had also completed her first “Click It or Ticket” event, which the news covered.

Ms. Phillips was preparing for a 2018 CDBG monitoring visit. She had participated in one last February, where she needed to gather a few more items for review. The monitor had reviewed with her what items were typically needed and overall the February visit went pretty well. It is anticipated that this visit will have the same result. Ms. Phillips also completed the Environmental Review on the Herrod project.

The Township Zoning Training is scheduled for the 12<sup>th</sup>. RSVPs are slowly coming in. We are asking anyone who would like to attend to RSVP so that we can prepare for seating and refreshments.

Bluffton is working on a MOU for Floodplain consulting. They are trying to figure out the level of assistance needed.

Ms. Barry has been working on the 2026 WORPO Workplan, reviewing chapters and the public participation plan. Ms. Barry and Ms. Kinnear have been working hard to develop media contacts as WORPO covers 8 counties. At the next EC meeting, Ms. Barry will be presenting on WORPO and has invited some of the officers to attend.

The board was also told of how appreciative the LACRPC was on being able to hire an administrative assistant and an associate planner. The additional staff has allowed senior staff to take on more projects.

**Motion 39 (5-23-2024) EC**

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

**9. OLD BUSINESS**

There is no old business to discuss.

**10. NEW BUSINESS**

Ms. Reynolds Bales stated that Ms. Barry would present on WORPO with the WORPO directors available on Zoom.

EC – May 23, 2024

11. ADJOURNMENT

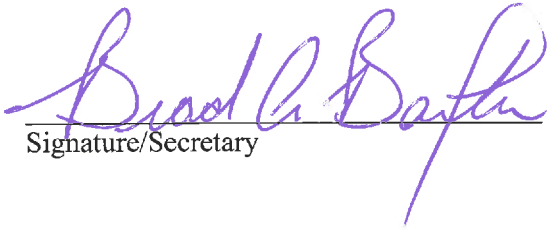
**Motion 40 (4-25-2024) EC**

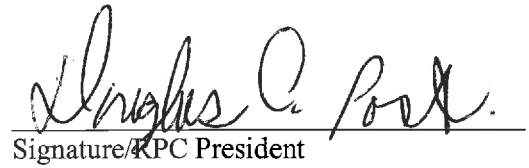
Mr. Mehaffie made the motion that the meeting be adjourned. Seconded by Mr. Cox, the motion carried.

The meeting adjourned at 4:25 p.m.

Submitted by:

Accepted by:

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

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

Date: \_\_\_\_\_

Date: \_\_\_\_\_