

EXECUTIVE COMMITTEE

September 26, 2024

The **Executive Committee** of the Lima-Allen County Regional Planning Commission met in regular session on **Thursday, September 26, 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**

Brad Baxter	Bath Township
Kevin Cox	Perry Township
Howard Elstro	City of Lima
Jerry Gilden	Marion Township
Mitch Kingsley	Village of Bluffton
Doug Post	Amanda Township
Brion Rhodes	Allen County
Chuck Schierloh	City of Lima
Beth Seibert	Allen County
Kelli Singhaus	Allen County

STAFF

Rebecca Phillips	Lima-Allen County Regional Planning Commission
Tonya Dye	Lima-Allen County Regional Planning Commission

2. **APPROVAL OF EC AGENDA – September 26, 2024**

Motion 65 (9-26-2024) EC

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

3. **APPROVAL OF EC MINUTES – August 22, 2024**

Motion 66 (9-26-2024) EC

Ms. Singhaus moved that the Executive Committee minutes of August 22, 2024, be approved. Seconded by Mr. Rhodes; Ms. Seibert abstained. The motion carried.

4. **CORRESPONDENCE**

There was no correspondence to discuss.

5. **FINANCIAL REPORT**

Ms. Phillips provided the budget revenue, budget expense, bills to be approved, payroll, and OPERS reports. She said there is an outstanding assessment for the City of Lima's 4th quarter payment. She also mentioned as had been stated in many of the committee meetings this week that the agency is concentrating on trying to spend down ODOT funding in the 610 Work Group as much as possible. This would include traffic modeling, traffic counts, impacts of changing land use, and other projects. She stated that the agency is looking for projects from the membership to utilize these funds by the end of the calendar year. As far as expenses, services are a bit high because of the WORPO commitments. Once the consultant work is done, the expenses will be reduced for that project. It was mentioned that using the ODOT dollars would

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help the agency balances between expenditures and receipts. Additional expenses included the fix of a roof leak, which involved a drainage pipe and was relatively small, four staff members attending the NOACA Rail & Freight Conference in Cleveland, for which one of those registrations was free, and Schneider Downs as they work on the timekeeping system that will allow more accurate and quicker reporting. It was mentioned that the Rumpke bill is different as the auditor's office consolidates multiple county agency payments on the same check. Ms. Phillips also noted that the fund amounts and cash balances match the Auditor's office.

The ODOT contract for the building façade project will prompt a budget revision, which is later on the agenda.

Motion 67 (9-26-2024) EC

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

6. BUDGET UPDATE

Ms. Rebecca Phillips asked that the committee accept the revised budget as submitted now that ODOT has signed the façade project contract. The amount had been included in the Agency budget until the final payment arrangements had been negotiated. All payments for this project will go through ODOT, so LACRPC does not need it in its budget.

Motion 68 (9-26-2024) EC

Mr. Elstro made the motion to approve the budget revision as presented. Seconded by Ms. Seibert; the motion carried.

6. STANDING COMMITTEES

a. Administrative Affairs Committee

Mr. Gilden updated the committee on the AAC meeting this week. They met with ODOT, the building contractors and electrical contractors to go through the entire building. There were discussions on what needed to be done with the building and potential additional projects if there are funds available. The focus will be on the windows and façade of the building. The next step of the project is to get with the city to see what the restrictions are on design. It was mentioned that if there are overages, LACRPC would be responsible for those. Mr. Gilden stated that there was no update on the Employee Annual Review Form. The Records Commission had met. They reviewed the Financial and Human Resources portions. Ms. Rogers from the prosecutors' office is working on the legal side and making sure that we are following the ORC. There was a discussion on a redesign of the website. That has been tabled as the staff seek more information as to the quotes received and for better financial timing. Howard Elstro was nominated for the Bylaws committee. The AAC went into Executive Session over an employee issue.

Motion 69 (9-26-2024) EC

Mr. Cox made the motion to accept the Committee Report. Seconded by Mr. Rhodes; motion carried.

b. Community Development Committee

The Community Development Committee meets quarterly; there is no report.

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c. Developmental Controls Committee

The DCC met once. Mr. Schierloh was appointed to the Bylaws Committee. There was a zoning variance discussed in American Township. There was also clarification on using the term for County Zoning Variance; County Subdivision Regulation Variance will be used for future items.

Motion 70 (9-26-2024) EC

Ms. Seibert made the motion to accept the Committee Report. Seconded by Mr. Elstro; motion carried.

d. Transportation Coordinating Committee

Ms. Seibert summarized the TCC. The RTA construction project is in the final stages. They will be celebrating the 50th Anniversary of RTA with an Open House on September 30th. The UPWP Completion Report was finalized. Ms. Seibert was nominated to the Bylaws Committee. There was also a request from LACRPC to the membership that there are 610 ODOT funds that can be utilized by the end of the year and to come forward with potential projects.

Motion 71 (9-67-2024) EC

Mr. Gilden made the motion to accept the Committee Report. Seconded by Mr. Cox; motion carried.

7. OTHER COMMITTEE REPORTS

The Citizens Advisory Committee meets quarterly; there is no report. Mr. Schierloh stated that the Transportation Advisory Committee had met on Tuesday, with the same agenda as the Transportation Coordinating Committee. Mr. Ron Meyer was nominated to the Bylaws Committee for the TAC.

Motion 72 (9-26-2024) EC

Mr. Baxter made the motion to accept the Committee Report. Seconded by Mr. Cox; motion carried.

8. DIRECTOR’S REPORT- STAFF REPORT

Ms. Rebecca Philips gave the committee the Staff Report for the last month. Ms. Kinnear has been working on the safety grant with Safe-A-Life tours and safety campaigns at area high schools this week. The Cost of Living Analysis was submitted. There has been a lot of work on cleaning up the CDBG Grant. There have been 13 land divisions. The UPWP Completion Report has been finalized. Ms. Dye is undertaking training with ODOT and ArcGIS. Four staff members attended a conference for freight and rail, which is a priority with ODOT. Ms. Barry is working with the RTPO on the WORPO Long Range Transportation Plan. Ms. Phillips did state that staff is trying to focus on the 610 projects where they can.

Motion 73 (9-26-2024) EC

Mr. Baxter made the motion to accept the Director’s Report. Seconded by Mr. Gilden; motion carried.

9. OLD BUSINESS

There was no old business to discuss.

10. NEW BUSINESS

The Bylaws Committee has all members finalized at this point. The next step is to begin scheduling meetings, some of which will be online.

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11. EXECUTIVE SESSION

Motion 74 (9-26-2024) EC

Ms. Seibert made the motion that the meeting be moved to Executive Session for the Purposes of Discussing Personnel Issues related to Employment. Seconded by Mr. Elstro, the motion carried. A roll call vote was taken.

Mr. Baxter	Aye	Mr. Post	Aye
Mr. Cox	Aye	Mr. Rhodes	Aye
Mr. Elstro	Aye	Mr. Schierloh	Aye
Mr. Ewing	Not Present	Ms. Seibert	Aye
Mr. Gilden	Aye	Ms. Singhaus	Aye
Mr. Kinglsey	Aye	Ms. Smith	Not Present
Mr. Mehaffie	Not Present		

The motion carried. At that time, Mr. Post asked staff to leave the room during the executive session, which began at 4:35 p.m.

The Executive Session was concluded at 6:06 p.m. under motion by Mr. Schierloh, seconded by Mr. Baxter. The vote to conclude the Executive Session was unanimous.

12. RESIGNATION OF MS. TARA REYNOLDS BALES

Motion 75 (9-26-2024) EC

Mr. Elstro made the motion that with recognition of the service and contributions of Ms. Tara Reynolds Bales has made to LACRPC, it is with regret that the committee accepts her resignation. Ms. Seibert seconded the motion. The motion carried.

13. EXECUTIVE DIRECTOR SEARCH

Motion 76 (9-26-2024) EC

Mr. Rhodes made the motion that the AAC Committee be directed to follow the same process for hiring an executive director similar to that which resulted in the hiring of Ms. Tara Reynolds Bales and immediately initiate advertising for an executive director. Mr. Kingsley seconded the motion. The motion carried.

14. INTERIM EXECUTIVE DIRECTOR

Motion 77 (9-26-2024) EC

Mr. Rhodes made the motion that the Executive Committee Board President serve as Interim Executive Director until the Executive Director position is filled. Mr. Baxter seconded the motion. The motion carried.

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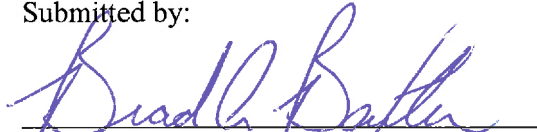
15. ADJOURNMENT

Motion 78 (9-26-2024) EC

Mr. Rhodes made the motion that the meeting be adjourned. Seconded by Ms. Singhaus, the motion carried.

The meeting adjourned at 6:17 p.m.

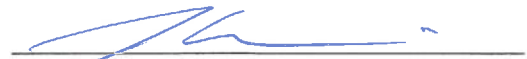
Submitted by:



Signature/Secretary

Date: 10/24/2024

Accepted by:



Signature/RPC President

Date: 11-5-2024