

ADMINISTRATIVE AFFAIRS COMMITTEE

April 27, 2011

There was a meeting of the **Administrative Affairs Committee** of the Lima Allen-County Regional Planning Commission on **Wednesday, April 27, 2011**, at **2:00 p.m.** in the Conference Room of the Commission office located at 130 West North Street, Lima, Ohio.

The agenda was as follows:

1. Roll Call
2. Approval of AAC Minutes – February 23, 2011
3. FY 2012-2015 Transportation Improvement Program Update
4. Proposed Fee Structure
5. Budget Revisions
6. Title VI Program
7. Census Update
8. Floodplain Update
9. Proposed 2011-2012 Committee Structure
10. Annual Meeting Update
11. Other
12. Adjournment

A quorum being present, Thomas Tebben brought the meeting to order and proceeded with the agenda.

1. **ROLL CALL**

Mr. Dick Accountius	Allen County
Mr. Gregory Berquist	City of Delphos
Ms. Rhonda Eddy-Stienecker	Allen County
Mr. Howard Elstro	City of Lima
Mr. Roy Hollenbacher	Bath Township
Mr. Jim Link	Allen County
Mr. John MacDonell	City of Lima
Mr. Dan Reiff	Allen County
Mr. Thomas Tebben	City of Lima
Mr. Larry Vandemark	American Township

STAFF

Mr. Thomas Mazur	Lima-Allen County Regional Planning Commission
Ms. Marlene Schumaker	Lima-Allen County Regional Planning Commission

2. **APPROVAL OF AAC MINUTES – FEBRUARY 23, 2011**

Motion 17 (4-27-11) AAC

Dick Accountius made the motion to accept and approve the AAC minutes of February 23, 2011. Seconded by John MacDonell; motion carried.

3. **FY 2012-2015 TRANSPORTATION IMPROVEMENT PROGRAM UPDATE**

Marlene Schumaker presented Table 14 from the Final FY 2012-2015 Transportation Improvement Program (TIP) and reported that ODOT had submitted a number of changes to the TIP last Friday afternoon which requires a fourth editing of the document. Marlene

3. FY 2012-2015 TRANSPORTATION IMPROVEMENT PROGRAM UPDATE (Continued)

Schumaker reported that any item highlighted in yellow is a change and any item highlighted in green is to be removed. These changes will also change the wording in the TIP document as well as change all other tables contained within the TIP document; this translates into approximately 90% of the document will need to be changed. Marlene Schumaker reported that the first draft of the TIP contained approximately \$246 million in projects, the second draft contained approximately \$235 million in projects and this “final” draft contains approximately \$238 million in projects. The document is due to ODOT next week. The MPO funded projects have not changed since last month’s Policy Committee meeting. The Safe Routes to Schools project in the Village of Elida is one of the new projects added to this TIP.

4. PROPOSED FEE STRUCTURE

Staff researched personnel costs associated with the various tasks that we perform for the Commissioners. Fees reflect current personnel costs and the first increase in 5 years. Staff met with the Commissioners to review the fee structure who subsequently approved the new fees by resolution. We are currently in the process of compiling and sending notification to area surveyors, engineers and attorneys and will include postings to the local real estate brokers, the Board of Realtors and the Bar Association.

LIMA-ALLEN COUNTY REGIONAL PLANNING COMMISSION 2011 FEE STRUCTURE	
Processes	Fee
Minor Land Division Process:	
Minor Land Division (Lot Split)	\$100
Exempted Land Division (Land Transfer)	\$100
Major Subdivision Process:	
Major Subdivision Application (filing fee)	\$200
Major Subdivision – Overall Development Plan (deposit)	\$500
Major Subdivision – Construction Drawings (deposit)	\$250
Major Subdivision – Final Plat (deposit)	\$250
Major Subdivision Review (hourly rate)	\$75
	\$40
Replat Process:	
Minor Replat	\$100
Major Replat Application (filing fee)	\$200
Major Replat – Overall Development Plan (deposit)	\$500
Major Replat – Construction Drawings (deposit)	\$250
Major Replat – Final Plat (deposit)	\$250
Major Replat Review (hourly rate)	\$75
	\$40
Floodplain Development Process:	
Floodplain Development Permit	\$100
CLOMR-F/LOMR Application (deposit)	\$250
CLOMR-F/LOMR Review Process (hourly rate)	\$75
	\$40
Floodplain Determination	\$75

5. BUDGET REVISIONS

Marlene Schumaker reported that the LACRPC requested from ODOT the following budget revisions for the FY 2011 Consolidated Planning Grant:

From	To	Amount
610	605	\$15,000.00
601	602	\$7,000.00
697	605	\$5,000.00
601	605	\$10,000.00

Marlene Schumaker reported that the budget revisions were submitted and approved by ODOT.

Motion 18 (4-27-11) AAC

Larry Vandemark made the motion that the Committee concurs with the budget revisions. Seconded by Gregory Berquist; motion carried.

Marlene Schumaker requested that a supplemental budget revision be submitted to the County covering the additional funding that will be received and the additional expense incurred with the addition of the Sustainability Initiative. Marlene Schumaker also requested that \$5,000 be moved from the building equipment line item to the repairs line to cover any additional cost related to the building.

Motion 19 (4-27-11) AAC

John MacDonell made the motion to request a supplemental addition to the CY 2011 budget and to move some appropriations from the equipment line item to the repairs line. Seconded by Gregory Berquist; motion carried.

6. TITLE VI PROGRAM

Thomas Mazur reported that contained within the agreement which ODOT and the MPO enter into every two years; there is verbiage that requires the MPO to identify what it is doing to comply with the Civil Rights Act of 1964 and more specifically Title VI of the Act. Thomas Mazur reported that the "Draft" document is an overview of the policies and procedures that the MPO utilizes internally in the event of a complaint received from a person of a protected class and who was denied services. The document reviews the complaint procedures and includes the forms. The document is in a draft status as there are a few other items to be added. Title VI and some of the more recent Executive Orders have emphasized the MPOs responsibility for outreach and to ensure no undue hardship to any of the protected classes is experienced. As far as projects, Thomas Mazur reported that each of the projects that are funded with federal Department of Transportation (DOT) monies go through the Travel Demand Model and the implications to communities are reviewed as impacted and which communities are minority, elderly, poverty stricken, etc. The different variables are reviewed and staff attempts to define any negative consequences with respect to travel time to work in the TAZs with minority populations. Thomas Mazur reported that after all of the projects contained within the current Transportation Improvement Program (TIP) were modeled, there was an increase of 18 seconds travel time in six Traffic Analysis Zone's (TAZ). As far as outreach, the Agency has adopted a Public Participation Plan to invite comments. We meet and support the neighborhood associations on a regular basis, especially their parent LACNIP. The Agency has a formalized procedure in place for complaints and at this time, no complaints have been received. The LACRPC has an Equal Employment Opportunity Counselor (EEOC) on staff and has an active outreach to the local neighborhood associations to allow staff or residents to ask questions and voice their

6. TITLE VI PROGRAM (Continued)

concerns. To date staff has received no complaints, verbal or written, regarding any denial or disproportionate level of service to any protected class. The Committee received information at a previous meeting pertaining to Disadvantaged Business Enterprises (DBE) or the lack of them within Allen County. The LACRPC does not hire many consultants and staff is attempting to determine what ODOT considers contractual services; is health insurance and building insurance considered services or contracts. Thomas Mazur requested input from Committee members pertaining to this issue if any members have any insight or experience in this area.

7. CENSUS UPDATE

Thomas Mazur reported that staff has received the redistricting data and flushed tabulations out at the block level for Lima, Delphos and Bluffton at their request. Total population and housing units were split out by block and by county for Delphos and Bluffton. For the City of Lima it appears that the count is overstated in that the prison population was counted twice and included the condominiums at the SR 15/SR 65 split which is actually in Bath Township. The redistricting data is not as detailed as the SF1 data which is not expected until this summer. The census challenge stage does not commence until June.

8. FLOODPLAIN UPDATE

Thomas Mazur reported that he has met with all of the Townships to address the FEMA Map Modernization Program and the preliminary mapping of the Ottawa River watershed with its local implications. Staff identified questionable areas with local governments and the Allen County Engineer and has forwarded those areas back to FEMA and ODNR for additional modeling. Recognize that the public comment period has not yet commenced but that we wanted to get a head start on the areas of inconsistency. During the review process several entities questioned why the floodplains were where they were. Staff forwarded a request to ODNR for additional support to address the question. On May 4, FEMA will be holding a meeting to address the "Discovery Program" where individuals will get their answers to such technical questions. The program is scheduled for 2 PM at the Lima City Council Chambers. Staff took it upon itself to invite all of the Townships and Village officials within the Auglaize River watershed to the meeting.

9. PROPOSED 2011-2012 COMMITTEE STRUCTURE

Thomas Mazur reported that the Nominating Committee has prepared a slate of officers including the Chairs of each of the standing committees. Staff took that recommendation to construct the standing and advisory committees. Thomas Mazur reported that staff juggled the remaining committee members and assignments based on conversations across the Board. All delegates will be assigned to a committee. Of note is the fact that a dozen or so are serving on 2 or more committees.

10. ANNUAL MEETING UPDATE

The Committee was reminded of the Annual Meeting to be held Thursday, April 28, 2011 at 5:00 p.m. at 130 W. North St. Lima.

11. OTHER

Marlene Schumaker requested that the Committee approve the contract with SERVPRO for approximately \$6,000 for building remediation. Marlene Schumaker explained that the

11. **OTHER** (Continued)

contract entered into to get the cleanup of water damage started before calling a Committee meeting. Discussion was held as to what caused the water damage and what would be covered by the insurance company.

Motion 20 (4-27-11) AAC

Larry Vandemark made the motion to approve the signing of the SERVPRO contract. Seconded by Rhonda Eddy-Stienecker; motion carried.

The proposal from GEM for an inside drain system was discussed by the committee.

Motion 21 (4-27-11) AAC

Larry Vandemark made the motion that the GEM quote be tabled until staff has more time to request information from other roofing companies at which time the additional information will be sent to the Committee members for concurrence on how to proceed. Seconded by Rhonda Eddy-Stienecker; motion carried.

Motion 22 (4-27-11) AAC

Howard Elstro made the motion to approve up to \$5,000 in additional funds over the amount covered by the insurance company to restore the building and equipment damaged by water. Seconded by Dick Accountius; motion carried.

12. **ADJOURNMENT**

Motion 23 (4-27-11) AAC

Dick Accountius made the motion that the meeting be adjourned. Seconded by Roy Hollenbacher; motion carried.