

## EXECUTIVE COMMITTEE

July 28, 2011

There was a meeting of the **Executive Committee** of the Lima-Allen County Regional Planning Commission held on **Thursday, July 28, 2011** at **4:00 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 EC Minutes – June 23, 2011
3. Communications
4. Financial Report
  - a. Budget Report
  - b. Bills to be Approved
  - c. Payroll and OPERS
5. Standing Committees Reports
  - a. Administrative Affairs Committee
  - b. Community Development Committee
  - c. Developmental Controls Committee
  - d. Transportation Coordinating Committee
6. Other Committee Reports
7. Staff Reports
  - a. Clearinghouse Reviews
  - b. Planning Assistance
8. Old Business
9. New Business
10. Adjournment

A quorum being present, Larry Vandemark brought the meeting to order and proceeded with the agenda (due to a scheduling conflict, Roy Hollenbacher could not be in attendance).

### 1. ROLL CALL

Mr. Dick Accountius	Allen County
Mr. Gregory Berquist	City of Delphos
Mr. Howard Elstro	City of Lima
Mr. Mitchell Kingsley	Village of Bluffton
Mr. John MacDonell	City of Lima
Mr. Bruce Plumb	City of Lima
Mr. Thomas Tebben	City of Lima
Mr. Larry Vandemark	American Township

### GUESTS

Ms. Heather Rutz	The Lima News
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### STAFF

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

**2. APPROVAL OF EC MINUTES – June 23, 2011**

**Motion 60 (07-28-11) EC**

Dick Accountius made the motion that the EC minutes of June 23, 2011 be approved. Seconded by John MacDonell; motion carried.

**3. COMMUNICATIONS**

Thomas Mazur reported that staff received notification that the Bowling Green Archival Collections Center will no longer be funded and will be closed. The notification stated that is the Lima-Allen County Regional Planning Commission (LACRPC) had any items at the Center and would like them to please come and get them. Thomas Mazur reported that the County and Planning Commission minutes back to 1954 are retained at the Center. Staff will put an “offer” in to obtain the copies of the minutes. Thomas Mazur reported that staff received notification that the Hartzler Road access to the Lima Mall will be opened this afternoon. Thomas Mazur reported that the Congress is reviewing cutting the amount of funding to the Census Bureau again. Of the approximate \$855 million budget for the Census Bureau, Congress is calling for a 25% cut in the budget. Staff is concerned because the 2010 Census was a short form which gathered very little data. Staff is being forced to rely in data from the American Community Survey (ACS). The issue with the ACS data is that they survey size may be as low as 1 in 300. Thomas Mazur reported that agencies that utilize Census data are being asked to send letter(s) to their representatives in Congress. There are numerous agencies that are in strong disagreement with this cut in funding to the Census Bureau such as the American Association of People with Disabilities, American Educational Research Association, American Planning Association, American Statistical Association, etc. Staff asks the Executive Committee if a letter of support for the Census Bureau should be drafted and sent to our representative. Thomas Mazur reported that if the cuts continue political subdivisions will be forced to purchase marketing data from different sources or to conduct an income survey in order to qualify for funding for projects.

**Motion 61 (07-28-11) EC**

Bruce Plumb made the motion to approve the authorization of the Lima-Allen County Regional Planning Commission staff to compose a letter of support for the Census Bureau to be forwarded to the local representatives in Congress. Seconded by Gregory Berquist; motion carried.

John MacDonell asked that when staff goes to the Bowling Green Archival Center to retrieve the County and Planning Commission meeting minutes, if there are other items of interest, could staff obtain copies for the Lima Community Foundation. Thomas Mazur replied that staff is under the understanding that whatever the LACRPC does not want the Allen County Historical Society is prepared to obtain. Thomas Mazur reported that staff received notification from the Association of Regional Councils and the National Association of Developmental Organizations asking for support for the Economic Development Administration (EDA). Congress is looking to cut funding to this organization as well. The EDA is the only organization that looks at projects as economic development projects. There are seventeen agencies that allocate funds to economic development. The City of Lima has been successful over the years in drawing down EDA monies for projects. Thomas Mazur reported that staff compiled the Community Economic Development Strategy (CEDS) document to qualify city and county applications for economic development funds. John MacDonell asked if this was an issue that WSOS could assist in. Thomas Mazur reported that representatives of WSOS were in Washington, D.C. for various reasons earlier this week and this may have been one of those issues.

**4. FINANCIAL REPORT**

a. Budget Report

Marlene Schumaker reported that Committee members received the income and expenses report with their packets but the list of invoices was not included because at the time the packets were mailed no invoices had been paid. Marlene Schumaker reported that there have been more expenses in July than in past months. Currently, a large receivables is pending and should offset the expenses next month.

**Motion 62 (07-28-11) EC**

Thomas Tebben made the motion to approve the budget report. Seconded by Howard Elstro; motion carried.

b. Bills to be Approved

Marlene Schumaker reported that there were no unusual bills for the month of July. The invoice for CorpComm in the amount of \$1,923.75 is for the new website that CorpComm is helping to design. John MacDonell asked if the invoice for Ellis Door and Window was for the repair on the LACRPC buildings front door. Marlene Schumaker replied in the affirmative and reported that Ellis Door and Window replaced three worn out pins.

**Motion 63 (07-28-11) EC**

Thomas Tebben the motion to approve the bills to be paid. Seconded by Howard Elstro; motion carried.

c. Payroll and OPERS

<u>Payroll</u>	<u>Amount</u>	<u>PERS</u>	<u>Medicare</u>
06-29-11	\$16,045.31	\$2,246.34	\$232.66
07-11-11	\$15,822.53	\$2,215.15	\$229.43

**Motion 64 (07-28-11) EC**

Thomas Tebben made the motion to approve the payroll and OPERS. Seconded by Howard Elstro; motion carried.

**5. STANDING COMMITTEES**

a. Administrative Affairs Committee

Gregory Berquist reported that the met AAC did not meet in July.

b. Community Development Committee

Thomas Mazur reported that the CDC met on July 21 and Committee members received a report on the Safe Community Grant accomplishments for the third quarter. Evelyn Smith has been involved with many of the tasks under the increasing seat belt usage goal. The local franchise of McDonalds donated 6,000+ coupons for the local seat belt awareness programs. Staff analyzed Allen County seat belt usage which is up to approximately 79%. Thomas Mazur reported that Evelyn Smith is in preparation for the booths that will be open for the Allen County Fair in August. During the last quarter, staff also participated in prom/graduation seatbelt and alcohol awareness campaigns, alcohol awareness and seatbelt usage campaigns with Allen East and Elida schools. Thomas Mazur reported that staff worked with representatives of the 4- Wheel Jamboree to produce a seatbelt awareness Public Service Announcement (PSA). Thomas Mazur reported that the fatalities for 2011 have increased; locally, there have been 10 fatal crashes since January. Thomas Mazur reported that the Committee received an update

5. **STANDING COMMITTEES** (Continued)

b. **Community Development Committee** (Continued)

on the status of the FEMA Floodplain Map Modernization Program. The program is now in the 90-day review period. Staff has submitted 56 challenges to the new FEMA Floodplain Maps. The data was collected supporting the challenges and were submitted to CDM who is the consultant for FEMA as well as to the Ohio Department of Natural Resources (ODNR). Staff has received responses from CDM; some of the challenges were dismissed as not being within the study parameters and some of the challenges were accepted and the maps revised. Staff still has issues with an area in the south side of the City of Lima near SR 65. The Allen County Engineers Office (ACEO) has been taking center line measurements in this area and once all of the technical data is collected the challenge will be submitted to CDM. Thomas Mazur reported that the Committee received a report on the Community Development Block Grant (CDBG) Program and the first and second public hearings that were held locally and any issues that were posed. There were three projects submitted for CDBG funds; one each from the City of Delphos, the Village of Spencerville and Bath Township. The Committee received information on the City of Delphos project to re-route pipes and clear wells for safety reasons pertaining to water pressure, fire suppression and access to water. Thomas Mazur reported that the Committee received a report on the Census update and what the community could expect with the release of the Standard Form (SF) 1 that is scheduled to be released July 28. Thomas Mazur reported that the Committee received a report on the Coordination Plan and the meeting that staff was involved in with the local non-profit agencies where the non-profit agencies verified their “wish-list” of vehicles, when the non-profits would like to purchase the vehicles and the cost of the vehicles. The Children’s Developmental Center (CDC) had informed staff that the Ohio Department of Transportation (ODOT) was in the process of repossessing of the CDC’s van because of the lack of miles put on the van. ODOT still owns title to vehicles that are purchased with federal monies. Thomas Mazur reported that the Committee received a report on the Analysis of Impediments for Housing. The document needs updating but staff only has access to 2000 Census data and ACS data. Staff received the SF 1 data late yesterday and has not yet begun to analyze the data. The report needs to be updated and submitted to the Ohio Department of Development (ODOD) by mid-August for their review and comments. The updated/revised document must be reviewed and accepted by the City of Lima Planning Commission and the Allen County Commissioners.

**Motion 65 (07-28-11) EC**

Gregory Berquist made the motion to accept the CDC report and all motions and recommendations be approved. Seconded by Thomas Tebben; motion carried.

c. **Developmental Controls Committee**

Bruce Plumb reported that the DCC did not meet in July.

d. **Transportation Coordinating Committee**

Larry Vandemark reported that the TCC met just prior to the EC meeting. The Committee received a report on Section V of the Transit Development Plan for the Allen County Regional Transit Authority (ACRTA). The Committee reviewed and approved the vehicle changes in Table 76 of the Coordination Plan. ACRTA had originally requested one 35 foot or greater Gillig bus in FY 2011 and two 35 foot or greater Gillig buses in FY 2012. ACRTA has been in discussions with the Allen County Board of Developmental Disabilities (ACBDD) and will begin new routes to the Village of Bluffton, the Village of Harrod, the Brower Road area and Shawnee in mid-August. Due to these new contract routes with ACBDD, ACRTA will require vans to accommodate the clients and their

5. **STANDING COMMITTEES** (Continued)

d. Transportation Coordinating Committee (Continued)

disabilities. Marlene Schumaker reported that ACRTA has applied for Clean and Green funds to assist with the purchase of the new vehicles. The Clean and Green funds are considered Congestion Mitigation Air Quality (CMAQ) funds at 100% federal, no local match required and are through the state and will not impact the CMAQ allocation that the MPO receives.

**Motion 66 (07-28-11) EC**

Bruce Plumb made the motion to accept the TCC report and all motions and recommendations be approved. Seconded by Dick Accountius; motion carried.

6. **OTHER COMMITTEE REPORTS**

a. Citizens Accessibility Advisory Committee

Thomas Mazur reported that the CAAC met on July 14. The Committee received a report on the Draft FY 2012-2016 Operational Analysis and Management Plan for the ACRTA. The Committee reviewed and updated Table 76 of the Coordination Plan pertaining to the “wish-list” of vehicles that the included agencies have and will be requesting over the next few years. Thomas Mazur reported that the Committee received a report on the CDC losing their van due to a lack of miles traveled and the attending agency representatives were asked if they would be interested in purchasing the vehicle.

**Motion 67 (07-28-11) EC**

Bruce Plumb made the motion to accept the CAAC report and all motions and recommendations be approved. Seconded by Thomas Tebben; motion carried.

b. Citizens Advisory Committee

Thomas Mazur reported that the CAC did not meet in July.

7. **STAFF REPORTS**

a. Clearinghouse Reviews

Thomas Mazur reported that there were no Clearinghouse Reviews in July.

b. Planning Assistance

**Clearinghouse Reviews**

Staff continued communications with representatives of Bittersweet Farms regarding a proposed independent assisted living housing development in Shawnee Township and a HUD grant application. Staff contacted Shawnee Township representatives and the County Commissioners.

**Information Assistance**

Staff forwarded grant funding information including Issue 1, DOT and CDBG Program materials to representatives of the Village of Harrod.

**Safe Communities**

Staff worked on the local motorcycle safety awareness campaign for the National Motorcycle Races. Staff sent July 4 enforcement blitz press release. Staff started working with Juvenile Court to develop traffic safety project for at risk youth. Staff gathered fatal crash data and sent media fatal press release; staff facilitated an interview with The Lima News regarding June fatal crash update. Staff conducted a seat belt

7. **STAFF REPORTS** (Continued)

b. **Planning Assistance** (Continued)

presentation to 45 students at Elida High School. Staff completed seat belt observational surveys. Staff continued to work on annual award luncheon. Staff prepared for, attended, and completed follow through for Safe Community meeting. Staff worked to write FFY2012 Safe Community grant. Staff completed online reimbursement claim and narrative report.

**Economic Development**

Staff collected, compiled, input and submitted cost of living data for the 2nd quarter. Staff prepared maps of east and west side retail centers for the Allen Economic Development Group.

**Housing**

Staff researched financial and real estate industry presence and investigated local lending practices to support development of the Analysis of Impediments. Staff attempted to document vacancy and demolition status of the housing stock. Data is largely absent because of the lack of permitting and tracking responsibilities. Staff documented the residential property grades of existing residential properties. Staff tracked median value of owner occupied units. Staff researched lead poisoning cases with the Allen County Health Department and the Ohio Department of Health to address housing constraints and environmental concerns in the older housing stock across all political subdivisions. Staff documented poverty status by tract and political subdivision. Staff reviewed population shifts between 2000 and 2010 concentrating on racial and ethnic characteristics. Staff researched disability status and available housing stock capable of supporting the disabled. Staff attempted to document homelessness in terms of persons and families by veteran/disability status in consultation with local housing support agencies.

**Community Development Block Grant (CDBG) Program**

Staff met with Julie Ward of WSOS regarding FY 2011 Formula timelines and historically available and expected funding levels from the Ohio Department of Development (ODOD). Staff contacted the Allen County Sanitary Engineer regarding access to the Ohio Environmental Protection Agency (OEPA) Water and Sewer monies for possible infrastructure projects. Staff facilitated a meeting with the Delphos Safety Service Director and the Allen County Commissioners to review water project/costs and CDBG program applicability and Formula funding alternatives. Staff facilitated informational exchanges between the City of Delphos, Bath Township, the Village of Spencerville and Allen County regarding same. Staff prepared the legal notice for the bid opening and submitted to The Lima News. Staff facilitated the preparation and filing of program monitoring reports, resolutions, billings, scanning, postings, contract addendums, invoicing, and legal notifications. Staff facilitated informational exchanges between Kohli & Kaliher, Poggemeyer Design Group, Allen County, WSOS, Brunswick, Flagstar Bank, City of Delphos, Village of Spencerville, and The Lima News.

**Zoning Assistance**

Agency personnel continue to assist local zoning inspectors, zoning commissions and other elected and administrative personnel of local zoning requirements, standards, specifications, and mapping needs; 12 requests were facilitated in July. Staff met with Shawnee Township zoning commission members to review performance measures and other issues related to the planned unit development district regulations proposed for inclusion in their zoning resolution update. Staff also reviewed proposed green space and landscaping requirements in Shawnee Township. Staff reviewed language

7. **STAFF REPORTS** (Continued)

b. **Planning Assistance** (Continued)

governing solar system installations proposed by Shawnee Township. Staff subsequently facilitated a meeting of the Developmental Controls Committee to consider proposed zoning amendment SH-02-11 and sent a recommendation letter to the Township for its consideration. Staff examined proposed zoning amendment SH-03-03 to address the need to vacate a previous plat and discuss the need for a rezoning with Shawnee Township representatives. Staff reviewed nursing home and assisted care facilities in Bath Township zoning resolution with Township representatives.

**Subdivision Regulations**

Staff continued to provide land development information regarding the major and minor subdivision process in Allen County with legal representatives, property owners, area realtors, brokers, appraisers and local officials. Staff addressed 32 requests for information related to the land division process in Amanda, American, Auglaize, Bath, Marion, Monroe, Richland, Shawnee and Spencer townships. Staff subsequently facilitated the approval of 1 minor land division and 8 exempted land divisions including 3 land transfers and an (1) agricultural exemption. Staff also reviewed a replat of the Sheffield Rise Subdivision located in Shawnee Township with the Allen County Engineer, the Shawnee Township Trustees and the Neighborhood Association. Staff reviewed the condominium vacation process and a proposed PUD status for the Applewood Estates development located in Shawnee Township. Staff has also been working to approve the minor and exempted land divisions associated with the ODOT I-75 project in the City of Lima, Perry Township and Bath Township and preliminarily approved parcels 79-WDV, 80-WL, 80-WD, 85-WLR1, 85-WLR2, 86-WDVR, 88-WL, 90-WLR, & 91-WL & 94-WL, 100-WL, 107-WL, 117-WL, 117-WDV, 118-WL, 119-WL, 121-WL, 122-WL, 123-WL, 126-WL, & 127-WL 162-WDV2, -168-WL, 168A-WL, 172-WL1, 172-WL2, 176-WD, 181-WD, 182-WD, 187-WDV, 196-WL, 197-WL, 198-WL, 199-WL, & 200-WL, 201-WL, 202-WL, 204-WL, 205-WL, 206-WL, 207-WL, 208-WL, 209-WL, 210-WL, 225-WL, 225A-WL, 228-WD, 248-WDV, 250-WDV, 252-WL, 252-WD, 253-WL and 253-WD.

**Floodplain Management**

Staff continued to provide floodplain delineation information with local government agencies as well as property owners, area realtors and appraisers. Staff reviewed the floodplain status of 12 parcels in American, Bath, Marion, Richland and Shawnee townships as well as the Orchard Acres subdivision in the Village of Elida for their floodplain status or compliance issues. Staff issued 1 Floodplain Development Permit (11-07-FP) in support of Arcadis maintenance project located in Shawnee Township near the SE ¼ of the NW ¼ of Section 15 in Ottawa River. Staff continued to respond to queries stemming from the FEMA Map Modernization Process and how the Auglaize River and Riley Creek analyses will be rolled into the larger study for Allen County. Staff continued to work with representatives of the Allen County Engineer's Office (ACEO), the Allen County Tax Map Office, the Ohio Department of Natural Resources (ODNR), the Federal Emergency Management Agency (FEMA) and their consultant CDM to complete the FEMA Map Modernization Process. Staff responded to notifications of excavation and fill activity located along Dug Run in American Township and in Bath Township along the Ottawa River. Staff reported floodplain violations based on fill in American Township to representatives of the Allen County Engineer, the Soil & Water Conservation District and the Allen County Health Department. Staff reviewed FEMA grant availability for floodplain programs with Ohio Department of Natural Resources Program Management to assess local availability and to review receipt of FEMA 90-day appeal process to new posted BFEs.

7. **STAFF REPORTS** (Continued)

b. **Planning Assistance** (Continued)

**Short Range Transportation Planning**

Agency personnel reviewed air quality monitoring with representatives of the Allen County Health Department. Staff contacted representatives of the OEPA, USEPA Air Now Organization and CorpComm to review the possibilities of establishing real-time air quality monitoring at various sites in Allen County. Staff worked with representatives of the Ohio and USEPA, CorpComm and Senoma Technologies to establish real-time air quality monitoring with the USEPA AIRNOW format on the Agency website. Staff attended ODOT I-75 public meeting and photographed. Staff attended the public meeting for the Elm Street Project sponsored by the City of Lima. Staff continued to work with Allen County Health Department and other area stakeholders to flush out needed improvements in the local built environment to better accommodate pedestrians and bicyclists. Staff continued to support Safe Routes to School Program partners in the villages of Bluffton, Elida and Spencerville. Staff reviewed format revisions for high hazard safety and crash summary reports. Staff prepared estimates of sidewalk construction for representatives of the Village of Bluffton. Staff continued to document local newspaper articles and staff activities necessary to document Public Participation Plan objectives. Staff took pictures of RTA rolling stock acquired before/after pictures of Allen County, Bluffton, Delphos, Lima and Spencerville projects and created a spreadsheet of all persons impacted by local LPA projects. Agency personnel attended the ODOT Bike/Ped kick-off meeting with Heather Bowden in Columbus, Ohio, who is developing a common Bike/Ped Map across Ohio and who was requesting the support of the Ohio MPOs. Staff committed to support the CARE Academy training for LACNIP. Agency personnel reviewed the horizontal curve study and the high crash intersection safety study with representatives of the Allen County Engineer's Office and ODOT District One. Staff reviewed/revised report recommendations to reflect their collective concerns. Staff forwarded safety and curve data, including crash diagrams and crash rates to the City Engineer for further analysis. Staff facilitated an interview with Amanda Raines at WLIO - Clear Channel regarding High Hazard Intersection Study; Horizontal Curve Study. Staff also facilitates an Interview with Bob Blake at the Lima News regarding High Hazard Intersection Study; Horizontal Curve Study, and the Intersection Analysis Retrospective. Staff attended the ODOT IR-75 Public Meeting. Staff reviewed request for speed warrant analysis on SR 117 near the intersection of SR 501 with Shawnee Township Trustees. Staff reviewed/revised the June TCC Meeting Minutes. Staff reviewed status of Spencerville, Elida, Lima and Bluffton Safe Route to Schools Program. Staff reviewed National Highway System significance for local manufacturers ODOT District and Central Office personnel. Staff reviewed traffic safety complaint at Arlington and Windsor in American Township. Staff reviewed railroad underpass/interlock with representatives of American Structure-Point. Staff reviewed corridor crashes and intersection improvements with Tim Piper and Kirk Niemeyer. Staff attended Environmental Climate Change workshop in Columbus, Ohio. Staff prepared invoice for June and worked to establish a chart of accounts to meet ODOT requirements. Agency personnel prepared staff reports, committee meeting minutes, committee agendas, committee meeting cancellations, committee meeting dates and posted same to the agency website. Staff attended ESRI workshop training on ArcMap.

**Transportation Improvement Program (TIP)**

Agency personnel responded to American Structure-Point survey on Bellefontaine RR Grade Separation. Staff reviewed SR 309 sidewalk maintenance issues with ODOTs Dan Kaseman and ACRTAs Rosann Christian; staff subsequently requested letters of support from the County Club Hills Neighborhood Association, Lima Allen County Neighborhoods in Progress, Allen County Health Department, United Way of Greater

7. **STAFF REPORTS** (Continued)

b. **Planning Assistance** (Continued)

Lima, City of Lima, the Chamber of Commerce, and the Lima YMCA. Staff reviewed the Shawnee Road Safety Project with the Allen County Engineer and ODOT District One representatives. Staff reviewed TIP funding issues with Bath Township Trustees. Staff prepared/reviewed TIP resolutions in support of transit projects. Budget changes were made to reflect the elimination of sidewalks and funding from the ODOT SR 81 Project - PID 86634. Staff reviewed status of sidewalk projects on Elm Street with City of Lima. Agency personnel requested clarification on the status and funding of the bicycle path component of the Shawnee Road Corridor Project and engineering contracts. Staff worked to research “Clean & Green” federal funding to fund rolling stock needs at the ACRTA. Staff worked up budget tables to stretch available MPO CMAQ funding to meet the vehicle needs of the ACRTA. Staff assembled the justification necessary to support the use of CMAQ monies at 1005 based on reduced vehicle emissions. Agency personnel worked with ACRTA staff and representatives of ODOT Central Office and Office of Public Transportation to assemble the federal authorization necessary to secure remaining ARRA, FTA 5310 and MPO CMAQ funding streams required to support rolling stock needs of the ACRTA. Staff prepared budget table revisions and resolutions supporting same, forwarded such to Central Office for action, and subsequently posted resolutions and budget revisions to the Agency website.

**Transportation Planning - Surveillance**

Staff undertook speed and delay studies across the urban and rural federal functional classification system. Staff subsequently established the level of service to each link on the system and mapped same. Staff is currently reviewing the established LOS for the AM, Noon and PM peak periods across historical analyses to check for reasonableness and outliers. Staff contacted TSASS to review crash data availability and project deliverables. Agency personnel downloaded 2010 TRAC Tape extracts from the Ohio Department of Public Safety to locate 2010 crash data. Staff assembled and reviewed the integration of 2009 and 2010 crash data and established new crash rates over the federal functional classification system and compared crash rates with adverse weather crash rates based on similar roadway types. Staff reviewed simulation modeling at micro level with SIM Traffic and Synchro software packages with ODOTs Technical Services personnel. Staff compiled and transferred Elida Road corridor Synchro files to Allen County model. Staff reviewed pavement condition ratings data and applications with ODOT Central Office personnel. Staff met with Sustainable Community Committee core group to address upcoming Creating Healthy Communities initiative and collaborative synergies. Staff engaged in various activities to support and encourage further development of the Agency website and the integration of data with community stakeholders. Conference calls were undertaken between local stakeholders and HCI to develop the website pages required. Partner logos and community pictures were integrated into the Agency website design. Staff conducted traffic counts at the following locations: Bowman & Bellefontaine; Metcalf & North Shore; Perry Chapel & Bellefontaine; Brentlinger & Clum; Thayer & Bluelick; Cool & Bluelick; Sugar Creek & Thayer; McClure & Harding; Clum W of Brentlinger; Ada & Slabtown; Perry Chapel & Harding; and, Harding & Cool. Main & Northern; Melrose & O'Connor; Market & Woodlawn; Main & Fourth; Reese & Fourth; DeLong & Breese; Broadway & Fourth (Spencerville); Kolter & Wisher; Yoakam & Zurmehly; Breese & Yoakam; Cable & Elm; Cable & Market; Market & Eastown; Fourth W of Broadway (Spencerville); Zurmehly W of Yoakam; Market E & W of Eastown; Eastown N of Market; Woodlawn S of Market; Reese N of Fourth; Fourth E of Reese; Fourth W of Main; Main S of Fourth; Market W of Eastown; Breese W of DeLong; Thayer S of Dixie; Dixie E of Thayer; Cool S of Bluelick; Bellefontaine E & W of Bowman; and, Bowman N of Bellefontaine. Staff completed

7. **STAFF REPORTS** (Continued)

b. **Planning Assistance** (Continued)

turning movements at the following intersection locations: Sycamore & Larkspur; and, Metcalf & North Shore.

**Long Range Transportation Planning**

Staff reviewed and summarized progress on the Jackson Township/Village of Lafayette Comprehensive Plan with Village representatives. Staff worked to finalize the land use analysis of the Village of Ft. Shawnee and contacted Village officials requesting a committee meeting to discuss progress and findings. Staff completed the assembly of land use data for the Village of Bluffton. Staff requested data from Hancock County Regional Planning Commission to assemble data for Hancock County parcels. Staff requested the assistance of Village officials to secure Hancock County data. Staff reviewed the linear regressions of unincorporated areas. Staff reviewed Bluffton regulatory environment. Staff reviewed upgrades necessary to comprehensive plans in Bath Township and American Township in terms of land use and population files. Agency personnel worked with the ODOT Strategic Research Office to populate migration data. Staff reviewed/analyzed CTPP Journey-To-Work Data with census bureau contacts. Staff worked to establish "Limited English Proficiency" populations to support ACRTA planning activities/requirements. Staff attended a meeting of the "Walkable/Bikeable-Allen County" Committee at the offices of the Allen County Sanitary Engineer. Agency personnel held discussion with the Committee regarding ODOT attempts to create a State Bicycle Map and reviewed the attributes file for such a Bike Plan. Staff reviewed the availability of impervious surface data using remote sensing analyses undertaken by OGRIP. Staff requested GIS crop cover files from USDA. Staff reviewed bicycle lanes/path delineations and connectivity between long range transportation plan and transit's operational analysis. Staff reviewed ACS data and availability of census SF1 through 3 delivery dates. Staff compiled pavement conditions ratings for the functional classification system and mapped same.

**Specialized Transportation Program**

Staff met with ODOT's Office of multimodal planning and public transportation to assess rolling stock needs of the ACRTA and coordination activities undertaken to date. Staff reviewed transportation coordination alternatives with local stakeholders including United Way, the Area Office on Aging #3, Delphos Senior Center, the Allen County Council on Aging, Marimor Industries, the Allen County Board of Developmental Disabilities, Children's Developmental Center and ACRTA representatives. Staff reviewed and updated vehicle replacement costs in locally developed Public Transit-Human Service Transportation Coordination Plan. Staff worked to develop mutually supportive language across the FY 2012-2016 Operational Analysis & Management Plan for the ACRTA, the aforementioned Coordination Plan and the MPO's FY 2012-2015 Transportation Improvement Program (TIP) to ensure sameness and federal compliance standards. Staff met with representatives of the Area Office on Aging and the Allen County Office of Homeland Security to develop a memorandum of understanding whereby local transit and paratransit agencies would pledge their vehicles to help support any necessary emergency evacuation necessarily undertaken by the Director of the Emergency Management Agency. Staff discussed the Coordination Plan and Operational Analysis of the ACRTA with Goodwill Industries. Staff facilitated conversations between the Children's Developmental Center, ODOT Office of Public Transportation, local paratransit operators and area vendors interested in the disposition of a light transit vehicle to assure local reallocation. Staff reviewed/forwarded vehicle awards and delivery dates between ODOT's Office of Transit and Delphos Senior Citizens.

7. **STAFF REPORTS** (Continued)

b. **Planning Assistance** (Continued)  
**Transit Planning**

Staff worked to identify the population and proportion of protected classes within the ACRTA service area census tracts including elderly, poverty, minority, disability and lack of vehicle. Staff worked to establish Limited English Proficiency populations and requirements for ACRTA public participation. Agency personnel met with ACRTA staff to review the route structure, service characteristics and passenger loadings in order to better determine the capital rolling stock needs to support the extension of public transportation services to the Shawnee and Bluffton areas. Staff worked through various renditions of changing routes and service characteristics to ensure compliance issues were met and that dedicated federal funding could be established to support the ACRTAs FY 2012-2016 Operational Analysis & Transit Management Plan and the MPOs Transportation Improvement Program. Staff prepared a PowerPoint presentation for the draft Operational Analysis & Management Plan. Staff revised the ACRTA Delphos and Spencerville brochures and subsequently printed/folded/delivered 50 brochures of each; then printed/folded/delivered 1,000 ACRTA brochures per their request. Staff discussed the vehicle mix and direction of ACRTA with Agency Board members.

**Motion 68 (07-28-11) EC**

Bruce Plumb made the motion to accept the Planning Assistance Report. Seconded by Thomas Tebben; motion carried.

8. **OLD BUSINESS**

None.

9. **NEW BUSINESS**

Thomas Mazur reported that the first meeting of the Sustainability Committee will be held on Monday morning, August 1.

10. **ADJOURMENT**

**Motion 69 (07-28-11) EC**

Dick Accountius made the motion that the meeting be adjourned. Seconded by Gregory Berquist; motion carried.

Submitted by:

Accepted by:

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

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

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

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