

## EXECUTIVE COMMITTEE

December 16, 2010

There was a meeting of the **Executive Committee** of the Lima-Allen County Regional Planning Commission held on **Thursday, December 16, 2010 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 – November 18, 2010
3. Communications
4. Financial Report
  - a. Budget Report
  - b. Bills to be Approved
  - c. Payroll and OPERS
5. Standing Committees
  - 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, Roy Hollenbacher brought the meeting to order and proceeded with the agenda (Chris Seddelmeyer was out of town and unable to attend).

### 1. ROLL CALL

Mr. Dick Accountius	Allen County
Mr. Kevin Cox	Perry Township
Mr. Howard Elstro	City of Lima
Mr. Roy Hollenbacher	Bath Township
Mr. John MacDonell	City of Lima
Ms. Amy Sackman-Odum	City of Lima
Ms. Chris Seddelmeyer	Shawnee Township
Mr. Thomas Tebben	City of Lima

### 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 – November 18, 2010

#### **Motion 109 (12-16-10) EC**

John MacDonnell made the motion that the EC minutes of November 18, 2010 be approved. Seconded by Howard Elstro; motion carried.

### 3. COMMUNICATIONS

Thomas Mazur reported that staff received a request from the Ohio Association of Regional Councils (OARC) regarding the possible interest of the Lima-Allen County Regional Planning Commission (LACRPC) in support of retaining a lobbyist to support OARC's position on the local government funds (LGF). OARC believes that these funds will be cut back once the new administration takes over in Columbus. Thomas Mazur reported that staff solicited comments from several local political subdivisions. Staff received comments from the City of Lima in support of retaining a lobbyist; no response was received from the County. Comments received from other regional planning commissions have been mixed with the cities of Cincinnati, Toledo and Youngstown responding in the negative. The cities of Columbus and Cleveland are in favor of the request. John MacDonnell asked if the cities that have said no are not in support of the request because of the cities being located in multi-state areas. Thomas Mazur responded that he believed that may have been a factor as the City of Cincinnati is located in a tri-state area and the City of Toledo is located in a two-state area. Thomas Mazur reported that OARC was asking for support amongst the regional councils as well as funding from the regional councils that are interested to help pay for the lobbyist. John MacDonnell asked what amount OARC was looking for. Thomas Mazur replied that OARC did not float an amount. Roy Hollenbacher asked how the funds would be decided if a local political subdivision would decide to contribute to the retention of a lobbyist. Thomas Mazur responded that it would be decided by per capita population. Howard Elstro reported that OARC was asking for a contribution over and above the normal, local contributions as well as the authority and permission to enter in with the OARC to retain a lobbyist in an attempt to salvage the LGF's. The City of Lima believes that this is important and is willing to contribute. Thomas Mazur suggested that an amount of \$500 seems appropriate for a small regional planning commission to contribute. Thomas Mazur stated that each of the political subdivisions that agree to contribute will be assessed according to their population. Marlene Schumaker reported that the funds would more than likely have to be assessed for the 2011 budgets as there are no funds left for 2010 in most of the political subdivisions drawdown's. Chris Seddelmeyer asked if the \$500 would be divided up amongst the different political subdivisions. Thomas Mazur replied in the affirmative based on populations.

#### **Motion 110 (12-16-10) EC**

John MacDonnell made the motion to approve the Ohio Association of Regional Councils (OARC) efforts to secure lobbying specialists on behalf of the local government funds (LGF). Seconded by Roy Hollenbacher; motion carried.

### 4. FINANCIAL REPORT

#### a. Budget Report

Marlene Schumaker reported that the income and expenses were included in the packets that committee members received. The invoices for December were not included as yesterday was the last day to submit bills to be paid to the courthouse.

#### **Motion 111 (12-16-10) EC**

Howard Elstro made the motion to approve the budget report. Seconded by Amy Odum; motion carried.

#### b. Bills to be Approved

Marlene Schumaker presented to committee the invoices and reported that the invoice for \$16,631.56 from Donnellon McCarthy, Inc. was for the new copier that the LACRPC purchased. The copier was installed on December 8, 2010. The invoice for Leahy and

4. FINANCIAL REPORT (Continued)

b. Bills to be Approved (Continued)

Leahy, LLC in the amount of \$682.50 was for ongoing work for the LACRPC. The Julian and Grube, Inc. for \$1,800 is for the LACRPC's audit. The audit is supposed to be completed and submitted to the State of Ohio by December 31, 2010. The invoice for Xerox in the amount of \$2,369.00 is for two months and the black and white agreement with Xerox has been terminated. Xerox did not want the black and white copier back therefore that copier is in the morgue for a back-up. Marlene Schumaker reported that there is an agreement on her desk for the color copier to be purchased for approximately \$1,500. The board may want to consider the purchase of the Xerox color copier for the \$1,500 and purchase a maintenance agreement. This might delay the need to purchase another new copier for a year or so.

**Motion 112 (11-18-10) EC**

Howard Elstro made the motion to approve the bills to be paid. Seconded by Amy Odum; motion carried.

c. Payroll and OPERS

<u>Payroll</u>	<u>Amount</u>	<u>PERS</u>	<u>Medicare</u>	<u>Benefits</u>
11-17-10	\$14,688.30	\$2,056.36	\$212.98	
12-01-10	\$14,688.30	\$2,056.36	\$212.98	
12-15-10	\$18,522.47	\$2,593.15	\$268.58	\$3,790.63

**Motion 113 (12-16-10) EC**

Howard Elstro made the motion accept payroll, OPERS and benefits. Seconded by Amy Odum; motion carried.

5. STANDING COMMITTEES

a. Administrative Affairs Committee

Marlene Schumaker reported that the AAC did not meet in December.

b. Community Development Committee

Kevin Cox reported that the CDC did not meet in December.

c. Developmental Controls Committee

Thomas Mazur reported that the DCC did not meet in December.

d. Transportation Coordinating Committee

Roy Hollenbacher reported that the TCC did not meet in December.

6. OTHER COMMITTEE REPORTS

a. Citizens Accessibility Advisory Committee

Thomas Mazur reported that the CAAC did not meet in December.

b. Citizens Advisory Committee

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

## 7. STAFF REPORTS

### a. Clearinghouse Reviews

Marlene Schumaker reported that there were no Clearinghouse Reviews in December.

### b. Planning Assistance

#### **Clearinghouse Reviews**

Staff reviewed and forwarded a letter of concurrence to the Department of Housing and Urban Development (HUD) after reviewing a grant submitted by LACCA.

#### **Information Assistance**

Staff reviewed and sent letters of concurrence to the Department of Commerce relative to the Census Annexation Boundary Surveys for the City of Lima and City of Delphos after securing concurrence from the Allen County Tax Map Department. Staff reviewed TIGER File information sent by the Census Bureau for use in development of the Census Transportation Planning Package. Staff reviewed the new data with the Ohio Department of Transportation (ODOT) for its use in travel demand modeling applications.

#### **Safe Communities**

Staff made arrangements with the Ohio Traffic Safety Office to distribute promotional items to local safety service providers. Staff gave seatbelt and Operation Lifesaver presentation at Elida High School Drivers Education; 19 were in attendance. Staff prepared for and held a Partners' Breakfast at St. Rita's. Staff continued to facilitate talks between local senior centers and the Ohio State Highway Patrol concerning potential partnership regarding senior driver awareness. Staff prepared for and attended media event with Mothers Against Drunk Driving (MADD) regarding holiday enforcement. Staff attended a MADD meeting. Staff worked with local law enforcement and Students Against Destructive Decisions (SADD) on seat belt awareness campaigns. Staff sent local media outlets a press release detailing highway fatalities and accommodated a live interview with Clear Channel regarding 2010 Allen County fatal crashes. Staff completed its online narrative report and submitted same along with a FFY 2010 fourth quarter reimbursement request to the Ohio Department of Public Safety.

#### **Keep Allen County Beautiful**

Staff prepared for and attended Keep Allen County Beautiful (KACB) Annual Meeting. Staff prepared organizational bylaw revisions and printed promotional materials.

#### **Environmental Planning**

Staff reviewed/forwarded the Delphos Emergency Evacuation Planning document to the Local Emergency Management Agency and Sheriff's Office.

#### **Regional Development**

Staff has been working with three potential projects looking to secure possible Clean Ohio funding. Staff has reviewed concerns regarding a single stop permitting process with the Allen County Soil and Water Conservation District, the Allen County Health Department and the Allen County Engineer's Office relative to the permitting of single-family residential homes in the unincorporated areas. Concerns over drainage, floodplains, zoning, drive pipes and driveway locations, existing easements, septic system off-lot discharges and the need to standardize language, timelines, and the permitting process were discussed. Allen County Soil and Water Conservation District is interested in providing such services and acting as the shepherd or steward of such development; further discussions were determined necessary.

7. STAFF REPORTS (Continued)

b. Planning Assistance (Continued)

**Housing**

Staff attended housing consortium meeting to identify needs across the community. Staff engaged in conversations with Hope Kingsborough of WSOS, Amy Odum and Jim Beery regarding project planning and financing. Staff worked with Hope Kingsborough to establish NSP I and II program properties. Staff requested weatherization program information from HHWP.

**Community Development Block Group**

Staff reviewed the CDBG Formula and Community Housing Improvement Program requirements with WSOS and ODOB. Staff continued the transition of program management accepting additional programmatic work and historical records.

**Zoning Assistance**

Staff continued to provide zoning assistance to local political subdivisions. Staff provided technical assistance to Auglaize, Bath, Marion, Perry, Richland, Spencer, and Shawnee townships. Draft language reflecting alternative energy and solar power installations was developed and forwarded to Shawnee Township for their review at their request. Staff also developed language addressing planned unit development (PUD) for the Village of Elida upon their request. Staff reviewed concerns over wind turbine generators located in Spencer Township with the Allen County Prosecutor's Office. Staff reviewed zoning enforcement being undertaken in Auglaize and Perry townships with the Lima City Prosecutor's Office. Staff began consideration and documentation of a zoning amendment proposed in Marion Township.

**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 16 requests for information related to the land division process in Bath, Jackson, Marion, Monroe, Perry, Richland, Shawnee and Spencer townships. Staff facilitated 1 minor land division and 3 exempted land divisions, including 1 land transfer. Staff reviewed bonding issues relative to the Ciminillo Subdivision in American Township, the Camden Ridge Subdivision in Shawnee Township and the Monticello Estates Subdivision in Shawnee Township. Staff reviewed the outstanding issues with John Leahy and representatives of Citizens National Bank.

**Floodplain Management Regulations**

Staff continued to provide floodplain delineation information with local government agencies as well as property owners, area realtors, and appraisers. Staff reviewed 7 properties in American, Bath, Marion, Richland and Shawnee townships as well as the Village of Elida for their floodplain status and compliance issues. 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 with representatives of the Allen County Engineer, the Soil & Water Conservation District, the Allen County Health Department and the Allen County Prosecutor's Office. 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.

7. STAFF REPORTS (Continued)

b. Planning Assistance (Continued)

**Short Range Transportation Planning**

Staff worked with ODOT District One representatives and local officials in Harrod and Lafayette to garner support for capital improvements necessary to support safe routes to school in the Allen East area. Staff continued to meet with ODOT and Spencerville School District personnel to deliver the necessary planning level data sets and ensure delivery of solid engineering project. Staff held discussions with representatives of the Allen County Engineer, American Township and a local consulting engineer to address traffic impact study requirements for development along Eastown Road. Staff met with Northwest Perry, Riverside North, Martin Luther King, and Country Club Hills neighborhood associations to discuss traffic, identify specific system deficiencies and explore the need for specific capital improvements. Staff undertook a safety study on the Hanthorn Road corridor at the request of the Perry Township Trustees and the Northwest Neighborhood Association. Traffic counts supported a speed study and warrant analysis was conducted along the corridor; a speed reduction through the neighborhood was recommended. Justification was developed and submitted to the Allen County Engineer and the City of Lima before being forwarded to ODOT for speed journalization action. Staff completed a speed study of the SR 81 corridor at the request of the Bath Township Trustees; no recommendations were generated as the corridor was performing at a satisfactory level of service. Staff also reviewed the status of capital improvements in Kibby Corners Neighborhood Association with Mike Blass and Cathy Clark to identify/address roadway deficiencies including intersection radii and the need for turn lanes over parking lanes. Staff met with local and state officials to discuss problems arising from increased student population on the University of Northwestern Ohio campus and subsequent traffic concerns. Staff compiled fatal crash data as a precursor to establishing its annual update and safety education programming. Staff reviewed the implications of ODOT's Transportation Review & Advisory Committee (TRAC) scoring relative of the Bellefontaine Railroad Grade Improvement Project (underpass) using TREDIS and TELUS software models. Staff attended an Ohio Association of Regional Councils meeting in Columbus to discuss ODOT/FHWA future funding levels and reporting requirements. Staff completed its annual work program meeting with ODOT District and Central Office personnel. Staff documented its public participation efforts and updated the Agency website with meeting dates, agendas and minutes. Staff reviewed its website design and data issues with representatives of the Allen Economic Development Group, Ohio Department of Development, University of Indiana and Lima Area Chamber of Commerce; staff subsequently met with its consultant CorpComm. Staff initiated efforts on the Agency's winter newsletter. Staff prepared and submitted a monthly invoice to ODOT.

**Transportation Improvement Program**

Staff reviewed available federal funds and solicited eligible transportation projects from the local political subdivisions. Staff met with the trustees of both Shawnee and Spencer townships, reviewed their comprehensive plans and discussed federal transportation funding for needed capital items. Staff continued to track expenditures by mode and funding source to document the extent of targeted investments in pedestrian and transit modes. Staff emphasized the need for local certification of available local match as a requisite to programming local projects in publication of the pending FY 2012-2015 Transportation Improvement Program. Staff reviewed/addressed discrepancies in LPA contract language and FY 2012-2015 Draft TIP amendments. Staff undertook various editing functions of the existing FY 2008-2011 TIP to support project development including numerous discussions between ODOT Central Office and District personnel to establish project expenditures by phase, available funding and the necessary resolutions

7. STAFF REPORTS (Continued)

b. Planning Assistance (Continued)

to adopt specific TIP document tables. Staff facilitated an interview with JD Bruenner of the Lima News regarding eligible/recommended TIP projects. Staff reviewed the pending TIP Conformity Analysis with ODOT Central Office personnel.

**Transportation Surveillance Activities**

Staff continued its attempts to establish traffic volumes at the following intersections: Hamilton & Grand; Metcalf & Ashwood; Hume & Dixie; and, Mayberry & Lincoln. Staff terminated traffic counting operations due to the unpredictability of the weather and initiated maintenance activities to sustain program equipment and finalize documentation of roadway characteristics through 2010. Staff compiled traffic counts across functional classification system and determined the timing of respective turning movements required to determine LOS during peak periods. Staff documented the vehicles turning movements at the following intersections: Fifth & Elida and Elm & Main. Staff worked to compile the data necessary to reflect intersection levels of service (LOS) for signalized intersections across Allen County. Staff requested, reviewed and compiled signal timing data available from the City of Lima, Allen County Engineer and ODOT District One. Staff completed LOS analyses for the following signalized intersections: Bible & Sugar (LOS F); Buckeye & Dixie (LOS C); Adgate & Ft. Amanda (LOS F); Allentown & Cable (LOS C); Bellefontaine & Perry Chapel (LOS B); Harding & Napoleon (LOS C); Buckeye & Ft. Amanda (LOS F); Shawnee & Zurmehly (LOS F); Canal & Second (LOS B); Elida & Fifth (LOS B); Fifth & Ft. Jennings (LOS B); Fifth & Franklin (LOS A); Fifth & Jefferson (LOS A); Fifth & Pierce (LOS A); Fifth & State (LOS B); Fifth & Main (LOS A); First & Main (LOS A); First & Pierce (LOS B); Jefferson & Second (LOS A); Main & Third (LOS A); and, Pierce & Second (LOS A). Noticing some discrepancies between LOS analyses generated by HCS and Synchro software, staff requested Synchro software training from ODOT District One personnel. A Synchro-based model was created for the City of Delphos. Staff continued to document field conditions along the CF&E railroad. Specific activities were undertaken at grade crossings with Baxter, Metcalf, McDonel, West, Elizabeth, Main, Jackson and Pine. Sight distance triangles at the various CF&E grade crossings were initiated. Staff reviewed emergency evacuation plans with representatives of the Allen County Emergency Management Agency, the City of Delphos and the City of Lima to ensure adequacy and data applicability. Staff continued to monitor and map high water locations with local roadway officials. Staff compiled 2006 through 2008 crashes and rates on area roadways and finished geo-coding state averages for adverse weather crashes on local roadways. Staff worked with the Allen County Engineer's Office to obtain bridge data and high water marks to document flooding on area roadways. Staff researched available countermeasures for standing water and constructed a template to minimize delay and facilitate site reviews. The template was reviewed with the Allen County Drainage Engineer to identify issues related to design countermeasures and maintenance countermeasures. Site reviews were initiated with members of the Allen County Engineer's Office. Staff completed the formatting, printing and warehousing of local crash summary reports inclusive of CY 2009 data. Staff attended various community meetings and conducted significant research to support development of a county-wide web based service and ancillary technologies necessary to initiate the community sustainability initiative. Staff has met with representatives of various service providers, community stakeholders, nonprofits and local government to develop a mission statement, goals, objectives, membership, organizational documents and the necessary funding to deliver a comprehensive program. Staff continues to work with the Healthy Community Network (HCN) to integrate local data into the website. No contracts have yet been signed between the community and HCN.

7. **STAFF REPORTS** (Continued)

b. **Planning Assistance** (Continued)

**Long Range Transportation Planning**

Staff met with representatives of Shawnee Township as well as Bassett & Associates to investigate hike/bike amenities. Staff compiled bikeway and pedestrian data to support local planning initiatives and Clean Ohio Program funding as well as to support the sustainability initiative. Staff continued to refine land use, housing and employment data required for the Lafayette/Jackson Township Comprehensive Plan as well as corridor level planning within the Village of Fort Shawnee. Delphos land use was documented within its CBD to establish baseline data for model area expansion as has the Village of Bluffton. Staff reviewed budgetary information for Bike/Ped Plan amenities from Delphos, Bluffton, Spencerville and Lima projects in order to update the ODNR Trails Plan. HPMS metrics were gleaned from the traffic count data for the AM, Noon and PM periods as well as off an extended peak period to establish vehicle miles of travel, performance, air quality trends and future investment requirements of the model.

**Specialized Transportation Program**

Staff revised Specialized Transportation Program Vehicle Inventory forms and conducted individual vehicle inspections at the Allen County Council on Aging and the Delphos Senior Center. The result of inspections including forms and digital photographs were forwarded to ODOT Office of Transit for their review and concurrence. Staff sent notice of timelines related to the submission of Federal Transit Agency (FTA) regarding the availability of programmatic funding under the FTA 5310 Grant Program to area paratransit service providers.

**Transit Planning Assistance**

Staff met with ACRTA personnel to establish needed capital equipment items to be included in the pending FY 2012-2015 TIP and the need to update the Agency's Transit Development Plan.

**Motion 114 (12-16-10) EC**

Bruce Plumb made the motion to accept the Planning Assistance Report. Seconded by Kevin Cox; motion carried.

8. **OLD BUSINESS**

None.

9. **NEW BUSINESS**

Thomas Mazur reported that staff has been working on the Sustainability Initiative throughout December. At the November Executive Committee meeting, it was reported that staff would begin to work with the United Way, YMCA, the Mental Health Board, both of the hospitals, the Clinic and the Allen County Health Department to facilitate this initiative. Thomas Mazur reported that due to changes in the administration at the United Way, the organization has not been in attendance at any of the last few meetings. Thomas Mazur reported that at the last "strategy" meeting, the participating agencies began to discuss how the website should be structured. Staff has drawn up a Draft Memorandum of Understanding (MOU) and a set of Bylaws for the participating agencies and the Sustainability Initiative due to a suggestion to establish a Sustainability advisory committee of the RPC. Staff has consulted with the RPC legal counsel as to the language of both of these documents and copies have been sent to the City of Lima for review and comment as the City has expressed an interest in the initiative. Thomas Mazur reported that the MOU

9. NEW BUSINESS (Continued)

and Bylaws state that the RPC would have a new advisory committee and the RPC Bylaws would not have to be changed. Our legal counsel is researching whether the RPC is allowed to have affiliate members under the ORC. Thomas Mazur reported that a web-based information server would be established in cooperation with the Healthy Communities Institute (HCI). Staff is looking at a website within a website; the HCI website would be embedded within the RPC website. Thomas Mazur reported that a contract has not yet been signed with HCI because the local affiliate group has not been established. ODOT is on board with the initiative but the agency wants MOU's signed, Bylaws in place and the funds allocated for the initiative held in a separate account. The Federal Highway Administration (FHWA) has still not given its approval. Thomas Mazur reported that as the website improves, staff believes that other agencies will become interested in being a part of the initiative. The Bylaws states the cost for a Committee Member as well as for Affiliate Members. Roy Hollenbacher asked what the per capita cost means. Thomas Mazur replied that the cost is based on the County population. Thomas Mazur reported that the website will contain at least 100 different indicators that the HCI will provide. Staff will add economic indicators from the Chamber of Commerce and the AEDG; the RPC will have indicators pertaining to transportation, the City of Lima may have housing indicators, etc. Existing documents such as the Allen 2020 Initiative and the 2030 Long Range Transportation Plan will be used to build benchmarks into the website over time. The benchmarks that are built into the website will enable the participating agencies to track progress within the community. Amy Odum stated that the initiative is countywide but that each subdivision will be asked to contribute information and the information will be tracked at the political subdivision level and even blended in with county data. Thomas Mazur reported that initially, the data will be tracked at a county level and may "drill down" to the political subdivision level at a later date. There will also be Best Management Practices included within the website. If a website user clicks on one of the Best Management Practices, there will be several different items for that particular category, such as housing, that the user can review. Many of these will be supplied by the HCI but staff will also populate the data. Thomas Mazur reported that the website will continue to be a "work in progress" from the beginning. The local match funds will be supplied by the new committee members; the local political subdivisions will not supply the funds unless they are a member of the committee. Staff will report back with a formalized structure based on the legal input pending.

10. ADJOURNMENT

**Motion 115 (12-16-10) EC**

John MacDonnell made the motion that the meeting be adjourned. Seconded by Howard Elstro; motion carried.

Submitted by:

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

Accepted by:

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

Date:

1-27-11

Date:

1-27-11