

EXECUTIVE COMMITTEE

September 22, 2011

There was a meeting of the **Executive Committee** of the Lima-Allen County Regional Planning Commission held on **Thursday, September 22, 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 – August 25, 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, Chris Seddelmeyer brought the meeting to order and proceeded with the agenda (due to a scheduling conflict, Roy Hollenbacher was unable to attend).

1. ROLL CALL

Mr. Gregory Berquist	City of Delphos
Mr. Kevin Cox	Perry Township
Mr. Howard Elstro	City of Lima
Mr. Mitchell Kingsley	Village of Bluffton
Mr. John MacDonell	City of Lima
Mr. Bruce Plumb	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 – August 25, 2011

Motion 82 (09-22-11) EC

Gregory Berquist made the motion that the EC minutes of August 25, 2011 be approved. Seconded by Kevin Cox; motion carried.

3. COMMUNICATIONS

Thomas Mazur reported that Mr. Jim Link, Allen County Treasurer, presented a photo of a star at the AAC meeting and suggested that a star be painted before each intersection to notify drivers that an intersection is coming. Staff is studying the Manual of Uniform Traffic Control Devices (MUTC) for applicability and guidance.

Thomas Mazur reported that staff received notification from Ms. Janis Sunderhaus of the Health Partners of Western Ohio that the agency is looking at expanding into northern Allen County. There are four census tracts that the agency believes are underserved. The agency is reviewing the possibility of purchasing some land on Cole Street as well as on Brower Road in order to build a new clinic. Thomas Mazur reported that the LACRPC has preliminary facilitated the environmental review process.

Thomas Mazur reported that staff has been assisting the Allen County Board of Elections and the City of Lima in writing the descriptions of the wards that will be absorbing the former 8th Ward. Tony Geiger of the City of Lima has informed staff that there are city statutes determining how the text should be written. Staff has been assisting with census tract and census block information but Tony Geiger is concerned that residents will be confused as to which ward they are now located in as well as where they should vote come election time. Tony Geiger and Amy Odum had requested the legal descriptions be completed by Monday, September 26, 2011 but staff received the request for voters and parcel data earlier this week and believes that the task should be completed in approximately two weeks. Thomas Tebben stated that he believed that the two weeks was an appropriate timeline for the requested information. Thomas Mazur reported that one of the issues has been the gerrymandering of the wards and precincts over the years and correcting this issue will take some time.

4. FINANCIAL REPORT

a. Budget Report

Marlene Schumaker reported that Committee members received the income and expenses report with their packets. The expenses are still somewhat ahead of income but should balance out in the near future.

Motion 83 (09-22-11) EC

John MacDonell made the motion to approve the budget report. Seconded by Howard Elstro; motion carried.

b. Bills to be Approved

Marlene Schumaker reported that most of the bills are not unusual from other months; the invoice for Liberty Savings Bank does contain charges for an Ohio Department of Public Safety (ODPS) conference that Evelyn Smith will be attending soon. These charges will be reimbursed by ODPS. There are also charges for a motel room for Justin Niese who attended a conference sponsored by the Ohio Department of Transportation (ODOT). This charge will be reimbursed by ODOT at approximately 90%.

Motion 84 (09-22-11) EC

John MacDonell made the motion to approve the bills to be paid. Seconded by Howard Elstro; motion carried.

4. **FINANCIAL REPORT** (Continued)

c. Payroll and OPERS

<u>Payroll</u>	<u>Amount</u>	<u>PERS</u>	<u>Medicare</u>
08-24-11	\$14,357.94	\$2,010.11	\$208.19
09-07-11	\$14,099.98	\$1,974.00	\$204.45

Motion 85 (09-22-11) EC

John MacDonell made the motion to approve the payroll and OPERS. Seconded by Howard Elstro; motion carried.

5. **STANDING COMMITTEES**

a. Administrative Affairs Committee

Howard Elstro reported that the AAC met on Wednesday, September 21, 2011 and approved the minutes from June 22, 2011. Howard Elstro reported that the Committee received a report on the Draft Lima-Allen County Regional Planning Commission (LACRPC) for CY 2012. The Draft Budget for CY 2012 was approved to allow staff to make an adjustment of approximately \$4,000. Howard Elstro reported that the Committee received a report on the Health Insurance renewal quote for employees and a long discussion ensued. Staff had solicited bids for health insurance as the current contract expires on September 30, 2011. Anthem negotiated and over 20% increase down to an approximate 4% increase. The Committee approved Anthem's bid. Marlene Schumaker reported that the actual increase will be closer to 5% due to three employees moving into another age bracket. Howard Elstro reported that the Committee discussed the local program cost sharing due to the new population counts from the Census Bureau. Different political subdivisions will incur different costs in the coming year. Howard Elstro reported that the Committee discussed the new Bureau of Workers' Compensation (BWC) Policy. The LACRPC is covered by the Allen County Commissioners plan and the Allen County Commissioners have adopted a 15K Plan. Marlene Schumaker has been notified of this change but has not yet received the training. Chris Seddelmeyer reported that Steve Beuher of the Ohio BWC will be holding a meeting hosted by the Chamber of Commerce October 6, 2011.

Motion 86 (09-22-11) EC

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

b. Community Development Committee

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

c. Developmental Controls Committee

Bruce Plumb reported that the DCC met on August 30, 2011. The Committee reviewed the Pondview Estates Subdivision sidewalk bond that was coming due. A motion was made, seconded and passed to approve a 5-year extension of the sidewalk bond in the amount of \$124,218. The Woodberry Estates Subdivision sidewalk bond also was coming due. A motion was made, seconded and passed to approve a 4-year extension of the sidewalk bond in the amount of \$71,319.21. The Woodberry Creek Estates maintenance bond was also set to expire; a motion was made, seconded and passed to approve an extension of the maintenance bond until, December 31, 2011 in the amount of \$5,000. Bruce Plumb reported that the Committee received a report from John MacDonell that Jesse Sadiua has resigned from the City of Lima and will no longer be a

5. **STANDING COMMITTEES** (Continued)

- c. Developmental Controls Committee (Continued)
member of the DCC. John MacDonell stated that he would like to recognize Jesse Sadiua's participation and contribution to the DCC.

Motion 87 (09-22-11) EC

Thomas Tebben made the motion to accept the DCC report and all motions and recommendations be approved. Seconded by Mitchell Kingsley; motion carried.

- d. Transportation Coordinating Committee
Chris Seddelmeyer reported that the TCC did not meet in September.

6. **OTHER COMMITTEE REPORTS**

- a. Citizens Accessibility Advisory Committee
Thomas Mazur reported that the CAAC did not meet in September.
- b. Citizens Advisory Committee
Thomas Mazur reported that the CAC did not meet in September.

7. **STAFF REPORTS**

- a. Clearinghouse Reviews
Thomas Mazur reported that there were no Clearinghouse Reviews in September.

- b. Planning Assistance
Information Assistance

Staff has addressed a plethora of requests for census data. Such requests have come from the Lima Area Chamber of Commerce, the Allen Economic Development Group (AEDG), City of Delphos, City of Lima, Village of Spencerville, Lima-Allen County Regional Transit Authority and United Way. Data services were also provided to the Allen County Engineer's Office related to Issue 1 grant application submittals.

Safe Communities

Staff held meeting with juvenile court to develop program targeting traffic safety for at-risk youth. Staff made preparations for, staffed, tore down, and follow-up to the Allen County Fair booth. Staff worked on preparations and held Be Sober or Get Pulled Over media kick-off event. Staff gave interview to NBC, ABC, CBS, FOX regarding traffic safety. Staff worked on observational seatbelt survey. Staff gave seatbelt presentations to a total of 45 students at Elida High School. Staff sent homecoming press release regarding overtime enforcement. Staff did interview with Clear Channel. Staff worked on homecoming awareness activities with area SADD Teams. Staff worked on developing "n4u21" (None for Under 21) campaign and McDonald's "I'm bucklin' it" coupons. Staff continued to work on annual award luncheon. Staff gathered fatal crash data and sent media fatal press release. Staff made preparations to attend Governors' Highway Safety Conference. Staff wrote monthly narrative report.

Keep America Beautiful (Local)

Staff completed the annual Keep Allen County Beautiful monitoring report and submitted same to KAB National Office.

7. **STAFF REPORTS** (Continued)

b. **Planning Assistance** (Continued)

Environmental Planning

As the current Allen County Hazard Mitigation Plan expires in 2012, staff worked with Russ Decker, Director of the County Emergency Management Agency, to research, prepare and submit a grant proposal seeking funding to prepare an update to the Plan. The Plan is required to secure federal/state disaster assistance in case of such an event. Staff submitted the grant for \$20,000 to the Federal Emergency Management Agency (FEMA) through the Ohio Emergency Management Agency's State Hazard Mitigation Officer.

Farmland Preservation

Staff provided ancillary programmatic information and land valuations to an area attorney and interested agricultural landowners in Auglaize Township who expressed interest in the Ohio Agricultural Easement Purchase Program (AEPP) and the Farm and Ranch Lands Protection Program (FRPP).

Economic Development

Staff supported various initiatives being undertaken by the AEDG with mapping and data collection. Staff is reviewing membership data of the Lima Chamber of Commerce and the ES202 data to update the established local employer database. Publication of said data will be made available through the Chamber of Commerce.

Housing

Staff followed up the recently submitted Analysis of Impediments to Fair Housing Choice document (AI) with the Ohio Department of Development's (ODODs) Fair Housing Officer to identify any shortcomings of the document. Staff requested ODOD funding and technical support to address those impediments identified in the AI document; LACCA is being proposed as the lead agency should such funding be approved. Staff also requested technical assistance and petitioned the United States Department of Housing and Urban Development (HUD) for the preparation of a Comprehensive Housing Market Analysis for Lima and Allen County. Such a report will assess the changes in population demographics, the local economic base and housing characteristics necessary to establish and maintain a reasonable balance in demand-supply relationship given the housing market's condition as of the date of the analysis. The report's conclusions are expected to be helpful to the development of comprehensive housing policies and provide useful information to area builders, mortgagees, and others concerned with local housing conditions and trends.

Community Development Block Grant (CDBG) Program

Staff reviewed the need for an environmental clearance of the Delphos water improvement project with Don Corley of WSOS. Agency personnel contacted WSOS regarding Ohio Department of Development (ODOD) award and forwarded acceptance letters to Commissioner Reiff. Staff reviewed CDBG program administration and billing with local stakeholders. Staff prepared draft proposal for County Commissioners. Staff reviewed WSOS services with Hope Kingsborough; establish meeting dates and topics. Staff facilitated the preparation and filing of program monitoring reports, resolutions, billings, scanning, postings, contract addendums, invoicing, and legal notifications.

Zoning Assistance

Agency personnel facilitated 13 requests for service including telephone based requests for service and 12 office visits. Staff prepared certified zoning maps and resolutions of

7. **STAFF REPORTS** (Continued)

b. **Planning Assistance** (Continued)

particular properties in Bath and Perry townships to facilitate enforcement actions. Staff reviewed potential zoning text amendments for Shawnee Township.

Subdivision Regulations

Agency personnel facilitated 27 requests for service including 21 telephone-based requests for service and 6 office visits. Staff processed 2 minor land divisions and 3 exempted land divisions including 1 land transfer. Agency personnel reviewed an existing Shawnee development layered with a planned unit development and floodplain overlay district designation, as well as a condominium plat with representatives of a local developer as a phase II was being proposed. Staff reviewed bonding issues for existing subdivisions in American and Shawnee townships with representatives of State Bank and Union Bank; included in those discussions were representatives of the Allen County Engineers Office. Staff facilitated a meeting of the Developmental Controls Committee and sent letters requesting clarification and intent from the developer's and banks.

Floodplain Management

Staff continues to provide floodplain and floodplain-related information to local land owners, developers, engineering consultants and local government officials. Staff continues to work with representatives of the Federal Emergency Management Agency (FEMA) and the Ohio Department of Natural Resources (ODNR) in refining the digital flood insurance rate maps. Staff conducted tabletop reviews to assess the limits of the floodplain and opportunities for development. Staff reviewed potential floodplain violations in American, Auglaize, Bath, Marion, Richland and Shawnee townships. No violations were filed and no permits were issued.

Short Range Transportation Planning

Staff initiated conversations with local stakeholders to develop a regionally significant transportation plan and submit same to the Ohio Department of Transportation (ODOT). Staff met with representatives of ODOT, the City of Lima, Allen County Engineers Office, Chamber of Commerce and Allen Economic Development Group (AEDG); work continues regarding same. Staff met with members of the AEDG, Chamber of Commerce, City of Lima, the Allen County Engineer's Office and Proctor & Gamble (P&G) to discuss the applicability of local roadway designations as connectors to the National Highway System (NHS) and the Federal Functional Classification System. NHS connectors are the public roads leading to major intermodal terminals. Although they account for less than 1 percent of NHS mileage, NHS connectors are key conduits for the timely and reliable delivery of goods and eligible for federal funding, therefore staff coordinated data collection with the ACEO, AEDG and P&G to establish truck travel data and identify potential roadway improvements lining the facility with the NHS system. Staff continued to support Safe Routes to School (SR2S) programming with local stakeholders including the villages of Spencerville, Bluffton and Elida. Staff continues to support ODOT District personnel in opening discussions with other local school districts. Staff completed and amended its FY 2011 Annual Completion Report. Staff worked with ODOT District One representatives and the Allen County Emergency Management Agency to ensure and coordinate a presentation on the construction impacts of the I-75 Corridor Project to the Local Emergency Planning Committee. Staff reviewed FHWA planning workshop opportunities, on-line NHI coursework and attended an OMUTDG meeting at MORPC in Columbus, Ohio. Staff also attended a Federal Highway Administration (FHWA) sponsored, Cambridge Systems delivered, workshop entitled Applying Analysis Tools in Planning Operations. Staff attended a meeting of the Allen County Airport Authority Board to address data needs and capital improvements. Staff

7. **STAFF REPORTS** (Continued)

b. **Planning Assistance** (Continued)

reviewed the inclusion of sidewalks with concerned stakeholders arguing for their inclusion in the SR117/309 safety project in Bath and Perry townships. Staff reviewed resident concerns raised during the Edgewood Drive reconstruction project with Larry Vandemark and Ron Meyer. Staff reviewed safety concerns raised near the bike path at Faurot Park and SR 117 with concerned residents. Staff reviewed concerns regarding the location and expense of overhead street lighting in American Township with ODOT. Staff reviewed warrants and recommendations, researched funding streams, and researched the Ohio Revised Code. Staff contacted the PUCO regarding funding to update utility poles with LED lights. Pursuant to their request, staff compiled street light locations by ADT, crashes, crash rates, night-time crashes and the presence of pedestrians. Staff compiled, printed, and mailed the Agency's quarterly newsletter prior to posting it to the agency website, Staff researched the success of "bike share" programs for local application with the ACRTA.

Transportation Planning - Surveillance

Staff established adverse weather crash rates on higher order roadways of the federal functional classification system. Staff finalized Horizontal Curve Study; prepared copies and original file and burnt CD for archival purposes. Staff worked with ODOT District and local political stakeholders to coordinate and ensure the appropriate signage was ordered, received and installed. Agency personnel reviewed freight statistics and crash data of trucks and semi tractor trailers. Staff reviewed corridor levels of service (LOS) as a percentage of Vehicle Miles of Travel (VMT) and mileage; staff mapped and tracked same with graphics. Staff reviewed corridor operations at the segment level and built tables depicting same at the corridor and sub-corridor LOS. Agency personnel compiled lane miles and truck ADT by roadway functional classification designation. Staff reviewed VMT and functional classification system mileage with ODOTs Greg Giaimo and Charles Schreck and subsequently reviewed macro and micro simulation models with Sam Granato at ODOT. Staff subsequently examined Vissum Software and reviewed public domain software. Staff continued to pursue further website development. Staff finalized the FY 2010 Spot Safety Intersection Study; prepared copies and original file and burnt CD for archival purposes. Personnel collected data on Norfolk/Southern Railroad (N/S) south of Lima and reviewed traffic counts and previous railroad studies on the NS and the CSX Railroad south of Kibby Street. Staff reviewed the mileage and willingness of the villages of Elida, Harrod and Lafayette to submit to an analysis of local pavement conditions and submit to pavement management principles thereafter. Staff reviewed crash rates for 2006-2008 against 2008-2010. Staff reviewed high crash intersection locations over time periods. Staff worked with Dick Paddock of TSASS to assess 2010 traffic crashes. Staff reviewed high crash intersection location analyses for pending report. Staff compiled underage driver data involved in fatal crashes over last 10 years. Staff reviewed existing and pending traffic counting equipment and problems associated with collecting accurate truck count data with Dave Gardner at ODOT Central Office. Staff prepared for and met with the Pioneering Healthy Communities (PHC) subgroup of the Sustainability Committee. Discussions focused on recruiting speakers and intervention strategies. Personnel worked to facilitate a meeting with United Way, ACRTA and ACBDD to review transportation needs of seniors and increased educational attainment and social interaction of seniors with others. Staff reviewed carbon footprint software with the City of Lima and the Chamber of Commerce. Staff also reviewed potential speakers targeting sustainable development with eyes on transit use and cost savings resulting from the elimination of a single vehicle from the household. Staff contacted Laura Lodges at Miami Valley Regional Planning Commission for contact information. Staff reviewed the Mid Ohio Regional Planning

7. **STAFF REPORTS** (Continued)

b. **Planning Assistance** (Continued)

Commission's sustainability initiative and summit conference. Personnel met with Chastity Butterfield of the Young Professionals regarding support of the Green Tie Affair. Staff contacted ODOT for new transit PTI scores for website posting purposes. Staff contacted Chamber regarding educational scoring for sustainability indices. Staff documented traffic counts at the following locations: Plum & Johns; Phillips & Sugar Creek; Kemp & Ft. Amanda; Kemp & Breese; Ada & Thayer; and, Bellefontaine & Thayer. Staff conducted traffic counts at the following midblock locations: Thayer between Clum & Harding; Thayer between Clum & Bellefontaine; Thayer between Reservoir & Ada; Reservoir between Thayer & Mumaugh; Reservoir between Thayer & Cool; Pioneer N & S of East School Entrance; Sunnydale W & E of Main School Entrance; Sunnydale between Pioneer & House 4290; Beechwood @ House 713; Wildwood @ House 711; Weger @ House 715; Weger @ House 111; Henry @ House 113; Roger @ House 107; Howard @ House 107; Howard @ House 117; Orchard @ House 120; Sugar Creek W of Cool; Slabtown S of Lutz; Dixie W of Napoleon; Sugar Creek E of Napoleon; Napoleon N of Sugar Creek; Plum S of Johns; Johns W of Plum; Napoleon N of Sugar Creek; Hook-Waltz W of Thayer; Slabtown N of Miller; Wapak between SR 117 & Ft. Amanda; and, Plum @ House 266.

Long Range Transportation Planning

Staff reviewed the 2005-2009 American Community Survey data and updated the TAZ data to reflect same. Staff reviewed the Bluffton Bikeway components and progress with Neil Hauenstein. Staff reviewed data needs and capabilities of both micro and macro simulation models with Greg Giaimo and Sam Granto of ODOT. Staff reviewed the Allen County Airport capital improvements plans, its long range plan and local zoning issues affecting the airport. Personnel reviewed the Village of Elida comprehensive plan components. Staff contacted Jamie Mehaffie in the Village of Bluffton to address data constraints and the difficulty of compiling data from Hancock County. Staff reviewed the lack of a completed Long Range Plan for the Village of Lafayette with Doug Degen of the ACEO. Personnel met with the Village of Elida's Troy Strayer to review Comprehensive Plan elements including traffic counts, traffic crashes, roadway mileage and roadway conditions including drainage problems.

Specialized Transportation Program

Staff reviewed and revised the Allen County Public Transportation Human Services Transportation Coordination Plan pursuant to the Citizens Accessibility Advisory Committee recommendations and with the approval of the Transportation Coordinating Committee. Staff also attempted to spur local involvement with local human service transportation providers to attend the Ohio Mobility Improvement Forum at District Office with representatives of ODOT Office of Public Transportation and RLS Consulting. Staff reviewed the status of the disposition of the vehicle previously awarded to the Children's Developmental Center with its director Christine Wagner, Pat Pikula and Marianne Freed of ODOT Central Office and Erica Petrie, manager of the local FACTS coordination group.

Transit Planning

Staff held numerous meetings and facilitated on-going discussions with ACRTA personnel over new routes and new hours. The need for public meetings and public hearings were reviewed as well as the requisite supporting documentation, illustrations and graphics. Staff reviewed new route service, public hearing announcements, and press releases with Rosann Christian of the ACRTA and Dave Moore and Joshua Gearhardt of ODOT Central Office. Staff researched old route productivity factors,

7. **STAFF REPORTS** (Continued)

b. **Planning Assistance** (Continued)

drafted/sent demographics and press releases to local media outlets. Staff compiled a survey targeting transit usage and submitted same to Chamber of Commerce members to solicit the importance of transit to their employees and customers. Staff reviewed proposed TIP/STIP amendments and resolutions that will need to go through the Planning Commission's internal committee structure. Staff reviewed operational analysis with respect to the Coordination Plan and proposed services supported with JARC and New Freedom grant programs. Staff reviewed capital allocation plans and budget tables for the ACRTA's Operational Analysis and Management Plan. Staff reviewed transit funding with ACRTA Board members and the County Commissioners. Staff finalized the ACRTA's FY 2012-2016 Operational Analysis & Management Plan, burnt it to CD and posted the document to the agency website.

Motion 88 (09-22-11) 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**

None.

10. **ADJOURNMENT**

Motion 89 (09-22-11) EC

Mitchell Kingsley made the motion that the meeting be adjourned. Seconded by John MacDonell; motion carried.

Submitted by:

Accepted by:

Signature/Secretary

Signature/RPC President

Date: _____

Date: _____