

EXECUTIVE COMMITTEE

June 24, 2010

There was a meeting of the **Executive Committee** of the Lima-Allen County Regional Planning Commission held on **Thursday, June 24, 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 – May 27, 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, Christie Seddelmeyer brought the meeting to order and proceeded with the agenda.

1. ROLL CALL

Mr. Dick Accountius	Allen County
Mr. Gregory Berquist	City of Delphos
Mr. Kevin Cox	Perry Township
Mr. John MacDonell	City of Lima
Ms. Amy Sackman-Odum	City of Lima
Mr. Bruce Plumb	City of Lima
Mr. Dan Reiff	Allen County
Ms. Christie Seddelmeyer	Shawnee Township

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 – May 27, 2010

Motion 53 (06-24-10) EC

Dick Accountius made the motion that the EC minutes of May 27, 2010 be approved. Seconded by Amy Odum; motion carried.

3. COMMUNICATIONS

None.

4. FINANCIAL REPORT

a. Budget Report

Marlene Schumaker reported that the financial report was included in the packets that committee members received. The income and expenses for May were also included. Marlene Schumaker reported that income and expenses are in line.

Motion 54 (06-24-10) EC

Bruce Plumb made the motion to approve the budget report. Seconded by John MacDonell; motion carried.

b. Bills to be Approved

Marlene Schumaker reported that a list of invoices paid is included in the packets. Marlene Schumaker reported that the invoice for the Allen County Commissioners in the amount of \$6,962.00 was for the work that the Commissioners do on behalf of the Lima-Allen County Regional Planning Commission for CY 2009. The invoice for Computer and Networking Technologies, Ltd. was for one computer and two printers.

Motion 55 (06-24-10) EC

Bruce Plumb made the motion to approve the bills to be paid. Seconded by John MacDonell; motion carried.

c. Payroll and OPERS

<u>Payroll</u>	<u>Amount</u>	<u>PERS</u>	<u>Medicare</u>	<u>Benefits</u>
06-02-10	\$13,656.62	\$1,911.92	\$198.02	
06-16-10	\$21,494.30	\$3,009.20	\$311.66	\$1,664.39

Motion 56 (06-24-10) EC

John MacDonell made the motion accept payroll, OPERS and benefits. Seconded by Bruce Plumb; motion carried.

5. STANDING COMMITTEES

a. Administrative Affairs Committee

Thomas Mazur reported that an AAC meeting was scheduled but was cancelled due to a lack of quorum. Another meeting will be scheduled in the near future as there are issues that need to be discussed.

b. Community Development Committee

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

c. Developmental Controls Committee

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

d. Transportation Coordinating Committee

Gregory Berquist reported that the TCC met just prior to the EC meeting. The committee received the Allen County Regional Transit Report (ACRTA) report from Gary Kitchin. ACRTA has continued to complete their projects that were funded with American Recovery and Reinvestment Act (ARRA) monies. The concrete work is completed as

5. STANDING COMMITTEES (Continued)

d. Transportation Coordinating Committee (Continued)

well as the demolition of the old administration building. The replacement of the HVAC system is completed. The ACRTA has been working with the Lima-Allen County Regional Planning Commission (LACRPC) to complete the FY 2011-2015 Transit Development Plan (TDP). Gregory Berquist reported that the scheduling and dispatching software that ACRTA purchased has not yet been implemented; there are contract issues with Strategen, the company that ACRTA purchased the software from. Gregory Berquist reported that the committee approved the final draft of the CF&E Railroad Improvement Study (East of Lima); no public comments were received. The Allen County Engineer's Office (ACEO) reviewed the document and staff received no comments. The committee approved the final draft of the 2010 Spot Safety Intersection Improvement Study. The study reviewed 12 intersections and made low-cost recommendations for improvements to the intersections analyzed. The document was reviewed by the ACEO with no comments. The City of Lima is adopting the recommendations to the intersections within the city. Gregory Berquist reported that the committee reviewed the FY 2011 Community Planning Grant (CPG) funding. The Ohio Department of Transportation (ODOT) has allocated an additional \$4,469 to the LACRPC and these funds will be included in the FY 2011 Unified Planning Work Program (UPWP) as well as any carryover funds. Gregory Berquist reported that the committee received a report on the Coordination Update. A Coordination Program coordinator has been hired through the Area Agency in Aging (AAA). There were vehicles added to the coordination plan mix as well as the Children's Developmental Center (CDC) that has requested a vehicle. These changes were added to Table 76 of the Coordination Plan. Gregory Berquist reported that there were two administrative amendments made to the Transportation Improvement Program (TIP). Funds were moved from FY 2010 to FY 2011 to cover the final stage of the Spencerville Streetscape Project as well as the final stage of the University Boulevard Project. The committee approved two resolutions; one resolution was to move \$400,000 to the engineering phase for the Kibby/Bellefontaine Intersection Project and the second resolution was to design and install a queue cutter signal before the railroad tracks on the new section of Eastown Road. Gregory Berquist reported that the committee reviewed the Draft FY 2011-2015 Transit Development Plan (TDP); ACRTA does not have local match funds for capital improvements. The committee adopted the Plan as an Operational Analysis and Management Plan. Gregory Berquist reported that the committee reviewed the Draft High Water/Adverse Weather Assessment which reviews 1.2 billion miles per year of traffic within Allen County. Allen County receives approximately 36 inches of precipitation per year with 20 inches in snow. The report also studied 14 different watersheds and approximately 12,000 acres of floodplain. The study reviews the crashes as pertains to the high water locations.

Motion 57 (06-24-10) EC

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

6. OTHER COMMITTEE REPORTS

a. Citizens Accessibility Advisory Committee

Thomas Mazur reported that the CAAC met on June 10 and reviewed Table 76 from the Coordination Plan. Vehicles requested were modified or changed as per costs. The Children's Developmental Center requested a vehicle and this vehicle was added to the table.

6. **OTHER COMMITTEE REPORTS** (Continued)

a. Citizens Accessibility Advisory Committee (Continued)

Motion 58 (06-24-10) EC

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

b. Citizens Advisory Committee

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

7. **STAFF REPORTS**

a. Clearinghouse Reviews

Marlene Schumaker reported that the committee received a copy of the clearinghouse review in their packets and pertains to the Ohio Energy and Advanced Manufacturing Center. The clearinghouse review was sent to the Allen Economic Development Group (AEDG), the Chamber of Commerce and the Allen County Commissioners. Staff received letters of support from the AEDG and the Allen County Commissioners but received no response from the Chamber of Commerce.

Motion 59 (06-24-10) EC

Dan Reiff made the motion to accept the Clearinghouse Review report. Seconded by Bruce Plumb; motion carried.

b. Planning Assistance

Information Assistance

Staff assembled geographic data by zip code needed to secure federal funding for the Allen County Health Department. Staff provided census demographic estimates and projections to Chamber officials.

Criminal Justice Planning

Staff reviewed juvenile defendant's residential addresses and school district boundaries with representatives of the Juvenile Detention Center.

Safe Communities

Staff continued to work with Students Against Destructive Decisions Teams regarding prom and graduation awareness activities. Click It or Ticket media campaign also required some attention. Agency personnel approached Wal-Mart about providing materials for the annual safety day. Staff attended Mothers Against Drunk Driving meeting. An Operation Lifesaver/seat belt presentation was made at Elida High School; there were 69 in attendance. Staff prepared for and began completing seat belt observational surveys as required by the Ohio Department of Public Safety. The data will also be able to be used as a benchmark regarding vehicle occupancy ratios. Staff sent media a fatal press release and prepared for and facilitated a Safety Review Team meeting. Staff worked with Ohio State Patrol personnel on fatal crash data and searched Ohio Department of Public Safety website for final toxicology results on fatal crashes. Staff created a PowerPoint, prepared for and facilitated Safe Community Partners' Breakfast. Staff completed the mandatory online narrative report and revised/resubmitted reimbursement claims. Personnel are preparing an application seeking FY 2011 grant funding.

Environmental Planning

The status of Illicit Discharge Regulations in Spencerville and Lafayette were reviewed with local administrators and representatives of the Ottawa River Coalition.

7. **STAFF REPORTS** (Continued)

b. **Planning Assistance** (Continued)

Regional Planning Commission

Staff participated in discussions regarding the adoption of increased stormwater management regulations for single site residential development with representatives of the Allen Soil & Water Conservation District and the Allen County Engineer's Office. The proposal was presented to the Allen County Trustees & Clerks Association for input and comment.

Farmland Preservation

Staff discussed potential application for Agricultural Easement Purchase Program (AEPP) in Spencer Township. Staff completed review of AEPP applications submitted by the Ohio Department of Agriculture (ODA). Staff reviewed the ODA Food in Schools program and food desert analysis of Allen County. Staff participated in a meeting and follow-up discussions with the Allen County Health Department. Staff requested locations and mapping of municipal/County land to investigate use for development of urban gardens.

Housing

Staff reviewed Neighborhood Stabilization Program (NSP) activities with representatives of WSOS pursuant to a transmittal from Auglaize Township officials requesting clarification on overdue demolitions in Westminster. Clarification regarding the obligation of committed funding was sought from WSOS; transmittals were forwarded to representatives of the City of Lima and Allen County. Program award notices and available funding solicitations were sent to local subdivisions. Staff worked to obligate uncommitted funds to housing rehabilitation efforts in Spencerville underwritten by Habitat for Humanity.

CDBG Programming

Staff attended and facilitated the 2nd Public Hearing for the 2010 Community Development Block Grant Formula Program. Staff prepared a resolution and attended the Commissioner's meeting whereby the CDBG application was approved and subsequently forwarded to the Ohio Department of Development. Staff reviewed County participation in neighborhood programming with representatives of LACNIP and the City of Lima Community Development Department. Staff reviewed proposed water line extensions to Hume and for extension of water lines to the northern limits of Cridersville service area. Staff attended the public hearing for Lima CDBG Formula Program. Staff prepared an annual update and assessment of the Allen County Analysis of Impediments to Fair Housing Report as well as the CDBG Formula Program.

Zoning Assistance

Staff continued to provide technical information including mapping and interpretation to local township representatives in American, Auglaize, Bath, Richland and Shawnee townships as well representatives of the Village of Ft. Shawnee.

Subdivision Regulations

Staff continues to provide land development information to local landowners, realtors, developers and appraisers. Staff responded to 22 requests for information. Staff completed 6 exempted land divisions, 5 being over 5 acres in size; and 3 minor land divisions, including a land contract. Staff processed minor land divisions in Amanda, Auglaize, Jackson, Perry and Spencer townships. Personnel also reviewed subdivision plat restrictions within the Village at Sugar Creek in Jackson Township, a preliminary development plan for Eastown Woods in American Township, stormwater and drainage

7. **STAFF REPORTS** (Continued)

b. **Planning Assistance** (Continued)

issues in Kingswood Estates Phase III subdivision located in Shawnee Township and approved a replat for National Lime & Stone in Bath Township. Staff also reviewed a potential condominium vacation and PUD replat of Applewood Condominium located in Shawnee Township, a replat of Kimberly Drive in American Township and a replat of the Lost Creek Subdivision in Bath Township. Staff printed and folded additional lot split brochures for distribution.

Floodplain Management Regulations

Staff reviewed pilings for bridge over Snider Road. Personnel also reviewed land development and need for a Hydraulic & Hydrologic Engineering Analysis with representatives of the Shawnee County Club.

Short Range Transportation Planning Services

Staff reviewed intersection crashes at Thayer & SR 81 with Commissioner Reiff, available safety upgrades recommended by P&G and cost effectiveness. Staff reviewed safety issues at the intersection of SR 66 and 2nd Street in Spencerville with representatives of the Village, the Allen County Engineer's Office and Ohio Department of Transportation (ODOT) to assess the need for pre-emptive signal for the local Fire Department. Staff reviewed crash history along Shawnee Road between Ft. Amanda & Zurmehly Road. Staff reviewed crash data at the intersection of Zurmehly and Shawnee Road with representatives of the Allen County Engineer's Office and ODOT. Staff provided input and transmitted data availability to representatives of American StructurePoint who requested information relative to the preparation of a preferred alternative on the Kibby/Bellefontaine/SR309 intersection project. Staff reviewed signal and traffic warrants with University of Northwestern Ohio and Bassett & Associates. Agency personnel met to review the Elida School District Safe Routes To School Program application and submittal with ODOT representatives and area stakeholders. Staff also reviewed the Safe Routes to School Program application process with representatives of the Village of Spencerville. Staff completed U.S. Government Accounting Office survey targeting MPOs as rural development and rural transportation service providers. Personnel reviewed the ODOT TRAC process and application with the Allen County Engineer. Staff attended Ground Breaking Ceremony of Vine Street Grade Separation project. Personnel posted all meeting notices and minutes to the Agency website. Staff submitted its respective consolidated planning invoice to ODOT. Staff sent media faxes of all pending public meetings. Staff prepared, printed and distributed the Agency's Summer Newsletter. Staff reviewed and revised the Intersection Safety Analysis. Staff attended a meeting of the Ohio Association of Regional Councils held in Columbus, Ohio. Agency personnel attended an Intersection Safety Workshop sponsored by ODOT in Columbus, Ohio.

Transportation Improvement Program

Staff reviewed TIP proposals and projects as well as available funding with representatives of the Allen County Engineer's Office and the City of Lima. Staff reviewed the status of scheduled TIP projects with representatives of the villages of Bluffton, Delphos and Spencerville. Staff researched costs and reviewed funding alternatives for Thayer Road, Lincoln Highway, and Shawnee Road projects with the Allen County Engineer. Staff reviewed TIP/STIP project delivery timeline with ODOT District 1. Staff reviewed TIP/STIP development process and administrative modifications with other Ohio MPOs and Central Office personnel. Staff prepared resolution for TIP Administrative Amendment. Staff reviewed MPO funding participation in Kibby/Bellefontaine/SR309 Project with ODOT District 1. Staff initiated the

7. **STAFF REPORTS** (Continued)

b. **Planning Assistance** (Continued)

documentation outlining the justification for and use of CMAQ monies on the Ft Amanda & Shawnee Road intersection upgrades with representatives of DLZ Engineering and ODOT Central Office personnel. Staff reviewed cost estimates for reconstruction of Elida Road/Elida Avenue with Allen County Engineer Office personnel. Staff reviewed TIP transmittals regarding Block PIDs and funding for Bellefontaine/SR 117/Kibby projects with locals and sent transmittals as per ODOT Central Office. Staff updated TIP Table 7 for recording purpose. Personnel unsuccessfully negotiated the call tree at the Federal Transit Administration on behalf of the Allen County Regional Transit Authority (ACRTA) to clarify TIP/STIP authorization letter and the use of MPO transferred funds. Staff sent revised TIP pages to ODOT.

Transportation Surveillance Activities

Staff undertook crash analysis of Shawnee Road between Ft. Amanda and Zurmehly roads. Staff prepared maps for High Crash Intersection Report. Staff continued to analyze adverse weather crashes in Allen County over the 2003-2008 period. Staff requested high water locations from local villages/Delphos. Staff reviewed high water data with Delphos representatives. Staff mapped high water/adverse weather crash locations. Staff reviewed wet weather crashes as compared to all crashes; staff determined adverse crash rates on state route system. Staff began gathering data related to truck traffic and truck crashes in Allen County over the past 6 years and drafted template for truck flow and crash report. Staff began analysis of truck crash data and reviewed field situations. Staff created pivot tables and charts. Staff began calculating truck crash rates on state systems in Allen County. Staff sent transmittal to safety representatives at the Allen County Engineer's Office relative to the intersection of Copus and Elm and crop growth leading to sight distance issues. Staff reviewed status of traffic counting program with respect to railroad grade crossing counts. Staff provided traffic data to Waste Management and Vandemark Realty. Staff provided traffic count data in the Lima Central Business District and mapping inferences to Yokum Realty. Staff conducted traffic counts at the following intersections: Eastown & Diller; Eastown & Sunnydale; Beeler & Zurmehly; Beeler & Breese; Bentley & Main (Bluffton); College & Main (Bluffton); Church & Main (Bluffton); Elm & Main (Bluffton); Bucher & Searfoss; Napoleon & Columbus Grove-Bluffton; McClain & Breese; Dixie & Breese; Phillips & Harding; Napoleon & Phillips; Pevee & Reservoir; Cole & Diller; Cole & Bluelick; and, State & West. Staff conducted traffic counts at the following midblock locations: Pioneer N of School Drive; Pioneer S of School Drive; Sunnydale E of School Drive; Sunnydale W of School Drive; Elida E of Diller; Elida W of Diller; Eastown S of Diller; Sandypoint between State & Bussert; Gomer between State & Bussert; Dutch Hollow between State & Neff; Leatherwood between State & Brenneman; Brenneman between Leatherwood & Wapak; State between Leatherwood & Wapak; Ridge between US 30 & Leatherwood; Grubb between State & Ridge; Redd between State & Ridge; Lincoln between Jones & Jervis; Gomer between Lloyd & County Line; Red Ridge between Wapak & County Line; Shawnee between Ft. Amanda & Zurmehly; Shawnee in front of Church; Elm E of Copus; Hookwaltz at CSX; Lincoln at CSX; State at CSX; and, Bible at CSX. Staff completed the documentation of turning movements at the following intersection locations: Robb & Cole; Allentown & Eastown; Eastown & Elm; Jameson & North; SR 81 & Sugar; Metcalf & Wayne; Fifth & Ft. Jennings (Delphos); High & Main; North & West; Breese & Shawnee; and, Bellefontaine & Greely Chapel. Traffic counters were sent back to the manufacturer for repair.

7. **STAFF REPORTS** (Continued)

b. **Planning Assistance** (Continued)

Long Range Transportation Planning

Staff reviewed market segmentation analyses with representatives of the AEDG and Ohio Department of Development with respect to its application to the Spencer and Jackson township comprehensive plans. Staff finalized the Spencer Township/Village of Spencerville Comprehensive Plan and distributed same to all stakeholders. Staff finalized resolutions in document and reference materials. The document was posted to the Agency website. Staff met with representatives of the Plan's Advisory Committee and reviewed the goals and objectives as well as to provide some insights as to programmatic contacts and funding streams. Staff geocoded 2009 foreclosure activity. Staff reviewed Hartzler & American intersection crashes and geometrics of the pending SR 309 corridor safety project complete with median barrier with ODOT Tech Services personnel to model impact. Staff reviewed air quality and transportation conformity highlights transmittal from FHWA. Staff reviewed status of Jackson Township Comprehensive Plan and willingness to continue process. Staff prepared and submitted transportation invoice to ODOT.

Specialized Transportation Program

Staff researched and collected field data and prepared an assessment of the ACRTA fixed route system and bus shelters. Staff reviewed security issues at the ACRTA and reviewed crime reports at ACRTA facilities. Staff researched/reviewed ADA mandatory evacuation measures/techniques for elderly and disabled. Staff reviewed LEPC and ADA measures with representatives of the Allen County Office of Homeland Security. Staff continued to work on the Transit Authority's capital improvement program; staff worked to integrate the marketing plan, bus shelter assessment and boarding and alighting study into a comprehensive operational analysis and management plan for the ACRTA. Staff met with ACRTA representatives regarding management performance measures. Staff compiled and reviewed Coordination Plan accomplishments with FTA funded coordinator Erica Petrie of the Area Agency on Aging. Staff prepared a Memorandum of Understanding outlining mutual interests between local paratransit providers and the Office of Homeland Security. Staff reviewed/forwarded ACRTA website updates. Staff prepared transmittal from/to Erica Petrie at PSA regarding Scheduling/Dispatching software. Staff attended Technology & Communications subcommittee meeting.

Transit Planning

Staff prepared for and attended an ACRTA Board meeting. Staff undertook efforts to design and produce a fixed route service booklet. Staff prepared and delivered copies of Spencerville route brochures.

Motion 60 (06-24-10) EC

Gregory Berquist made the motion to accept the Planning Assistance Report. Seconded by Bruce Plumb; motion carried.

8. **OLD BUSINESS**

Dan Reiff asked Kevin Cox if he had been able to determine any other properties in Perry Township that might be able to use the Neighborhood Stabilization Program (NSP) monies. Kevin Cox replied that a total of four (4) more properties have been identified. Two of the properties have been submitted to WSOS for review. Amy Odum reported that if a property is not identified by address and cost obligated by contract. This change went into effect last

8. **OLD BUSINESS** (Continued)

Wednesday and the committed property list had to be in to the Department of Housing and Urban Development (HUD) by last Wednesday.

9. **NEW BUSINESS**

None.

10. **ADJOURMENT**

Motion 61 (06-24-10) EC

Gregory Berquist made the motion that the meeting be adjourned. Seconded by Bruce Plumb; motion carried.

Submitted by:

Accepted by:

Signature/Secretary

Signature/RPC President

Date: _____

Date: _____