

EXECUTIVE COMMITTEE

September 23, 2010

There was a meeting of the **Executive Committee** of the Lima-Allen County Regional Planning Commission held on **Thursday, September 23, 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 – August 26, 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, Chris 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. Howard Elstro	City of Lima
Mr. Roy Hollenbacher	Bath Township
Mr. Mitchell Kingsley	Village of Bluffton
Mr. John MacDonell	City of Lima
Ms. Amy Sackman-Odum	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 26, 2010

Motion 79 (09-23-10) EC

John MacDonell made the motion that the EC minutes of August 26, 2010 be approved. Seconded by Roy Hollenbacher; motion carried.

3. COMMUNICATIONS

Thomas Mazur reported that staff received correspondence from the Allen County Engineer (ACEO) pertaining to the lowering of the weight load limit for the bridge located at Hook Waltz Road and SR 115. The weight load limit has been reduced to a 5 ton limit. Thomas Mazur reported that staff received a complaint from an Allen County resident pertaining to the bridge on Shawnee Road. The resident was concerned about the condition of the bridge. Staff informed the resident that the bridge is scheduled for replacement in the near future. Thomas Mazur presented to the committee copies of an email staff received and proceeded to review the email. Thomas Mazur reported that the email communication was from Kevin Futryk who is a consultant for the Ohio Association of Regional Councils (OARC). OARC suggests that there is an \$8 billion shortfall in the State of Ohio budget and suggests that local government consolidation may be a solution as there is multiple duplication of services. The jurisdictions that are receiving “special” scrutiny are the townships and the school districts. Thomas Mazur reported that discussions have also been held pertaining to expanding the sales tax to include services. Amy Odum reported that there was a report completed by the Community Research Partners pertaining to the local government consolidation recommendations within the State of Ohio. Amy Odum stated that the report has some very interesting information about the State of Ohio. Thomas Mazur reported that the Urban Affairs Center of the University of Toledo conducted a meeting at the Lima-Allen County Regional Planning Commission (LACRPC) facilities a few weeks ago. Representatives from the City of Dayton and Montgomery County were in attendance. A cost benefit analysis will be conducted pertaining to collapsing services. The City of Toledo completed a cost benefit analysis of collapsing services in 2002 and this study will be used as the baseline for the new study.

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 August were also included and are in line.

Motion 80 (09-23-10) EC

Gregory Berquist made the motion to approve the budget report. Seconded by Dick Accountius; motion carried.

b. Bills to be Approved

Marlene Schumaker reported that the bills paid in August were not unusual. The invoice for Hilti in the amount of \$1,596.55 was for the shot that is used to secure the traffic counters to the roadway.

Motion 81 (09-23-10) EC

Bruce Plumb made the motion to approve the bills to be paid. Seconded by Tom Tebben; motion carried.

4. **FINANCIAL REPORT** (Continued)

c. **Payroll and OPERS**

<u>Payroll</u>	<u>Amount</u>	<u>PERS</u>	<u>Medicare</u>
08-25-10	\$13,202.05	\$1,848.28	\$191.42
09-08-10	\$13,100.17	\$1,834.02	\$189.95

Motion 82 (09-23-10) EC

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

5. **STANDING COMMITTEES**

a. **Administrative Affairs Committee**

Tom Tebben reported that the AAC met on Wednesday, September 22, 2010. The committee received an update on the health insurance for the LACRPC. Bev Berry from Beery Insurance attended the meeting and reviewed the different health insurance options with the committee members. Tom Tebben reported that the new bid for health insurance contained a 39% increase in premiums over what is currently being paid. In previous years, the increases were modest. Bev Beery explained that there are certain factors that are contained within a premiums rate. Bev Beery solicited rate quotes from six health insurance companies and Aetna was the only company that was competitive; the coverage was not comparable with what the agency currently has. Tom Tebben reported that Marlene Schumaker reviewed proposed changes to the existing health care plan; the agency proposes reducing the compensation to the Health Savings Account (HSA) by \$1,000. If this proposal is accepted, the year over year increase in the health care premium comes to 3.6%. Tom Tebben explained that when the HSA was originally established it was stated that there was no guarantee that the LACRPC would be able to contribute a certain amount each year or even to contribute at all. Marlene Schumaker reported that in the 2010 the LACRPC contributed \$3,000. Last year, the LACRPC increased the deductible to be able to keep the health care costs down. A motion was made and passed to accept the recommendation to reduce the HSA contribution by \$1,000; to begin on October 1, 2010. Tom Tebben reported that the committee reviewed the different copiers proposed for purchase by the LACRPC. Staff had taken originals to the copier companies to determine the quality of the copies. Staff determined that the Savin C9065 would accommodate the agencies needs. The committee agreed that the LACRPC could purchase the copier when the agency saw fit. Tom Tebben reported that the committee reviewed the LACRPC Personnel Policy Manual revisions under the category of Travel. Marlene Schumaker had requested a line be added to the text stating that employees must submit an itemized receipt for reimbursement. This is in line with the county's policy. A motion was made and passed to change the text to the LACRPC Personnel Policy manual. Tom Tebben reported that an accounting request change has been made by staff pertaining to the Flexible Benefits. The request was that the current amount that employees receive under the Flexible Benefit become a portion of their salary and the Flexible Benefit plan be discontinued. The accounting change will allow the monies to considered direct rate wages when staff works on billable projects. Marlene Schumaker reported that this change will help with the LACRPC's cash flow and decrease overhead expenses. A motion was made and passed to accept this recommendation. Tom Tebben reported that the committee discussed the Family and Medical Leave Act (FMLA). The county has appointed a committee to work with a group of attorney's pertaining to the FMLA. No action was requested; this report was just an FYI. Tom Tebben reported that the committee reviewed line item changes to the CY 2010 budget. In order to accommodate

5. STANDING COMMITTEES (Continued)

a. Administrative Affairs Committee (Continued)

the above discussed changes, several transfers of funds would need to occur thereby requiring line item changes to the budget. A spreadsheet was presented to the committee; the overall CY 2010 budget did not change. A motion was made and passed to approve the line item changes to the budget. Tom Tebben reported that staff presented the CY 2011 budget to the committee for review and approval. The budget must be presented to the Allen County Commissioners by September 30, 2010. There is a 10% increase in the budget from the CY 2010 to the CY 2011 budget. The increase was due to an increase in funding from the Ohio Department of Transportation (ODOT). Marlene Schumaker reported that two (2) additional employees have been hired to fill the vacant position. Thomas Mazur reported that Brian Metzger was one of the employees hired. Brian Metzger has an Engineering degree in Construction Management. The second employee is Brett Porter. Brett Porter has a Masters degree.

Motion 83 (09-23-10) EC

Mitchell Kingsley made the motion to accept the AAC report and all motions and recommendations be approved. Seconded by Roy Hollenbacher; motion carried.

b. Community Development Committee

Thomas Mazur reported that the CDC did not meet in September.

c. Developmental Controls Committee

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

d. Transportation Coordinating Committee

Roy Hollenbacher 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

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

b. Planning Assistance
Information Assistance

Staff searched for, located and sent business data and shape file to the Allen County Engineer's Office per a request from the Allen County Auditor's Office. Staff researched/reviewed community dashboard and resource guides with Ohio State University, University of Toledo and Owens Community College. Staff reviewed Healthy Community Institute & Network opportunities. Staff attended community stakeholder meetings to address community information resource database. Staff facilitated locational analyses of Ohio State-Lima campus students. Staff facilitated locational analysis of Lima Symphony patrons across 10-county area. Staff researched disability rates for seniors at request of Allen County Council on Aging. Staff supported local

7. **STAFF REPORTS** (Continued)

b. **Planning Assistance** (Continued)

efforts developing maps for pending “1 By Youth” activities being undertaken by Lima Allen County Neighborhoods in Progress.

Safe Communities

Maintenance/replacement of materials/equipment used during the Allen County Fair. Staff prepared for and held media kickoff for Over the Limit Under Arrest public awareness campaign; staff purchased supplies, prepared for and held media event, returned unused supplies. Agency personnel partnered with Mothers Against Drunk Driving and local law enforcement agencies to support sobriety checkpoints. Staff facilitated Mothers Against Drunk Driving Top Cop Banquet. Some 3,000 coupons were obtained from McDonald’s enabling us to work with local Students Against Destructive Decisions teams and law enforcement to be distributed as positive citations. Staff has begun preparations for Safe Community Fraternal Order of Police Associates/Fraternal Order of Police Annual Award Luncheon. Staff continued work on grant mandated observational seat belt surveys. Staff sent media fatal press release. Staff completed online narrative report. Staff submitted online grant revision.

Keep Allen County Beautiful

An annual report was completed for the local affiliate and sent to Keep America Beautiful – National.

Environmental Planning

Staff received numerous inquiries regarding the removal of a low head dam in the Auglaize River near German Farm outside of Delphos in Marion Township. Representatives of the Ohio Department of Natural Resources removed a dam on the basis of allowing the free movement of fish in the river and eliminate possible safety hazards resulting from the creation of an undertow near the dam. The immediate impact was an 18 inch drop in water elevation and the elimination of recreational canoeing. Conversations with the Allen County Engineer’s Office and the Allen Soil and Water Conservation District revealed no consideration of the map modernization program currently underway to update the County’s flood insurance rate maps. Transmittals to administrators of the Ohio Department of Natural Resources Dam and Floodplain Management programs requested an explanation and the impact of the floodplain management program.

Regional Development

Staff attended a meeting organized by the Ohio Emergency Management Agency and the Ohio Department of Natural Resources to discuss the regulations governing dam management, owner maintenance and reporting regulations and engineering services of the Ohio Department of Natural Resources. The workshop addressed all dam regulations but focused primarily on class I, II and III dams. Of specific concern was the lack of emergency action plans for certain City of Lima facilities and cost savings if plans are developed and maintenance programs are established. Presenters were careful to point out that dam owners bear all responsibilities and liabilities to the state and the general public for non compliance. The Ohio Revised Code specifies the emergency action plans be submitted to the Ohio Department of Natural Resources and the local Emergency Management Agency for review and use. The Allen County Hazard Mitigation Plan is dependent upon class I dam emergency response plans and is seen as deficient due to the lack of related information.

7. **STAFF REPORTS** (Continued)

b. **Planning Assistance** (Continued)

Housing

Staff reviewed housing opportunities with representatives of the City of Lima and WSOS and attempted to identify potential housing opportunities in the more rural incorporated areas with Allen Metropolitan Housing Authority, Area Office on Aging and Allen County Department of Disabilities. Housing construction and site acquisition is 100 percent reimbursable but facility operations and management remain a program requirement.

Community Development Block Group

Staff worked with representatives of WSOS to institute new income survey guidelines and eligibility status for the Village of Spencerville.

Zoning Assistance

Staff continues to field questions from and provide assistance to local zoning inspectors and zoning officials. Staff updated the Richland Township Zoning Resolution and zoning map to reflect the most recent amendments and posted same to the agency website. Staff constructed zoning maps for Bath Township to support a court case. Staff printed American Township zoning resolutions for distribution. Staff continued to support an extensive rewrite of the Shawnee Township Zoning Resolution. Staff has also initiated a review of proposed zoning amendments to the Auglaize Township zoning text and map.

Subdivision Regulations

Minor land divisions were facilitated in Amanda, Bath, Jackson, Marion, Monroe, Richland, Shawnee and Sugar Creek townships. Land contracts were approved in both Bath and Monroe townships. Issues related to minimum parcel size and minimum frontage requirements resulted in several proposed land divisions being denied in Shawnee Township until such time as either a variance is granted by the Township or the property owner reconfigures the proposals to meet minimum township regulations. An Agricultural Exemption was granted to a parcel in Sugar Creek Township after a variance was approved by the Township. New bonds were posted for uncompleted work in the Woodberry Creek Subdivision in American Township. Conversations with other developers in the Ciminillo, American Village and Kenyon Heights subdivision plats located in American Township continue.

Floodplain Management Regulations

A plethora of calls, complaints, and notice of violations, determination letters and development permits were required and/or issued this past month. Complaints in American, Marion, Richland and Shawnee townships led to floodplain violation notifications being sent. Staff sent transmittals to County/Township elected officials requesting insights as to inconsistent policies and procedures in fulfilling floodplain regulations; reviewed repeated violations of filling in the floodplain with the Allen County Engineer, the Allen County Commissioners, Allen County Auditor and the Allen County Prosecutor. A meeting with the Allen County Engineer and the Allen County Prosecutor's Office is pending. A floodplain development permit was issued for cut and fill after detailed drawings were submitted for the Shawnee County Club. Staff reviewed the existing Allen County Floodplain Management Regulations with recommended template provided by the Ohio Department of Natural Resources. Staff reviewed development proposals in American and Shawnee townships using existing and proposed regulations and revised flood insurance rate maps to assess differences and allow the property owners to develop a plan of action based on both standards.

7. **STAFF REPORTS** (Continued)

b. **Planning Assistance** (Continued)

Short Range Transportation Planning Services

Discussions concerning the justification for and the use of MPO/CMAQ funding was undertaken with Ohio Department of Transportation District 1 personnel to support the addition of pedestrian amenities to existing District 1 projects in the Lima Urbanized Area. Staff finalized crash, collision and conditions data along Elm, Market and High streets to assess adequacy of existing traffic control devices and possible alternatives as requested by the Lima Traffic Commission and the Lima City Engineer. Staff examined speed and traffic calming techniques for Wales Avenue and Black Street in the City of Lima at the request of City Council. Staff finalized a speed study for Neely Road and forwarded the data to the Ohio Department of Transportation for their review and consideration. Access management issues on Eastown Road were reviewed to address Allen County Engineer's safety concerns and access issues stemming from the continued development of the University of Northwestern Ohio. Justification for the resurfacing of Lincoln Highway was explored with representatives of the Ohio Department of Transportation, the Allen County Engineer and the Village of Cairo; staff initiated data collection activities. Staff initiated a review of Freight Committee issues with key stakeholders to prepare for pending meeting. Staff attended a Chamber of Commerce event featuring Ohio Department of Transportation Director Ms. Jolene Molitoris. Staff attended the Ohio Freight Committee Conference in Toledo, Ohio. Staff placed meeting minutes and agendas on website; staff also placed the revised FY 2011 UPWP on the website. Staff created and updated the web log for public participation and initiated preparation of the Fall Newsletter.

Transportation Improvement Program

Staff reviewed cost factors for proposed hike/bike projects in the City of Delphos. Staff prepared mailing list and sent notifications of the preparation of the FY 2012-2015 TIP calling for potential projects; copies of TRAC applications and TIP handouts were provided. Staff reviewed the MPO adopted TIP project selection methodology for necessary changes. Staff worked to identify projects through the 2017 out-years entailing meetings with the City of Lima, the City of Delphos, the Allen County Engineer, Shawnee Township, the Village of Elida, the Village of Ft. Shawnee, the Village of Cairo, the Village of Spencerville, local consultants and ODOT District 1. Staff met with District 1 personnel to review the status of existing projects on the FY 2008-2011 Transportation Improvement Program to identify unexpended available funding. Staff reviewed the status of the Breese/IR-75 Project with District 1 personnel to assess possibilities for inclusion within the larger IR-75 project. Staff met with local Healthy Communities group representatives concerning the availability and use of federal funding for bicycle and pedestrian facilities. Staff reviewed the planning process for eligibility.

Transportation Surveillance Activities

Staff has been working on developing a Synchro Software model of the City of Delphos to better emulate local travel patterns and operationalize local traffic. Crash rates on the rural roadways of the County's Roadway Functional Classification have been completed. Staff prepared maps and PowerPoint presentation for crash rates. Staff finalized crash rates on the higher order roadways on the federal functional classification system by attributes including lanes, speeds and area type; mapped same. Staff finalized adverse weather crashes by functional classification system. Staff worked with TSASS to construct crash summary files and eliminate errors apparent across the 12,000 crashes. Staff worked to establish high crash intersection locations and average daily traffic at same to establish crash rates and identify/justify the use of federal funds to correct same. Staff conducted traffic counts at the following intersections: State & Kiggins; State

7. **STAFF REPORTS** (Continued)

b. **Planning Assistance** (Continued)

& Lehman; St. Marys & State; Baty & Allentown; Cable & Elida; West & Grand; Dutch Hollow & Aster; Dutch Hollow & Willow; Dutch Hollow & Pheasant; Whippoorwill & East; Cherie & East; Elida & Wapak; Whippoorwill & Clover Ridge; Morning Glory & Amaryllis; and, Baty & Amaryllis. Staff conducted traffic counts at the following midblock locations: Shawnee between Market & Elm; Perry between Market & Elm; Dewey between Market & Elm; Dana between Market & Elm; Collins between Market & Elm; Roberts between Market & Elm; Leonard between Market & Elm; St. Johns N of Breese; Tom Fett N of Sandusky; Bentley N & S of Sandusky; Pevee N of Sandusky; McClure S of Reservoir; Hume E of Dixie; Dixie N of Buckeye; Greely Chapel S of Roschman; Roschman W of Greely Chapel; Fifth E of Elida; Fifth E of Grone; State between Peltier & Redd; Fifth E of Gressel; Gressel N of Fifth; Lincoln between Buettner & Redd; and, Dutch Hollow between Sherrick & Orchard.

Long Range Transportation Planning

Bikeways were examined for their ability to address all low income populations and the ability to modify design of bikeways based on function; conversations with representatives of the Ohio Department of Transportation and Allen County Health Department are ongoing concerning same. Staff initiated a review of the Shawnee and Fort Amanda roads area in an attempt to accommodate new land development scenarios.

Specialized Transportation Program

Staff developed marketing materials for coordination effort with PSA 3. Staff reviewed Title II and Title III amendments as they affect transportation and regulations of the American's With Disabilities Act. Staff reviewed new tie down equipment and lift deployment options with PSA 3 and the Allen County Regional Transit Authority. Staff reviewed overmatch policy proposed by PSA 3 regarding vehicle purchase.

Transit Planning

Staff attended regularly scheduled meetings of the Allen County Regional Transit Authority. Staff met intermittently with Transit Authority staff to discuss marketing techniques. Staff worked with the transit agency to develop new route structure to accommodate pending construction of the Wal-Mart Super-Center. Staff prepared brochures and route maps for the Transit Authority.

Motion 84 (09-23-10) EC

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

8. **OLD BUSINESS**

None.

9. **NEW BUSINESS**

a. **The Healthy Communities Network System**

Thomas Mazur presented to the committee members a handout and proceeded to briefly review the handout and a webpage associated with the handout. Thomas Mazur reported that staff received a call from Bev Prueter of the Allen County United Way. Bev Prueter discussed with staff the possibility of setting up a data warehouse. Staff began to

9. **NEW BUSINESS** (Continued)

a. **The Healthy Communities Network System** (Continued)

examine Community Benchmarks. Thomas Mazur reported that hospitals must document many different benchmarks. The new Healthcare Bill is driving the “need” for a data warehouse for the different social service agencies to have access to. Under the new Healthcare Bill, there will be approximately \$7.5 billion set aside for social service agencies but the agencies must have quantifiable benchmarks to tie their efforts/progress to. Thomas Mazur reported that contained within the Centers for Disease Control (CDC) website is a link to the Healthy Communities website which is being shown on the screen. The Healthy Communities Program began in 1990 and approximately six (6) years ago, the Healthy Communities Network was established with the help of some professors from the University of California at Berkeley as well as the Harvard Medical School. This team compiled a baseline whereby programs that are introduced could be quantified as to their effectiveness on an annual basis. Thomas Mazur reported that three (3) pilot programs were introduced two (2) years ago in California. Within the past year, the program has been introduced to twenty-six (26) other communities. Thomas Mazur reported that the Healthy Communities Network System contains numerous benchmarks. The entire program is centered on meeting the goals of the Healthy People 2010 Program. There will be new goals and benchmarks coming from the CDC for the timeframe of 2010 to 2020. The new 2010 Census data will be forthcoming and this data must be considered as part of the benchmarks. Thomas Mazur reported that the system can be purchased. The initial cost for the whole system is approximately \$25,000 for set up and \$30,000 for yearly maintenance. The system does not identify grant monies that may be available. Thomas Mazur reported that for the most part are hospitals absorbed the costs of this type of system. Thomas Mazur reported that the YMCA is also interested in this system.

b. **FFY 2011 Safe Communities Grant**

Thomas Mazur presented to the committee a copy of the FFY 2011 Safe Communities Grant and requested a motion to approve the submission of the grant application to the Ohio Department of Public Safety (ODPOS). The first page reviews the grant agreement; the second page is the grant budget and the final two (2) pages area Gant chart of the grant mandated activities.

Motion 85 (09-23-10) EC

Amy Odum made the motion to approve the submission of the FFY 2011 Safe Communities Grant application to the Ohio Department of Public Safety (ODPS). Seconded by Howard Elstro; motion carried.

c. **Floodplain Violation Issues**

Thomas Mazur reported that staff has received numerous complaints recently of persons filling in the floodplains within Allen County. The townships are not notifying the LACRPC, which is the “watchdog” for the floodplains, and the townships are not enforcing the regulations. Thomas Mazur that behind the former Knights Inn motel, there has been approximately 80 dump truck loads of dirt dumped within the floodplain. Staff has sent letters to the owner of the property. Thomas Mazur reported that there has been filling in the floodplain occur in Marion Township, American Township, as well as in Richland Township. The county has spent approximately \$1 million to conduct hydraulic and hydrologic studies and the new Federal Emergency Management Agency (FEMA) floodplain maps are due to be released soon. Thomas Mazur presented a handout to the committee members revealing that the Ohio Department of Natural Resources (ODNR) removed a low-head dam from the Auglaize River which is part of the floodplain system

9. **NEW BUSINESS** (Continued)

c. Floodplain Violation Issues (Continued)

in Allen County. Roy Hollenbacher stated that he received a copy of this handout via email from Beth Seibert of the Ottawa River Coalition. Thomas Mazur reported that ODNR manages the floodplain regulations for the State of Ohio but they did not notify the LACRPC of their intent to remove the low-head dam.

10. **ADJOURMENT**

Motion 86 (09-23-10) 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: _____