



LIMA-ALLEN COUNTY REGIONAL PLANNING COMMISSION

130 West North Street Lima, Ohio 45801-4311
Telephone: 419-228-1836 FAX: 419-228-3891
www.lacrpc.com

Doug Post
President

Brion Rhodes
President-Elect

Jay Begg
Treasurer

Chris Seddelmeyer
Secretary

Thomas M. Mazur
Executive Director

TO: ADMINISTRATIVE AFFAIRS COMMITTEE
Mr. Shane Coleman Mr. Howard Elstro
Mr. Steve Ewing Mr. Jerry Gilden
Mr. Mitchell Kingsley Ms. Chris Seddelmeyer
Mr. Robert Sielschott Ms. Susan Wildermuth

FROM: Mr. Thomas Tebben, Chairman

DATE: October 16, 2019

RE: AAC Meeting

There will be a meeting of the **Administrative Affairs Committee** of the Lima Allen-County Regional Planning Commission on **Wednesday, October 23, 2019 at 4:00 p.m.**, in the Conference Room of the Commission office located at 130 West North Street, Lima, Ohio.

The agenda will be as follows:

1. Roll Call
2. Approval of AAC Minutes – August 21, 2018
3. Salaries/Benefits
4. Insurance
5. CY 2019 Budget
6. CY 2020 Proposed Budget
7. Dress Code Policy
8. Other
9. Adjournment

NOTE:

PLEASE NOTIFY THE COMMISSION OFFICE WHETHER OR NOT YOU WILL ATTEND.





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8. Draft Public Participation Plan
9. Draft FY 2021-2024 TIP/STIP
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ADMINISTRATIVE AFFAIRS COMMITTEE

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A quorum being present, Thomas Tebben brought the meeting to order and proceeded with the agenda.

1. **ROLL CALL**

Mr. Howard Elstro	City of Lima
Mr. Steve Ewing	Auglaize Township
Ms. Chris Seddelmeyer	Shawnee Township
Mr. Thomas Tebben	City of Lima

STAFF

Mr. Thomas Mazur	Lima-Allen County Regional Planning Commission
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2. **APPROVAL OF AAC MINUTES – AUGUST 21, 2019**

Motion 8 (10-23-19) AAC

Howard Elstro made the motion to accept and approve the minutes of August 21, 2019. Seconded by Chris Seddelmeyer; motion carried.

3. **SALARIES/BENEFITS**

Thomas Mazur reported that the proposed increases reflect current budgetary limits. Increases range from 3 to 8 percent with an overall impact of slightly less than 4 percent. The raises are in line with CPI index looking at a 3.59 percent increase since January 2018. Thomas Mazur reported that increased responsibilities/proficiency is reflected in the salary proposed for the Traffic Technician. No increase in the overall budget is required in the proposed CY or FY budgets.

Motion 9 (10-23-19) AAC

Chris Seddelmeyer made the motion to accept the proposed salary increases. Seconded by Howard Elstro; motion carried.

3. SALARIES/BENEFITS (Continued)

Thomas Mazur reported that annually staff brings the Board back to reapprove the conversion policies that we currently have. The policy was developed to keep our overhead and fiscal liabilities to a minimum by paying them out on an annual basis. Thomas Mazur reported that the current FY and CY budgets reflect the historical use of conversion.

Motion 10 (10-23-19) AAC

Howard Elstro made the motion to accept the conversion policies as presented. Seconded by Chris Seddelmeyer; motion carried.

4. INSURANCE

Thomas Mazur reported that employee health care quotes came back with a zero percent premium increase. Staff recommends acceptance and approval in the form of a motion to accept the Insurance Policy quote from our current carrier – Anthem as presented by Ms. Bev Beery.

Motion 11 (10-23-19) AAC

Chris Seddelmeyer made the motion to accept the Insurance Policy quote from Anthem as presented. Seconded by Steve Ewing; motion carried.

Thomas Mazur reported that staff also brings back the health insurance policy governing those long-term employees over the age of 65. See page 3-1 of the Employee Manual in the packet. A separate Health Care Insurance policy could cost much more. Thomas Mazur reported that staff supports the existing policy and requested a motion that the policy be extended for another year.

Motion 12 (10-23-19) AAC

Steve Ewing made the motion to extend the health insurance policy governing long-term employees over the age of 65 for another year. Seconded by Chris Seddelmeyer; motion carried.

5. CY 2019 BUDGET

Thomas Mazur reported that staff is requesting that \$10,000 from Supplies be moved to Services as well as \$2,000 from Building to Services. Staff contends that this is typical transfer this time of the year and requested a motion to transfer funds.

Motion 13 (10-23-19) AAC

Chris Seddelmeyer made the motion to accept that \$10,000 from Supplies be moved to Services as well as \$2,000 from Building to Services in the CY 2019 budget. Seconded by Howard Elstro; motion carried.

6. CY 2020 PROPOSED BUDGET

Thomas Mazur reported that staff is required to prepare and submit a calendar year budget for 2020 to the County Commissioners next week. The budgets between current and proposed are very similar. Staff does not expect to have to defend the submittal to the Commissioners as changes are so nominal.

Motion 14 (10-23-19) AAC

Howard Elstro made the motion to accept the proposed CY 2020 budget. Seconded by Chris Seddelmeyer; motion carried.

7. DRESS CODE POLICY

Thomas Mazur reported that staff has proposed a new dress code policy to reflect changing societal standards. Currently, the dress code policy is out of date and not enforceable.

Committee members ridiculed the existing regulations and agreed that they would likely be unenforceable. Questions about who would enforce aspects of the existing code were voiced. Questions about the adequacy of the proposed business attire were raised. Questions as to the use of uniforms and what other government agencies required were raised. Thomas Mazur requested the Dress Code Policy issue be tabled.

Motion 15 (10-23-19) AAC

Howard Elstro made the motion to table the Dress Code Policy. Seconded by Chris Seddelmeyer; motion carried.

8. DRAFT PUBLIC PARTICIPATION PLAN

Thomas Mazur reported that the Agency has had an adopted Public Participation Plan since 2005. Thomas Mazur reported that staff periodically updates the document to reflect federal transportation planning policies and local needs. Thomas Mazur stated that the Agency typically re-evaluates the Plan every two years to coincide with the release of the Transportation Improvement Program. However, last year ODOT pushed the updating of the TIP back a year. So, presented to you is the proposed Plan amendments with changes highlighted in red. Most of the changes reflect passage of the last Transportation Bill the FAST Act, new technologies – including social media, and modifications due to funding. Amendments proposed on pages 1, 3, 6, 8, 9 and 19 reflect the Fast Act. Proposed revisions regarding social media and/or traditional media can be found on pages 21, 22 and 29. Changes prompted by new technologies regarding bots and spam are identified on pages 26, 28 and 30. As far as operationally the RPC will no longer staff the County Fair due to funding the 10-day 12-hour event. Thomas Mazur also pointed out that the RPC had an active Cartage & Freight Carriers Committee and an Environmental Review & Advisory Committee. However, due to overlap and volunteer time commitments we currently use two of this Agency's strongest planning allies, the Chamber of Commerce and its Manufacturers Committee and the Health Department's Allen County Environmental Committee. These long-standing committees are diverse and help provide more public sector input into the planning process. Staff requested the Draft Public Participation Plan be approved as presented. Chris Seddelmeyer reported the presence of a typo to be corrected.

Motion 16 (10-23-19) AAC

Howard Elstro made the motion to accept the Draft Public Participation Plan. Seconded by Steve Ewing; motion carried.

9. DRAFT FY 2021-2024 TIP/STIP

Thomas Mazur reported that the Committee's packet contains a simple 2-page overview of the projects proposed to date with a tentative budget based on the same projects as well as a Gant chart of the documents Public Involvement Process. The Agency is following the Ohio 2021-2024 TIP/STIP Development Guide released by ODOT. The Agency used its Summer newsletter to provide notice of the pending development of the TIP/STIP process. In September, informal meetings with interested parties began in earnest. In early October formal notifications of the TIP/STIP process were sent to the local political subdivisions soliciting projects for the upcoming Program. In early October staff compiled a list of projects determined to be eligible and already engaged to some level in the TIP/STIP process supported with MPO budget data for public comment. Since onset of the public meetings the

9. DRAFT FY 2021-2024 TIP/STIP (Continued)

several projects have slipped into FY 2023. And, just yesterday, staff received a formal request for funding in the amount of \$13.5 million from the City of Lima for pedestrian, roadway and safety projects. So far thru October, staff has met with the representatives of: Beaverdam, Bluffton, Cairo, Delphos, Elida, Harrod, Lafayette and Spencerville, as well as Amanda, Bath, Jackson, Marion, Perry, Richland and Spencer townships. Staff still needs to meet with Transit and a few of the remaining political subdivisions and to conduct some outreach with our own internal and external advisory committees, neighborhood associations, and advocacy groups representing the community's seniors, minorities, poverty-stricken and disabled. Currently, staff is on schedule to meet our filing deadline. Staff requested that this status update be accepted and filed.

Motion 17 (10-23-19) AAC

Chris Seddelmeyer made the motion to accept the Draft FY 2021-2024 TIP/STIP status update. Public Participation Plan. Seconded by Steve Ewing; motion carried.

10. OTHER

None.

11. ADJOURNMENT

Motion 18 (10-23-19) AAC

Howard Elstro made the motion to adjourn. Seconded by Chris Seddelmeyer; motion carried.