



## 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: August 14, 2019

RE: AAC Meeting

There will be a meeting of the **Administrative Affairs Committee** of the Lima Allen-County Regional Planning Commission on **Wednesday, August 21, 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 – September 26, 2018
3. Completion Report
4. Copier Comparison
5. Update to FY 2020 Unified Planning Work Program
6. Worker's Comp. Change
7. Other
8. Adjournment

**NOTE:**

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





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7. Electric Contract
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## ADMINISTRATIVE AFFAIRS COMMITTEE

August 21, 2019

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8. Other
9. Adjournment

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

### **1. ROLL CALL**

Mr. Shane Coleman	City of Delphos
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
Ms. Marlene Schumaker	Lima-Allen County Regional Planning Commission

### **2. APPROVAL OF AAC MINUTES – SEPTEMBER 26, 2018**

#### **Motion 1 (8-21-19) AAC**

Howard Elstro made the motion to accept and approve the minutes of September 26, 2018. Seconded by Shane Coleman; motion carried.

### **3. COMPLETION REPORT**

Thomas Mazur reported that each year the MPO is required to develop and adopt a work program providing information on the work that the MPO expects to conduct over the next 12 months. The report tends to highlight the big projects as well as some of the mundane tasks required to be undertaken. A DRAFT work program is compiled in January submitted to the Board structure in February and then to ODOT in March. The Plan takes effect in July and runs thru June 30 of the following CY. Thomas Mazur reported that in August once all the financials are compiled a Completion Report is required. Contained in each packet is the summation of what the Agency undertook in FY 2019 for ODOT, FHWA and FTA. It does reflect all the local work for the Census Bureau, Community Development Block Grant (CDBG) programming, zoning, floodplains, subdivisions, etc., or Evelyn's efforts under ODPS. Thomas Mazur reported that if the Committee would flip to page 32 there is a summary of the work which staff undertook. Of the 10 subcategories of work, only 602 and

3. **COMPLETION REPORT** (Continued)

605.8 were left incomplete. In 602, staff failed to modify the project selection criteria for the TIP that has been complicated most recently by the new performance measures and the competing interests of safety, sustainability and maintenance. In 605.8, staff also fell a little short with respect to internal expectations of pushing the ADA Transition Plans and the Safe Routes to School Plans thru to completion.

**Motion 2 (8-21-19) AAC**

Shane Colman made the motion to accept the Completion Report. Seconded by Steve Ewing; motion carried.

4. **COPIER COMPARISON**

Marlene Schumaker explained the comparison of getting two new copiers on a lease agreement versus the current arrangement of owning two copiers. Marlene Schumaker explained to the Committee that currently LACRPC owns both copiers and has completely depreciated one of them. There is a maintenance agreement on both machines based on a specific cost per copy. Before changing and going to a lease agreement staff would recommend waiting for a year expecting several changes to staff over the next year and possible only one machine will be needed.

**Motion 3 (8-21-19) AAC**

Howard Elstro made the motion to support the staff recommendation. Seconded by Chris Seddelmeyer; motion carried.

5. **UPDATE TO FY 2020 UNIFIED PLANNING WORK PROGRAM**

Marlene Schumaker reported that a copy of the proposed changes to the FY 2020 Unified Planning Work Program (UPWP) are included in each packet and asked the Committee to go to page 55. Everything highlighted in yellow represents changes. Every year at the end of the fiscal year, any funds the RPC has left over from any grants that are being carried forward must be placed back into the current work program. The yellow highlighted areas represent funds that are being carried over from 2019 into 2020 except for approximately \$60 which represents a decrease in funding that ODOT decided that the RPC must take at the beginning of FY 2020. Marlene Schumaker reported that approximately \$25,000 in consolidated planning grant funds and approximately \$40,000 in Surface Transportation Planning (STP) funds are being carried over. All of the consolidated planning grant carry-over funds were used on June and the STP funds will be used in July and the STP carry-over funds will be used in July and the first part of August.

**Motion 4 (8-21-19) AAC**

Steve Ewing made the motion to accept the updated FY 2020 Unified Planning Work Program. Seconded by Shane Coleman; motion carried.

6. **WORKER'S COMP. CHANGE**

The new Allen County Worker's Compensation Policy was presented to the Committee. Thomas Mazur explained that LACRPC is under the County Worker's Compensation Policy per the Ohio Revised Code. Marlene Schumaker explained that the new plan includes a section allowing an employee to choose wage continuation instead of a worker's comp payout of wages for a 12 week period. This wage continuation could be a problem for the LACRPC budget. Marlene Schumaker will research how to handle the wage continuation for budgeting purposes.

6. **WORKER'S COMP. CHANGE** (Continued)

**Motion 5 (8-21-19) AAC**

Howard Elstro made the motion to accept the new Allen County Worker's Compensation Policy. Seconded by Shane Coleman; motion carried.

7. **ELECTRIC CONTRACT**

Marlene Schumaker explained that it is time to sign a contract with an electrical supplier. The Committee received a spreadsheet with fourteen (14) suppliers stating their amount for kilowatt usage plus transmission over six (6) different lengths of time for each. Marlene Schumaker requested permission to sign a contract with the lowest bidder for the best time frame.

**Motion 6 (8-21-19) AAC**

Howard Elstro made the motion to give Marlene Schumaker the authorization to sign a contract for electric that doesn't exceed .06 per KWH. Seconded by Chris Seddelmeyer; motion carried.

8. **OTHER**

None.

9. **ADJOURNMENT**

**Motion 7 (8-21-19) AAC**

Howard Elstro made the motion to adjourn. Seconded by Steve Ewing; motion carried.