



## LIMA-ALLEN COUNTY REGIONAL PLANNING COMMISSION

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Doug Post  
President

Brion Rhodes  
President-Elect

Jay Begg  
Treasurer

Chris Seddelmeyer  
Secretary

Thomas M. Mazur  
Executive Director

TO: EXECUTIVE COMMITTEE  
Mr. Jay Begg  
Mr. Kevin Cox  
Mr. Jerry Gilden  
Mr. Brion Rhodes  
Mr. Robert Sielschott  
Mr. Larry Vandemark  
Mr. Shane Coleman  
Mr. Howard Elstro  
Mr. Mitch Kingsley  
Ms. Chris Seddelmeyer  
Mr. Thomas Tebben

FROM: Mr. Doug Post, Chairperson

DATE: March 19, 2020

RE: EC Meeting

There will be a meeting of the **Executive Committee** of the Lima-Allen County Regional Planning Commission held on **Thursday, March 26, 2020**, 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 EC Minutes – February 27, 2020
3. Financial Report
  - a. Budget Report
  - b. Bills to be Approved
  - c. Payroll and OPERS
4. Staff Planning Assistance Report
5. New Business – Subdivision Variance Case BA-V01-2020
6. Adjournment

**NOTE:**  
**PLEASE CALL THE COMMISSION OFFICE AND CONFIRM WHETHER OR NOT YOU WILL ATTEND.**



## EXECUTIVE COMMITTEE

March 26, 2020

There was a meeting of the **Executive Committee** of the Lima-Allen County Regional Planning Commission held on **Thursday, March 26, 2020 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 – February 27, 2020
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 Planning Assistance Report
8. Old Business
9. New Business
10. Adjournment

A quorum being present via teleconference, Doug Post brought the meeting to order and proceeded with the agenda.

### 1. **ROLL CALL**

Mr. Shane Coleman	City of Delphos
Mr. Kevin Cox	Perry Township
Mr. Howard Elstro	City of Lima
Mr. Mitchell Kingsley	Village of Bluffton
Mr. Doug Post	Amanda Township
Mr. Brion Rhodes	Allen County Engineer's Office
Mr. Robert Sielschott	Bath 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 EC MINUTES – February 27, 2020**

#### **Motion 25 (03-26-20) EC**

Howard Elstro made the motion that the EC minutes of February 27, 2020 be approved. Seconded by Thomas Tebben; motion carried.

### 3. COMMUNICATIONS

- a. Award to the LACRPC for a Clean Audit from Ohio Auditor Jim Faber  
The Ohio Auditor Keith Faber recognized the Planning Commission with an Auditor of State Award for filing clean audit reports, no ethical referrals, nor questioned costs or reconciliation issues. Staff wishes to thank Marlene Schumaker and the members of the Administrative Affairs Committee and the Executive Committee for all their hard work and dedication to local public service.
- b. Sight Distance Issues at the Intersection of SR 117 and SR 501  
District representatives of the Ohio Department of Transportation spoke with the utility companies regarding poles obstructing sight distance in the southeast corner of the intersection at SR 117 and SR 501. District personnel will bury the wires that are on the meter pole and cut it down to serve meter box. The goal is to minimize sight obstructions at the south leg of the intersection.
- c. Driveway Application Submitted by Rudolph Foods  
Rudolph Foods submitted a driveway application to make the previously vacated Katrina Road an exit driveway for the company. It was decided a new permit would be created to state that after the construction project on SR 117 next year the only drives permitted would be the one closest to the ditch and Katrina Road in front of the building. Two driveways are to be removed. Visitors would enter through the drive nearest to the ditch and exit using Katrina Road and Rudolph Foods would change their parking to accommodate this movement.
- d. Notifications from ODOT Pertaining to Intersections US 30 & Thayer Road and SR 309 & Thayer Road and SR 309 & Napoleon Road  
Staff received notification that the US 30 & Thayer Road intersection will be served with an R-Cut and that the recommended alternatives presented for the intersections of SR 309 at Thayer Road and SR 309 at Napoleon Road have been officially approved by the Ohio Department of Transportation.
- e. LACRPC Recognizes ODOT Central Office and District 1 Guidance  
Staff wants the Board to recognize that Central Office and District personnel of the Ohio Department of Transportation were very gracious in the manner in which they offered assistance and guidance during the COVID-19 pandemic.
- f. Communications from Governor's Office, Ohio Attorney General & State Prosecuting Attorney's Association regarding COVID-19 Policies & Open Meetings Act  
Communications from the Ohio Governor's Office, Ohio Attorney General David Yost and the State Prosecuting Attorney's Association were weighed against guidance released by the Federal Highway Administration relative to the Open Meetings Act and the federally mandated federal public involvement process and the COVID-19 protocols. Staff received various COVID pandemic policies and travel policies from Federal, State and regional sources as well as from the City of Lima, County Commissioners and the County Prosecutors Office to assist in drafting its own.

#### **Motion 26 (03-26-20) EC**

Howard Elstro made the motion to approve the Communications Report. Seconded by Thomas Tebben; motion carried.

**4. FINANCIAL REPORT**

a. Budget Report

Marlene Schumaker reported that the financial reports were emailed to all Committee members. Income and expenses were well within range.

**Motion 27 (03-26-20) EC**

Howard Elstro the motion to approve the Budget Report. Seconded by Robert Sielschott; motion carried.

b. Bills to be Approved

Marlene Schumaker reported that the list of invoices was included in the information emailed to each Committee member. There are no unusual invoices for March.

**Motion 28 (03-26-20) EC**

Howard Elstro made the motion to approve the bills to be paid. Seconded by Robert Sielschott; motion carried.

c. Payroll and OPERS

<u>Payroll</u>	<u>Amount</u>	<u>PERS</u>	<u>Medical</u>
02/26/2020	\$14,058.00	\$1,968.12	\$203.84
03/11/2020	\$14,058.00	\$1,968.12	\$203.84

**Motion 29 (03-26-20) EC**

Howard Elstro the motion to approve Payroll and OPERS. Seconded by Robert Sielschott; motion carried.

**5. STANDING COMMITTEES**

a. Administrative Affairs Committee

Thomas Tebben reported that the AAC did not meet in March.

b. Community Development Committee

Mitchell Kingsley reported that the CDC did not meet in March.

c. Developmental Controls Committee

Kevin Cox reported that the DCC did not meet in March.

d. Transportation Coordinating Committee

Doug Post reported that the TCC met immediately prior to the EC meeting. The Committee received an update on the FINAL DRAFT of the FY 2021 Unified Planning Work Program. The Committee approved the motion attesting to the MPO's Self-Certification Process. The Committee approved the motion approving the FINAL DRAFT FY 2021 Unified Planning Work Program. Doug Post reported that the Committee received an update on the FINAL DRAFT FY 2021-2024 Transportation Improvement Program. The Committee approved the motion Affirming the FINAL DRAFT FY 2021-2024 Transportation Improvement Program. The Committee approved the motion affirming the long-range transportation plan and approving the FY 2021-2024 TIP inclusive of its Air Quality Conformity Analysis.

5. **STANDING COMMITTEES** (Continued)

d. Transportation Coordinating Committee (Continued)

**Motion 30 (03-26-20) EC**

Kevin Cox made the motion to accept the TCC report and all motions and recommendations be approved. Seconded by Brion Rhodes; motion carried.

6. **OTHER COMMITTEE REPORTS**

a. Citizens Accessibility Advisory Committee

Thomas Mazur reported that the CAAC did not meet in March.

b. Citizens Advisory Committee

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

c. Nominating Committee

Thomas Tebben reported that the Nominating Committee met on Thursday, March 12, 2020. The Committee reviewed the committee structure and necessary membership. The Committee reviewed the slate of delegates as well as the composition of the current Executive Committee. Thomas Tebben reported that the Committee prepare a slate of officers as well as the Executive Committee roster. The Executive Committee roster consists of:

President – Brion Rhodes, Allen County

President Elect and Transportation Coordinating Committee Chair – Steve Ewing, Auglaize Township

Treasurer – David Belton, Shawnee Township

Secretary – Robert Sielschott, Bath Township

Past President – Doug Post, Amanda Township

Committee Chairs:

DCC – Randy Ackerman, Jackson Township

CDC – Mitchell Kingsley, Village of Bluffton

AAC – Thomas Tebben, city of Lima

At-Large Member, Kevin Cox, Perry Township

At-Large Member, Howard Elstro, City of Lima

At-Large Member, Jerry Gilden, Marion Township

At-Large Member, Larry Vandemark, American Township

The Committee approved the slate of officers as well as the Committee assignments.

The Committee reviewed the Draft Pandemic Policy – COVID-19.

**Motion 31 (03-226-20) EC**

Thomas Tebben made the motion to accepted the Nominating Committee report. Seconded by Shane Coleman; motion carried.

7. **STAFF PLANNING ASSISTANCE REPORT**

**Information Assistance**

Requests for Boundary Annexation Survey (BAS) data have been received and addressed by staff. Issues regarding the existence of Ft. Shawnee village boundaries surfaced; staff addressed same with the Secretary of State's Office only after consulting with various County and Township officials. BAS-related correspondence addressed to the City of

**7. STAFF PLANNING ASSISTANCE REPORT (Continued)**

Delphos was also received. Census Bureau questions swirled around parcels located within the City of Delphos on the Van Wert County portion that were never formally added to the community BAS because Van Wert County officials have not supported the Census Bureau initiative. Staff filed the paperwork on behalf of the City of Delphos. For public distribution purposes, staff reviewed development and project contact information with representatives of the Allen County Engineer's Office. Staff reviewed new Census CEDSI data and available tutorials. Staff also responded to questions raised by the zoning inspector of the Village of Cairo.

**Criminal Justice Planning**

Review planning grant secured by Crime Victims Services. Discussions with representatives of Crime Victims Services, the Lima Police and Community Development departments ensued. Data analysis and hot spot mapping was requested by Crime Victims Services. Staff forwarded 2016-2018 crime analysis to Crime Victims Services. Future conversations are pending.

**Safe Communities**

Staff sent two press releases regarding: (1) February fatal crash monthly update; and, (2) St. Patrick's Day mocktail media event & overtime enforcement. Staff facilitated radio public service announcement with Lima Post Commander/Ohio State Highway Patrol regarding St. Patrick's Day Over Time enforcement also implemented St. Patrick's Day traffic safety awareness activities, including The Met mocktail media event. Staff prepared for/attended Ohio State University spring safety student event re texting and driving. Staff prepared for/attended/follow-up to Mothers Against Drunk Driving and Coalition meeting. Staff prepared/submitted FFY 2020 grant revision & January/February reimbursement claim.

**Environmental Planning**

Respond to Air Quality Survey soliciting forecasting needs forwarded by the Ohio Environmental Protection Agency. Staff prepared Ottawa River Cleanup promotional materials

**Regional Development**

Attend NRAC Board meeting to evaluate and approve Round 14 applications for Clean Ohio Greenspace Conservation Program.

**Farmland Preservation**

Review Clean Ohio Local Agricultural Easement Purchase Program supported by the Office of Farmland Preservation at the Ohio Department of Agriculture for parcel 45-1000-04-002.001 belonging to the Penni family at 8653 Spencerville Road. Staff reviewed several Amanda Township tracts and their propinquity to local utilities with representatives of the West Central Ohio Land Conservancy. Agricultural tract property boundaries were examined with respect to the proximity of new housing starts and relative to utilities. The efforts were being expended to advance farmland preservation planning and the possible use of Clean Ohio Green Space Conservation Program funding on future projects. Staff reviewed a draft Clean Ohio Farmland Preservation grant application drafted by the Miller family in Amanda Township with representatives of the West Central Ohio Land Conservancy.

**Economic Development**

Staff reviewed regulatory issues of abandoned gas and oil wells with the Allen Economic Development Group. Staff also worked-up a site assessment for a parcel of interest to the Allen Economic Development Group for a parcel on Reservoir Road in Bath Township. Staff

**7. STAFF PLANNING ASSISTANCE REPORT (Continued)**

provided utility data, traffic and roadway information including ADT and crash data, soils and environmental aspects including wetland, floodplain, archeological, historical and cultural constraints, development standards by roadway classification, zoning status, and next steps.

**Community Development Block Grant (CDBG) Program**

Staff reviewed the contract with representatives of the Great Lakes Community Action Partnership for the FY 2020 CDBG Community Allocation Program. Staff prepared resolution for same and sent to Commissioners; printed poster sheet for CDBG meetings; Staff researched dates and materials needed for April Audit of CDBG programming and projects. Staff prepared for and attended construction meeting for both Lafayette and Delphos; sent mailing list to Great lakes Community Action Commission. Staff facilitated the mortgage payment for the Russell family. Staff facilitated the preparation and filing of program monitoring reports, resolutions, billings, scanning's, postings, contract addendums, invoicing and legal notifications.

**Zoning Assistance**

Staff continues to provide information relative to local zoning regulations to property owners, appraisers, surveyors, and public officials; staff addressed 5 requests for information this abbreviated reporting period. Staff reviewed the status of the new PUD in Bath Township with township zoning inspectors and need for a zoning map change and a long-range plan map amendment. Staff reviewed Ag Tourism question and development-related issues in Richland Township with trustee and zoning commission chair. Staff reviewed Cairo Zoning Map with the Village Solicitor. Staff worked to prepare an updated zoning map based on a recently adopted zoning map amendment for Jackson Township.

**Subdivision Regulations**

Personnel responded to 22 telephone inquiries and facilitated 4 in-house reviews. Staff processed 1 land transfer in Bath and approved 7 exempted land divisions in: Jackson (1), Marion (1), Monroe (2), Shawnee (1), and Spencer (2) townships. Based on concerns raised during development of the sanitary sewer and water series being proposed in the unincorporated hamlet of Gomer staff reviewed potential land divisions for the offices of the Allen County Sanitary Engineer and Allen Water District. Staff identified nonconforming lots of record, non-conforming uses and non-conforming lots or record in conjunction with non-conforming uses against county subdivision regulations and floodplain regulations. Staff followed-up with the Township Trustees. Staff reviewed concerns raised by the County Engineer's Office regarding the ability and need for the County Subdivision regulations governing the impact of phased developments within residential, commercial and industrial districts and a circumvention of existing county stormwater regulations. Staff worked to address a land division off SR 81 in Bath Township. Conversations with the Tax Map Office, the County Engineer's Office, ODOT District and Bath Township zoning officials resulted in a consensus that such a land division would require a variance from the County for minimum roadway frontage requirements. Staff contacted the property owner to notify him of same. Staff engaged in discussion regarding Randall Bearing development and the platting process. Staff forwarded Ohio Fire Law regulations governing street designs, access roads and water infrastructure. Staff review need for a replat at the Autumn Ridge Subdivision for Phase 2 with the Allen County Tax Map office. Staff reviewed the need for a replat governing the Riggs development across SR 117 from Ten Hills Subdivision in Shawnee Township; the need for variances form the Township and County were identified and forwarded to the land owners. Conversations/emails with Bacon & Associates ensued regarding land divisions proposed by Jauert & Burton LLP, looking to sell of a 10.079 parcel

**7. STAFF PLANNING ASSISTANCE REPORT (Continued)**

of the Hager Farm. Staff reviewed the Ciminillo Plat (2002) for old maintenance agreements, construction drawings and Final Plat requirements including bonding and correspondence with representatives of the County Engineer and American Township. Met with party interested in acquiring property in Bath Township on Sandusky Road and possible land division. Forwarded party the natural Resource Report prepared by the Natural Resource Conservation Service earlier for the property, discussion with the zoning inspector ensued.

**Floodplain Management**

Staff has fielded numerous inquiries (5) from local engineers, surveyors, realtors, property owners and government officials regarding the floodplain status of local properties. Staff reviewed floodplain encroachment and fill for property at 3740 N. Wapak Road. Review limits of fill allowed on Eversole Property in Shawnee Township with the Allen County Drainage Engineer. Staff reviewed status of hazard mitigation grant application and Township support for Eversole family with representatives of Butterfield Insurance. Staff reviewed a hydraulic and hydrologic report prepared for the Ottawa River by Kohli & Kaliher Inc., relative to a proposed low head removal supported by the Ohio Environmental Protection Agency. Staff questioned the need for a Letter of Map Amendment (LOMA) or Letter of Map Revision (LOMR) be filed with the Ohio Department of Natural Resources or the Federal Emergency Management Agency.

**Short Range Transportation Planning**

Staff reviewed the status of the US Corridor Study thru Allen County with District representatives of the Ohio Department of Transportation and the consultants to establish an expected delivery of the plan now estimated by the end of March or first week of April. Staff reviewed the US 30 & Thayer Road intersection safety project with District representatives of the Ohio Department of Transportation. Staff participated in a webinar sponsored by the Midwest Rail Study. Staff responded to an inquiry from Rhodes State University and extended an offer to participate in an English course debate on the effectiveness of roundabouts at the College. Staff reviewed Lima's Central Business District Parking Study proposal and updated available data in preparation for same – only to have the meeting canceled due to PROVID-19 protocols. Staff reviewed airport contracts with Richland Engineering, LTD., and airport board members to address airport operations. Staff worked thru issues regarding funding and the cost allocation program within the DRAFT FY 2021 Unified Planning Work Program with Central Office representatives of the Ohio Department of Transportation. Staff worked thru questions regarding content of the DRAFT FY 2021 Unified Planning Work Program with District and Central Office representatives of the Ohio Department of Transportation. Staff executed public participation tasks relative to the DRAFT FY 2021 Unified Planning Work Program. Staff researched, drafted, edited and prepared the Agency's Spring Newsletter for paper and electronic formats. Staff worked to adjust the mailing list to stakeholder preferences as far as method of receipt of said newsletter. Staff reviewed the DRAFT TIP/STIP public involvement plan process and executed the requisite public participation tasks. Staff prepared a Press Release, placards and both paper and electronic invitations to an Open House with ODOT District here at the Commission offices. Staff looked to energize the various neighborhood associations in participating in the review process. After securing commitments from the Ohio Department of Transportation, local government stakeholders and various neighborhood associations. After reviewing comments made by Ohio Attorney General Yost and the State Prosecuting Attorney Association positions staff ultimately cancelled the public involvement process to address PROVID-19 protocols. The inability to meet with local stakeholders and absence of an Open House negatively affected sections of the DRAFT Work Program and the TIP - already printed and prepared as PDFs. Staff contacted The Lima News and placed an



**7. STAFF PLANNING ASSISTANCE REPORT (Continued)**

editorial requesting the public visit the Agency website to address the TIP. Personnel from Ohio Department of Transportation Central Office were very gracious and offered to assist. Staff investigated the use of Go-To-Meeting as a virtual meeting room service and Facebook as platform to accommodate public involvement and COVID-19.

**Transportation Improvement Program (TIP)**

Staff worked with District and Central Office personnel in an attempt to identify changes and missing project information between the receipt of the last two draft listings to be included in the DRAFT FY 2021-2024 Transportation Improvement Program. Staff reviewed the mapping and project tables coming in from District and the City of Lima. Staff reviewed amendments to projects with representatives of the City of Lima and District personnel. Staff worked thru questions regarding content of the DRAFT FY 2021-2024 Transportation Improvement Program with District and Central Office representatives of the Ohio Department of Transportation as well as those from the Federal Highway Administration and modified to reflect hot button issues. Staff prepared public participation tasks for FY 2021-2024 TIP and revised public participation tasks in light of COVID-19 protocols. Staff prepared resolutions and finalized the DRAFT FY 2021-2024 TIP to the state's intranet site.

**Transportation Planning - Surveillance**

Staff worked to finalize the Elida Safe Route to School Program's – Student Travel Plan and grant application. Staff met with Village of Elida and staff to review Final SRTS Travel Plan submission. Staff also met with Elida Local School Superintendent and American Township representatives to review Final SRTS Travel Plan submission. Staff crafter language for maintenance agreements between the parties pursuant to ODOT requirements. Staff received new survey data and updated the parent comments and concerns section of the document based on such. Staff worked with local stakeholders and engineering concerns to update new costs for engineering countermeasure after estimates were received. Staff revised phasing of countermeasure recommendations. Staff worked tirelessly thru the 1<sup>st</sup> week of the month to complete the edits, work on the formatting and the appendices prior to the Ohio Department of Transportation deadline. Staff completed the CY 2019 Fatal Crash Summary Sheet and posted same to the Agency website. Staff worked on updating demographics and crash data for Lima's 5<sup>th</sup> and 6<sup>th</sup> wards to assemble possible countermeasures for the Creating Healthy Communities grant. Staff worked on updating demographics and crash data for Lima's 5<sup>th</sup> and 6<sup>th</sup> wards to assemble possible countermeasures for the Creating Healthy Communities grant. Discussions with representatives of Allen County Public Health regarding the Shawnee SRTS Travel Plan were undertaken. Staff reviewed status of bicycle rodeo with Activate Allen County suggest alternatives to West Central Ohio Community Action Partnership site/time/date restrictions. Staff reviewed and edited the Allen County Community Healthy Assessment and returned same to Allen County Public Health for their review and perusal. Staff participated in the review of possible alternatives to connect the Ottawa Riverwalk Extension to the County Club Hills Neighborhood with City and County representatives as well as those from the Metropolitan Park District. Staff reviewed sight distance issues on Reservoir Road near Metzger Road, the Milan Bait Shop and the drives on the reservoir. Measurements establishing roadway width, sight lines, minimum sight distance and safe stopping distance were calculated and documented. Staff met with stakeholders to define the preferred alternative to extend the Ottawa Riverwalk from the City to the JAMPD Lauer Farm Park and then to the OSU campus while serving the Country Club Hills & Twin Lakes NA. Send stakeholders doodle poll for next meeting. The meeting was subsequently cancelled as per the PROVID-19 protocol. Staff reviewed the implications of DORA legislation in downtown Lima with Downtown Lima Inc., and in the context of the entertainment district and

7. **STAFF PLANNING ASSISTANCE REPORT** (Continued)

pedestrian safety at existing intersections and the roundabout proposed at Market & Main in the Lima Central Business District. Staff continued to geocode 2019 traffic data.

**Long Range Transportation Planning**

Staff reviewed the location of event centers, eateries, restaurants and bars serving alcohol in the Lima Central Business District. Staff reviewed parking lots and the impact of DORA on parking study proposal. Contact contacted Downtown Lima Inc., to assess the location and extent of available commercial housing stock by block, unit size and cost. Staff reviewed/requested copies of updates water and sewer lines in GIS format from local purveyors and stakeholders. Request/compare GIS shape files for utilities in Spencerville.

**Transit Planning**

Staff undertook some route mapping and prepared and printed business cards for ACRTA personnel pursuant to their request.

**Annual Report**

Staff drafted, edited, printed the CY 2019 Annual Report.

**Motion 32 (03-26-20) EC**

Howard Elstro made the motion to accept the Planning Assistance Report. Seconded by Kevin Cox; motion carried.

8. **OLD BUSINESS**

None.

9. **NEW BUSINESS**

a. **Subdivision Variance Case BA-V01-2020**

Thomas Mazur reported that there was a DCC meeting called but was cancelled due to a lack of a quorum. On the agenda was Subdivision Variance Case BA-V01-2020 which involved the sale of a parcel of land in Bath Township on the south side of SR 81 abutting IR 75. The property was split off with 5' of easement for development. The County requires 65' of road frontage. Staff recommends approval of the variance and is requesting action from the Executive Committee. Staff has already taken a "straw poll" of the DCC members and all DCC members agree with staff's recommendation.

**Motion 33 (03-26-20) EC**

Mitchell Kingsley made the motion to approve BA-V01-2020. Seconded by Thomas Tebben; motion carried.

b. **Annual Meeting, etc.**

Howard Elstro asked that if the Annual Meeting can not be held in the traditional way, would the meeting be held in the same manner as the TCC and EC meetings have been held. Thomas Mazur replied in the affirmative. Howard Elstro suggested that a roll of the attendees be called for each vote. Mitchell Kingsley requested an update on the level of staffing for the Planning Commission and how the search for new staff is going. Thomas Tebben stated that copies of the meetings conducted pertaining to the search for Agency staff, particularly for the position of Executive Director, be forwarded to all members of the Executive Committee.

**10. ADJOURNMENT**

**Motion 34 (03-26-20) EC**

Thomas Tebben made the motion that the meeting be adjourned. Seconded by Kevin Cox; motion carried.

Submitted by:

Accepted by:

\_\_\_\_\_  
Signature/Secretary

\_\_\_\_\_  
Signature/RPC President

Date:\_\_\_\_\_

Date:\_\_\_\_\_