



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

Brion Rhodes
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Steve Ewing
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Dave Belton
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Shane A. Coleman
Executive Director

TO: EXECUTIVE COMMITTEE
Mr. Randy Ackerman
Mr. Kevin Cox
Mr. Steve Ewing
Mr. Mitch Kingsley
Mr. Robert Sielschott
Mr. Larry Vandemark
Mr. Dave Belton
Mr. Howard Elstro
Mr. Jerry Gilden
Mr. Doug Post
Mr. Thomas Tebben

FROM: Mr. Brion Rhodes, Chairperson

DATE: June 18, 2020

RE: EC Meeting

There will be a meeting of the **Executive Committee** of the Lima-Allen County Regional Planning Commission held on **Thursday, June 25, 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 – May 28, 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

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



EXECUTIVE COMMITTEE

June 25, 2020

There was a meeting of the **Executive Committee** of the Lima-Allen County Regional Planning Commission held on **Thursday, June 25, 2020** at **4:00 p.m.** in the Conference Room of the Commission office located at 130 West North Street, Lima, Ohio.

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

1. **ROLL CALL**

Mr. Dave Belton	Shawnee Township
Mr. Howard Elstro	City of Lima
Mr. Steve Ewing	Auglaize Township
Mr. Jerry Gilden	Marion Township
Mr. Doug Post	Amanda Township
Mr. Brion Rhodes	Allen County Engineer's Office
Mr. Chuck Schierloh	City of Lima
Mr. Thomas Tebben	City of Lima
Mr. Larry Vandemark	American Township

STAFF

Mr. Shane Coleman	Lima-Allen County Regional Planning Commission
Ms. Marlene Schumaker	Lima-Allen County Regional Planning Commission
Mr. Adam Haunhorst	Lima-Allen County Regional Planning Commission

2. **APPROVAL OF EC MINUTES – May 28, 2020**

Motion 59 (06-25-20) EC

Doug Post made the motion that the EC minutes of May 28, 2020 be approved. Seconded by Larry Vandemark; motion carried.

3. COMMUNICATIONS

a. Communication from OPWC

Shane Coleman reported that today staff received a communication from the Ohio Public Works commission (OPWC) that the amended Senate Bill 4 passed on Thursday, June 24th. The amended Bill included authority for both programs; measures to help human trafficking victims and fund northeast Ohio program for youth with behavioral health issues.

Motion 60 (06-25-20) EC

Dave Belton made the motion to accept the Communications Report. Seconded by Howard Elstro; 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 within range of what was expected.

Motion 61 (06-25-20) EC

Thomas Tebben the motion to approve the Budget Report. Seconded by Dave Belton; 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. The invoice for Hilti represents the purchase of nails and shot to place traffic counters. The invoice for ESRI represents the maintenance fee for the coming year. This fee includes any upgrades or new software. Brion Rhodes stated the ESRI is a subscription service for GIS software. Marlene Schumaker reported that the Agency does own its ESRI software, this is just the yearly maintenance fee.

Motion 62 (06-25-20) EC

Steve Ewing made the motion to approve the bills to be paid. Seconded by Larry Vandemark; motion carried.

c. Payroll and OPERS

<u>Payroll</u>	<u>Amount</u>	<u>PERS</u>	<u>Medical</u>	<u>Benefit</u>
06/03/2020	\$17,602.44	\$246.43	\$255.24	\$638.10
06/17/2020	\$16,807.59	\$235.31	\$243.71	

Motion 63 (06-25-20) EC

Larry Vandemark the motion to approve Payroll and OPERS. Seconded by Steve Ewing; motion carried.

5. STANDING COMMITTEES

a. Administrative Affairs Committee

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

b. Community Development Committee

Shane Coleman reported that the CDC did not meet in June.

5. STANDING COMMITTEES (Continued)

c. Developmental Controls Committee

Chuck Schierloh reported that the DCC did not meet in June.

d. Transportation Coordinating Committee

Steve Ewing reported that the TCC met just prior to the Executive Committee meeting. The Committee approved the TIP Amendment – PID 108975 ALL Beaverdam Lighting which increased the funding for the project to a cap of \$283,475 which includes the “place-holder” funds of \$50,000. The Committee also approved the TIP Amendment – 109435 ALL SR 117 which increases the project funding by \$60,000 which is not MPO funding but funds from the Ohio Department of Transportation’s (ODOT) District Preservation Program. Both of these amendments will be come part of the FY 2021-2024 Transportation Improvement Program (TIP). Steve Ewing reported that the Committee was presented with a PowerPoint Presentation pertaining to the DRAFT 2019 Traffic Crash Summary Report. Staff collects data from OH-1 reports and analyzes then data to generate the report. Allen County crashes declined in CY 2019 by 187 from CY 2018. Allen County mirrored the statewide goal of a 1% reduction in all 5-safety metrics which included the number of fatalities. Steve Ewing stated that fatal crashes were 7 in CY 2019 down from 9 in CY 2018. The top 15 high crash intersections remained the same just in a little different order. Steve Ewing reported that the Committee approved the submission of the FFY 2021 Safe Communities Grant application.

Motion 64 (06-25-20) EC

Howard Elstro made the motion to approve the TCC report. Seconded by Doug Post; motion carried.

6. OTHER COMMITTEE REPORTS

a. Citizens Accessibility Advisory Committee

Shane Coleman reported that the CAAC did not meet in June.

b. Citizens Advisory Committee

Shane Coleman reported that the CAC did not meet in June.

c. Transportation Advisory Committee

Shane Coleman reported that the TAC met on Tuesday, June 23rd at 1:30 PM and reviewed all of the same items that the TCC acted upon.

Motion 65 (06-25-20) EC

Larry Vandemark made the motion to approve the TAC report. Seconded by Thomas Tebben; motion carried.

7. STAFF PLANNING ASSISTANCE REPORT

Information Assistance

Staff attended Complete Count Committee meeting for 2020 Census. Meeting was held virtually via Zoom. Committee members are reminded of the importance of an accurate Census count and the implications those numbers have on Allen County. Members were encouraged to promote the Census when engaging the public in meetings or other functions and capacities.

7. STAFF PLANNING ASSISTANCE REPORT (Continued)

Safe Communities

Staff sent one press release regarding May fatal crash monthly update. Staff began to plan post-COVID traffic safety activities as allowed, including annual award luncheon, Drive Sober or Get Pulled Over kickoff, and other events. Staff tracked fatal crashes/prepared/held fatal data review meeting as well as Mothers Against Drunk Driving and Coalition meetings. Staff also setup/held Zoom meeting with Ohio Traffic Safety Office – Law Enforcement Liaison. Staff retrieved FFY 2020 Safe Communities Grant audit materials and prepared/submitted FFY 2020 May reimbursement claim. Staff prepared/submitted FFY 2021 Safe Communities Grant application.

Keep America Beautiful

Staff met to review Keep Allen County Beautiful program, events, funding, and participation by RPC staff and external partners. Based upon this review staff made recommendations to dissolve the 501c3, pay affiliation renewal fee, and contact LACNIP regarding future administration of program.

Environmental Planning

Staff attended Ottawa River Coalition meeting via Zoom. The Ottawa River Clean up event has been rescheduled to Saturday, September 12 from 8:00-1:00 due to the COVID-19 pandemic. Staff received and reviewed materials for Allen County Hazard Mitigation Plan update process. Began research of identified strategies assigned to LACRPC in order to determine which, if any, have been met in order to provide comment as requested. Staff attended first planning meeting for Hazard Mitigation Plan update.

Regional Development

Met with Kevin Cox (Perry Twp.) to discuss potential Garland Ave/6th Street storm sewer project in township. He provided maps, cost proposal, details. Township is seeking input on project, cost, funding options, etc.

Farmland Preservation

Staff met with officers of the West Central Ohio Land Conservancy to discuss staff transition, update new director on various programs available, and leasing of office space. Staff also reviewed and signed grant applications for 2020 Local Agricultural Easement Purchase Program (LAEPP).

Economic Development

Staff researched Economic Development Administration (EDA) requirements for the development and update of the Comprehensive Economic Development Strategy (CEDS) and initiated review of the 2015 Allen County CEDS document. Staff reviewed EDA Notice of Funding Opportunity relative to Cares Act funding. Staff met with Jed Metzger to introduce new Executive Director and discuss previous organizational relationships and projects as well as future partnership opportunities. Staff met with Allen County Economic Development Group (AEDG) for meet/greet session and to discuss projects currently underway, future commercial and subdivision sites and projects, and the need for regular meetings between RPC and AEDG.

Community Development Block Grant (CDBG) Program

Staff resent all financial information for 2019 to the auditors for the county audit. Staff emailed Brice Schmitmeyer of Access Engineering to discuss the Delphos project and remind him that draw needs to be done by June 12, 2020 or payment can't be made until August. Staff responded to email and sent information for subordination request, responded

7. STAFF PLANNING ASSISTANCE REPORT (Continued)

to CDBG regarding the monitoring report, prepared invoices for payment, input into MUNIS and sent for payment. Staff sent email requesting signed copies from Lafayette and another to Access Engineering for same. Prepared resolution, subordination agreement and mortgage update for Langley and submitted to county for passage. Researched Anti-Displacement documents, finalized, emailed, and filed. Reviewed all material still needed for submission of Allocation '20. Paid invoices for CDBG. Requested Fair housing info from WOCAP. Attended second public hearing for CDBG FY '20. Gathered additional information for allocation FY '20 application submission: Fair Housing report, Fair Housing brochure, Landlord rights brochure, anti-displacement information. Staff reviewed fair housing forms worked with GLCAP and WOCAP to complete allocation grant. Finalized arrangements to update both RPC and Commissioners' website to meet new requirement in CDBG allocation grant. Staff finalized and picked up subordination for Langley from Commissioners, recorded and sent to bank and Langley's. Finalized and submitted Allocation '20 grant, printed material and filed. Staff facilitated the preparation and filing of program monitoring reports, resolutions, billings, scannings, postings, contract addendums, invoicing, and legal notifications. Staff updated census low to moderate income mapping.

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 past reporting period. Staff fielded a phone call from Norm Capps, Perry Township Trustee regarding zoning map amendment procedural questions (St. John's/Charledon/7th). Staff researched and replied by email to Mr. Capps regarding zoning questions: Executive Director indicated RPC is happy to assist but would require additional information relative to area in question and proposal. Township zoning regulations (section 19.2) indicate zoning amendments are initiated in one of three ways. RPC would need to know more information relative to the request in order to provide any feedback. Some of these items would include: 1. Reason for proposed change, 2. Present zoning district and use, 3. Proposed zoning district and use, 4. A map or parcel number(s) affected by the proposed change. Phone call to Norm Capps to review zoning questions/emails. Staff met with Greg Kessen of Perry Township to discuss the rezoning of multiple parcels in the St. John's/Charledon/7th Streets area. Zoning is currently B1 and proposal has been put forth to rezone to B1 in order to facilitate a commercial development. Staff also received a phone call from Tony Hayes (Perry Township Zoning Inspector) and later met to discuss city/township limits at SR 65 and 4th Street. Staff provided boundary map and zoning map of area. Greg Kessen (Perry Twp.) called to update trustee conversations regarding St. John's/Charledon/7th Streets area. Township has spoken with prosecutor's office and it was suggested they start the map amendment process over due to procedural errors. Reviewed email from Thomas Mazur relative to Wonderlick Property in Shawnee Township. There have been questions of potential wetland issues on the property. Joe Gearing, Allen County Drainage Engineer, stated the classification of wetland would need to be determined by an Engineer who specializes in wetlands in order to determine limits and setbacks. A follow-up email to Shawnee Township was received from Mr. Gearing on June 15, 2020 stating he had driven past this location; a driveway has been cut in. He's asking if the issues with this site been addressed and attached a stormwater permit. Staff received an inquiry from Auglaize Township relative to zoning and how to address a camper being used as a residence on a property with a home. Township was inquiring as to options available within zoning to allow based upon section 17.3 - hardship(s). Indication is the gentleman is elderly, unable to go to long-term care facility due to financial status, etc. Staff confirmed all pertinent documents are in Bath Township. Zoning correspondence file for BA-01-20, BA-02-20 & BA-03-20, created copies of any missing info & placed in file. Staff updated zoning petition book and

7. STAFF PLANNING ASSISTANCE REPORT (Continued)

zoning petition files. Zoning maps were updated for American, Auglaize, and Jackson Townships. Called to verify new zoning inspector is for Auglaize Township. Staff provided Perry Township with zoning and political boundaries map. Contacted Bath Township regarding update on zoning resolution. Called Mark Bishop of Shawnee Township to discuss George Nearon property zoning change.

Subdivision Regulations

Staff responded to 12 telephone inquiries and facilitated 4 in-house reviews. Staff processed 6 land transfers in Amanda (1), Auglaize (2), Monroe (1) & Richland (2) and approved 3 minor land divisions in Monroe township. Staff reviewed Monticello plat with Brian Bacon and requested comments from Shawnee Township officials, Brian Bacon and Ron Meyer relative to Monticello. Reviewed Brenneman Land Division regarding easement and use of Huntington University as a strawman. Met with ACEO representatives Joe Gearing & Ron Meyer to Review Autumn Ridge Subdivision. Prepared Subdivision Administrators Report. Contacted Erik Robey to review comments. Met with Shawnee Township Trustees and ACEO representatives Joe Gearing & Ron Meyer regarding their support for walking trail in last phase of Monticello Estates Subdivision. Prepared Subdivision Administrators Report. Contacted Brian Bacon to discuss same. Staff training: checking for easements and driveway cuts. Reviewed Brenneman parcel 36-0400-04-001.000. Reviewed application and researched "Adjoining Parcel Transfers/Lot Add-ons" language from other approving agencies. Reviewed suggested legal language for transfer process and included recommended addition(s) for review based upon this research. Also emailed Wayne Longstreth to discuss process. Staff agreed to approve with original suggested language. Scan, label, and place documents in Autumn Ridge file. Emailed documents related to Autumn Ridge R-ODP to DCC members, Bath Township Zoning Inspector, Bath Township Trustees, Erik Robey, Bill Degen, Joe Gearing & Ron Meyer. Confirmed all pertinent documents were in Monroe Township zoning correspondence file, created copies of any missing info & place in file(s).

Floodplain Management

Staff has fielded inquiries from local engineers, surveyors, realtors, property owners and government officials regarding the floodplain status of local properties. Staff continued to review Elwer situation in Marion Township and actions of Allen County Engineer and Prosecutor Offices regarding same. Discussed situation with Joe Gearing and Jerry Gilden. Staff emailed Joe Gearing and Brad Core to discuss current status and define date RPC should expect engineer's report regarding Elwer. Email was received from Brad Core on June 15, 2020 stating Core Consulting had been hired by Jaime and Todd Elwer to perform the surveying and floodplain analysis as requested by Thomas Mazur. He anticipates having this work completed and ready for distribution by the end of June. As a result, he asks that any pending actions against Mr. & Mrs. Elwer be delayed to allow time to perform a topography survey of their property located on the NW corner of the intersection of Southworth Rd. and Landeck Rd. in Marion Township, Allen County, Ohio, and analyze the impact that the filling activities that took place on this property have had on the floodplain. Upon completion of this work, a copy will be forwarded to RPC, Marion Township, Allen County Engineer and Allen County Prosecutor for review. Staff reviewed Floodplain Development Permit for Marathon. Staff reviewed a floodplain question from Ken Luchel (Bath Township). Received a call and investigated FEMA grants for Dan Short (American Township). Staff received an email from Sherryl George, interim Safety Service Director for the City of Delphos requesting information related to floodplain regulations and a possible project at 452 E. Second Street in Delphos. RPC relayed building in a flood plain would require a permit. The permit would require the business to demonstrate that they are not

7. STAFF PLANNING ASSISTANCE REPORT (Continued)

changing the base flood elevation established by FEMA. This is going to necessitate a pre and post development hydraulic analysis, approved by a PE. This can be extremely costly. The client could seek a letter of map amendment to get the floodplain changed so they no longer reside in it. I'm not a fan of this option in Delphos because the flood issue is so well documented and represents a real issue. And while it would allow the client to build, it leaves them without flood insurance. With current weather trends and increasing storm events I believe it would be short sighted. Lastly, adding more paved area to an already documented flood zone is going to increase runoff volumes while decreasing times of concentration. This means there will be more runoff to deal with in less time.

Short Range Transportation Planning

Staff wrote, formatted, and distributed quarterly newsletter. Staff continuously updated website regarding meeting status, etc. Staff attended Zoom meeting regarding OARC communication team. Staff read over the mobility management grant from ODOT and the 5310 grants from ODOT. Staff documented articles as a part of the public participation process. Staff inserted Spring Newsletter & Annual Report into 3rd Quarter PPP Documentation binder. Staff reviewed Google Analytics reports. Staff set up, attended and monitored Zoom meetings as necessary, worked to update Facebook page, continued website update. Staff reviewed OMUTCD and crash data with respect to warrant analysis for all way stop sign installation at Agerter & Wapak roads. Executive Director met with Greg Giaimo (ODOT) to discuss modeling and RPC responsibilities to same. Several training documents and presentations were provided for review and additional training needs will be discussed at a later date. Staff reviewed potential RSA sites with Shelly Miller of Allen County Health. Cody Doyle and Adam Haunhorst presented Metcalf RSA proposal and District Safety Review Team. Staff worked on Metcalf RSA communications and preliminary data collection and held first meeting RSA team. Programmed, set, and completed traffic counts in the Village of Harrod. Downloaded and reviewed Harrod count data and provided speed data to village officials. Programmed and set counters and downloaded data for Village of Elida. Attended Marion, Sugar Creek, Bath, Auglaize and Spencer Township Trustee meetings as part of the public participation process. Discussed staffing changes at RPC, crash summary report at each meeting. Also discussed ongoing floodplain issue in Marion Township and zoning questions. Discussed Gomer water/sewer projects, US 30 Corridor Study, and potential Lincoln Highway project with Sugar Creek. Discussed 117/198/Armstrong intersection, Kephart Road (stone road), and intersection of 81/Defiance Trail with Amanda Township. Discussed SR 117 project, water/sewer expansion in township, SR 309 roundabouts with Auglaize Trustees. They would also like to discuss update to zoning regulations (last update in 2016). Bath Township asked for further explanation of RPC funding for new member education. Fielded phone call from Matt Dietrich of Ohio Rail Development Commission to discuss grant application being submitted for Chicago, Fort Wayne & Eastern Railroad (CF&E) upgrades. Matt requested any rail information included in the 2040 plan which may be helpful to effort. Reviewed and gathered information from 2040 plan per request of Matt Dietrich (ORDC) for CF&E grant application. Cody provided rail crossing count data for review and inclusion if requested. Inquired from Matt as to where our rail data should be sent for inclusion in state database. Dave Metzger (Elida) inquired about applying for safety funding for signal upgrades in Elida. These were at the intersections of Greenlawn Ave. and Kiracofe. Also, at the intersection of Pioneer with SR 309. Kylie Siebeneck (ODOT) requested any signal warrant information for these intersections from RPC staff. -Staff participated in AARAA Board meeting, OARC meeting via Zoom and OARC Transportation Safety Planning Working Group meeting. Staff also attended ADA in Temporary Traffic Control Webinar - Part 1 and 2.

7. STAFF PLANNING ASSISTANCE REPORT (Continued)

Transportation Improvement Program (TIP)

Met with Lori Brinkman and Adam Francis (ODOT District 1) to review TIP/STIP projects. Met with Johnny Appleseed Metropolitan Park District to review active transportation plan components. Staff received and reviewed FY '21 fringe rate, secured signature and returned to ODOT. Spoke with Charles Schreck regarding TIP changes for Westminster project and Beaverdam project. Prepared new pages for TIP and resolution for changes. Reviewed Beaverdam lighting project and sent e-mail to Charles Schreck requesting info on toll credits. Sent info for TAC and TCC to LRS, SAC, and EKS. Sent request also to see if any of Delphos SR 66 project can be moved to CMAQ.

Transportation Planning - Surveillance

Reviewed regional trail system throughout Shawnee Township with Tyler Black of the JAMPD and Patrick Beam of Beam Design. Reviewed Clean Ohio and H2Ohio grant funding options. Reviewed high crash intersection map and crash summary report. Met with JAMPD (Kevin Haver/Tyler Black) discussed transition at both organizations, future park and trail projects. Staff met to discuss potential RSA in the Kibby/Metcalf area(s) in conjunction with Allen County Health and City of Lima. Met with Activate Allen County for Executive Committee Meeting/Introduction/History and review of projects, priorities, etc. Staff attended Strategic Highway Safety Plan (SHSP) Bike/Ped Emphasis Area Action Plan update meeting and completed Bike & Ped SHSP Meeting Follow Up Survey. Staff continued work on bike and pedestrian count data. Staff training: Zoom training for ODPS meeting, Adam on traffic software/hardware. Troubleshooting traffic counter with MH Corbin rep; picking up counters in Harrod and uploading data. Staff worked to complete the 2019 Crash Summary Report. Staff met regarding formatting, layout, design and illustrations of same. Staff prepared crash maps for Executive Director to take to Township Trustee meetings. Staff reviewed final draft of 2019 Crash Summary Report and produced Summary Sheet.

Long Range Transportation Planning

Staff reviewed long range plans in Jackson Township with Township Trustee Randy Ackerman. Staff discussed comprehensive plans and CEDS documents. Staff updated low-to-moderate income housing; long-range planning Spencerville sewer. Emailed water and sewer maps to Spencerville. Staff updated RTA bus route maps. Updated historical, archeological and comprehensive data and shapefile. Staff met to discuss Elida Comp Plan and set meeting for Wednesday, June 3 to discuss approach and meeting with Elida. Staff met with Elida officials to discuss comprehensive plan update. Proofread and edited letter for City of Delphos EDA grant process. (Water Tower and WWTP project). Exchanged emails with Sherryl George (Delphos) re: County RLF fund/projects and confirmed joint meeting with EDA to discuss various sources of funding. Staff attended Activate Allen County Executive Council Meeting. Staff met to discuss Harrod comp plan update and set meeting to discuss with village officials.

Specialized Transportation Program

Staff reviewed three (3) ODOT grant applications for 5310 and Mobility Management Program: PSA3 Mobility and 5310, Marimor 5310. Emailed ODOT comments on each application.

Transit Planning

Staff attended monthly RTA meeting and updated RTA bus route map(s).

7. STAFF PLANNING ASSISTANCE REPORT (Continued)

Motion 66 (06-25-20) EC

Dave Belton made the motion to accept the Planning Assistance Report. Seconded by Howard Elstro; motion carried.

8. OLD BUSINESS

None.

9. NEW BUSINESS

a. RPC Meetings, Paper Reduction and RPC Website

Shane Coleman stated that staff would prefer to have Committee meetings in-house but realizes that is still not a feasible option at this time. Staff also realizes that when the Committees can again meet in person, not all members can be physically present therefore, the Agency has upgraded its technology to allow Committee members the option of being able to attend meetings via teleconference. Shane Coleman reported that staff is working to reduce the amount of paper documents distributed at meetings, etc. Many more documents may be distributed to Committee members as summaries and entire documents be available as requested. The documents will always be available on the Lima-Allen County Regional Planning Commission (LACRPC) website. Staff continues to work on updating the current website as well as working on the new website. Staff is also working to get the RPC Facebook (FB) page back up and running.

b. Update to RPC Policy Manual

Marlene Schumaker reported that the RPC would like to update its Policy Manual. During the COVID-19 shutdown, many of the RPC employees worked from home which proved to be a productive possible option for staff. Management has discussed this and decided that a change to the Policy Manual is needed. Management would like to change the manual to allow staff the option to work from home based on the employee's job description and then approval from the Executive Director to do so. At this point, there is an employee that may work from home 2 days per week and another 1 day a week. Marlene Schumaker reported that management would rather an employee not work from home constantly as staff may be needed in the office at various times. There was some concern amongst the AAC Committee members as to how the policy manual change was worded. A member of the AAC commented that 40-hours per week was not a part of the wording; this wording has now been added to the proposed changes. Marlene Schumaker stated that standard working hours for the RPC staff are 8:00 AM – 5:00 PM, Monday – Friday or 40 hours per week. Staff already could utilize staggered working hours and flex time. Larry Vandemark asked if a staff member working from home will be based on a number of days or hours. Shane Coleman replied that it will be based on the staff members job description and/or a project they may be working on. Working from home is not meant to be a permanent situation. Management believes that for recruiting younger employees, this option may be a way of enticing potential younger employees to work for the RPC.

Motion 67 (06-25-20) EC

Howard Elstro made the motion to approve allowing the Executive Director to amend the Policy Manual change to permit staff to work from home as described in the Policy Manual change. Seconded by Steve Ewing; motion carried.

10. ADJOURNMENT

Motion 68 (06-25-20) EC

Thomas Tebben made the motion that the meeting be adjourned. Seconded by Larry Vandemark; motion carried.

Submitted by:

Signature/Secretary

Date: _____

Accepted by:

Signature/RPC President

Date: _____