



LIMA-ALLEN COUNTY REGIONAL PLANNING COMMISSION

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Brion Rhodes
President

Steve Ewing
President-Elect

Dave Belton
Treasurer

Robert Sielschott
Secretary

Shane A. Coleman
Executive Director

TO: ADMINISTRATIVE AFFAIRS COMMITTEE
Mr. Dave Belton Mr. Howard Elstro
Mr. Steve Ewing Mr. Jerry Gilden
Mr. Doug Post Mr. Brion Rhodes
Mr. Robert Sielschott Ms. Susan Wildermuth

FROM: Mr. Thomas Tebben, Chairman

DATE: August 19, 2020

RE: AAC Meeting

There will be a meeting of the **Administrative Affairs Committee** of the Lima Allen-County Regional Planning Commission on **Wednesday, August 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 AAC Minutes – February 26, 2020
3. FY 2020 Completion Report
4. FY 2021 ODOT Carryover & Budget Pages
5. 2020 County Budget Line Item Changes
6. Staff Title Change
7. Other
8. Adjournment

NOTE:

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



ADMINISTRATIVE AFFAIRS COMMITTEE

August 26, 2020

There was a meeting of the **Administrative Affairs Committee** of the Lima Allen-County Regional Planning Commission on **Wednesday, August 26, 2020** at **3:00** p.m. by Zoom, and 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 AAC Minutes – February 26, 2020
3. FY 2020 Completion Report
4. FY 2021 ODOT Carryover and Budget changes
5. 2020 County Budget Line Item Changes
6. Staff Member Title Change
7. Other
8. Adjournment

A quorum being present, Howard Elstro brought the meeting to order and proceeded with the agenda.

1. **ROLL CALL**

Mr. Howard Elstro	City of Lima
Mr. Steve Ewing	Auglaize Township
Mr. Jerry Gilden	Marion Township
Mr. Brion Rhodes	Allen County

STAFF

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

2. **APPROVAL OF AAC MINUTES – February 26, 2020**

Motion 11 (08-26-20) AAC

Brion Rhodes made the motion to accept and approve the minutes of February 26, 2020. Seconded by Steve Ewing; motion carried.

3. **FY 2020 COMPLETION REPORT**

Shane Coleman reviewed the completion report with the Committee. Mr. Coleman explained that staff would be submitting the Completion report to ODOT by the end of the month. The Report is a compilation of the ODOT items stated in the work program and outcome, finalization of each. Ms. Schumaker reviewed the budget pages of the report with the Committee.

Motion 12 (08-26-20) AAC

Brion Rhodes made the motion to accept and forward the Completion Report for FY 2020. Seconded by Jerry Gilden; motion carried.

4. FY 2021 ODOT CARRYOVER AND BUDGET PAGES

Marlene Schumaker explained to the Committee that there is carryover from FY 2020 ODOT funding into FY 2021. To account for that funding carryover the FY 2021 Unified Planning Work Program, (UPWP), budget will have to be updated. The new budget pages were sent to the Committee in their Board packet and Ms. Schumaker went over the highlighted changes.

Motion 13 (08-26-20) AAC

Steve Ewing made a motion to accept and forward to the Executive Committee the FY 2021 UPWP budget changes. Seconded by Brion Rhodes; motion carried.

5. 2020 COUNTY BUDGET LINE ITEM CHANGES

Marlene Schumaker went over the line to line budget changes being requested so that the Commission can consider doing some building or equipment updates, as well as move funds where they are needed. The bottom line of the budget will not change, just the line items.

Motion 14 (08-26-20) AAC

Jerry Gilden made a motion to accept the staff's recommendation CY 2020 line to line budget changes. Seconded by Steve Ewing; motion carried.

6. TITLE CHANGE FOR STAFF MEMBER

Shane Coleman explained that Cody Doyle was moved from a Traffic Technician to an Assistant Planner position to better address his current job duties. Discussion over policy was discussed. Marlene Schumaker then sent the policy and backup to the Committee for their review and vote.

Motion 15 (08-26-20) AAC

The vote was taken and the title change for Cody Doyle passed.

7. OTHER

a. Issue on Lincoln Highway pertaining to the Floodplain

Shane Coleman explained to the Committee an issue on Lincoln Highway in the floodplain. After discussion it was decided that the staff will bring the Lincoln Highway issue back to the Committee after more information has been gathered.

b. Delphos Floodplain

The City of Delphos has contacted staff regarding administering the Delphos floodplain as staff already does for Allen County. After discussion as to how the administration of the floodplain would work the Committee agreed to putting together a contract with Delphos to administer their floodplain regulations with the caveat that a consultant can be used if LACRPC staff does not have the time.

c. LACRPC Logo

The LACRPC current logo was discussed to the extent that it may be time to look at developing a new logo which would be easier to read in a digital format. The Committee requested that staff put the current logo up on the screen and discuss this further with the Executive Committee.

7. OTHER (Continued)

d. Discussions with Allen County Prosecutor’s Office

Shane Coleman explained to the Committee that Staff has been talking with the Allen County Prosecutors Office about a contract to cover some of the issues that the MPO portion of the Planning Commission would need to discuss with an attorney.

Motion 16 (08-26-20) AAC

Brion Rhodes made the motion for LACRPC to enter into a contract with the Allen County Prosecutor’s Office at \$3,500 for one year. Seconded by Steve Ewing; motion carried.

e. LACRPC taking on some Administrative Functions of ACRTA

There was discussion regarding LACRPC taking on some of the administrative functions of the Allen County Regional Transit Authority. Staff wanted to have insight from the Committee on their thoughts.

11. ADJOURNMENT

Motion 17 (08-26-20) AAC

Jerry Gilden made the motion that the meeting be adjourned. Seconded by Steve Ewing; motion carried.