



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
President

Steve Ewing
President-Elect

Dave Belton
Treasurer

Robert Sielschott
Secretary

Shane A. Coleman
Executive Director

TO: EXECUTIVE COMMITTEE
Mr. Dave Belton
Mr. Howard Elstro
Mr. Jerry Gilden
Mr. Doug Post
Ms. Beth Seibert
Mr. Thomas Tebben
Mr. Kevin Cox
Mr. Steve Ewing
Mr. Mitch Kingsley
Mr. Chuck Schierloh
Mr. Robert Sielschott
Mr. Larry Vandemark

FROM: Mr. Brion Rhodes, Chairperson

DATE: October 15, 2020

RE: EC Meeting

There will be a meeting of the **Executive Committee** of the Lima-Allen County Regional Planning Commission held on **Thursday, October 22, 2020**, at **4:00 p.m.** via teleconference from 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 – September 24, 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

To comply with Ohio Director of Health guidelines and orders limiting/prohibiting group gatherings of more than 10 persons, no in-person attendance at LACRPC meetings by the public will be available. The public can view committee meetings via the LACRPC Facebook page at <https://www.facebook.com/Lima-Allen-County-Regional-Planning-Commission-114563720277180/>. Anyone wanting to exercise Privilege-of-the-Floor, for a committee meeting, must contact the LACRPC at 419-228-1836. Meeting agendas/minutes are published on the LACRPC website; click on the "Committees" tab on the left for more meeting information.

NOTE:

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



EXECUTIVE COMMITTEE

October 22, 2020

There was a meeting of the **Executive Committee** of the Lima-Allen County Regional Planning Commission held on **Thursday, October 22, 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 – September 24, 2020
3. Communications
4. Financial Report
 - a. Budget Report
 - b. Bills to be Approved
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5. Standing Committees Reports
 - a. Administrative Affairs Committee
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 - d. Transportation Coordinating Committee
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7. Staff Planning Assistance Report
8. Old Business
9. New Business
10. Adjournment

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. Kevin Cox	Perry Township
Mr. Howard Elstro	City of Lima
Mr. Steve Ewing	Auglaize Township
Mr. Mitchell Kingsley	Village of Bluffton
Mr. Doug Post	Amanda Township
Mr. Brion Rhodes	Allen County Engineer's Office
Mr. Chuck Schierloh	City of Lima
Ms. Beth Seibert	Allen County
Mr. Thomas Tebben	City of Lima

STAFF

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

2. APPROVAL OF EC MINUTES – September 24, 2020

Motion 102 (10-22-20) EC

Thomas Tebben made the motion that the EC minutes of September 24, 2020 be approved. Seconded by Kevin Cox motion carried.

3. COMMUNICATIONS

a. Updated COVID-19 Situation

Shane Coleman reported that Allen County has been moved up to a Level 3 (Red) and staff just received updated guidance from Allen County Public Health. Agency administration has been discussing how to handle this especially since one staff member recently was exposed to coronavirus over the weekend after he left the Lima-Allen County Regional Planning Commission (LACRPC) office. Staff has had no contact with him. The staff member had a COVID-19 test today and is awaiting the results. The staff member has self-quarantined himself for 14 days according to public health guidance. Shane Coleman stated that Marlene Schumaker and he are concerned that if the staff is exposed to the virus, how would it affect the entire office. The agency administration has been discussing staggered shifts whereby not everyone on staff is in the office at the same time. The idea is to have some employees working from home two or three days per week and then come into the office and rotate the schedule so that the office is always staffed. Also, the office would receive a “deep clean” by the onsite staff as they leave each day. Thomas Tebben stated that it would be a good idea to keep the Agency administration separated (Shane Coleman and Marlene Schumaker) so that both are not down at the same time if exposed to the coronavirus. Marlene Schumaker stated that there will be two groups of staff members working in the office on different schedules so that members of each group are not working in the office at the same time. Thomas Tebben stated that there should be two groups of staff that are working at the same time; one group in the office and one working from home to keep the RPC office functioning at all times. Marlene Schumaker replied that this is what she and Shane Coleman were discussing before the EC meeting began. There are two persons that can do lot splits so one can be in the office while one is working from home. Marlene Schumaker can be in the office while Shane Coleman is working from home. Agency administration is working on a schedule in order to keep the office open, get work completed and allow each staff member to be in the office a few times per week and work from home a few times per week. Thomas Tebben asked that when a schedule is determined for staff, should there be an AAC meeting to approve the schedule or would Marlene Schumaker email AAC members in order to obtain a vote of approval. Marlene Schumaker replied that since the AAC has already authorized staff to be able to work from home, it is not really necessary to have an AAC meeting. Marlene Schumaker stated that she would email the schedule that Agency administration has developed to AAC members in order to keep the AAC up to date on what is happening. Thomas Tebben stated that as Howard Elstro had stated at the AAC meeting, somewhere down the line the Agency could be audited and it is a good idea to have a paper trail of what was decided and done. Therefore, it might be a good idea to email the EC a copy of the schedule for the EC to vote on in order to be “covered”. Brion Rhodes reported that he was “attending” a Snow and Ice Crisis meeting this morning and one of the members of the presentation had stated that the Centers for Disease Control (CDC) changed some rules yesterday. The Allen County Department of Health will more than likely receive these new rules; the rules make it tighter as to the exposure from 15 minutes at 6’ exposure to an accumulated 15 minutes exposure at 6’ in a 24-hour period. Marlene Schumaker replied that she had already received notification of this change and she and Shane Coleman had discussed the change. Marlene Schumaker stated that the new rule is if a person is exposed to 6 different people for 1 minute at a time over a 24-hour period, then that person is considered exposed. Dave Belton asked if there is any documentation to back up this determination. Brion Rhodes replied that he has not seen any documentation but he will be looking in to this. Marlene Schumaker replied that she would be looking to verify any documentation.

4. FINANCIAL REPORT

a. Budget Report

Marlene Schumaker reported the financial reports were emailed to all Committee members. The income and expenses continue to be in line.

Motion 103 (10-22-20) EC

Howard Elstro the motion to approve the Budget Report. Seconded by Dave Belton; motion carried.

b. Bills to be Approved

Marlene Schumaker reported the list of invoices was included in the information emailed to each Committee member. There were not very many invoices submitted this month. (LACRPC) website.

Motion 104 (10-22-20) EC

Howard Elstro made the motion to approve the bills to be paid. Seconded by Dave Belton; motion carried.

c. Payroll and OPERS

<u>Payroll</u>	<u>Amount</u>	<u>PERS</u>	<u>Medical</u>	<u>Benefit</u>
09/23/2020	\$14,071.31	\$1,969.98	\$204.03	
10/07/2020	\$15,617.93	\$2,186.51	\$226.46	\$1,754.84

Motion 105 (10-22-20) EC

Howard Elstro the motion to approve Payroll and OPERS. Seconded by Dave Belton; motion carried.

5. STANDING COMMITTEES

a. Administrative Affairs Committee

Thomas Tebben reported the AAC met on Wednesday, October 21, 2020. The Committee had a discussion pertaining to the façade of the RPC building. The Committee reviewed some quotes that RPC staff had obtained. Concerns were expressed that the items in the quotes will not meet the Design Review Board's criteria for approval. The Committee tabled this item until staff can gather further information. Thomas Tebben reported that the Committee received a report on the CY 2021 Budget. Marlene Schumaker had stated that the budget would need to be submitted in the next few weeks. The overall budgets did not increase from CY 2020 but there were some line items changes. Marlene Schumaker explained that all of the benefits and wage changes that the Committee will receive later in the meeting, are included in the CY 2021 Budget. The Committee approved the CY 2021 Budget with the recommendation to forward the CY 2021 Budget on to the Executive Committee. Thomas Tebben reported that the Committee discussed benefits and under Health Insurance, the Committee reviewed the current state of the health benefits. The Committee reviewed changes that were made in the past and whether those changes should be continued. The changes were put in place to help control insurance costs as well as to not marginalize any employee. Thomas Tebben stated that these changes had saved the RPC \$30,000-\$40,000 over the last several years. Marlene Schumaker stated that the changes saved approximately that amount over the past year. RPC's healthcare insurance cost remained almost the same this year in comparison to many other businesses which have seen significant increases. The Committee approved staff's recommendation for Health Insurance for CY

5. **STANDING COMMITTEES** (Continued)

b. **Administrative Affairs Committee** (Continued)

2021. Thomas Tebben reported that the RPC's Anthem health insurance is up for renewal with a slight decrease for CY 2021. Staff recommended staying with the same health insurance plan for CY 2021. The Committee approved staff's recommendation to remain with Anthem for CY 2021. Thomas Tebben reported that the Committee reviewed the RPC's health Savings Account (HSA). Each staff member that currently receives health insurance receives \$200 in an HSA account to offset the high deductible health insurance plan. Staff recommended there be no change to the \$200 HSA benefit for CY 2021. The Committee approved staff's HSA recommendation. Thomas Tebben reported that once an employee has accrued 240 hours of sick time, the employee has the option to convert to cash any sick time accrued during the year above the 240 hours. Staff recommends maintaining the policy for CY 2021. The Committee approved staff's recommendation pertaining to sick time. Thomas Tebben reported that under the current vacation policy, employees can cash in any vacation that can not be carried over into the next calendar year. Staff recommended no changes to the vacation policy for CY 2021. The Committee approved staff's recommendation pertaining to vacation time. Thomas Tebben reported that the Committee was presented the Personal Time Policy for part-time employees. The Committee discussed the wording of the policy. The Committee voted to begin the personal time for part-time employees' policy immediately. Thomas Tebben reported that Shane Coleman presented the recommendations for the wage increases for CY 2021. The Committee had received this information prior to the AAC meeting for review. Based on current cost of living and the fact that current staff has picked up additional work loads over the past 2 years; staff has either retired or moved to other jobs, 2 employees were hired and with the help of technology as well as dividing up responsibilities amongst remaining staff. The recommended increase may seem excessive to those that do not understand the inner workings of the RPC and what has occurred over the past 2 years. The Committee approved staff's recommendation for wage increases. Thomas Tebben reported that Marlene Schumaker requests of the RPC Board that for CY 2021 the RPC be closed for Christmas Eve as long as employees take vacation or personal time for the day. The Committee approved the request for the RPC to be closed on Christmas Eve. Thomas Tebben reported that under Other the Committee reviewed final logos for discussion and the 2 choices are 1-A and 1-B. The Committee believes that 1-B more accurately portrays the RPC and is the better of the 2 choices. The Committee chose 1-B. Thomas Tebben stated that staff developed the logo and reported that the gear represents county's branding effort and the three "arrowheads" represent a road. The new logo will soon be on RPC documents, website, etc. The Committee approved the 1-B logo as the official new logo of the RPC.

Motion 106 (10-22-20) EC

Howard Elstro made the motion to approve the AAC report and all motions and recommendations be approved. Seconded by Mitchell Kingsley; motion carried.

b. **Community Development Committee**

Mitchell Kingsley reported the CDC did not meet in October.

c. **Developmental Controls Committee**

Chuck Schierloh reported the DCC met on September 29, 2020. Chuck Schierloh reported that the Brookline Subdivision was platted with approval of the County Recorder in September of 1951. The existing Subdivision was originally platted with access for full public utilities including water, sanitary sewer, electric, gas, and public streets. The original plat was reviewed in order to confirm its continued compliance with the current township set back and zoning requirements as well as environmental issues related to wetlands, floodplains,

5. **STANDING COMMITTEES** (Continued)

c. **Developmental Controls Committee** (Continued)

historical and archeological considerations. Chuck Schierloh reported the subdivision's platted road was found to be out of compliance with the township's standard, but failed to provide an expiration date therefore rendering it still active. The two parcels in question are serviced by Cole Street, a high-volume road classified as a major collector on the Federal Functional Classification System. The Allen County Access Management Regulations are applicable to the section of Cole St. between Robb Ave, and the City of Lima, which is listed as a category III in the plan. The proposed replat will not adversely affect the capacity of Cole Street, or of the subdivision, as no new parcel would be created. Adam Haunhorst reported the Subdivision plat is currently zoned B-1 Local Business District in American Township and is proposed to remain as such. While both the parcels in question would have less than the township's required 100' of road frontage, they both have greater than the 50' of frontage shown on the original plat. There is no expiration date on the subdivision's original plat, meaning the setbacks and frontages shown would still be applicable. It is for this reason the staff believes that the deficient amount of frontage would be acceptable even while in contradiction with the townships zoning standards. Please also note that numerous other parcels exist within this subdivision as they were originally platted, that is to say with a 50' frontage. Walter Rysz had asked if the southernmost parcel will be affected by this replat. Adam Haunhorst had replied in the negative; the replat will not affect the southernmost parcel in any way. Kevin Cox had asked where the 50' of frontage comes from. Adam Haunhorst had replied that when the subdivision was originally platted, each lot had 50' of frontage.

STAFF'S RECOMMENDATIONS:

Adam Haunhorst had stated staff recommends approval as submitted.

DCC RESPONSIBILITIES:

Shane Coleman had stated that the Developmental Controls Committee has the responsibility to: (1) approve the variance petition as submitted; (2) approve the variance petition on conditions as specified; (3) deny the variance petition as submitted based on cause; or, (4) at the request of the petitioner table a decision until certain issues can be resolved.

Motion 107 (10-22-20) EC

Chuck Schierloh made the motion to accept the DCC report and all recommendations and motions be approved. Seconded by Kevin Cox; motion carried.

d. **Transportation Coordinating Committee**

Steve Ewing reported the TCC did not meet in October.

6. **OTHER COMMITTEE REPORTS**

a. **Citizens Accessibility Advisory Committee**

Shane Coleman reported the CAAC did not meet in October.

b. **Citizens Advisory Committee**

Shane Coleman reported the CAC did not meet in October.

c. **Transportation Advisory Committee**

Shane Coleman reported the TAC did not meet in October.

7. STAFF PLANNING ASSISTANCE REPORT

Safe Communities

1. Staff sent four press releases regarding 1) September fatal crash monthly update, 2) Safe Community/FOPA/FOP Annual Awards media event, 3) Mothers Against Drunk Driving (MADD) Top Cop recognition, and 4) FFY 2021 Safe Communities Grant Award.
2. Staff prepared for & held Safe Community/FOPA/FOP Annual Award and MADD Top Cop events.
3. Staff also gave an Operation Lifesaver/seatbelt presentation at Elida High School Drivers Education (39 attended) and talked with Perry and Allen East High schools about teen driving awareness campaigns.
4. Staff facilitated Motorcycle Ohio materials request from ODOT-District 1.
5. Staff also prepared for/attended Coalition, Safety Review Team, and Mothers Against Drunk Driving - Zoom meetings.
6. Staff worked on FFY 2020 Safe Communities Grant - September reimbursement claim and year-end report as well as completed FFY 2021 online grant requirements.

Environmental Planning

1. Staff continued to discuss with partners future of Keep Allen County Beautiful (KACB) at LACRPC.
2. Staff continued to work on dissolution the IRS 501(c)3 KACB non-profit status.

Environmental Planning

1. Staff attended Ottawa River Coalition meeting.

Farmland Preservation

2. Staff reviewed the Local Sponsor Certification Application, application process and deadlines. Staff forwarded application information to West Central Ohio Land Conservancy to verify receipt and submission as applications were due 10/9/2020.

Housing

1. Staff continues meetings and discussions with Jackie Fox and Susan Crotty to discuss status of Lima/Allen County Housing Consortium and set date for meeting with additional stakeholders to discuss same.
2. Staff attended WOCAP Board meeting.
3. Staff attended Four County Housing Training - Session 1 of 8 (Supportive Housing - SH 101, understanding your target population and referral mechanisms & appropriate scaling for your project & site issues).
4. Staff attended meeting of Lima/Allen County Housing Consortium Discussion members to discuss status of consortium, its current role, projects, bylaws, and possible dissolution of the Consortium. Members feel most of the original consortium activities are being met by other stakeholders within the community. Jackie Fox agreed to send bylaws to members for review, further discussion, and possible action.
5. Staff attended Four County Housing Training - Session 2 of 8 (Supportive Housing - Partnership development, development timeline, SH financing fundamentals).

Community Development Block Grant (CDBG) Program

1. Staff facilitated the preparation and filing of program monitoring reports, resolutions, billings, scanning, postings, contract addendums, invoicing, and legal notifications.
2. Staff received and reviewed 2020 Allocation Grant prior to sending to Allen County Commissioners for signatures.
3. Staff received a call from resident regarding a fair housing issue. Staff asked if caller had contacted WOCAP. Caller confirmed contact was made but had yet to hear back from

7. STAFF PLANNING ASSISTANCE REPORT (Continued)

WOCAP. Staff followed up with several questions and contacted WOCAP in reference to call. WOCAP records show the caller's mother called WOCAP on September 23 and the caller called WOCAP on September 24. WOCAP explained to caller she needed to review her lease to see what is allowed in her trailer park. WOCAP subsequently sent out all of the fair housing pamphlets with a request to give WOCAP a call back if further clarification was needed.

4. Staff reviewed resolution and requested signed allocation grant from commissioner's office. Staff requested W-9 from Commissioners for Allocation Grant.
5. Staff sent copies of Shinn checks to Delphos as requested. Staff reviewed Shinn payment and sent additional information to Delphos.
6. Staff created twelve (12) copies of GLCAP brochure and placed in lobby.

Zoning Assistance

1. Staff continues to provide information relative to local zoning regulations to property owners, appraisers, surveyors, and public officials; staff addressed 6 requests for information this past reporting period.
2. Staff received phone call from Brian Binkley (Spencer Township) with zoning question regarding the use of a trailer as temporary office space in conjunction with permanent structure on lot.
3. Bath Township resident made in-person visit requesting updated township zoning map. Staff updated map(s) and emailed to resident.
4. Staff updated Marion Township zoning map.
5. Staff created and finalized DCC presentation for Bath Township zoning.
6. Staff received zoning question from Marion Township regarding the placement of a historic log home on Good Road.
7. Staff took multiple phone calls regarding zoning around airports (Bluffton). Staff advised caller the airport was in Hancock County.
8. Staff met with Auglaize Township Trustee to discuss potential Christmas tree farm township. Staff provided a zoning review as requested.
9. Staff reviewed documents sent by Mark Bishop (Shawnee Township) regarding a previous lot combination. Staff advised LACRPC is not involved in combinations.
10. Staff received call Ron Spencer regarding zoning requirements for potential retail development on State Route 65 between Cairo and Columbus Grove in Monroe Township. Staff reviewed and provided Mr. Spencer with additional information. Monroe Township does not currently have zoning regulations. He was forwarded to Township Trustees.
11. Staff began development of new building flowcharts for use by townships.

Subdivision Regulations

1. Staff responded to 13 telephone inquiries and facilitated 4 in-house reviews. Staff processed 5 land transfers in Amanda (1), Auglaize (2), Marion (1) & Shawnee (1) and approved 6 minor land divisions in Amanda (1), Bath (1), Jackson (3), and Shawnee (1) townships.
2. Staff met with Bath Township Officials, Allen County Engineer Staff, Brian Bacon (Consultant), and Randy Jones (Developer) for subdivision pre-application meeting for Hawthorn Subdivision proposal in Bath Township.
3. Staff met with Bath Township Officials, Allen County Engineer Staff, Brian Bacon (Consultant), and Tony Collins (Developer) for subdivision pre-application meeting for Lost Creek Subdivision proposal in Bath Township.
4. Exchanged multiple emails and conducted three (2- Cindy Leis, 1 - Mark Bishop) phone discussions regarding Randall Bearings project (Shawnee Township). Staff reviewed

7. STAFF PLANNING ASSISTANCE REPORT (Continued)

material presented by Mark Bishop and Joe Gearing. Staff reviewed for potential floodplain issues. Staff met internally multiple times to discuss floodplains, land transfer status, update of deed for land division process. Staff discussed requirements of same with titling company.

5. Staff created six (6) copies of Allen County Subdivision Regulations for subdivision pre-application meetings. Staff created subdivision checklist for pre-application meetings.
6. Staff completed work on Peake replat presentation. Staff spoke to Devin Dye regarding the Peake replat, replats signed by Executive Director, and subsequently called the commissioners to have placed on the meeting agenda for 10/1/2020.
7. Staff created presentation for the Miller replat for the DCC meeting.
8. Staff reviewed previous Hawthorn Subdivision discussions with former Executive Director.
9. Staff completed work on Brookline subdivision. Staff spoke with tax map office regarding the replat process and the Brookline subdivision replat.
10. Staff discussed liability issue of recording plats for clients.

Floodplain Management

1. Staff has fielded numerous inquiries (9) from local engineers, surveyors, realtors, property owners and government officials regarding the floodplain status of local properties.
2. Staff received a call from Sherryl George, City of Delphos to confirm LACRPC administration of Delphos Floodplain Regulations. She indicated there are still two potential development projects which will require permitting.
3. Staff received call from Sherryl George regarding a floodplain question inside the City of Delphos. Resident at 731 S. Main Street wanting to repair porch and add additional 5' to structure. Staff met and followed up with Sherryl. Permit will be required.
4. Staff continued its work on the McCleary Hydrologic and Hydraulic (H&H) Study. Final draft was submitted to Executive Director for review prior to transmittal to Joe Gearing for review by Allen County. Staff had various communications with Mr. McCleary regarding status of the study and permit. Staff received concurrence from Allen County and permit was issued to Mr. McCleary. H&H study and permit materials were then sent to FEMA for review.
5. Staff continued work on Elwer Floodplain Permit (Marion Twp). Staff exchanged multiple emails and phone calls with Brad Core of Core Consulting relative to ongoing Elwer property issue. Staff indicated more information would be required prior to permit issuance. Mr. Core did submit analysis for pre and post conditions. Staff reviewed the analysis and agreed to approve a permit retroactively based upon Mr. Core's calculations and stamped documents. Staff contacted property owner and instructed him to submit the application and associated fee for approval. Staff is still awaiting the application as of October 19, 2020. Follow-up with the property owner was conducted via email the week of October 12, 2020.
6. Staff worked with Ottawa River Coalition and Allen County Stormwater to submit application to FEMA for the Allentown Low head Dam removal project. Staff also spent time discussing permitting process and application fees with ODNR and FEMA. Ottawa River Coalition is hoping to have fees waived due to high cost and available funding. Application contained information as requested by FEMA. Staff awaits word on fee waiver.
7. Staff worked with Marathon Pipeline, LLC, to review and issue floodplain permit for trench fill. Staff exchanged multiple emails and calls requesting additional information for verification prior to final approval and permit issuance.
8. Staff attended Ottawa River Coalition meeting.

7. STAFF PLANNING ASSISTANCE REPORT (Continued)

9. Staff received a phone call from Kathy Feathers (Delphos resident) regarding building project on Lima Avenue inside City of Delphos. Staff shared general process, rules, and options available to her.
10. Staff reviewed City of Delphos Floodplain Regulations in preparation of administration of those regulations as per agreement with the City of Delphos.
11. Staff spoke with Allison Wheaton (AEP) regarding a floodplain development permit for replacement of two poles within the floodplain.

Short Range Transportation Planning

1. Staff met multiple times to review Streetlight software capabilities, potential projects, and training opportunities.
2. Staff continues development of new format for digital e-newsletter.
3. Staff continued documenting articles and September public participation documentation updates. Staff completed Book 2 for FY 2021 PPP documentation updates.
4. Staff reviewed Midwest Regional Rail Handouts as provided by Mayor Berger.
5. Staff attended and met internally to review Rail Grade Crossing Adaptability Study - Final Stakeholder Workshop. Discussed study, data used in conjunction with study and questions related to same.
6. Staff attended Regional Rail Meeting (FRA) and reviewed internally post-meeting.
7. Staff attended ODOT TRAC Meeting.
8. Staff attended OARC Executive Director's Meeting.
9. Staff reviewed Ohio Strategic Highway Safety Plan (SHSP) draft as provided by OARC.
10. Staff Attended National Association of Regional Council GoToWebinar - How LVPC is Responding to Racial Inequity in the Allentown, PA Region.
11. Staff attended Floodplain Management Regulations Webinar – ODNR.
12. Staff fielded call from Sherryl George, City of Delphos regarding a project on First Street. City wanted to confirm First Street was on functional class list/eligible for funding. Potential waterline project identified and interested in sidewalk, curb ramp upgrades. Potential CMAQ project if funding is available.
13. Staff met to discuss train traffic, blocked crossings, previous studies performed by RPC, and potential use of video for analytical purposes. The conversation stems from email received by Trainfo. Email to RPC was spurred by Trainfo conversations with City of Lima.
14. Delphos (108373) CMAQ justification document updated with new funding amount and sent to ODOT for review along with Bluffton (111220) CMAQ justification.
15. Staff spoke with Dave Louth (ACEO) regarding school zones (process to establish, cost, funding). Spencerville Schools inquiring about updated zone on Kolter Road. RPC will research and provide feedback to Dave. Staff met to discuss inquiry, researched and responded to email inquiry.
16. Staff reviewed Table of Obligated Projects process and subsequently reviewed the table prior to publication to website.
17. Staff met with Bluffton University class to review Visions of Allen County in the Year 2020 document. Discussed LACRPC functions (Regional Planning and MPO), transportation and infrastructure planning, TIP, data collection and availability (PPP).
18. Staff met to discuss Streetlight and review analysis created by staff engineer relative to peak morning periods - trips into and out of Allen County. Origins and destinations. Analysis was created in an effort to train staff on use of software.
19. Staff continued updating CMAQ documents per comments from Anthony Hill (ODOT). Finalize and submit PID108373 CMAQ Justification to ODOT Central Office. Approval granted and returned same day.

7. STAFF PLANNING ASSISTANCE REPORT (Continued)

20. Staff reviewed PID108373 in preparation for Delphos City Council meeting 10/5/2020. Reviewed funding, splits, MPO participation, toll revenue credits, etc. Attended City of Delphos Council meeting to discuss PID108373 funding, scope, etc. (PPP).
21. Staff met to discuss Lost Creek traffic counts, SR65/Breese Road counts, Spencerville school zone, Neely Road counts.
22. Staff attended October District Safety Review Team Meeting.
23. Staff met to discuss multiple projects including CMAQ justifications, mapping of bike/ped facilities, speed warrant analysis.
24. Staff reviewed crash data for potential future RSA projects.
25. Staff reviewed Neely Road speed study information provided by CD, reviewed ORC to determine steps necessary to lower speed limit.
26. Staff reviewed agenda, meeting materials, and serious crash maps prepared in preparation of Safe Community Safety Review Team meeting.
27. Staff attended Safe Community Safety Review Team meeting.
28. Staff reviewed accident mapping, Neely Road speed study status and communications, possible street light software projects (capability).
29. Staff reviewed Acadia Road - number of injury accidents, data, wet road conditions, signage, countermeasures, etc. based upon comments in District Safety meeting.
30. Staff attended TMACOG Tech: Marketing + Infrastructure + Government Assets = Economic Development Opportunity.
31. Staff met with Bluffton University class to review Visions of Allen County in the Year 2020 document. Discussed LACRPC functions (Regional Planning and MPO) relative to land use, comp plans, etc. (PPP);
32. Staff met with County Commissioner Beth Seibert, Allen County Engineer staff, and Dave Stratton of AEDG to discuss economic development for long-term planning purposes.
33. Staff reviewed traffic signal upgrades on SR309 with Dave Metzger, Village of Elida. Warrants, funding, etc.
34. Staff spent time editing and updating website.
35. Staff spent time setting up, proctoring and downloading Zoom meetings.
36. Staff continued work on new logo designs.

Transportation Improvement Program (TIP)

1. Staff conducted phone conference with Sheryl George, City of Delphos to review phone call staff received from Delphos Councilman in reference to PID 108373 cost and funding.
2. Staff prepared for and attended TAC meeting.
3. Staff prepared for and attended TCC meeting.
4. Staff reviewed email and attachments from Anthony Hill regarding CMAQ justifications for Delphos and Bluffton Projects and began review of requirements, format, etc. Staff met internally multiple times to discuss CMAQ justification analysis process and agency steps moving forward.
5. Staff updated the TIP on website.
6. Staff discussed projects being considered for MPO funding.
7. Staff reviewed Beaverdam Lighting project for estimate amounts and new comments from ODOT.
8. Staff reviewed/revised TIP regarding recent resolutions and prepared TIP/amendment/press release for upload to website and ODOT extranet and also updated permanent hard files for TIP.
9. Staff completed/posted online SFY 2020 Table of Obligated Projects.

7. STAFF PLANNING ASSISTANCE REPORT (Continued)

Transportation Planning - Surveillance

1. Staff conducted final bike/pedestrian counts as part of the fall count process.
2. Staff attended OARC Transportation Safety Planning Working Group Meeting.
3. Staff met with Activate Allen County to plan for Bike Helmet Giveaway event to be held on 9/26/2020.
4. Staff reviewed materials submitted by City of Lima in reference to Ottawa River Bikeway Project. Staff received an email from Roy Baldrige received on 9/18/2020 requesting update on funding, scope, estimate(s).
5. Executive Director attended Safe Community Coalition Awards Ceremony.
6. Staff prepared for and attended Activate Allen County helmet/food distribution event.
7. Staff met to discuss traffic counts in Lost Creek, SR65/Breese, scheduling time to help with a count and site visits.
8. Staff met to discuss Streetlight analysis and potential uses/projects for same.
9. Staff met to discuss Lost Creek traffic counts, speeds and review same in document created for and sent to Bath Township Trustees.
10. Staff attended Bike and Pedestrian Task Force meeting.
11. Staff met with Roy Baldrige and Tyler Black (JAMPD) to discuss/review proposed Roush/Reservoir Road bike trail, funding streams, plans. Staff subsequently met to discuss proposed ramps and access points as discussed in meeting.
12. Staff attended Activate Allen County meeting.
13. Staff researched Level of Service (LOS) for 5th Street in Delphos.
14. Staff attended Midwest Green Transportation Expo.
15. Staff worked on 2020 serious injury report (data collection, mapping and data breakdown).
16. Staff set various traffic counters throughout the month, collected and filed all data.
17. Staff attended FHWA ADA webinar.
18. Spencerville school zone emails ACEO; Spencerville speed limit-reviewing site and emails w/ ACEO-D. Staff exchanged multiple emails with Spencerville Police Chief and Spencerville Local Schools Superintendent.
19. Staff received call from American Township Police Chief regarding speeds on Neely Road. Staff subsequently set counters, downloaded data and exchanged multiple calls and emails with Chief Reddick. Staff spent time completing speed warrant analysis and exchanging emails and calls with ODOT District One and ACEO regarding same.
20. Staff spent time on GIS training.
21. Staff attended ODOT DSRT meeting.
22. Staff field visits to: SR501/SR177 intersection, Spencerville school zone on Kolter Road, and Acadia Road corridor.

Long Range Transportation Planning

1. Staff met to discuss Harrod Comp Plan progress and ACS data (collection, difficulty in gathering, specific data required for plan).
2. Staff met to discuss an app created by Marin Harbur relative to ACS data. Discussed possible uses for LACRPC and if it is something, we should look at pursuing further. Staff continues to evaluate application and need for same.
3. Staff exchanged multiple emails with Bluffton University staff in an effort to confirm meetings related to the update of the Visions of Allen County Plan 2020.
4. Staff attended Ohio Association of Regional Council (OARC) Safety Working Group meeting.
5. Working in streetlight training and figuring out what program can do; time spent working in streetlight; time spent exploring streetlight data as well as showing results to Shane.

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

6. Staff continued work on Harrod comp plan: writing, editing, data collection (survey result collection and input).
7. Staff attended Ohio Rail Development Commission stakeholder workshop.

Transit Planning

1. Staff sent random drug letter for RTA.
2. Staff attended ACRTA Board meeting.

Motion 108 (10-22-20) EC

Steve Ewing made the motion to accept the Planning Assistance Report. Seconded by Dave Belton; motion carried.

8. **OLD BUSINESS**

None.

9. **NEW BUSINESS**

a. New COVID-19 Rules from CDC

Dave Belton stated that he went to the CDC website and was unable to find the “new” guidance rules about exposure. USA Today had a small piece about the new “rules”. Dave Belton stated that he emailed the USA Today article to Marlene Schumaker.

10. **ADJOURNMENT**

Motion 109 (10-22-20) EC

Thomas Tebben made the motion that the meeting be adjourned. Seconded by Steve Ewing; motion carried.

Submitted by:

Signature/Secretary

Date: _____

Accepted by:

Signature/RPC President

Date: _____