



Lima/Allen County
**REGIONAL PLANNING
COMMISSION**

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TO: TRANSPORTATION ADVISORY COMMITTEE
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Mr. Eric Davis Mr. Mark Droll
Ms. Karen Garland Mr. Daniel Hoying
Mr. Dan Kaseman Mr. Steve Kayatin
Mr. Greg Kessen Ms. Cindy Leis
Mr. Mike Leis Mr. Shawn McPheron
Mr. Jed Metzger Mr. Ron Meyer
Ms. Tracy Sanchez Mr. Charles Schreck
Mr. Tony Wilkerson

FROM: Mr. Kirk Niemeyer, Chairman

DATE: April 13, 2021

RE: TAC Meeting

There will be a **Transportation Advisory Committee** meeting of the Lim-Allen County Regional Planning Commission held on **Tuesday, April 20, 2021** at **1:30 p.m.** via teleconference from the Commission office located at 130 W. North Street, Lima, Ohio.

The agenda will be as follows:

1. Roll Call & Introductions
2. Approval of TAC minutes – February 23, 2021
3. RTA Report
4. DRAFT Transit Development Plan
 - a. <https://www.lacrpc.com/wp-content/uploads/2021/04/FinalDraft.pdf>
5. TIP Updates
 - b. Resolution for Village of Bluffton
 - i. <https://www.lacrpc.com/wp-content/uploads/2021/04/bluffton-resolution-1.pdf>
 - c. Resolution for City of Delphos
 - i. <https://www.lacrpc.com/wp-content/uploads/2021/04/delphos-resolution.pdf>
6. FINAL Title VI Plan
 - d. <https://www.lacrpc.com/wp-content/uploads/2021/01/Title-VI-Plan-Update-2021.pdf>
7. FINAL Public Participation Plan
 - e. <https://www.lacrpc.com/wp-content/uploads/2021/04/PPP-2021.pdf>
 - f. Policy Statement Supporting Adoption of Plan
 - i. <https://www.lacrpc.com/wp-content/uploads/2021/04/policy-statement-of-support-web.pdf>
8. Annual Report
 - g. <https://www.lacrpc.com/7834-2/>
9. Discussion of Bike/Ped
 - h. <https://www.lacrpc.com/wp-content/uploads/2021/04/complete-BikePed-roadmap.pdf>
- 10.
11. Other
12. 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.

c: Mr. Chris Hughes, ODOT

NOTE: PLEASE CALL THE LACRPC WHETHER OR NOT YOU PLAN TO ATTEND.

TRANSPORTATION ADVISORY COMMITTEE

April 20, 2021

There was a **Transportation Advisory Committee** meeting of the Lima-Allen County Regional Planning Commission held on **Tuesday, April 20, 2021**, at **1:30 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 & Introductions
2. Approval of TAC minutes – February 23, 2020
3. RTA Report
4. DRAFT Transit Development Plan
5. TIP Updates
 - a. Resolution for Village of Bluffton
 - b. Resolution for City of Delphos
6. FINAL Title VI
7. FINAL Public Participation Plan
8. Annual Report
9. Discussion of 'bike/Ped
10. Other
11. Adjournment

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

1. ROLL CALL

Mr. Frank Burkett	Federal Highway Administration
Ms. Karen Garland	Allen County Regional Transit Authority
Mr. Dan Kaseman	Village of Elida
Mr. Steve Kayatin	ACSEO
Ms. Cindy Leis	AEDG
Mr. Mike Leis	Village of Beaverdam
Mr. Shawn McPheron	EMH&T
Mr. Ron Meyer	Allen County Engineer's Office
Mr. Kirk Niemeyer	City of Lima
Mr. Charles Schreck	Ohio Department of Transportation District 1

STAFF

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

2. APPROVAL OF TAC MINUTES – February 23, 2021

Motion 15 (04-20-21) TAC

Dan Kaseman made the motion that the TAC minutes of February 23, 2021 be approved. Seconded by Charles Schreck; motion carried.

3. RTA REPORT

Marlene Schumaker reported that it appears there is no one from the Allen County Regional

3. **RTA REPORT** (Continued)

Transit Authority (ACRTA) available. The Committee should have received the ridership information via email. Marlene Schumaker reported that as of the end of March, RTA's ridership numbers have begun to increase. RTA had 1,000 more riders in March 2020 than in March 2019. ACRTA intends to begin a fixed route to the City of Delphos and the Village of Bluffton soon.

Motion 16 (04-20-21) TAC

Shawn McPheron made the motion to accept the ACRTA Report. Seconded by Dan Kaseman; motion carried.

4. **DRAFT TRANSIT DEVELOPMENT PLAN**

Marlene Schumaker stated that many on the Committee may have seen a Transit Development Plan (TDP) before. The document contains an Executive Summary and then Section I includes an Introduction which contains the Rationale, Objective and Overview of the document. Section II contains numerous tables and maps which are a visual version of the document. Pages 2-4 through 2-14 reveal the demographics of the county. Map 2-3 located on page 2-8 reveals the major employers within the fixed route area. There are only a few of the major employers that are not covered by a fixed route. Table 2-4 located on pages 2-14 presents the Demographic Summary of Census Tracts within the Study Area. Marlene Schumaker reported that when the Allen County Regional Transit Authority (ACRTA) is looking to place a route, RTA looks at employers, social service agencies, the number of persons that considered poverty, minority, do not have access to transportation (transportationally disadvantaged), lack a driver's license, do not own a vehicle, etc. The maps within Section II represent the populations previously described. Marlene Schumaker reported Section III contains an actual breakdown of what happens within the actual services provided. Tables 3-5 through 3-7 located on page 3-10 reviews RTA's Actual Revenue Expenses for 2020, Revenue Projections and Expense Projections. When one compares Table 3-6 to Table 3-5, one can see that there was more revenue than expenses which has not occurred for some time. One of the reasons was due to the passage of the levy for RTA as well as receipt of CARES funds. Table 3-6 reveals that RTA anticipates the CARES funds for the next 2 years (2021-2022). Once the CARES funds are depleted, RTA's funding would go back to what it was before the CARES funds. Marlene Schumaker stated that the receipt of the CARES funds will allow RTA to carry over some of their levy funds which will help RTA over the next several years. Table 3-7 reveals RTA's Operating Expenses and does not include any new vehicles RTA might require. Currently, RTA has enough vehicles within their useful life to get them through the next few years. RTA has been applying for federal monies at 100%, no local match required, for the past several years. RTA can apply for these funds 1-2 times per year. Marlene Schumaker reported that RTA attempts to transport 1 passenger for every mile traveled which is checked for service effectiveness. In 2020, RTA was not very effective at meeting this goal. RTA was at .49% instead of coming in at 1% or above. The reason that these numbers were so low was due to COVID-19. RTA was running but for a few months, most places were closed; and then when places began to reopen, many did not accept customers. RTA's cost per mile was fairly good in 2020. Marlene Schumaker reported that RTA's Demand Response service costs were higher than in the past, again due to COVID-19 and transporting fewer passengers. Marlene Schumaker reported that Section IV contains RTA's goals, objectives and performance measures which the Agency will work to meet over the next five years. These goals and objectives that RTA places in the TDP represent what RTA looks to achieve and must be in the document in order to apply for funds for any projects. The list of the main goals and objectives is located at the bottom of page 4-1. Matt Graff asked how

4. DRAFT TRANSIT DEVELOPMENT PLAN (Continued)

the target of 1 passenger per mile was determined. Marlene Schumaker replied that the state determined the target several years ago for all of the transit systems in Ohio. Some of the larger transit systems in Columbus, Cleveland, Toledo, etc. have a difficult time meeting this target on their fixed route systems. These transit systems have difficulty meeting the target mainly due to the number of routes they run. Dan Kaseman asked for clarification of what will happen to RTA's finances when the CARES funds run out. Will RTA be in the "red" again? Marlene Schumaker replied that RTA is looking to use fewer local funds in order to carry those funds over and use them when the CARES funds are no longer available. Karen Garland stated that she agrees with what Marlene Schumaker stated and reported that RTA is being very careful to use as little local money as possible. RTA continues to look for and apply for grants at 100%, no local match required.

Motion 17 (04-20-21) TAC

Dan Kaseman made the motion to accept the DRAFT Transit Development Plan and forward the recommendation on to the TCC for approval. Seconded by Steve Kayatin; motion carried.

5. TIP UPDATES

Shane Coleman reported that there are two resolutions going through the internal committee structure for the Village of Bluffton and the City of Delphos.

a. Resolution for Village of Bluffton

Shane Coleman reported that the first resolution represents a request from the Village of Bluffton to add \$85,000 in Congestion Mitigation Air Quality (CMAQ) funds to the Bluffton Shared Use Path (PID 111220) in FY 2023. Currently, the MPO has funds programmed for the project which was approved late last summer or early fall. Shane Coleman stated that in reviewing the funding for the project and the request for additional funds, the Lima-Allen County Regional Planning Commission (LACRPC) determined to go through the internal committee structure for formal approval and cap the funds for the project at \$300,000. Dan Kaseman asked if there are additional funds allocated to the project and what is the total cost estimate for the project. Shane Coleman replied that he does not have the figures with him at this time but will get back to Dan Kaseman with the answers to his question. Marlene Schumaker obtained the figures requested by Dan Kaseman and reported that the construction costs for this project come to \$1,350,519. The project does have TAP funds allocated.

Motion 18 (04-20-21) TAC

Steve Kayatin made the motion to accept the Resolution: Authorization to add \$85,000 in MPO CMAQ to PID 111220 Bluffton Shared Use Path in FY 2023 and forward the recommendation on to the TCC for approval. Seconded by Mike Leis; motion carried.

b. Resolution for City of Delphos

Shane Coleman reported the next resolution represents a project for the City of Delphos on FY 2023. The city was awarded a Safe Routes to Schools (SRTS) grant. The SRTS funds will be used for projects around Franklin Elementary and Jefferson Middle School along Pierce Street, Washington Street, Fourth Street, Franklin Street, etc. The City of Delphos has requested \$48,000 in CMAQ funds. The MPO currently has no funds allocated to this project. The total construction costs come to \$390,000 with SRTS funds in the amount of \$330,600. Shane Coleman stated that in reviewing the funding for the

5. **TIP UPDATES** (Continued)

b. **Resolution for City of Delphos** (Continued)

project and the request for additional funds, the RPC determined to go through the internal committee structure for formal approval and cap the funds for the project at \$48,000. Kirk Niemeyer asked if SRTS funds were still at 100%, no local match required. Shane Coleman replied in the affirmative.

Motion 19 (04-20-21) TAC

Cindy Leis made the motion to accept the Resolution: Authorization to add \$48,000 of CMAQ Funds to ALL SRTS Delphos, PID 113503 in FY 2023 and forward the recommendation to the TCC for approval. Seconded by Mike Leis; motion carried.

6. **FINAL TITLE VI**

Shane Coleman reported staff is working to finalize this document this week. The draft document has been reviewed by the Committee a few times. There are a few changes yet to be made. The date on the front of the document will be changed from January to April based upon a conversation with ODOT. The change was requested based on Appendix II regarding the Assurances. This appendix is not part of a requirement for the RPC, therefore; Appendix II will be removed. Shane Coleman stated that there are a couple of links that need to be inserted into the document which is the Self-Certification link which will be available on the RPC website. Staff is also in the process of finalizing a Public Participation Plan (PPP) update which will require being updated in this document as well. A link will be placed on the blank page set aside for this purpose. The PPP will be available on the RPC website as well. Shane Coleman stated that the document had alluded to the RPC taking the lead on any Title VI complaints that were presented to the RPC. ODOT suggested that the RPC indicate that the Federal Highway Administration (FHWA) take the lead on Title VI complaints so the document was updated to reflect this change.

Motion 20 (04-20-21) TAC

Shawn McPheron made the motion to accept the FINAL Title VI Plan and forward the recommendation to the TCC for approval. Seconded by Steve Kayatin; motion carried.

7. **FINAL PUBLIC PARTICIPATION PLAN**

Shane Coleman reported staff began reviewing the document back in the fall when Evelyn Smith was still at the RPC. Shane Coleman stated that the updated PPP is somewhat condensed from the previous document. The updated PPP does meet the requirements that the RPC is mandated to follow. At the end of the former PPP, there were a number of tasks mandated with sub-tasks also mandated that required documentation. The RPC and its staff have always believed in transparency and communication and it was determined if these requirements could be achieved with 5 tasks instead of 12, then why have 12 tasks. Shane Coleman reported the Final PPP is going through the internal committee structure for approval and will be submitted to ODOT for their final review and comment.

Motion 21 (04-20-21) TAC

Ron Meyer made the motion to accept the FINAL Public Participation Plan and forward the recommendation to the TCC for approval. Seconded by Shawn McPheron; motion carried.

8. ANNUAL REPORT

Shane Coleman reported that the Committee should have received a link to the RPC's Annual Report. Shane Coleman stated that he wanted to recognize his staff for their hard work in putting the Annual Report together and reported that there were some changes made to the document. The Annual Report is currently on the RPC website in a flipbook format. The document wraps up the past year (CY 2020) at the RPC. The document contains a Director's Message, an Overview of the Agency as well as highlighting the members of the RPC and over 20 local jurisdictions that are members of the RPC. Shane Coleman stated that then RPC would also like to recognize the Sustainability partners this year which are located on page 4. Pages 5 and 6 breaks down the income and expenses over the past year. The document looks at transportation and transit planning as well as programs and committees of the Agency. The document briefly reviews the Safe Communities Program, Safe Communities Awards winners for 2020, Activate Allen County and the Community Development Block Grant (CDBG) Program. Shane Coleman reported that the document next reviews the various committees and the types of work that these committees participate in.

Motion 22 (04-20-21) TAC

Steve Kayatin made the motion to accept the 2020 Annual Report and forward the recommendation on to the TCC for approval. Seconded by Ron Meyer; motion carried.

9. DISCUSSION OF BIKE/PED

Shane Coleman reported that staff has been working with the Bike/Ped Task Force, Johnny Appleseed Metropolitan Park District (JAMPD), City of Lima, etc. to update the bike and pedestrian map brochure. The brochure is going through the internal committee structure this week and will be presented the Bike/Ped Task Force next month. Staff anticipates the brochure to be available to the public in late May. Shane Coleman stated that once the brochure has been approved, staff will email all of the committees a link to the brochure. Shane Coleman reported that staff sent out an email stating that the bike and pedestrian counts begin in May along with a link for those interested to sign up to take bike/ped counts. The count dates are May 10 through May 16. For informational purposes, no action required.

10. OTHER

a. City of Lima Comprehensive Plan

Shane Coleman reported staff has been working with the City of Lima on its Comprehensive Plan. Staff is working as quickly as possible on the Plan but much of the Plan is related to Census data. Staff has been hearing that the Census data will be released sometime between September and December. Shane Coleman stated that at the Mayor's Press Conference last week, it was revealed that there is a survey that is available for the general public to take and the survey data will be used to complete the Plan. Staff asks that the members of the Committee take the survey which is very quick.

b. Development Survey

Shane Coleman reported that staff is working to develop a development survey which is a way to gauge the county's subdivision, floodplain, and zoning regulations. Staff is looking at different perspectives from township trustees, zoning officials, county employees, the general public, attorneys, bankers, etc. Staff would like some feedback about the process, regulations and why various people and groups feel that the

10. **OTHER** (Continued)

b. **Development Survey** (Continued)

regulations stifle development growth in Allen County. The survey will be posted to the RPC website and a link will be emailed to all the committees' members.

11. **ADJOURNMENT**

Motion 23 (04-20-21) TAC

Ron Meyer made the motion that the meeting be adjourned. Seconded by Mike Leis; motion carried.