

EXECUTIVE COMMITTEE
January 27, 2022

The **Executive Committee** of the Lima-Allen County Regional Planning Commission met on **Thursday, January 27, 2022** at **4:00 p.m.** in the Commission office located at 130 West North Street, Lima, Ohio.

The agenda was as follows:

1. Roll Call
2. Approval of Executive Committee Minutes – December 16, 2021
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. Executive Session for employment purpose
11. Adjournment

A quorum being present, Steve Ewing brought the meeting to order and proceeded with the agenda.

1. ROLL CALL

Mr. Kevin Cox	Perry Township
Mr. Howard Elstrow	City of Lima
Mr. Steve Ewing	Auglaize Township
Mr. Mitchell Kingsley	Village of Bluffton
Mr. Doug Post	Amanda Township
Mr. Chuck Schierloh	City of Lima
Ms. Beth Seibert	Allen County

STAFF

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

2. APPROVAL OF EC MINUTES – December 16, 2021

Motion 1 (1-27-2022) EC

Howard Elstro made a motion that the Executive Committee minutes of December 16, 2021, be approved. Seconded by Beth Seibert, motion carried.

3. COMMUNICATIONS

Mr. Coleman explained to the Committee that he has received resignation letters from Dave Belton and Robert Sielschot. To cover these vacancies Mr. Colman spoke with both Jamie M and Shawn Mc. They are willing to move to the EC and TCC committees. Beth Seibert has agreed to become the Secretary for the EC and Kevin Cox has agreed to be the Treasurer.

Motion 130 (1-27-22) EC

Howard Elstro made the motion to approve movement of the Committee members. Seconded by Doug Post, motion carried.

4. FINANCIAL REPORT

a. Budget Report

Marlene Schumaker reported that the financial reports were sent out with the agendas. The Income and Expenses are still all within budget.

Motion 2 (1-27-22) EC

Mitchell Kingsley made the motion to approve the Budget Report. Seconded by Kevin Cox, motion carried.

b. Bills to be Approved

Marlene Schumaker reported that the invoices paid in December were also sent by email. Richland Engineering invoice was for the review of a subdivision and will be reimbursed by the developer. The invoice for Julian & Grube was for the OPERs compilation for the FY 2021 Audit.

Motion 3 (1-27-22) EC

Mitchell Kingsley made the motion to approve the bills to be paid. Seconded by Kevin Cox, motion carried.

c. Payroll and OPERS

<u>Payroll</u>	<u>Amount</u>	<u>PERS</u>	<u>Medical</u>	<u>Benefit</u>
12-15-2021	\$15,690.43	\$2,196.66	\$227.51	\$1,888.10
12-29-2021	\$12,856.80	\$1,799.95	\$186.42	
1-12-2022	\$14,402.24	\$2,016.31	\$208.83	\$1,241.79

Motion 4 (1-27-22) EC

Mitchell Kingsley made the motion to approve Payroll and OPERS. Seconded by Kevin Cox, motion carried.

5. STANDING COMMITTEES

a. Administrative Affairs Committee

Did not meet in January

b. Community Development Committee

CDC did not meet in January

c. Developmental Controls Committee

d. Transportation Coordinating Committee

The TCC met on January 27, 2022 with the following agenda:

1. Roll Call
2. Acceptance of TAC minutes – January 25, 2022
3. Approval of TCC minutes – October 28, 2021
4. RTA Report
5. DRAFT FY 2023 UPWP
6. DRAFT 2021 Fatal Crash Report
7. Gomer Streetscape Study
8. ADA Update
9. RTPO/EDD Update
10. Funding Update
11. Other
12. Adjournment

Insert link for TCC

6. OTHER COMMITTEE REPORTS

a. CAAC Committee

CAAC did not meet in January

b. CAC Committee

The CAC met on January 25, 2022 with the following agenda:

1. Roll Call & Introductions
2. Approval of CAC minutes – August 24, 2021
3. DRAFT FY 2023 UPWP
4. DRAFT 2021 Fatal Crash Report
5. Gomer Streetscape Study
6. RTA MOU
7. ADA Update
8. RTPO/EDD Update
9. Funding Update
10. Other
11. Adjournment

Insert link for CAC

c. TAC Committee

The TAC Committee met on January 25, 2022 with the following agenda:

1. Roll Call & Introductions
2. Approval of TAC minutes – October 26, 2021
3. RTA Report
4. DRAFT FY 2023 UPWP
5. DRAFT 2021 Fatal Crash Report
6. Gomer Streetscape Study
7. RTA MOU
8. ADA Update
9. RTPO/EDD
10. Funding Update
11. Other
12. Adjournment

Insert link for TAC

Motion 5 (1-27-22) EC

Mitchell Kingsley made the motion to approve the committee reports. Seconded by Kevin Cox, motion carried.

7. STAFF PLANNING ASSISTANCE REPORT DECEMBER 2021

**STAFF REPORT
DECEMBER 2021**

205 Safe Communities

1. Staff prepared and sent the claim report to ODPS.
2. Staff gathered materials and sent them to MADD for an event.
3. Staff prepared for and attended Partner's Breakfast.
4. Staff prepared material and scheduled Safety Review Team meetings.
5. Staff began planning for the TOP COIP event.

402 Farmland Preservation

1. Staff attended Farmland Preservation Advisory Board Meeting in Columbus.

415 CDBG

1. Staff attended the Allocation 2020 bid opening.
2. Staff prepared and sent new data forms to OCD.
3. Staff accepted and accounted for a mortgage payment for CDBG Client.

501 Zoning Assistance

1. Staff received zoning questions and referred to the City of Lima.
2. Staff prepared a Spencerville zoning map.

505 Subdivision Regulations

1. Lot split questions answered (16)

2. Land Exempt questions answered (2)
3. Processed lot splits (8).
4. Final approval for Brookline subdivision plant
5. Staff attended a virtual OARC meeting.
6. Country Aire subdivision stormwater review.

510 Floodplain Management

1. Staff reviewed the plan set by County Engineers Office for land in American Township.
2. Staff discussed with ACEO ditch maintenance and floodplain permits requirements.
3. Staff reviewed Gomer Station plans.
4. Staff attended the ODNR floodplain conference.

601 Short Range Planning

1. Staff discussed with ODO, ACEO, Access Engineering Gomer Study, and upcoming projects.
2. Staff met with the City of Delphos regarding the Gressel Drive project.
3. Staff corresponded with Allen County Prosecutor's Office regarding the roadway classification of Jay Begg Parkway.
4. Staff followed up on township funding applications
5. Staff reviewed and commented on project summary sheets for CRSAA projects submitted by members.
6. Staff attended the Local Emergency Planning Committee meeting.
7. Staff reviewed various communications and policies received relative to FY 2023 UPWP, Bipartisan Infrastructure Bill (BIL).
8. Review of OARC communications regarding SB277 and discussion of same with staff.
9. Staff researched and reviewed gas tax information relative to SB277.
10. Staff met with a resident to discuss intersection safety issues in Allen County.
11. Staff reviewed RTPO guidelines and sent an email to ODOT Central Office with questions.
12. Staff drafted and sent a letter to members regarding SB277 gas tax proposal.
13. Staff reviewed the response from the City of Lima for inclusion in SB277 information for OARC.
14. Staff had email communications with the City of Delphos regarding project funding updates for S. Main Street.
15. Staff reviewed the OARC Statewide CMAQ report.
16. Staff reviewed a Downtown Lima Parking Study.
17. Staff reviewed OARC emails regarding Brownfield funding status and forwarded the information to interested parties.
18. Staff facilitated a phone conference with ODOT to discuss the potential Gomer Streetscape project.

19. Staff did EDA grant research for a potential Gressel Drive project in Delphos. In addition, staff spoke with the City of Delphos and AEDG.

602 Transportation Improvement Program

1. Staff reviewed SFY 2023 Lockdown 7th draft.

605 Surveillance

1. Staff gathered traffic crash information for Eastown and Elida for County Engineer's office.
2. Staff performed Streetlight modeling for SR 309 and Eastown and gathered traffic counts for the same.
3. Staff prepared, reviewed the Fatal Crash Report.
4. Staff discussed the future of traffic counts.
5. Discussion among staff discussing Transportation Performance Measures Data/Graphs.
6. Staff prepared an unwarranted intersection map.
7. Staff attended the OARC Transportation Directors meeting.
8. Staff ran an analysis for top routes in and out of Lima.
9. Staff prepared fatal crash maps for Allen County.
10. Staff attended the District Safety Review Team meeting.
11. Staff reviewed and analyzed transportation/traffic data for the Central Business District in Lima.

6058 Transportation STP

1. Staff attended Activate Allen County meeting.
2. Staff attending WOCAP meeting.
3. Staff had email communications with WOCAP regarding the need for a Community Assessment update.
4. Staff reviewed OARC emails regarding Brownfield funding status and forwarded them to interested parties.
5. Staff reviewed the Broadband Ohio website, materials, and potential grant programs.
6. Staff reviewed bike and pedestrian material and requested updates on infrastructure from stakeholders.
7. Staff exchanged multiple emails with Mercy Health regarding Metopio data.

610 Long Range Planning

1. Staff put together the population characteristics section of the Lima Comp Plan.
2. Staff held multiple Lima Comp plan discussions, preparation, and review.
3. Staff gathered and reviewed broadband development in Allen County.
4. Staff reviewed the Lima Parking Study.
5. Staff worked on updating water and sewer maps.
6. Staff prepared and met with the Village of Elida administration.
7. Staff reviewed land-use questions in American Twp and discussed with AC Stormwater.
8. Staff gathered land use information regarding agriculture for the Ottawa River Coalition.

9. Staff edited the CRSAA funding application summary.
10. Staff prepared a broadband overview map for an expansion grant.
11. Staff gathered crime data and mapped it (2016-2018).
12. Staff attended a virtual Census webinar.
13. Staff prepared a gas tax distribution chart.

675 Transit

1. Staff attended Allen County Regional Transit Board meeting

Motion 6 (1-27-22) ECC

Chuck Schierloh made the motion to approve Staff Planning Report; Seconded by Beth Seibert; motion carried.

8. OLD BUSINESS

None

9. NEW BUSINESS

Shane Coleman reported that the ACRTA Board approved the MOU between LACRPC and ACRTA for CY 2022. The Board agreed to sign the MOU between the two agencies.

Shane Coleman presented to the Committee a new job description for their consideration.

Marlene Schumaker explained that the 2021 audit has been finalized by the auditors and submitted to the State Auditor's Office. There are copies for the Board if any member would like one.

Shane Coleman told the Board that Adam Haunhorst received the Ottawa River Outstanding Watershed Award.

Motion 7 (1-27-22) ECC

KevinCox made the motion to approve the ACRTA/LACRPC MOU; Seconded by Beth Seibert; motion carried.

Motion 8 (1-27-22) ECC

KevinCox made the motion to approve the new Job Discription; Seconded by Beth Seibert; motion carried

10. ADJOURNMENT

Motion 9 (12-16-21) EC

Howard Elstro made the motion that the meeting be adjourned. Seconded by Doug Post, motion carried.

Submitted by:

Accepted by:

Signature/Secretary

Signature/RPC President

Date: _____

Date: _____


