

EXECUTIVE COMMITTEE
December 16, 2021

The **Executive Committee** of the Lima-Allen County Regional Planning Commission met on **Thursday, December 16, 2021**, 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 – November 18, 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	In Person
Mr. Howard Elstrow	City of Lima	In Person
Mr. Steve Ewing	Auglaize Township	In Person
Mr. Jerry Gilden	Marion Township	In Person
Mr. Mitchell Kingsley	Village of Bluffton	Zoom
Ms. Beth Seibert	Allen County	In Person

STAFF

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

2. APPROVAL OF EC MINUTES – November 18, 2021

Motion 117 (12-16-21) EC

Kevin Cox made a motion that the Executive Committee minutes of November 18, 2021, be approved. Seconded by Doug Post, motion carried.

3. COMMUNICATIONS

a. State Capital Budget

Shane Coleman noted an email from OARC regarding the capital budget process for next year. The Senate has set March 18, 2022, as the deadline for capital requests to be in legislative offices. OBM is asking for a little more information about projects this year. Mr. Coleman will share that information with those interested in submitting requests.

b. House Bill 110 0 Brownfield Rules

Shane Coleman received an email on December 7, 2021, notifying the Agency that the Governor has signed an Executive Order authorizing the Department of Development to file rules for the \$350 million brownfield program as emergency rules. LACRPC forwarded that information to the Allen County Commissioners, Allen County Economic Development Group, and the City of Lima.

c. ODOT Township Funding Program

Mr. Coleman communicated with ODOT District One regarding the status of the ODOT Township Funding applications submitted by various Allen County townships. ODOT anticipates award notifications to be sent in late January or early February.

d. Broadband Expansion Authority

Mr. Coleman received notification on December 15, 2021, that the Broadband Expansion Authority had met for a second time. Its meeting was primarily administrative, but it reported that 218 applications were submitted for projects amounting to \$2.6 billion in requested funds. The inaugural round of grants will be funded by \$250 million. LACRPC continues to research and review current coverages and speeds throughout Allen County.

e. New Legislation: Gas Tax & EV Registration Fees

OARC notified the Executive Director's group that a bill was introduced on Tuesday, December 14, that seeks to temporarily reduce the motor fuel excise tax and suspends collecting additional motor vehicle registration fees on electric and hybrid vehicles. Mr. Coleman will keep the committees apprised of the bill's status as it moves forward. It should be noted that neither the Governor's Administration nor ODOT was aware the bill was being introduced.

f. SFY 2023 Work Program

Mr. Coleman reported that the Agency received notice that the SFY 2023 Work Program notification was received from ODOT via email on December 16, 2021. The DRAFT UPWP is due March 4, 2022. Mr. Coleman notified the committee that they would be reviewing that document at the February committee meetings.

g. Ohio Farmland Preservation Advisory Board

Mr. Coleman shared that he had received a letter notifying him of his reappointment to the Ohio Farmland Preservation Advisory Board.

h. Bipartisan Infrastructure Law (BIL)

Mr. Coleman received a communication from Federal Highway's Division Administrator, Ohio Division, just before the start of today's meeting. The guidance is intended to serve as an overarching framework to prioritize BIL resources on projects that will Build a Better America. Mr. Coleman and staff will review the guidance and update the various committees as appropriate.

i. Committee Resignations

Mr. Coleman received notifications from Br. Dave Belton and Mr. Robert Sielschott would leave their committee appointments at the end of 2021 due to their departures

from their current elected offices. Mr. Coleman indicated he would be reaching out to Board President Steve Ewing to discuss. Per LACPRC bylaws, the President is charged with appointing successors subject to Executive Committee confirmation. These appointments will be for the remainder of the unexpired terms.

j. Liability Insurance Update

The agency received a letter from Cincinnati Insurance that the general liability and the umbrella liability will include a Communicable Disease Exclusion., and the Commercial Property Coverage will include a Cyber Incident Exclusion when the renewal comes due in 2022. The cyber exclusion will be covered under two addendums LACRPC added to the policy several years ago, which will remain in effect.

Motion 118 (12-16-21) EC

Beth Seibert made the motion to approve the communication. Seconded by Kevin Cox, 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 119 (12-16-21) EC

Doug Post 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. Eastern Engineering invoice was for the plotter that was approved by the Committee for purchase at the October AAC meeting. S&J Company is for six months of parking for all employees. NARC is for the 2021 membership.

Motion 120 (12-16-21) EC

Doug Post 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>
11-17-2021	\$12,708.81	\$1,779.23	\$187.25	
12-1-2021	\$14,098.59	\$1,973.80	\$204.43	\$1,241.79

Motion 121 (12-16-21) EC

Doug Post 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 December

b. Community Development Committee

CDC did not meet in December

c. Developmental Controls Committee

The DCC meeting was held on December 7, 2021. There was one item on the agenda the replat of the Brooklin Subdivision No. 1. With six members present Mr. Schierloh brought the meeting to order. Kevin Cox made the motion that the agenda be approved. Seconded by Beth Seibert, motion carried. Brad Baxter made the motion that the DCC minutes of October 26, 2021, be approved. Seconded by Jerry Gilden; motion carried. Adam Haunhorst reported that the applicant requested a replat of the existing Brookline Subdivision No.1. The subdivision was approved with the consent of the Allen County Recorder in September of 1951. The current subdivision was platted with full access to water, sanitary sewer, electric, public streets, and gas. The proposed replat was reviewed to ensure its continued compliance with environmental issues related to wetlands, floodplains, historical landmarks, and archeological sites. The proposed parcels are serviced by Cole Street, a high-volume street classified as a major collector on the federal functional classification system. Cole Street is listed on the Allen County Access Management Plan and therefore is subject to its restrictions. Although, because of the nature of the proposed work, no conflict with the regulation above is anticipated. Many lots are being combined into two larger lots, therefore, lowering the total number of access points along Cole Street. This replat would also more closely align the property configuration with its usage.

The subdivision is currently zoned as a B-1 in American Township and is proposed to remain. The existing lots are non-compliant with current American Township Zoning requirements; by combining these lots, all lots will become compliant or, at the very least close to compliance. Please note that this would eliminate multiple buildable lots while creating a new lot more representative of the current land use. The Staff recommends approval as submitted.

- Mr. Schierloh asked what the long-range plans were for the parcel. Mr. Haunhorst responded that the goal was to sell the property, but no additional information was available to regional planning. Any significant business changes would have to apply through American Township for a zoning change.
- Mr. Cox asked if this would be a useable lot when combined, Mr. Haunhorst responded affirmatively.
- Mr. Gilden asked about the southern two parcels, and Mr. Haunhorst explained that they would be combined into the adjacent parcels.
- Mr. Cox asked about the dimensions of the lot. Mr. Haunhorst responded with the dimensions.

Kevin Cox made the motion that the staff recommendation is approved. Seconded by Jerry Gilden, motion carried.

Adam Haunhorst notified the committee that the commission continued work on the Lima Comprehensive Plan. Hopefully, it should be working its way through the committee structure within the next few months. Adam also notified the committee that work had begun on the 2021 fatal crash report had begun and that some PUD-based items would be coming in.

Kevin Cox made the motion that the meeting be adjourned. Beth Seibert seconded, motion carried.

- d. Transportation Coordinating Committee
TAC did not meet in December

6. OTHER COMMITTEE REPORTS

- a. CAAC Committee
CAAC did not meet in December
- b. CAC Committee
CAC did not meet in December

Motion 122 (12-16-21) EC

Doug Post made the motion to approve the committee reports. Seconded by Jerry Gilden, motion carried.

7. STAFF PLANNING ASSISTANCE REPORT NOVEMBER 2021

205 ODPS

1. Staff worked on claim reimbursements for September and October.
2. Staff worked on emails awards ceremony.
3. Staff worked on the event schedule.
4. Staff collected and reviewed data for Safety Review Team Meeting.
5. Staff conducted Safety Review Team Meeting.
6. Staff started planning for partner's breakfast.
7. Staff prepared and sent a press release for the Thanksgiving enforcement campaign.

402 Farmland Preservation

1. Staff exchanged correspondence with Farmland Preservation Board and completed board member applications.

415 CDBG

1. Staff worked to input the 2022 CDBG Allocation Grant budget into MUNIS.
2. Staff completed resolution on 2020 Allocation Grant bid.
3. Staff prepared and sent Conditional CHOIP Award Letter PY 2021.

501 Zoning

1. Staff updated the Beaverdam zoning map.
2. Staff updated Perry's zoning map.

505 Subdivisions

1. Staff responded to various lot split questions (18).
2. Staff processed 14 lot splits/land transfers.

510 Floodplains

1. Staff facilitated floodplain permits Delphos (2).
2. Staff attended the Ottawa River Coalition meeting.

601 Short Range Planning

1. Staff corresponded with Townships and Allen County Engineers Office regarding the Township Stimulus program.
2. Staff worked on the quarterly newsletter.
3. Staff reviewed and responded to FHWA Integrated Planning Report.
4. Staff reviewed the final bridge invoice with the City of Delphos.
5. Staff collected land use data per a request from the Ottawa River coalition.
6. Staff reviewed CRRSSA projects submitted by member agencies.
7. Staff reviewed the website for updates and staff discussion regarding the same.
8. Staff exchanged emails with AC Prosecutor's Office regarding permissive taxes.
9. Staff attended the Regional Shared Services webinar.
10. Staff reviewed infrastructure bill and allocation programming.
11. Staff attended the OARC Executive Directors meeting.
12. Staff reviewed a draft summary of infrastructure bill highlights for committees.
13. Staff attended Locally Sponsored projects monthly update meetings with ODOT and local political subdivisions.
14. Staff conducted an internet search of the infrastructure bill, program, grants, eligibility, etc.
15. Staff reviews of ODOT weekly MPO reports.
16. Staff reviewed UPWP category descriptions and tasks for land use references and requirements. In addition, staff reviewed Ohio Revised Code requirements for same.
17. Staff collected and reviewed various RTPO data materials and sources for upcoming pilot project meetings.
18. Staff reviewed the National Association of Counties summary and analysis of Build Back Better.
19. Staff review of Village of Cairo project submission for CRRSAA funding.

602 TIP

1. Staff discussion and review of current TIP projects and MPO Long-Range Plan.

605 Surveillance

1. Staff developed and edited packets for potential development sites in Allen County.
2. Staff reviewed and compiled crash data for the Village of Elida.
3. Staff conducted traffic counts on Hume Road.
4. Staff conducted various traffic counts for the Village of Elida.
5. Staff exchanged emails regarding Pioneer Road traffic counts.
6. Staff reviewed the City of Lima State Route alignment and forwarded it for review as part of the Lima Comprehensive Plan.
7. Staff reviewed and supplied material for data requests relative to development near Cridersville.
8. Staff attended the OARC Transportation meeting.
9. Staff conducted Speed Warrant Study at Bluffton State Route 103.
10. Staff conducted Speed Warrant Study at Hume Road.

6058 Transportation STP

1. Staff met with Allen County Health to discuss HCI data.
2. Staff attended Activate Allen County Operations Committee meeting.
3. Staff attended the Bike and Pedestrian Task Force meeting.
4. Staff continued mapping of bike counts.
5. Staff exchanged correspondence with Activate Allen County regarding the Healthy Families Expo materials.
6. Staff attended the WOCAP Board meeting.
7. Staff worked to finalize and complete Activate bike brochures.
8. Staff exchanged correspondence with Mercy Health and reviewed/followed up on the Metopio data program.

610 Continuing Planning

1. Staff continued work on the Lima Comprehensive Plan.
2. Staff met with the City of Lima to discuss the Comprehensive Plan.
3. Staff prepared maps for AEDG.
4. Staff prepared maps for township stimulus grant applications.
5. Staff met to discuss Lima Comprehensive Plan progress and the need for additional information, plan format, and content.
6. Staff attended a Greater Lima Region Development and Land Use meeting.
7. Staff exchanged correspondence with ODOT District to discuss potential development sites, uses, funding, potentials, and stakeholders' meetings.
8. Staff continued work on the Elida Comprehensive Plan.
9. The staff planned to attend the Greater Lima Region December meeting forwarded the information to EDA.
10. Staff prepared demographic tables.
11. Staff continued communications with the Village of Elida Administration regarding the comprehensive plan.
12. Staff reviewed material from ACSE regarding utilities and future development /land use.

13. Staff worked on Streetlight downloads for surrounding counties, origin/destination information.

6104 Long Range Planning

1. Staff worked to complete Township Stimulus Program applications.

674 Mass Transportation

1. Staff participated in the virtual FACTS coalition meeting.
2. Staff produced maps for AAA3.

Motion 123 (12-16-21) ECC

Kevin Cox made the motion to approve Staff Planning Report; Seconded by Beth Seibert; motion carried.

8. OLD BUSINESS

None

9. NEW BUSINESS

None

11 EXECUTIVE SESSION FOR PERSONEL ISSUES

Motion 124 (12-16-21) ECC

Howard Elstro made the motion to go into Executive Session to discuss personal issues; Seconded by Beth Seibert; motion carried.

Role Call

Kevin Cox	Yes
Howard Elstro	Yes
Steve Ewing	Yes
Jerry Gilden	Yes
Doug Post	Yes
Beth Seiber	Yes

Motion 125 (12-16-21) ECC

Howard Elstro made the motion to come out of Executive Session; Seconded by Doug Post; motion carried.

Role Call

Kevin Cox	Yes
Howard Elstro	Yes
Steve Ewing	Yes
Jerry Gilden	Yes

Doug Post Yes
Jerry Gilden Yes

Motion 126 (12-16-21) ECC

Doug Post made the motion to hire Shaunna K. Basinger for the position of Public Outreach and Community Program Planner; Seconded by Kevin Cox; motion carried.

Motion 127 (12-16-21) ECC

Jerry Gilden made the motion to update the Grant Administrator job description; Seconded by Beth Seibert; motion carried.

Motion 127 (12-16-21) ECC

Howard Elstro made the motion to allow the Grants Administrator to carry over CY 2021 vacation time into CY 2022; Seconded by Doug Post; motion carried.

11. ADJOURNMENT

Motion 128 (12-16-21) EC

Jerry Gilden 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: _____


