

EXECUTIVE COMMITTEE
April 28, 2022

The **Executive Committee** of the Lima-Allen County Regional Planning Commission met on **Thursday, Thursday April 28, 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 – March 24, 2022
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

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 Elstro	City of Lima
Mr. Steve Ewing	Auglaize Township
Mr. Mitch Kingsley	Village of Bluffton
Mr. James Mehaffie	City of Delphos
Mr. Doug Post	Amanda Township
Mr. Thomas Tebben, virtual	City of Lima
Ms. Beth Seibert	Allen County Commissioner's Office
Mr. Chuck Schierloh	City of Lima

STAFF

Mr. Shane Coleman	Lima-Allen County Regional Planning Commission
Ms. Shaunna Basinger	Lima-Allen County Regional Planning Commission

2. APPROVAL OF EC MINUTES – March 24, 2022

Motion 31 (4-28-2022) EC

Kevin Cox motioned the Executive Committee minutes of March 24, 2022, to be approved. Seconded by Doug Post, motion carried.

3. COMMUNICATIONS

None

4. FINANCIAL REPORT

a. Budget Report

Motion 32 (4-28-22) EC

Thomas Tebben made the motion to approve the Budget Report. Seconded by Howard Elstro, motion carried.

b. Bills to be Approved

Motion 33 (4-28-22) EC

Thomas Tebben made the motion to approve the bills to be paid. Seconded by Howard Elstro, motion carried.

c. Payroll and OPERS

<u>Payroll</u>	<u>Amount</u>	<u>PERS</u>	<u>Medical</u>	<u>Benefit</u>
3-23-2022	\$15,233.60	\$2,132.70	\$220.89	
4-6-2022	\$17,637.20	\$2,469.21	\$255.74	\$2,403.60

Motion 34 (4-28-22) EC

Thomas Tebben made the motion to approve Payroll and OPERS. Seconded by Howard Elstro, motion carried.

5. STANDING COMMITTEES

a. Administrative Affairs Committee

The AAC met on March 23, 2022 with the following agenda:

1. Roll Call
2. Approval of Agenda
3. Approval of AAC minutes- November 17, 2021
4. Staffing
5. Building Project
6. Painting Project
7. Policy updates
 - a. Credit card policy
 - b. Juneteenth Holiday
8. Other
9. Adjournment

[AAC March min.pdf](#)

Motion 35 (4-28-22) EC

Howard Elstro made the motion to accept the AAC committee report. Seconded by James Mehaffie, motion carried.

b. Community Development Committee

CDC did not meet in April

c. Developmental Controls Committee

The DCC met on March 29, 2022 with the following agenda:

1. Roll Call
2. Approval of Agenda
3. Approval of DCC Minutes – February 1, 2022 & March 15, 2022
4. American Township Zoning Petition AM-01-22
5. American Township Zoning Petition AM-02-22
6. Shawnee Township Zoning Petition SH-01-22
7. Other
8. Adjournment

[DCC March 2022 Minutes.pdf](#)

The DCC met on April 26, 2022 with the following agenda:

9. Roll Call
10. Approval of Agenda
11. Approval of DCC Minutes – March 29, 2022
12. Seven Oaks Subdivision Expansion #3
13. Other
14. Adjournment



DCC 4-26-2022
Minutes.pdf

Motion 36 (4-28-22) EC

Kevin Cox made the motion to accept the DCC committee report. Seconded by Doug Post, motion carried.

d. Transportation Coordinating Committee

The TCC met on April 28, 2022 with the following agenda:

1. Roll Call
2. Acceptance of TAC minutes – April 26, 2022
3. Approval of TCC minutes – February 24, 2022
4. RTA Report
5. Ohio 2022-2026 Federal Transportation Performance Measures (Resolution)
6. Metropolitan Transportation Planning Process Certification (Resolution)
7. Final FY2023 UPWP (Resolution)
8. Active Transportation Plan Update

- 9. Other
- 10. Adjournment



TCC
min-4-28-22.pdf

6. OTHER COMMITTEE REPORTS

a. CAAC Committee

CAAC did not meet in April

b. CAC Committee

The CAC met on April 26, 2022 with the following agenda:

1. Roll Call
2. Approval of CAC minutes- January 25, 2022
3. Ohio 2022-2026 Federal Transportation Performance Measures (Resolution)
4. Metropolitan Transportation Planning Process Certification (Resolution)
5. FINAL FY2023 UPWP (Resolution)
6. Active Transportation Plan Update
7. Other
8. Adjournment



CAC (04-26-22)
Min.pdf

Motion 37 (4-28-22) EC

Kevin Cox made the motion to approve the committee report. Seconded by Beth Seibert, motion carried.

c. TAC Committee

The TAC met on April 26, 2022 with the following agenda:

1. Roll Call & Introductions
2. Approval of TAC minutes – February 22, 2022
3. Ohio 2022-2026 Federal Transportation Performance Measures (Resolution)
4. Metropolitan Transportation Planning Process Certification (Resolution)
5. Final FY 2023 UPWP (Resolution)
6. Active Transportation Plan Update
7. Other
8. Adjournment



TAC (4-26-22)
Min.pdf

Motion 38 (4-28-22) EC

Kevin Cox made the motion to approve the committee report. Seconded by Beth Seibert, motion carried.

7. STAFF PLANNING ASSISTANCE REPORT March 2022

STAFF REPORT March 2022

205. Safety Grant

1. Staff worked with partners on mock crash events.
2. Staff prepared reimbursement materials and claims.
3. Staff prepared public service announcements for upcoming events.
4. Staff prepared the ODPS reimbursement claim and submitted it.
5. Staff created a Drive Safe Brochure.
6. Staff created mock crash brochures.
7. Staff gathered motorcycle awareness material.
8. Staff prepared an occupant protection assessment survey.

305. Environmental Protection

1. Staff updated some material for the Ottawa River Clean-Up.
2. Staff created Ottawa River flier.

401. Regional Development

1. Staff attended District 13 Natural Resource Assistance Council Meeting.

415. CDBG

1. Staff reviewed an application for Allocation 2022 funds with several prospective applicants.
2. Staff had a conference call with GLCAP and Putnam County on current 2019 CHIP progress and reviewed CHIP 2022 program expectations.
3. Staff worked with ODSA to get a new password for OCEAN and then prepared and submitted the March monitoring report.
4. Staff discussed opportunities with ACSEO to use allocation funds along with the current ACSEO project.
5. Staff received a call from Kenton Community Development Dept regarding a person in Lima.
6. Staff discussed with Access Engineering the possibility of the house to house surveys for specific areas of Allen County.
7. Staff prepared for and attended the CDIS meeting for CDBG FY 22.

501. Zoning

1. Staff prepared a requested Bath Township map.
2. Staff prepared the American Township zoning petition AM-01022.
3. Staff reviewed Hickory Creek zoning questions with Brad Core. Follow-up with zoning review.
4. Staff met with AC Prosecutors Office to discuss Shawnee Township zoning questions
5. Staff emails between LACRPC staff and ACPC regarding Hickory Creek in Shawnee.
6. Staff reviewed AM 01-22 and AM 02-22.

505. Subdivisions

1. Staff updated shapefiles for parcels.
2. Staff discussed a proposed lot split with Shane Troyer in Sugar Creek Township.
3. Staff reviewed and gave information to the new developer of Kenyon Heights.

510. Floodplains

1. Staff reviewed correspondence from Shawnee regarding potential floodplain violation.
2. Staff facilitated a site visit in Delphos regarding a floodplain violation.
3. Staff prepared paperwork on a floodplain on Grant Street in Delphos.
4. Staff answered floodplain questions for Mr. Watkins of Sugar Creek.
5. Staff sent maps to a lending institution to show properties in a floodplain and properties close to a floodplain in Richland Township.
6. Staff followed up with ODNR regarding floodplain regulation updates.

601. Short Range Planning

1. Staff prepared the Spring Newsletter.
2. Staff communicated with partners and various community groups on upcoming projects.
3. Staff discussed PID 111469 documents with ODOT.
4. Staff reviewed ODOT comments for UPWP.
5. The staff had a phone call with an EDA representative to discuss projects and funding sources.
6. Staff set up project files in 365 software.
7. Staff replied to the Village of Spencerville regarding a proposed project.
8. Staff had a phone conference with EDA, GLR, and MVRP to discuss CEDS and EDD.
9. Staff corresponded with ODOT District 1 regarding RTPO updates and requested communication assistance with Hancock and Hardin.
10. Staff reviewed the developer's correspondence and notes regarding the updated access management proposed at SR 309 and Eastown Road.
11. Staff corresponded with ODOT District 1 regarding Township Stimulus project awards.
12. Staff worked on updating delegates and alternates.
13. Staff facilitated an RTPO meeting with Mercer County commissioners and ODOT.
14. Staff had a phone conference with Mercer County Engineer.
15. Staff had phone discussions or met with (3) consultants regarding proposals for the building project.
16. Staff Reviewed SB277 updates and forwarded the information to ACEO, City of Lima staff.
17. Staff researched the HINKLE report.
18. Staff corresponded with the Village of Spencerville regarding project review and possible funding options.
19. Staff met with AEDG regarding current and potential future development projects, EDD process, and insights.
20. Staff prepared for and attended OARC Executive Director's meeting.
21. Staff reviewed the National Scenic Byway Program Grants Notice of Funding Opportunity.
22. Staff spoke with the City of Delphos regarding RLF fund status and projects.

23. Staff spoke with Monroe Township regarding Township Sign Program.
24. Staff attended Allen Manufacturers Council Meeting.
25. Staff spoke with the City of Delphos regarding the South Main Street Bike path/multi-use path project.
26. Staff spoke with WOCAP regarding funding for paving a parking lot.
27. Staff prepared for and attended Allen County TID meeting.
28. Staff prepared for and attended a meeting with ODOT and Hancock County.
29. Staff attended the Complete Streets Kickoff meeting with Bluffton.

602. Transportation Improvement Program

1. Staff had a phone conference with the Mayor of Harrod regarding projects for the Village.
2. Staff reviewed and updated SIB loan TEAMS meeting with ODOT.
3. Staff met with State Infrastructure Bank for updates.

605. Surveillance

1. Staff reviewed the Active Transportation Plan and began working on updates.
2. Staff worked on a Hume Road Speed Study.
3. Staff pulled traffic counts for Central Avenue.
4. Staff gathered Streetlight information for modeling on Bryn Mawr.
5. Staff corresponded with ODOT regarding QECW data.

6058. Sustainable Development

1. Staff research prepared and attended the Active Transportation meeting.
2. Staff reviewed the Active Transportation Plan and made arrangements to update the document.
3. Staff reviewed Walk Bike Ohio information from ODOT and met to discuss.
4. Staff reviewed safety materials and information for Bike/Ped meeting.
5. Staff corresponded with the City of Lima regarding ATP plans and funding.
6. Staff met with the Village of Harrod regarding projects and funding sources.
7. Staff corresponded with the Village of Spencerville regarding the ADA Transition plan status and activities.
8. Staff reviewed the Village of Bluffton Complete Streets project correspondence.
9. Staff prepared for and conducted the CAAC meeting.
10. Staff reviewed the Village of Bluffton Complete Street project.

610. Long Range Planning

11. Staff updated shapefiles.
12. Staff attended Census Webinars
13. Staff reviewed the Elida Comp Plan Draft.
14. Staff reviewed development project information in Delphos with AEDG.
15. Staff reviewed development documentation for a potential project in Bluffton.
16. Staff reviewed correspondence and signed the agreement to prepare the Village of Bluffton Comp Plan
17. Staff met with Doug Olsson of the Greater Lima Region.
18. Staff met with Shawnee Township regarding land use and development.

19. Staff continued working on the Lima Comp Plan.
20. Staff gathered data for the WOCAP Community Assessment.
21. Staff participated in Census SAS Tutorial.

6104. Long-Range Transportation Planning

1. Staff worked on surface parking information for the City of Lima.

675. ACRTA

1. Staff attended the ACRTA Board meeting.

697. Annual Report

1. Staff began preparation of the Annual Report.

Motion 39 (4-28-22) EC

Kevin Cox made the motion to approve Staff Planning Report; Seconded by Thomas Tebben; motion carried.

8. OLD BUSINESS

A replacement for Marlene and the finance administrator position has been found. More information including a name and start date will be forthcoming.

Update, no motion necessary.

9. NEW BUSINESS

Shane Coleman will be attending two conferences the week of June 13th. The National Association of Councils (NARC) and Ohio Freight Council.

The MPO/RTP summit hosted by ODOT will be taking place in September (tentative), more information will be shared as it is made available.

10. ADJOURNMENT

Motion 40 (3-24-22) EC

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

Submitted by:

Accepted by:

Signature/Secretary

Signature/RPC President

Date: _____

Date: _____

