

EXECUTIVE COMMITTEE

July 25, 2023

The **Executive Committee** of the Lima/Allen County Regional Planning Commission met on **Thursday, July 25, 2023**, at **4:00 p.m.** in the Commission office located at 130 West North Street, Lima, Ohio.

A quorum being present, Beth Seibert brought the meeting to order at 3:57 pm 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. Jerry Gilden	Marion Township
Mr. Doug Post	Amanda Township
Mr. Brion Rhodes	Allen County
Mr. Chuck Schierloh	City of Lima
Ms. Beth Seibert	Allen County
Mr. Jamie Mehaffie	City of Delphos
Mr. Tom Tebben	City of Lima

STAFF

Ms. Tara Reynolds Bales	Lima/Allen County Regional Planning Commission
Ms. Marlene Schumaker	Lima/Allen County Regional Planning Commission
Ms. Shaunna Basinger	Lima/Allen County Regional Planning Commission

2. **APPROVAL OF EC MINUTES – June 22, 2023**

Motion 51 (7-27-2023) EC

Steve Ewing motioned that the Executive Committee minutes of June 22, 2023, be approved. Seconded by Tom Tebben, the motion carried.

3. **COMMUNICATIONS**

Ms. Reynolds Bales shared that we have received feedback about Choice One for the RTPO and she believes we have agreed on a fee schedule, it has been checked by Adam Francis at ODOT. Ms. Reynolds Bales requested clarification on whom will give final authorization to approve the agreement. Mr. Elstro and Mr. Tebben both stated their opinion that the EC would give final approval as they are the head body of the RPC. Mr. Elstro shared that although the RTPO will be operating independently, the RPC will still have statutory and fiscal responsibilities over the RTPO. Ms. Reynolds Bales shared that the contract is for \$348,760 and the schedule of work would start immediately upon signing and be completed in December 2024 to ensure the RPC is in the appropriate budget cycle. Ms. Reynolds Bales will require regular meetings with Choice One on deliverables and progress.

Motion 52 (7-27-23) EC

Howard Elstro motioned that the Executive Director enter into a contract with Choice One. Seconded by Doug Post, the motion carried.

Ms. Reynolds Bales shared that she had submitted a letter of authorization to Allen County on 6/23/2023 removing Brandon Casler from having access or being able to communicate regarding LACRPC business. On that letter, Ms. Reynolds Bales submitted her name and any other staff who has that approval.

4. **FINANCIAL REPORT**

Ms. Schumaker presented May and June financials stating as of this week LACRPC is back in the black and money is starting to come in. Ms. Schumaker went on to say that line-by-line transfers will be needed to continue to make corrections. She is requesting permission to move funds around between supplies, services, repairs, travel, sundry, and building and equipment as long as the bottom line is not changed in any budget line. Mr. Rhodes asked what the timeline for allowing these adjustments will be. Ms. Schumaker requested one month.

Motion 53 (7-27-23) EC

Howard Elstro made the motion to allow Tara and Marlene to make adjustments between the supplies, services, repairs, travel, sundry, and building and equipment accounts as necessary without changing the bottom line for 30 days. Seconded by Jerry Gildden, the motion carried.

Motion 54 (7-27-23) EC

Doug Post made the motion that the financial report be accepted and authorized payment of the bills, payroll, and OPERS. Seconded by Steve Ewing, the motion carried.

5. **STANDING COMMITTEES**

a. Administrative Affairs Committee

Mr. Tebben reported that the AAC met on July 26th and conducted normal business as well as going into executive session to discuss personnel matters and to discuss the six finance director resumes received by LACRPC. The committee asked Ms. Reynolds Bales to start making contact and then come back to the committee with three candidates at which point members of the AAC will assist in the final interviews.

Motion 55 (7-27-23) EC

Brion Rhodes made the motion to approve the AAC report. Seconded by Jamie Mehaffie, the motion carried.

b. Community Development Committee

The CDC did not meet in July.

c. Developmental Controls Committee

Mr. Schierloh gave the following report:

DCC met on July 11th: Mr. Haunhorst presented the American Township Zoning Amendment to the Exterior Property Maintenance Code. He stated that the DCC committee is not recommending approval but offering comments. The review covers only the proposed exterior Property Maintenance Code. The staff recommended a few proforma changes. The DCC accepted the staff recommendation.

DCC met on July 18th: There was a request to transfer 2.173 acres of land from one parcel in Monroe Township to adjacent parcel in Monroe Township. The transfer will cause a very slight excessive width-to-depth ratio. All agreed that the transfer was reasonable. The staff recommended approval of the transfer. The DCC approved the variance petition.

Motion 56 (7-27-23) EC

Steve Ewing made the motion to approve the DCC report. Seconded by Doug Post, the motion carried.

d. Transportation Coordinating Committee

Mr. Post reported that the TCC met on July 27th and received an update on the RTA, LRTP, UPWP, and the completion of the Spencerville ADA plan with Bluffton being next to have ADA work done.

Motion 57 (7-27-23) EC

Brion Rhodes made the motion to approve the TCC report. Seconded by Kevin Cox, the motion carried.

6. OTHER COMMITTEE REPORTS

a. CAC Committee

Ms. Basinger reported that the CAC met on July 25th with the same agenda as the TCC.

b. TAC Committee

Ms. Basinger reported that the TAC met on July 25th with the same agenda as the TCC.

Motion 58 (7-27-23) EC

Doug Post made the motion to approve the CAC and TAC reports. Seconded by Jamie Mehaffie, the motion carried.

7. STAFF PLANNING ASSISTANCE REPORT: May and June 2023

Ms. Schumaker presented the staff planning assistance report, she noted that going back in time to correct Mr. Casler's previous reports would not be a good use of anyone's time.

Motion 59 (7-27-23) EC

Steve Ewing made the motion to approve the May and June 2023 staffing reports. Seconded by Doug Post, the motion carried.

8. OLD BUSINESS

Ms. Seibert reported changes to committees that were approved in May. Currently, two members of American Township, Paul Basinger and Mark Bishop, serve on the DCC committee. Paul Basinger has requested to rectify this by having himself reassigned to the TAC, CDC, and SRT and allowing Zoning Official Mark Bishop to remain on the DCC as the American Township representative.

Motion 60 (7-27-23) EC

Chuck Schierloh, as DCC chair, made the motion to approve removing Paul Basinger from the DCC and reassigning him to serve on the CDC, TAC, and SRT. Seconded by Kevin Cox, the motion carried.

9. NEW BUSINESS

10. ADJOURNMENT

Motion 61 (7-27-23) EC

Steve Ewing made the motion that the meeting be adjourned. Seconded by Doug Post, the motion carried.

The meeting adjourned at 4:56 pm.

Submitted by:

Accepted by:

Signature/Secretary

Signature/RPC President

Date: _____

Date: _____

