



**Lima/Allen County
REGIONAL PLANNING
COMMISSION**

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Doug Post
President

Jamie Mehaffie
President-Elect

Howard Elstro
Treasurer

Brad Baxter
Secretary

Tara Reynolds Bales
Executive Director

TO: Shane Coleman
Howard Elstro
Steve Ewing
Jamie Mehaffie

Doug Post
Brion Rhodes
Kelli Singhaus

FROM: Jerry Gilden, Chairman

DATE: August 14, 2024

RE: AAC Meeting

There will be a meeting of the **Administrative Affairs Committee** of the Lima-Allen County Regional Planning Commission on **Wednesday, August 21, 2024 at 4:00 pm**, in the Conference Room of the Commission office located at 130 West North Street, Lima, Ohio.

The agenda will be as follows:

1. Call to Order / Roll Call
2. Approval of Agenda
3. Approval of AAC Minutes – July 24, 2024
4. ODOT Building Renovations Contract
5. Finance Issues
 - a. CDBG
6. Policy Updates
 - a. Employee Evaluation Updates
7. Other
8. Adjournment

In order to ensure a quorum, please respond to this notice with whether or not you will be in attendance, thank you.



Lima/Allen County
REGIONAL PLANNING
COMMISSION

ADMINISTRATIVE ADVISORY COMMITTEE

_ Jerry Gilden, Chair
_ Jamie Mehaffie

_ Shane Coleman
_ Doug Post

_ Howard Elstro
_ Brion Rhodes

_ Steve Ewing
_ Kelli Singhaus

Agenda – August 21, 2024

1. Call to Order / Roll Call

Time:

2. Approval of Agenda

Motion to Approve:

Second:

Vote:

3. Approval of AAC minutes – July 24, 2026

Motion to Approve *as Submitted* or *as Corrected*

Second:

Vote:

4. ODOT Building Renovations Contract

5. Finance Issues

A) CDBG

6. Policy Updates

A) Employee Evaluation Updates

7. Other

A) Allen County Auditors' Audit Update

B) New Committee Updates

C) Update on Restitution/Communication

8. Adjournment

Motion to Adjourn:

Second:

Vote:

Time:

Next Meeting: September 25, 2024 at 4:00 p.m., LACRPC Conference Room

ADMINISTRATIVE AFFAIRS COMMITTEE

July 24, 2024

There was a regular meeting of the **Administrative Affairs Committee** of the Lima-Allen County Regional Planning Commission on **July 24, 2024**, at **4:00 p.m.** in the Commission office at 130 West North Street, Lima, Ohio.

Chair Jerry Gilden opened the meeting at 4:00 pm.

1. ROLL CALL

Shane Coleman	City of Lima
Howard Elstro	City of Lima
Steve Ewing	Auglaize Township
Jerry Gilden	Marion Township
Doug Post	Amanda Township
Kelli Singhaus	Allen County

STAFF

Tara Bales Reynolds	Lima-Allen County Regional Planning Commission
Rebecca Phillips	Lima-Allen County Regional Planning Commission
Tonya Dye	Lima-Allen County Regional Planning Commission

2. APPROVAL OF AGENDA – JULY 24, 2024

Motion 20 (7-24-2024) AAC

Mr. Ewing made the motion to approve the agenda for July 24, 2024. Seconded by Mr. Post. Motion carried.

3. APPROVAL OF AAC MINUTES- June 26, 2024 (Held)

Motion 21 (7-24-2024) AAC

Mr. Coleman made the motion to approve the minutes from June 26, 2024, as corrected. The draft had duplicated some of the motion numbers. Seconded by Mr. Post. Motion carried.

4. Request for LACRPC Records Commission

Ms. Reynolds Bales requested that the committee approve the formation of a new commission to oversee Records Retention policies and procedures for the LACRPC. She asked Ms. Dye to speak to the need and basic principles for the request. Ms. Dye explained the need for a records retention schedule, the process of approval through the state level, and the time requirements for the commission once established. The commission makeup must include a legal representative and a fiscal representative. It was also requested that a LACRPC staff member would be involved in a non-voting capacity. Finally, the AAC Chair would be a part along with a member-at-large. It is the goal that the policies and retention schedule could be completed within a few months, with state approval taking longer. Once finalized, the commission would only need to meet twice a year to approve any changes to the schedule or allow for the destruction or donation of records to another state-approved organization.

Motion 22 (7-24-2024) AAC

Mr. Elstro made the motion to allow the formation of a LACRPC Records Commission. Seconded by Ms. Singhaus. Motion carried.

5. Request for Bylaws Committee

Ms. Reynolds-Bales requested the committee approve the formation of a bylaws committee to review and standardize the various bylaws and organizational agreements under which the LACRPC runs. There is inconsistent wording and procedures between the committees. A Bylaws Committee could review these together as a group to make the appropriate changes and to ensure that procedurally, the LACRPC and its committees are operating efficiently. The Bylaws Committee would be a temporary committee and could be dissolved once it has completed its purpose. It is recommended that each standing committee would put someone forth for this committee.

Motion 23 (7-24-2024) AAC

Mr. Ewing made the motion to allow the formation of a Bylaws Committee. Seconded by Mr. Post. Motion carried.

6. Request for permission for material disposal

Ms. Reynolds Bales brought forth that with the pending building improvements, the upstairs storage area needs to be cleared. There are several items that serve no administrative or programmatic purpose to the LACRPC. She is asking that the committee give the LACRPC staff permission to dispose and/or donate any irrelevant material appropriately. These items cannot be tied to grants, nor are they part of any capital asset. It is also being asked that if necessary a junk removal service be engaged to remove the debris and materials that are no longer usable in order to save staff resources. It had been mentioned that a Mr. Macdonald (deceased) had items still in storage and that attempts would be made to contact the family to see if they want to reclaim any of those materials.

Motion 24 (7-24-2024) AAC

Ms. Ewing made the motion to approve LACRPC Staff to Dispose of Obsolete Materials. Seconded by Mr. Post. Motion carried.

7. OTHER

Ms. Reynolds Bales stated that there is only one outstanding issue with the Building Renovation project agreement. She and Ms. Rogers are working with ODOT to come up with the language to say that we are not waiving our right to take court action. ODOT states that the ORC prohibits going into outside arbitration. It may come down to the removal of the word “final” in the agreement.

8. ADJOURNMENT

Motion 25 (7-24-2024) AAC

Mr. Ewing made the motion to adjourn. Seconded by Mr. Post. The motion carried.

The meeting Adjourned at 4:20 p.m.

Meeting minutes approved on August 21, 2024.

Jerry Gilden, Chair