

**ADMINISTRATIVE AFFAIRS COMMITTEE**

**October 23, 2024**

There was a regular meeting of the **Administrative Affairs Committee** of the Lima-Allen County Regional Planning Commission on **October 23, 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 p.m.

**1. ROLL CALL**

Shane Coleman  
Jerry Gilden  
Brion Rhodes  
Kelli Singhaus

City of Lima  
Marion Township  
Allen County  
Allen County

**STAFF**

Rebecca Phillips  
Tonya Dye

Lima-Allen County Regional Planning Commission  
Lima-Allen County Regional Planning Commission

**2. APPROVAL OF AGENDA – October 23, 2024**

**Motion 44 (10-23-2024) AAC**

Mr. Coleman made the motion to approve the agenda for October 23, 2024. Seconded by Mr. Rhodes. Motion carried.

**3. APPROVAL OF AAC MINUTES- October 3, 2024 (Emergency Session)**

**Motion 45 (10-23-2024) AAC**

Ms. Singhaus made the motion to approve the minutes from October 3, 2024 as submitted. Seconded by Mr. Rhodes. Motion carried.

**4. ODOT BUILDING RENOVATIONS UPDATE**

Ms. Phillips stated that Wiegant has been approved by ODTO as the contractor and architect. The front of the building will be the priority. If any additional funding is available, we will need to prioritize those items. It looks like Spring 2025 will be the earliest for the project to start. Employees can stay in the building during the construction, and Wiegant has stated they can accommodate access for employees and the public. Weigant is working with the Historical Society to locate any original as-built plans, but they also have the designs from Brad Core and are redrawing the concepts from that.

**5. EXECUTIVE DIRECTOR EMPLOYMENT COMMITTEE**

The Executive Director Committee has been formed. The posting has been placed on several websites, including Ohio Means Jobs and the LACRPC website. There has been one application who withdrew immediately due to the residency requirement. The posting will be open until November 15<sup>th</sup>, 2024.

**6. MOTION: CALENDAR YEAR 2024 BUDGET LINE ADJUSTMENT REQUEST**

Ms. Phillips requested that available and unallocated funds in certain line items would be better utilized in the heavier-used line items. Ms. Phillips is asking that \$85000 be moved from repairs to services. It was anticipated at last year's budget planning that repairs may have had more activity due to the renovations. As that has not happened, those funds have not been allocated. There was a discussion as to the differences in the revenue/expenditures items. Ms. Phillips stated that she would like to draw down \$18000 for CDBG. There is currently \$28000 available, and the program has cost the agency \$46000 for maintaining the CY2022 grant. It was also noted that the budget planning did not accommodate two additional staff members who were hired to take advantage of additional ODOT funding drawdowns. It was also noted that the Executive Director should be billing 80% of their time to ODOT services versus administrative services. It was noted that Mr. Mazur is considered a consultant for billing purposes.

**Motion 46 (10-23-2024) AAC**

Mr. Rhodes made the motion to approve the Calendar Year 2024 Budget Line Adjustment Request. Seconded by Mr. Coleman. Motion carried.

**7. CALENDAR YEAR 2025 DRAFT BUDGET**

Ms. Phillips presented a draft CY2025 budget. It does not need to be submitted to the county until November. There are several SFY2025 funds that we have not touched and will have 18 months to use from the start of the SFY. There is an estimate for the SFY2026 funds as we do not have numbers yet to develop the LACRPC workplan. It was also noted that RTA has a PID, and that more projects with RTA would take advantage of some of the unused funds in that PID. Ms. Phillips brought this forward for informational purposes so that board members could have time to look at it before next month.

**OTHER**

Ms. Phillips stated that it is also time to make determinations about the Medical Insurance Renewal. To keep the policy the same, the rates will increase 6.5%. Increasing the deductible from \$2500 to \$3000 puts the cost back in line with what is currently paid. There are three employees on the plan now, with the other employees having a \$125/month insurance waiver. It was asked to make further inquiries.

Ms. Singhaus stated that in regards to the GLCAP duplicate payment, the Finding for Recovery has stopped and there will only be a Finding.

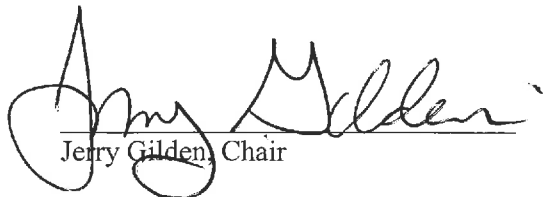
**8. ADJOURNMENT**

**Motion 47 (10-23-2024) AAC**

Mr. Rhodes made the motion to adjourn. Seconded by Ms. Singhaus. The motion carried.

The meeting Adjourned at 5:00 p.m.

Meeting minutes approved on November 20, 2024.

  
Jerry Golden, Chair