

## ADMINISTRATIVE AFFAIRS COMMITTEE

September 25, 2024

There was a regular meeting of the **Administrative Affairs Committee** of the Lima-Allen County Regional Planning Commission on **September 25, 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
Jerry Gilden	Marion Township
Jamie Mehaffie	City of Delphos
Doug Post	Amanda Township
Brion Rhodes	Allen County
Kelli Singhaus	Allen County

**GUEST**

Sharetta Smith	City of Lima
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**STAFF**

Rebecca Phillips	Lima-Allen County Regional Planning Commission
Tonya Dye	Lima-Allen County Regional Planning Commission

**2. APPROVAL OF AGENDA – September 25, 2024**

Mr. Gilden noted that there would be an additional item at the end of the agenda items for an executive session.

**Motion 30 (9-25-2024) AAC**

Mr. Coleman made the motion to approve the agenda for September 25, 2024. Seconded by Mr. Rhodes. Motion carried.

**3. APPROVAL OF AAC MINUTES- August 21, 2024**

Mr. Elstro asked if the section on the CDBG discussion was thorough enough and reflected accurately the position of the committee as there was no vote prompted by the issue. It was clarified that the MOU between LACRPC and the County Commissioners did not include the CDBG Administration. Ms. Singhaus stated that although no formal meetings had been arranged, the County Commissioners were looking at alternative arrangements for this grant.

**Motion 31 (9-25-2024) AAC**

Mr. Post made the motion to approve the minutes from August 21, 2024 as submitted. Seconded by Mr. Rhodes. Motion carried.

#### **4. ODOT BUILDING RENOVATIONS CONTRACT**

Mr. Gilden informed the committee that he and Ms. Phillips met with ODOT representative Tony Lotts and the contractor that afternoon at 2:00 to walk through the building. The contractor mentioned that they would agree to the job and that based on previous work, a lot of the construction needs could be done with their workforce, reducing the need for some sub-contracted services. During that meeting, they addressed the structural concerns with the upstairs and asked that the integrity of the structure be checked so that vehicles could remain parked there. It was also discussed that a priority of project items would need to be developed. The majority of the money would be to fix the façade of the building, which Ms. Phillips was asked to contact the City Planning Department to find out restrictions and allowances for the contractor to supply options. The next projects may include electrical, lighting, water, HVAC, and office upgrades based on our priority list. It was discussed again about the high electric bills, which had increased simultaneously with the removal of the awning. The changes to the façade with better windows and insulation, especially upstairs, would help to alleviate some of that additional expense. Mr. Elstro stated that focusing on the HVAC and lighting would seem like logical next steps to further reduce the electrical expenditures.

#### **5. EMPLOYEE EVALUATION FORM UPDATE**

There was no update as to this agenda item at the time of the meeting.

#### **6. RECORDS COMMISSION UPDATE**

Mr. Gilden informed the committee that the Records Commission met at 3:00 that afternoon and discussed two major sections of the retention schedule: the Financial and the Human Resources portion. Ms. Kayla Rogers with the County Prosecutor's office was very thorough and helped to review and match the provisions with the ORC. We are trying to mirror the state and local policies. Ms. Dye stated that there are two more sections to review and the commission is working hard to review the materials and get an active copy ready to submit to the state.

Mr. Post asked about retaining and moving documents to a digital format. Ms. Dye stated that it would be a couple of years before we were ready for that, but is certainly something she is investigating. First, we would need to see what remains after a records cleanup following the approved records retention schedule. She would then also need to gather quotes for scanning services and try to seek grants to help cover the cost of scanning.

#### **7. WEBSITE REDESIGN**

Ms. Phillips addressed the website redesign project proposals that had been worked on by Ms. Kinnear. Ms. Kinnear handles some of the website updates in regards to public participation needs of the agency. The current website is difficult to update and use, as frequent coding and editing changes have cluttered the background coding to make the system unwieldy. Ms. Kinnear gathered three different quotes (PK Design, Now Marketing Group, and Cage Design) which came in different price points for different services.

Ms. Phillips recommended tabling this discussion as current finances are not as fluid at this time of the fiscal year and while she sees the benefit in the project, would be hesitant to recommend the expenditure at the current time. It was discussed that the 1<sup>st</sup> quarter of calendar year 2025 would be more optimistic for funding. Mr. Mehaffie stated that the costs should be included in the coming budget. Discussions also included if we can determine what is needed to simplify our request to what is necessary versus "flair", what charges are included and how to better measure those between proposals (lower up front cost plus monthly service versus higher up front cost and no monthly service), hosting costs, if copyrighting is

included, easy to use and update templates included or able to be developed, and whether we could integrate our needs with the County to create a unified appearance. It was decided to table this and get updated quotes closer to the first quarter of the 2025 calendar year.

## **8. BYLAWS COMMISSION – MEMBER NOMINATION**

Nominations and/or volunteers were asked of the AAC for the temporary Bylaws Committee. It was addressed that this is a temporary committee to review our organizational documents to solidify language between the documents (such as vice president in one set of bylaws versus president-elect in another set of bylaws) and procedures. It is anticipated to be only a few meetings to allow for changes to be voted upon at the next annual meeting.

Mr. Elstro volunteered for the nomination, and no other nominations were given from the floor.

### **Motion 32 (9-25-2024) AAC**

Mr. Coleman made the motion to appoint Mr. Elstro as the AAC representative on the Bylaws Committee. Seconded by Mr. Post. Motion carried.

## **9. OTHER**

Ms. Singhaus asked if it would be possible to include the financial reports with the AAC materials as they frequently make decisions regarding proposed projects at these meetings. She knows that they are included with the EC materials. Ms. Phillips said that she can include them in the future.

Ms. Phillips mentioned that in the November 2023 meeting regarding COLA increases and probationary employees, that employees who successfully completed probation would be eligible for the COLA increase as the 1<sup>st</sup> day of the month after the anniversary date. Ms. Phillips had completed her probationary year on September 18, 2024 and would be eligible for the 3.2% COLA increase effective on October 1<sup>st</sup> according to that provision. She was requesting signatures on documents to reflect the new salary change, which was granted.

Ms. Dye mentioned that there are several vacancies currently and upcoming to the committees at present, some from direct appointments and others that would need to be given by the AAC. She and Ms. Phillips would gather that information about filling those vacancies or notifying the member organizations about open appointments and would return to the topic at a future meeting.

Mr. Gilden asked if any other general topics needed to be addressed. As none were, he asked that a vote be taken to enter into executive session to discuss personnel matters.

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### **Motion 33 (9-25-2024) AAC**

Mr. Coleman made the motion to enter into Executive Session. Seconded by Mr. Elstro. A roll call vote was taken.

Mr. Coleman	Aye	Mr. Mehaffie	Aye
Mr. Elstro	Aye	Mr. Post	Aye
Mr. Ewing	Not Present	Mr. Rhodes	Aye
Mr. Gilden	Aye	Ms. Singhaus	Aye

The motion carried. At that time, Mr. Gilden asked staff to leave the room during the executive session. Ms. Smith remained during the session.

The Executive Session was concluded at 5:34 under motion by Ms. Singhaus, seconded by Mr. Rhodes. The vote to conclude the Executive Session was unanimous.

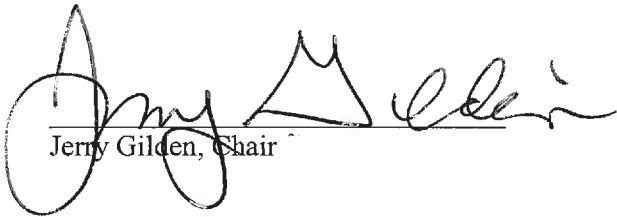
#### **10. ADJOURNMENT**

##### **Motion 34 (9-25-2024) AAC**

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

The meeting Adjourned at 5:35 p.m.

Meeting minutes approved on October 3, 2024.



Jerry Gilden, Chair