

EC – February 27, 2025

EXECUTIVE COMMITTEE

February 27, 2025

The **Executive Committee** of the Lima-Allen County Regional Planning Commission met in regular session on **Thursday, February 27, 2025, at 4:00 p.m.** in the Commission office located at 130 West North Street, Lima, Ohio.

A quorum being present, Chairperson Doug Post brought the meeting to order at 4:00 p.m. and roll was taken.

1. ROLL CALL

| | |
|-----------------|---------------------|
| Brad Baxter | Bath Township |
| Howard Elstro | City of Lima |
| Steve Ewing` | Auglaize Township |
| Jerry Gilden | Marion Township |
| Mitch Kingsley | Village of Bluffton |
| Jamie Mehaffie | City of Delphos |
| Doug Post | Amanda Township |
| Brion Rhodes | Allen County |
| Chuck Schierloh | City of Lima |
| Beth Seibert | Allen County |
| Kelli Singhaus | Allen County |

STAFF

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

2. APPROVAL OF EC AGENDA – February 27, 2025

Motion 17 (02-27-2025) EC

Mr. Ewing moved that the agenda be approved as submitted. Seconded by Mr. Baxter; the motion carried.

3. APPROVAL OF EC MINUTES – January 23, 2025, February 20, 2025

Motion 18 (02-27-2025) EC

Mr. Mehaffie moved that the Executive Committee minutes of January 23, 2025 and February 20, 2025, be approved. Seconded by Ms. Singhaus. The motion carried.

4. CORRESPONDENCE

Ms. Phillips stated there was no correspondence this month.

5. FINANCIAL REPORT

Ms. Phillips provided the budget revenue, budget expense, bills to be approved, payroll, and OPERS reports. January started a new fiscal year for the agency with a membership dues deadline of mid-February. She stated she is working with a few entities regarding their dues. As of today, all of the RTPO membership dues have been paid. The agency is still trying to pull in as much ODOT funding as possible. She also stated that she would check with the Court of Common Pleas regarding Mr. Casler's restitution and how long he has to pay that amount.

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WORPO had utilized Choice One for consulting services and we can catch up on those bills as they come in. The RTPO membership dues are helping to get those payments finished. We should be receiving the final billing for Mr. Mazur's services soon. The agency also had ORAC membership fees, training, and the AEP bill of note. It is the hope that the building renovations will help to control the AEP expenditure. The cash report from the county matches our report.

Motion 19 (02-27-2025) EC

Ms. Seibert made the motion to approve the budget revenue, budget expense reports, and payment of the bills, payroll, and OPERS as presented. Seconded by Mr. Baxter; the motion carried.

6. STANDING COMMITTEES

a. Administrative Affairs Committee

The AAC met yesterday with six members present. There was a job classification review and change in staffing structure discussed. There was also a discussion on staff COLA pay increases. These are discussed under the New Business section. The committee also went into executive session regarding a personnel matter. Ms. Phillips gave an update on the building renovations which is included later in this document.

Motion 20 (02-27-2025) EC

Mr. Rhodes made the motion to accept the committee report. Seconded by Mr. Mehaffie; the motion carried.

b. Community Development Committee

The CDC did not meet this month.

c. Developmental Controls Committee

The DCC met twice since the last EC meeting. Shawnee Township had an update to their zoning resolution for which the committee recommended approval. There was a lengthy discussion on a change to the Hickory Creek community. The conversation centered on stub streets which the developer proposed to turn into cul-de-sacs and connect the two cul-de-sacs. The issue with the connection of the development to Emma Parkway was also discussed. Part of the staff recommendation included the Emma Parkway connection, listed as Phase 3, be moved to Phase 2 as it would alleviate safety concerns. A roll call vote was taken to approve staff comments, with a vote of 9 Yeas, 2 Nays, and 3 Abstains. It was noted that as this is a PUD, it was up to the township to make any changes to the PUD, and that this was to just offer comment. In the second meeting of the DCC, there was a Perry Township Zoning resolution of which the committee recommended approval. These changes were administrative in nature regarding conditional uses in their residential and agricultural zoning and permit fees.

Motion 21 (02-27-2025) EC

Ms. Singhaus made the motion to accept the committee report. Seconded by Mr. Gilden; the motion carried.

d. Transportation Coordinating Committee

The TCC met just before this meeting. RTA ridership numbers were updated. The 2024 Fatal Crash report was voted as final, while the draft 2025 UPWP and the draft Title VI report were both moved to public comment. There were also two resolutions voted upon regarding RTA and Breese Road. The committee also received information on the Township Safety Sign Grant available from ODOT.

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Motion 22 (02-27-2025) EC

Mr. Baxter made the motion to accept the Committee Report. Seconded by Mr. Kingsley; the motion carried.

7. OTHER COMMITTEE REPORTS

The CAC did not meet this month.

The TAC follows the same information as the TCC.

8. DIRECTOR'S REPORT – STAFF PLANNING REPORT

Ms. Rebecca Phillips gave the committee the Staff Report for the last month. Staff continued to work on safety programs through media releases and school program initiatives for the upcoming prom season; zoning resolutions, zoning text and map changes; lot splits throughout the county; administering CDBG Grant monitoring; floodplain reviews and permits; crash reports and census projections; providing transportation data to our member organizations and traffic studies; bicycle and pedestrian task force and funding initiatives; land use evaluations; and researching projects for the LACRPC and WORPO TIPs. Staff also prepared various reports, such as the UPWP and TIP for both LACRPC and WORPO, and began preparations for the Open House on April 1st. Staff also participated in training across several planning specialities.

Motion 23 (02-27-2025) EC

Mr. Rhodes made the motion to accept the Director's Report. Seconded by Mr. Ewing; the motion carried.

9. OLD BUSINESS

a. Building Renovations Update

Ms. Phillips stated that the Weigant contractor had come in yesterday. They brought with them a contractor to look at the security concerns due to the fact that the new façade would open up a greater amount of window area in the front of the building. This addition will be added to the shopping sheet when that becomes available. It could be possible that the project start in May.

10. NEW BUSINESS

a. Account Clerk Position

Ms. Phillips asked for a new position and job classification review for an Account Clerk. This would be to fill the day-to-day activities, such as accounts payable/receivable and payroll, currently a part of the Financial Director's position. This person would also fill some of the clerical responsibilities by being present at the front desk, answering phone calls, and taking and preparing minutes for board meetings. Ms. Phillips asked that approval for the creation of the Account Clerk position at pay grade be given, along with the ability to post and extend a final offer to a candidate for the position. The AAC had recommended this course of action in their meeting.

Motion 24 (02-27-2025) EC

Mr. Elstro made the motion to accept the AAC's Recommendation and Approve the Creation of an Account Clerk Position at Pay Grade 6, and to allow the Executive Director to post for the position and extend final offer. Seconded by Mr. Baxter; the motion carried.

b. Technical Director Position

Ms. Phillips stated that in her new role as Executive Director, she would benefit from someone who could serve as a Technical Director. In the past, the Executive Director had a Financial Director as his or her right hand to guide on the financial aspects of the agency while they concentrated on the work products, for example Thom Mazur and Marlene Schumaker. As this time the primary experience of the Executive Director comes from the financial field, the obvious balance would be to have a technical person in a secondary capacity. She is asking that a Technical Director position be approved at pay grade 10, that she be given authorization to post or offer the position to an internal candidate, and to extend the final offer to that person. The AAC had recommended this course of action in their meeting.

Motion 25 (02-27-2025) EC

Mr. Rhodes made the motion to accept the AAC's Recommendation and Approve the Creation of a Technical Director Position at Pay Grade 10, and to allow the Executive Director to post or offer internally for the position and extend final offer. Seconded by Ms. Singhaus; the motion carried.

c. COLA Discussion

Ms. Phillips and Jerry Gilden updated the committee on the COLA discussion that had taken place in the AAC meeting. This had been a lengthy discussion regarding the overall compensation and benefits package available to staff at LACRPC. There was a concern that it should be aligned with that offered by other agencies. Ms. Phillips had reminded the committee that several options had been presented to the AAC at October's meeting and that the committee recommended that the health insurance coverage remain the same, rather than increasing employee contribution, lowering deductible, or removing HSA coverage. The COLA increase had been tabled last year until an executive director was hired and employee evaluations were done. Mr. Mazur completed employee reviews on everyone but Ms. Kang and Ms. Kinnear. Ms. Phillips would not be eligible for a COLA increase as stated in her offer letter for Executive Director. The committee did state that increases in pay, COLA, and insurance should all be looked at in their entirety at the same time, with a focus on insurance benefits. The AAC did recommend that eligible staff receive a 2.5% COLA increase effective March 1st, 2025 (or at their appropriate time once probationary periods had been completed).

Motion 26 (02-27-2025) EC

Mr. Elstro made the motion to accept the AAC's Recommendation and Approve a 2.5% COLA Increase. Seconded by Mr. Baxter; the motion carried.

d. Personnel Matters

Motion 27 (02-27-2025) EC

Mr. Mehaffie made the motion to enter into Executive Session for the purposes of discussing personnel matters. Seconded by Mr. Ewing. A roll call vote was taken.

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|--------------|-------------|---------------|-------------|
| Mr. Baxter | Aye | Mr. Post | Aye |
| Mr. Cox | Not Present | Mr. Rhodes | Aye |
| Mr. Elstro | Aye | Mr. Schierloh | Not Present |
| Mr. Ewing | Aye | Ms. Seibert | Aye |
| Mr. Gilden | Aye | Ms. Singhaus | Aye |
| Mr. Kingsley | Aye | Ms. Smith | Not Present |
| Mr. Mehaffie | Aye | | |

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The motion carried. At that time, Mr. Post asked staff to leave the room during the executive session. Ms. Phillips was asked to stay. The committee went into Executive Session at 5:05.

The Executive Session was concluded under motion by Mr. Ewing, seconded by Mr. Gilden. The vote to conclude the Executive Session was unanimous among the present members. The Executive Session was concluded at 5:36.

Motion 28 (02-27-2025) EC

Ms. Seibert made the motion that the two letters submitted by Mr. Doyle to the AAC and the EC members be maintained in his permanent file. Seconded by Mr. Ewing; the motion carried.

Motion 29 (02-27-2025) EC

Mr. Rhodes made a motion saying "All members of the executive committee received a letter directly from an RPC Employee. The EC does not address personnel matters directly. We support the new Executive Director and recommend all personnel matters are directed through the Executive Director." Seconded by Ms. Seibert; the motion carried.

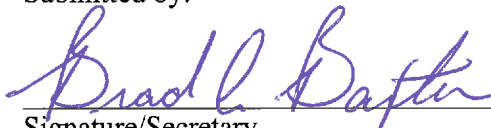
11. ADJOURNMENT

Motion 30 (02-27-2025) EC

Mr. Mehaffie made the motion that the meeting be adjourned. Seconded by Mr. Ewing, the motion carried.

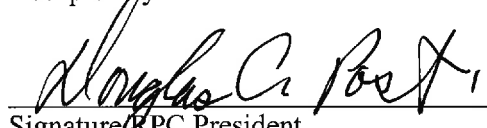
The meeting adjourned at 5:39 p.m.

Submitted by:


Signature/Secretary

Date: _____

Accepted by:


Signature/RPC President

Date: _____