

**Minutes of the February 10, 2009
Full Board Meeting of the
Indiana 15 Regional Planning Commission**

CALL TO ORDER

Chair Chester Mathena called the meeting to order at 7:30 p.m.

ROLL CALL

Executive Director Lisa Gehlhausen called roll; thirty members were present, and with at least one representing each county. Also in attendance were Lisa Gehlhausen, Sarah Kinder, and Theresa Criss-Hartwig of the Commission's staff.

APPROVAL OF MINUTES AND AGENDA

Chair Mathena presented the Minutes of the October 28, 2008 meeting. With no questions or comments, Norman Dillon made a motion to approve the minutes and seconded by Larry Wehr. Motion carried.

ADDITION TO THE AGENDA

Ms. Gehlhausen requested to add a contract with ATC Associates to the meeting's agenda. Thomas Lamb made a motion to approve and seconded by Mark Brescher. Motion carried.

TREASURER'S REPORT

Treasurer Beverly Schulthise reported the cash balances as of February 10, 2009, stating the closing cash balance as \$227,017.58 which includes the \$50,000.00 in CDs and \$200 in petty cash. The outstanding invoices on the Aging Schedule total \$54,805.13.

Treasurer Schulthise noted that Orange County had not paid their full 2008 per capita fees and still owes the Commission \$4,828.92. Ms. Gehlhausen noted that we are working with the auditor to resolve. With no further questions or discussion, JA Bateman made a motion to approve the treasurer's report and seconded by Mike Ellis. Motion carried. A Report of Investments was provided to the board showing \$50,000 in CDs.

DIRECTORS REPORT

Chair Mathena then turned the meeting over for the Director's Report.

Project Status Report. Ms. Gehlhausen referred the board to the Project Status Reports for project updates. Ms. Gehlhausen briefly mentioned the staff is working on various applications that are due in March that consists of Neighborhood Stabilization Program, Assistance to Firefighter's Grant and Community Focus Fund grants. Planning grants are being worked on also. Ms. Gehlhausen stated for a more detail of these projects, refer to the Project Status Report.

CD Renewal. Ms. Gehlhausen informed the board that a \$30,000 CD with Spencer County Bank matured on February 2 after making several calls to local banks, the CD was renewed with Spencer County Bank for \$30,000 on an eighteen month term at a rate of 3.15% with a maturity date of August 5, 2010.

With no further questions or discussion, Norman Dillon made a motion to approve the director's report and seconded by JA Bateman. Motion carried.

OLD BUSINESS

Old Equipment. Ms. Gehlhausen stated in April 2008, the board had passed Resolution #2008-08 to dispose some old equipment. Ms. Gehlhausen stated that an estimated was obtained from C&I Electronic Disposal out of Evansville to dispose the equipment through recycling. The approximate cost is \$231.00. Ms. Gehlhausen requested permission to expend these funds to recycle the items listed on the resolution. Bill Byrd mentioned there was a new company out of Louisville that recycles for free but could not recall the name of that company. After further discussions and noting that the data will be cleared from all equipment before disposing, Thomas Lamb made a motion to approve the \$231.00 if the new source doesn't work out for free and seconded by Rudy Freeman. Motion carried.

NEW BUSINESS

Chair Mathena made a recommendation to elect the new officers and the executive board members for the year 2009. Ms. Gehlhausen stated that the officers and members are a one-year appointment that would end December 31, 2009. She noted that in the past, the Chairperson would hold a two-year term if that member were re-elected to the board and accepted to the position again. For future planning it was noted that by tradition the 2010-2011 Chairperson position would be from Dubois County and the Vice-Chairperson position would be from Pike County.

The members went into their individual counties to talk and make recommendations as to whom they think would like to serve on the Executive Board and Officers. After discussions, the meeting was called back to order, and the elections for 2009 were appointed as:

Crawford County - **John Stutzman**. Nominated by Pat Ramsey and seconded by Bill Byrd. Motion carried.

Dubois County - **Larry Wehr**. Nominated by Larry Vollmer and seconded by Mike Ellis. Motion carried.

Orange County – **Barbara Gilliatt**. Nominated by Rudy Freeman and seconded by William Ratliff. Motion carried.

Perry County - **Alan Cassidy**. Nominated by Dan Adams and seconded by Jody Fortwendel. Motion carried.

Pike County – **Norman Dillon**. Nominated by Paul Lake and seconded by Kelly Atkins. Motion carried.

Spencer County – **Mary Gogel**. Nominated by Jim Ebert and seconded by Joseph Greene. Motion carried.

Governor's Appointee - **Patricia Ramsey**. Ms. Gehlhausen stated the Governor of the State of Indiana makes this appointment.

A motion was made by Bill Byrd and seconded by Alan Cassidy to re-nominate **Chester Mathena** to be elected to the office of **Chairperson**. Motion carried.

A motion was made by Mark Brescher and seconded by David Prechtel to re-nominate **Larry Vollmer** to be elected to the office of **Vice-Chairperson**. Motion carried.

A motion was made by Norman Dillon and seconded by Kelly Atkins to re-nominate **Paul Lake** to be elected to the office of **Secretary**. Motion carried.

A motion was made by Larry Vollmer and seconded by Larry Wehr to re-nominate **Beverly Schulthise** to be elected to the office of **Treasurer**. Motion carried.

After all appointments were made, Ms. Gehlhausen congratulated everyone for serving and turned the meeting over to Chair Mathena.

Appointments to Crawford County Revolving Loan Fund. Ms. Gehlhausen mentioned the Commission, as the "Lead Agency" for the EDA Grant, by which the CCRLF was established, maintains representation by means of three board members to the CCRLF Board. Appointments to this board are made annually. Ms. Gehlhausen stated the Commission must appoint the Executive Director and two appointments to serve and they *must* be Crawford County residents and told the board in 2008, John Stutzman, Bill Byrd and herself served on the RLF board to fulfill Indiana 15's representation. JA Bateman made a motion to re-nominate **Lisa Gehlhausen** and seconded by Pat Ramsey. Motion carried. Pat Ramsey made a motion to re-nominate **Bill Byrd** and seconded by Alan Cassidy. Motion carried. Pat Ramsey made a motion to nominate **Michael Haverstock** and seconded by Larry Wehr. Motion carried. It was noted that Lisa Gehlhausen as Executive Director will automatically serve on this board.

Establishment of Meeting Dates and Times for 2009. Ms. Gehlhausen told the board that in 2008, the Full Board met January, April, August and October, the fourth Tuesday at 7:30 p.m. (local time){eastern}. She mentioned the Executive Board met monthly, every fourth Tuesday at 6:30 p.m. (local time){eastern} except for the month of December in which no meeting is scheduled. After discussion, Dan Adams made a motion to keep the 2009 meeting dates and times the same as 2008 and seconded by Jody Fortwendel. Motion carried.

GIS Conference. Ms. Gehlhausen asked the board for approval to allow her and Tom Mosley to attend the GIS conference. The Commission has a GIS mapping system and told the members that she serves on the Indiana Geographic Information Council (IGIC). Ms. Gehlhausen stated it is a very worthwhile conference and will be held in Bloomington on February 16-18 and be paid with INDOT grant funds. Al Logsdon made a motion to approve the conference and seconded by Jim Ebert. Motion carried.

Purdue Road School. Ms. Gehlhausen asked the board for approval to allow Tom Mosley to attend the Purdue Road School conference held in West Lafayette on March 10-12. This conference is about transportation and will be paid with the INDOT grant. Bill Byrd made a motion to approve the conference and seconded by Norman Dillon. Motion carried.

NADO RLF Conference. Ms. Gehlhausen asked the board for approval to allow Theresa Criss-Hartwig to attend the National Association of Development Organizations (NADO) RLF conference held in New Orleans, LA on March 24-27. This conference will allow Ms. Criss-Hartwig to earn credits to be certified in the revolving loan funds. Ms. Criss-Hartwig administers the Dubois County Enterprise Loan Fund and the Crawford County Revolving Loan Fund in turn will help her administer and be certified. Jody Fortwendel made a motion to approve the NADO conference and seconded by Al Logsdon. Motion carried.

GMS RLF & HR Training. Ms. Gehlhausen asked the board for approval to allow Theresa Criss-Hartwig and Sarah Kinder to attend the Grants Management Systems (GMS) conference held in Louisville, KY on April 23-24. GMS is the accounting software and at this conference will be seeking the software on the revolving loan funds. Norman Dillon made a motion to approve the GMS conference and seconded by Mike Ellis. Motion carried.

Hiring Process. Ms. Gehlhausen reported to the board that the Economic Development Administration (EDA) flood recovery grant in the amount of \$75,000.00 was awarded with the approved \$25,000.00 match coming from the Indiana Office of Community & Rural Affairs (OCRA). A Flood Coordinator position was advertised with resumes due by February 12, 2009. This position will be full-time on a one year basis to implement recovery disasters in the 2008 floods for Pike, Posey and Gibson counties. No scoring or interviews have been conducted yet. Ms. Gehlhausen mentioned the board was informed of this position in 2008. Al Logsdon made a motion to approve the hiring process and second by Pat Ramsey. Motion carried.

Economic Stimulus and other Federal Funds. Ms. Gehlhausen informed the board that various funding agencies will have grant funds available from the economic stimulus plan. Nothing is official yet; however, Economic Development Administration, Indiana Department of Transportation and the Office of Community & Rural Affairs have already requested and received a list of projects within the district that may benefit from these funds.

Economic Development Administration. EDA through the United States Department of Commerce will have available \$80 million available on a first come, first serve basis for the disasters in 2008. All of Indiana 15 counties are eligible with a 75% grant and 25% local match. The project must have economic strengthening and boost the economy. These projects must be coordinated with the Office of Community & Rural Affairs (OCRA). Applications will be due by the end of 2009.

Ms. Gehlhausen stated she heard word from EDA that of the list she provided to EDA (listed were Liberty Green in Crawford County, Pike County Industrial Park, Fiber Optics to the community of Dubois, Fiber Optics to support the Crawford County School System, Brownfield clean-up in the District, Spencer County improvements along US 231 Corridor, Springs Valley water improvements, Sanitary Sewer extensions to Interstate 64 in Perry County, Rockport, Paoli, Tell City and Cannelton combined sewer overflow infiltration problems, Beaver Lake Dam improvements and Dale water project) Of these listed projects, three or four have been mentioned by EDA as favorable. EDA stated the projects must be ready to go within 160 days. Ms. Gehlhausen stated a lot of these projects are not ready and must be really pushed in order to get ready for these funds.

Ms. Gehlhausen also informed those in attendance that for EDA applications, the applications must be submitted electronic and all counties, cities and towns who want to submit applications to EDA, must go online to grants.gov and register their entity and to allow Indiana 15 to submit grant applications on their behalf. The registration should be done by the clerk-treasurers or auditors due to some of the questions asked within the process. The registration will take some time to complete and Ms. Gehlhausen passed around the checklist to get started with the registration and stated if they have any questions or need help in completing to contact Indiana 15 or call the number on the checklist.

Office of Community & Rural Affairs – Flood Recovery Appropriation I. Ms. Gehlhausen stated disaster recovery #1 funding is available as a result of the 1766 flooding disaster. Pike County within the district is the only county that could benefit from these funds. Through the training it was noted that 50% of these funds will need to go to low-moderate communities. Ms. Gehlhausen stated Pike County can seek 25% of their post disaster expenditures through Disaster Recovery 1 (DR-1) and stressed the importance of turning in the expenses after a disaster to FEMA.

Flood Recovery Appropriation II. Ms. Gehlhausen stated these funds are for all 2008 disasters (FEMA 1740, 1766 & 1795). There will be \$95 million available through the Indiana Office of Community & Rural Affairs. Indiana 15 has not received the application yet but this program can fund the typical CFF projects, such as water, sewer, drainage, etc. These are one time only with the first come, first serve basis. Ms. Gehlhausen told members to get their projects in order and they would still have to follow the typical open procurement for engineering, site control, and environmental reviews. It won't be compatible if you don't have those things ready to go. Pike County will be eligible for both Flood Recovery I and II appropriations.

INDOT. Ms. Gehlhausen stated that INDOT will have available \$750 million for transportation related projects. \$300 million is for local projects through INDOT Office. These will be 100% grant funds, no local match, however engineering is to be provided with local funds. The project has to occur upon a Federal Aid route in order to apply. \$150 million of the \$300 million has to be obligated within 90 days, so if you don't have a project that is ready to go, you won't be eligible for the first \$150 million called Tier 1 money. Tier II money will be available in fall of 2009 or 2010. If an existing project recently had been let, then that project cannot go after these grant funds. If a project was turned down, it could be funded so long as in the Federal Aid route (connector route). Ms. Gehlhausen told the members to contact our office with questions.

Ms. Gehlhausen mentioned to the board that the projects listed and given to the various funding agencies, were projects within Indiana 15's Comprehensive Economic Development Strategy (CEDs) Report and a few other projects that were brought up since the report was printed. Ms. Gehlhausen stressed the invaluable process of this document and told the members to let the office know of other projects.

Resolutions for Approval:

Establishing Newspapers for 2009. Chair Mathena referred to Resolution No. 2009-01 that listed newspapers for advertisements of public notices for 2009 with no changes from 2008. With no changes or modifications, Mike Ellis made a motion to approve **Resolution 2009-01** and seconded by Rudy Freeman. Motion carried.

Usage of the Commission's Vehicle. Chair Mathena referred to Resolution No. 2009-02 to approve the policy of the usage of the Commission's vehicle to be addressed by all Commission employees with personal usage taxable. With no changes or modifications, William Ratliff made a motion to approve **Resolution 2009-02** and seconded by Pat Ramsey. Motion carried.

Usage of the Commission's Cellular Phones. Chair Mathena referred to Resolution No. 2009-03 to approve the policy of the usage of the Commission's cellular phones to be addressed by all approved Commission employees having access with personal calls taxable. With no changes or modifications, Bill Byrd made a motion to approve **Resolution 2009-03** and seconded by Jim Ebert. Motion carried.

Authorizing additions, deletions and/or revisions to the Personnel Manual and Administrative Procedures Handbook. Chair Mathena referred to Resolution No. 2009-04 to authorize additions to the personnel manual and handbook on the following: credit cards, vehicle, cellular, deferred compensation plan and resignations and reductions in force. With no changes or modifications, Joseph Greene made a motion to approve **Resolution 2009-04** and seconded by Mike Ellis. Motion carried.

Contracts for Approval:

- Grandview Fire Truck (CF-08-226); sum of \$14,000.00. A motion to approve was made by Mike Ellis and seconded by Pat Ramsey. Motion carried.
- Santa Claus Zone Map; fee schedule, estimated at \$5,500.00. A motion to approve was made by Norman Dillon and seconded by Jim Ebert. Motion carried.
- Santa Claus Code Book; fee schedule, estimated at \$3,100.00. A motion to approve was made by Bill Byrd and seconded by JA Bateman. Motion carried.
- ATC Associates; not to exceed \$368,000.00. ATC Associates scored the highest for the consultant on the \$400,000 EPA Brownfield's Assessment grant. Indiana 15 will receive the remainder funds of \$32,000 for administration. A motion to approve was made by Bill Byrd and seconded by Mark Brescher. Motion carried.

Treasurer's Bond. Ms. Gehlhausen stated that the treasurer's bond needs to be renewed in the amount of \$15,000. The treasurer bond will be with West Bend Mutual. The premium is \$100 per year on Treasurer, Beverly Schulthise. Motion was made to approve by Mike Ellis and seconded by David Prechtel. Motion carried.

Before adjournment, Bill Byrd stated to those in attendance with internet access to logon to clarionnews.org on a recent proposal from Eddie Wetzell. Al Logsdon also asked for permission to speak on behalf of Senate Bill 506. With no further business to discuss, the meeting was adjourned at 8:45 p.m. on a motion made by Dan Adams and seconded by Larry Wehr. Motion carried.

Respectfully submitted,

Paul A. Lake, Secretary

PAL/sk