

**Minutes of the March 23, 2010
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

Secretary Paul Lake called roll; twenty-four members were present, plus three additional members, Mark Brescher, Dianne Rudolph and Jim Ebert whom arrived after roll call, and with at least one representing each county. Also in attendance were Lisa Gehlhausen, Sarah Kinder, Nathan Held, and Tom Mosley of the Commission's staff.

APPROVAL OF MINUTES AND AGENDA

Chair Mathena presented the Minutes of the October 27, 2009 meeting. With no questions or comments, Mike Ellis made a motion to approve the minutes and seconded by Norman Dillon. Motion carried.

ELECTION OF NEW OFFICERS

Chair Mathena made a recommendation to elect the new officers and the executive board members for the year 2010. Ms. Gehlhausen stated that the officers and members are a one-year appointment that would end December 31, 2010. She noted that as in the past, the Chairperson could hold a two-year term if that member were re-appointed to the board and accepted to the position again. By traditional rotation, the 2010 Chair would be from Dubois County. For future planning it was noted that by tradition the Chairperson position would rotate to Pike County, then Orange County, Crawford, Spencer, Perry.

A motion was made by Al Logsdon and seconded by Mary Gogel to nominate **Larry Vollmer** to be elected to the office of **Chairperson**. Bill Byrd closed the nomination. Motion carried.

A motion was made by Larry Wehr and seconded by Norman Dillon to nominate **Paul Lake** to be elected to the office of **Vice-Chairperson**. Al Logsdon closed the nomination. Motion carried.

A motion was made by Bill Ratliff and seconded by Norman Dillon to nominate **Barbara Gilliatt** to be elected to the office of **Secretary**. Rudy Freeman closed the nomination. Motion carried.

A motion was made by Bill Byrd and seconded by Barbara Gilliatt to re-nominate **Beverly Schulthise** to be elected to the office of **Treasurer**. Rudy Freeman closed the nomination. Motion carried.

After officer appointments were made, Chester Mathena turned the meeting over to the new 2010 Chair Larry Vollmer.

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 2010 were nominated by Jody Fortwendel and seconded by Mary Gogel. Motion carried:

Crawford County - **John Stutzman**

Dubois County - **Mike Ellis**

Orange County - **Rudy Freeman**

Perry County - **Alan Cassidy**

Pike County - **Norman Dillon**

Spencer County - **Ron Smith**

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

ADDITION TO THE AGENDA

Ms. Gehlhausen requested to add a contract with Indiana Finance Authority for \$12,000.00 to the meeting's agenda. Treasurer Schulthise made a motion to approve and seconded by Rudy Freeman. Motion carried.

TREASURER'S REPORT

Treasurer Beverly Schulthise reported the cash balances as of March 23, 2010, stating the closing cash balance as \$259,832.71 which includes the \$50,000.00 in CDs and \$200 in petty cash. The outstanding invoices on the Aging Schedule remain a total of \$59,102.89.

Bill Byrd asked what falls under the line item contractual services. Ms. Gehlhausen replied Indiana 15 received a Brownfield grant from EPA and then disburses the payment to ATC Associates who are under contract to do the Brownfield assessments. With no further questions or discussion, Bill Byrd made a motion to approve the treasurer's report pending audit and seconded by Mark Brescher. Motion carried. A Report of Investments was provided to the board showing \$50,000 in CDs.

SPECIAL SPEAKER

Ms. Gehlhausen introduced Ms. Sandy Apler with the United States Census Bureau. Ms. Apler gave a presentation on the importance of the 2010 Census. (census bags were given out) She indicated the census is underway. Ms. Apler went on to report how crucial filling out the 10 minute 2010 census form is. It affects every person of all ages, races, ethics works, citizens and noncitizens. The first census conducted was in 1790. The final tally of all persons will be December 31, 2010. It is vital that all Hoosiers are counted to ensure that accurate data is compiled to enable to get grant funds back to the communities. On March 15, all US households began receiving a ten question questionnaire. If the questionnaire is not filled out and sent in, field workers will be making follow up calls costing taxpayers \$1.5 Billion dollars. She stated by visiting the US census website at <http://2010.census.gov/take10map>, it will give geographic lines, such as those for state or county borders. The Take 10 Program provides participation rate data for incorporated places within each county of all households. If you did not receive a census form you should call toll free, 1-866-872-6868. Ms. Apler stated, "Everyone should tell just five people to get the word out to fill out their questionnaire and mail it back in. Let's all do our part and mail back our forms."

Mr. John Stutzman stated, "Ninety percent of the census bureau marketing gifts were made in foreign country. This truly upsets me, that we spent our tax money on this type of thing. Also, all the mail came from FedEx, and we should support our US post offices. These are the only two things that really turn me off about the census. I know how important it is and I support it, and I support it in my community." Ms. Apler remarked, "She really appreciated that comment."

DIRECTORS REPORT

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

Ms. Gehlhausen introduced and welcomed the new four members: Richard Dauby, At-Large Appointment from Perry County, Joe Hermann Appointment from City of Cannelton, Myreon Krohn, At-Large Appointment from Pike County and George Schwoeppe Appointment from Town of Grandview (who was absent).

2009 Newsletter. Ms. Gehlhausen stated everyone should have received their 2009 newsletter in the mail. Since the board has not met since November due to snow, she wanted to let them know how fabulous the year 2009 was. \$14.5 million in grant funds versus \$5 million in the previous year. This is due to the Disaster Recovery II monies that became available through the Indiana Office of Community and Rural Affairs. The year 2010 looks good and we are extremely busy submitting projects. The dedicated staff is working above and beyond in 2009 and 2010 to attempt the awarding of the federal funding opportunities.

Community Focus Funds. Ms. Gehlhausen stated two CFF applications were submitted this past Friday: 1) The Town of Leavenworth is seeking funding for a new fire truck and 2) Pike County South Patoka Fire Department is seeking funding for a new fire station.

ANOTHER GUEST SPEAKER

Ms. Gehlhausen introduced Mr. Tom Mosley, Technical Services Assistant with Indiana 15; he is the Geographic Information System (GIS) Specialist. Tom also administers the Brownfields program for the six county district. A Brownfields meeting was held earlier this evening. Ms. Gehlhausen also introduced Ms. Beth Grisby with ATC Associates. Ms. Grisby is the environment consultant that Indiana 15 retained through an open procurement selection process. I would like for Tom and Beth to give an update on where we stand in the Brownfields program and what opportunities are available.

Mr. Tom Mosley gave an overview of the EPA Brownfield project. He also announced the Brownfield's committee: Crawford County - Jim Taylor; Dubois County - Larry Wehr; Orange County - Bill Fullington; Perry County - Alan

Cassidy; Pike County - Norman Dillon; and Spencer County - Al Logsdon; and thanked them for working hard in implementing a community-wide assessment grant for \$400,000 from EPA, along with a State of Indiana grant of \$60,000.00 to perform site assessments within our district. Task 1 is community outreach; Task 2 is for identification and prioritization; Task 3 is for Phase I's which is basically historical data about the use, (who, when, what, time) on a piece of property. Indiana 15 contracts with ATC to perform up to twenty Phase I's and currently we have fifteen sites and can do five more. He told the members if they have a site in mind that could qualify to please get in contact with him; Task 4 Phase II's are actually when you go out and check for containments; Task 5 is for Remedial Action Plans. The project is halfway finished and will be wrapped up in September 2011. Mr. Mosley passed out a handout of the timeline of where they are at, and the collection of data and sites. We have good projects. One site finished identified as Jean's Junction in Petersburg, is owned by Pike County. Indiana 15 submitted an application on behalf of Pike County Commissioners requesting up to \$200,000 to clean up an old gas station. In May we should hear from EPA if it was approved. If we can get this money and clean up the site, then Pike County can put it back on the tax rolls which completes this site. Mr. Mosley thanked the Brownfield committee for their hard work.

With no questions, Mr. Mosley introduced Ms. Beth Grisby of ATC Associates. Ms. Grisby stated how ATC Associates has worked with the Environmental Protection Agency (EPA) on various projects and gave an update on what has been spent on the project and the balance remaining. Ms. Grisby stated she has been talking to EPA about Indiana 15 and EPA would like to showcase Indiana 15 at their national conference to talk about the model and the working coalition worldwide. EPA is very happy with the progress made regionally with Indiana 15 Regional Planning Commission.

Mr. Norman Dillon stated, "We are very lucky to have ATC on board with us, having assessment skills moves us forward, and let's us get a jump on other communities. We can foresee development on these types of land. I think this has been a great project for Indiana 15." Ms. Gehlhausen replied, "Indiana 15 is a regional pilot program and I think it has gone very well. In October EPA cleanup grants are due, we are getting these Phase I and Phase II's completed so that we can apply for the cleanup funds. We can only spend the money through this \$400,000.00 grant on Phase I and Phase II's. We cannot do cleanup so we have to find other sources for the cleanup, but we have identified a federal source through EPA, a state source through Indiana Finance Authority and another state source, Indiana Office of Community and Rural Affairs who allows funding for clearance. By positioning and getting these Phase I and Phase II's done, looks like we have various sources we can go after for cleanup."

Mr. Bill Byrd asked, "Did we submit three or four sites from Milltown?" Ms. Gehlhausen replied, "There is none from Milltown that I know of. Please let Tom know of the sites you perceive as potential Brownfields." Mr. Mosley explained, "Through IDEM, if you are a municipality, you can take a piece of property and under certain circumstances not be held liable for the contamination; it is called a *comfort letter*. What IDEM will do, even if you want to buy it, as a civilian or somebody, you can say, I will buy this and the state will give you a comfort letter that says you will not be held liable for this contamination. That does not necessary mean you do not have to clean it up, but under that circumstance maybe can take possession of the property as a town, now since you are a public entity and you own the property, you are eligible to go to the funding sources and apply for cleanup." Mr. Byrd asked, "Can you help us get this comfort letter?" Mr. Mosley replied, "Absolutely." Ms. Gehlhausen replied, "But, before you do that, we have the funding to assess it, so you may want to assess the site(s)."

Energy Efficient Conservation Block Grant Program. Ms. Gehlhausen stated two applications were turned in to the Indiana Office of Energy Development. One on behalf of the Spencer County Courthouse for efficiency interior and exterior lighting improvements at the Courthouse. It was approved for \$36,000.00 with no match. This Friday there will be a reporting training and an award ceremony for Spencer County. The other submittal was for Indiana 15 for a new furnace and new windows in front. This application was denied. The reason for the denial, they did not understand what a regional planning commission was and why one county was applying on our behalf. We have since informed the Office of Energy what a Regional Planning Commission is and they sent an email suggesting Indiana 15 reapply. There is another round for public entities. Indiana 15 was instructed to prepare a memorandum of understanding which clearly describes what Indiana 15 and what Dubois County are responsible for, if Dubois County would be so kind to submit on behalf of Indiana 15 again. We will resubmit. The application is due April 9."

Refrigerator. Ms. Gehlhausen told the members that the refrigerator went out and under policy she purchased a new refrigerator for \$609.00.

OLD BUSINESS

None to report.

NEW BUSINESS

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 2009, Mike Haverstock, Bill Byrd and herself served on the RLF board to fulfill Indiana 15's representation. John Stutzman made a motion for 2010 to re-nominate **Lisa Gehlhausen**, re-nominate **Bill Byrd** and re-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.

Appoint CEDS Committee Members. Ms. Gehlhausen stated the Comprehensive Economic Development Strategy (CEDS) is one of the fulfillments of our Economic Development Administration (EDA) planning grant. The CEDS tells EDA what projects we are working on and establishes priorities by cities, towns and counties. We need to form a CEDS Committee to assist with the prioritization of projects.

The CEDS committee must now include public officials, community leaders, workforce development boards, institutions of higher education, minority, labor groups and private individuals. This CEDS report is due every five years and is due June 30, 2010. Lisa told the board that we are looking for representatives of each county to fulfill the CEDS committee requirements.

Ms. Gehlhausen mentioned that the staff will be going to the communities and seeking which projects are important especially community, economic development and transportation projects. Forms will be mailed out to all the communities to prioritize projects. Keep in mind to be eligible for funding through EDA that projects must be a top priority. It is very important to get those projects that you want funded on top of this list. Chair Vollmer told the members if they are willing to sit on this committee, to please see Lisa after the meeting. Ms. Gehlhausen read to the members who served on the committee previously.

Establishment of Meeting Dates and Times for 2010. Ms. Gehlhausen told the board that in 2009, the Full Board met January, April, August and October, the fourth Tuesday at 7:30 p.m. (local time){Ferdinand time}. 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, Bill Byrd made a motion to keep the 2010 meeting dates and times the same as 2009 and seconded by Larry Wehr. Motion carried.

IARC Conference. Ms. Gehlhausen asked the board for approval to allow her to attend the Indiana Association of Regional Council (IARC) conference. IARC comprises the regional planning commissions in Indiana. Ms. Gehlhausen stated the conference will be held in Indianapolis on October 14-15. Rudy Freeman made a motion to approve the conference and seconded by Larry Wehr. Motion carried.

NADO and RLF Conference. Ms. Gehlhausen asked the board for approval to allow her to attend the National Association of Development Organizations (NADO) conference. NADO supports regional planning commissions worldwide through transportation, they support the Economic Development Administration at the national level and they put on great learning conferences. NADO communicates new programs through HUD before we hear about them from anyone else. They also have at the same conference a Revolving Loan Fund training held in St. Louis on October 20-22. Lisa would like for her to attend the transportation and economic development conference and allow Mr. Michael Cummings to attend the RLF training to earn credits to be certified in the revolving loan funds. Mr. Cummings administers the Dubois County Enterprise Loan Fund and the Crawford County Revolving Loan Fund. After some discussion, Mike Ellis made a motion to approve the St. Louis conference and seconded by Norman Dillon. Motion carried.

DR2 Projects. Ms. Gehlhausen stated the staff has been extremely busy on Disaster Recovery 2 projects. The eligible programs IOCRA has opened up are dams and levees projects. We are working with Cannelton, Tell City, Dale, Chrisney and Beaver Lake for dams and levees improvement projects.

OCRA is also allowing for waterway debris removal. Orange and Pike Counties are having preliminary engineering reports done for waterway debris removal potential projects.

We are also working with eight different communities on storm drainage that are due April 30: Troy, Grandview, Chrisney, Marengo, Dubois, Paoli, Petersburg and Dale.

We are also working with different communities for small water and wastewater applications up to \$1 million dollars that are due on July 2: Grandview water, Tell City water, Patoka Water Company through Crawford County, Winslow water, St. Meinrad through Spencer County, St. Croix through Perry County, Petersburg sewer, English water, Paoli water, Troy sewer, Blue River water through Milltown, Holland and Cannelton water. Four large DR2 applications were funded: Huntingburg wastewater, Tell City CSO, Orange County/Patoka Lake Water, and Paoli wastewater. There are three additional in development: Luce Township Regional Sewer District through Spencer County, Spurgeon, and Petersburg.

Three Downtown Planning grants were approved: Rockport, Chrisney and Petersburg.

Clearance and Demolition projects. If we have a Phase I and Phase II on Brownfield's complete, OCRA will entertain projects for clearance and demolition. We have three projects that are expected to be submitted in the fall: Birdseye, English, and Orleans.

Mileage Rate. Ms. Gehlhausen stated an email was received in January 2010 in which the state board of accounts lowered their mileage rate effective October 1, 2009. The rate was reduced from \$0.44 per mile to \$0.40 per mile. Ms. Gehlhausen stated per our Resolution #2005-02, the Commission will compensate for mileage of a private vehicle at the prevailing rate that the State Board of Accounts follows per mile. Also a schedule of fees is adopted annually by the board that states mileage to be paid at the State Board of Accounts rate. Ms. Gehlhausen asked the board if they wanted to keep following the resolution and fee schedule to keep the mileage reimbursement as what the State Board of Accounts follow or keep the rate of \$0.44 per mile. After some discussion, it was determined to keep the mileage rate as followed by the State Board of Accounts and approved paying at \$0.44 per mile from October 1, 2009 through March 20, 2010 since no meetings were held in 2010 until March by a motion made by Rudy Freeman and seconded by James Ebert. Motion carried.

Summer Interns. Ms. Gehlhausen stated within the budget, there are two intern positions. Ms. Gehlhausen stated she asked Elliot Englert to assist with traffic counts and mapping. Elliot is interested in coming back. This is his third summer and the hourly rate has increased to \$10.00 per hour with no benefits. (See Resolutions for Approval below for approval) Ms. Gehlhausen also noted that a second intern will be sought later to assist with the grant financials, and environmental reviews.

INDOT Transportation Planning. Ms. Gehlhausen stated that Indiana 15 submitted a grant application to the Indiana Department of Transportation (INDOT) on March 9 for a planning grant in the amount of \$34,644.20 with matching funds of \$6,309.80. These amounts are subject to change, but are what we have applied for. We have not received any response back from INDOT. I will be reporting back later after getting a response from INDOT about the proposed scope of work. Within the scope, Indiana 15 will be doing traffic counts and developing base maps for Chrisney and Richland.

Safe Routes to School. Ms. Gehlhausen stated the Safe Routes to School Program is due to INDOT April 1 through May 28. \$250,000.00 grant funds will be available to benefit kids who are walking to and from school. It requires a survey through the school of how many children are walking to school. If a community wants to apply, a survey must be conducted right away since schools get out in May. A community can apply for up to \$250,000.00, you have to pay for the preliminary engineering but the grant covers final design and the actual sidewalk improvements. Cannelton was approved in 2009. Ms. Gehlhausen told the board to talk with their engineers to get their applications in if interested.

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Resolutions for Approval:

Establishing Newspapers for 2010. Chair Vollmer referred to Resolution No. 2010-01 that listed newspapers for advertisements of public notices for 2010 with no changes from 2009. With no changes or modifications, Joe Greene made a motion to approve **Resolution 2010-01** and seconded by Mark Brescher. Motion carried.

Elliot Englert. Approving Elliot Englert as a summer intern on the Commission's payroll at an hourly rate of \$10.00 per hour on a temporary basis from May 17 through August 19, 2010. With no changes or modifications, Al Logsdon made a motion to approve **Resolution 2010-02** and seconded by Mike Ellis. Motion carried.

Contracts for Approval:

Vice-Chair Lake made a recommendation to group the following twelve contracts and was seconded by Treasurer Schulthise. Motion carried.

- Spencer County Commissioners Indiana Office of Energy Development Energy Efficiency Conservation Block Grant application preparation; sum of \$1,500.00; if funded Environmental Review/Reporting for sum of \$2,000.00.
- Dale Code Book Update; sum of \$1,900.00.
- Ferdinand Code Book Update; fee schedule, estimated at \$1,200.00.
- Jasper Code Book Update; fee schedule, estimated at \$3,200.00.
- Chrisney Downtown Plan (DR2-09-047); sum of \$5,000.00.
- Rockport Downtown Plan (DR2-09-060); sum of \$4,500.00.
- Orange County Water Improvements (DR2-09-069); sum of \$55,500.00.
- Huntingburg Wastewater Improvements (DR2-09-064); sum of \$30,725.00.
- Dubois County Contractual Public Library (CF-09-204); sum of \$38,000.00.
- Cannelton Stormwater (CF-09-202); sum of \$38,000.00.
- Crawford County Health Feasibility Study (PL-09-003); sum of \$4,500.00.
- Indiana Finance Authority to do labor standards for Huntingburg and Tell City; sum of \$12,000.00.

After Ms. Gehlhausen gave a briefly description of each contract, a motion to approve all contracts was made by Bill Byrd and seconded by Mike Ellis. 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 same as last year on Treasurer, Beverly Schulthise. Motion was made to approve by Rudy Freeman and seconded by Norman Dillon. Motion carried.

D&O Insurance Renewal. Ms. Gehlhausen reported that the professional liability policy for Part A on Directors & Officers and Part B on Employment Practices is coming up for renewal on April 19. The limits of Liability coverage is \$1,000,000.00. The cost remains the same as for the last 13 years for a total of \$1,924.00 per year. After some discussion a motion to approve and renew was made by Treasurer Schulthise and seconded by Mike Ellis. Motion carried.

Before adjournment, Ms. Gehlhausen stated the full board will meet again next month, April 27 to approve the per capita budget for 2011. With no further business to discuss, the meeting was adjourned at 9:10 p.m. on a motion made by Larry Wehr and seconded by Pat Ramsey. Motion carried.

Respectfully submitted,

Barbara A. Gilliatt, Secretary

BAG/sk