

**Minutes of the April 26, 2011
Executive Board Meeting of the
Indiana 15 Regional Planning Commission**

CALL TO ORDER

Chair Lawrence Vollmer called the meeting to order at 6:30 p.m.

ROLL CALL

Chair Vollmer performed roll call, six members were present plus two additional members, Secretary Barbara Gilliatt and Ron Smith whom arrived shortly after roll call. Also in attendance were Lisa Gehlhausen and Sarah Kinder of the Commission's staff and member Bill Byrd.

APPROVAL OF MINUTES AND AGENDA

The Minutes of the March 22, 2011 Executive Board Meeting were presented by Chair Vollmer for approval. Mike Ellis made a motion to approve the minutes as presented and Pat Ramsey seconded the motion. Motion carried.

ADDITION TO THE AGENDA

Ms. Gehlhausen requested that Orleans Code Book contract be added to the meeting's agenda. Rudy Freeman made a motion to approve the additional business and seconded by John Stutzman. Motion carried.

TREASURER'S REPORT

Treasurer Beverly Schulthise reported that as of April 26, 2011, the closing cash balance was \$333,023.01 which includes the \$10,000.00 CD. Treasurer Schulthise reported the outstanding invoices at \$83,504.66. With no questions or discussion, John Stutzman made a motion to approve the Treasurer's Report and Mike Ellis seconded the motion. Motion carried. Ms. Gehlhausen told the board that all the counties are invoiced in January for the per capita fees but some do not pay until after June and November and as in the past some would not pay until the following year due to the county waiting on property taxes being paid to them, but the counties have gotten better in making sure the Commission receives its' funding by year-end.

DIRECTOR'S REPORT

Chair Vollmer turned the meeting over to Ms. Gehlhausen for the Director's Report. Ms. Gehlhausen referred the board to the project status report and reported the following:

- **Errors.** Ms. Gehlhausen reported to the board that the staff's workload has been very busy and wanted to inform the board of a few mistakes made and extended her apology and stated she does not like to see mistakes happen and the staff has taken steps by revising the checklist to make sure it doesn't happen again. The mistakes included 1) Dale and Marengo Stormwater projects should have been advertised twice but were published once which may delay construction by two or three weeks; 2) Patoka Water Company and English Water, two minority firms were not sent bid notices for these projects and the projects had to be rebid; (Ms. Gehlhausen remarked what the English Town Council President was very understanding and stated, "You know, if you're not making mistakes, you're not working." Ms. Gehlhausen stated it was very nice for him to say that but at the same time, it is bothersome when mistakes happen) and 3) Milltown did not get their application scored through the CFF grant process due to not receiving requested documents from the clerk-treasurer. The town has audit report issues with the State Board of Accounts and overdue reports which put them on a debarment list for any future community development block grants. Even if the application was funded, it would not have received release of funds due to the Town being on the debarment list, which the Commission has no control of.

The board was understanding and said mistakes happen. They remarked how much the staff has been working hard the last several of years. Ms. Gehlhausen stated we apologized to these communities and the mistakes did not cause loss of their funding.

OLD BUSINESS

- **Building Improvements.** Ms. Gehlhausen reported she received two snow guard itemized quotes. Ms. Gehlhausen read each quote: 1) Paul Frey Construction, (who installed the metal roof) estimate states needing 288 snow guards (144 front, 144 back) at \$5.00 per guard (includes installation). They would screw in the guards and use silicone with a total price of \$1,440.00 (pass around snow guard for showing) and 2) Better Homes and Construction estimate states 600 snow guards (300 front, 300 back) at \$6.60 a piece for a total cost of \$3,960.00 but would glue them on. (It was noted with a metal roof the whole purpose of the snow guards is to protect the gutters.) After discussion John Stutzman made a recommendation for the full board to go with Paul Frey Construction using the screw on method for \$1,440.00 and was seconded by Pat Ramsey. Motion carried. Ms. Gehlhausen remarked that Frey Construction was putting off on putting up the gutters until he found out if they receive the bid on the snow guards in order to potentially accomplish both improvements at the same time. Ms. Gehlhausen stated other quotes she will be seeking this year are: windows, painting, lighting under the outside awning and a new furnace.

NEW BUSINESS

Resolutions for Recommendations to Full Board:

- Ms. Gehlhausen reported that the State Board of Accounts recommends that each fiscal year be closed. She then referred to Resolution 2011-05 to close fiscal year 2010 and approve \$3,108.29 surplus to the fund balance and asked that this resolution be recommended to the full board. Lisa stated this basically approves year-end transfer balances over and/or under the approved budget. At mid-year we anticipated the year-end surplus at \$142,169.00 but the year-end balance was \$3,108.29. The difference was due to eight (8) anticipated projects not closing at year-end and rolling into 2011: Huntingburg Wastewater, Cannelton and Tell City Stormwaters, Rockport, Petersburg and Chrisney Downtown Plans, Crawford Co. Feasibility Study Plan and Jasper Program Income, all which total \$105,356.10. Ms. Gehlhausen remarked on some highlights in 2010: paying down the principal on the mortgage by \$38,000.00 and putting on a new metal roof for a cost of \$22,000.00. Pat Ramsey made a motion to recommend **Resolution 2011-05** to the Full Board and seconded by Treasurer Schulthise. Motion carried.
- Ms. Gehlhausen referred to an Addendum to Resolutions 2010-05 and 2010-06 establishing the appropriation budgets for calendar years 2012 and 2013. She stated these resolutions indicate per capita fees per county at \$0.45 per capita levy. The three years (2011, 2012, 2013) were approved on April 27, 2010 due to the EDA Planning grant on a three year period in order to commit the matching funds for the same period. The changes (addendum) need to be made to correspond to the new 2010 census. The Commission will be receiving an additional \$1,677.15 per year with a net gain of 3,727 people regionwide. (stated each county difference between 2000 and 2010 census)

Ms. Gehlhausen stated the 2011 budget will not be changed due to each county passing their budgets already in the Fall of 2010 for 2011. Ms. Gehlhausen stated she will be attending county councils meetings describing the 2012 changes. Ms. Gehlhausen stated we provide each county a budget estimate as how we will spend these per capita fees. For 2012, with the new census population, the Commission will receive \$56,509.56. Of this amount, \$3,000.00 will go for board travel and \$53,509.65 will be used to match grants such as our EDA planning grant and INDOT grant. With no further discussion, **Addendum to Resolutions 2010-05 and 2010-06** was recommended to the full board based on the new census on a motion made by Ron Smith and seconded by Treasurer Schulthise. Motion carried.

Contracts for Approval:

After discussing the following contracts, motions were made as follows:

- Pike County Debris Removal (DR2-09-201); sum of \$16,800.00. A motion was made by John Stutzman and seconded by Mike Ellis. Motion carried.
- Orleans Code Book Update; fee schedule, estimated at \$1,300.00. A motion was made by Treasurer Schulthise and seconded by Secretary Gilliatt. Motion carried.

Before adjournment, Ms. Gehlhausen stated Tom Mosley will be retiring from the Commission as of June 30. At the full board meeting coming up, she plans to seek approval to enter Elliot Englert onto the Commission's payroll. Elliot has been an intern for the last three years and can prepare maps plus the traffic counts. Tom has agreed to assist Elliot with the traffic counts and see the Brownfield project come to closure in September. Elliot has agreed to accept the offer and will be graduating from IU in May. The Commission is offering him \$30,000.00 and after six months would like to evaluate his progress for consideration of additional compensation.

ADJOURN

Ms. Gehlhausen stated the next scheduled board meeting will be Tuesday, May 24. There being no further business to come before the Executive Board, a motion was made by Patricia Ramsey and seconded by Rudy Freeman to adjourn the meeting at 7:16 p.m. Motion carried.

Respectfully submitted,

Barbara A. Gilliatt, Secretary