

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

**CALL TO ORDER**

Chair Lawrence Vollmer called the meeting to order at 7:30 p.m.

**ROLL CALL**

Secretary Barbara Gilliatt called roll; twenty-four members were present plus one additional member, Teala Morrison whom arrived after roll call, and with at least one representing each county. Also in attendance were Lisa Gehlhausen, and Sarah Kinder of the Commission's staff.

**APPROVAL OF MINUTES AND AGENDA**

Chair Vollmer presented the Minutes of the January 25, 2011 meeting. With no questions or comments, Larry Wehr made a motion to approve the minutes and seconded by Chester Mathena. Motion carried.

**ADDITION TO THE AGENDA**

Ms. Gehlhausen requested personnel changes under New Business be added to the meeting's agenda. Jim Taylor made a motion to approve the additional business and seconded by Mike Ellis. 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 a \$10,000.00 CD. Treasurer Schulthise reported the outstanding invoices at \$83,504.66. With no further questions or discussion, Bill Byrd made a motion to approve the Treasurer's Report pending audit and Dave Prechtel seconded the motion. Motion carried.

**SPECIAL SPEAKER**

Ms. Gehlhausen introduced Mr. Tom Mosley, Technical Services Assistant with Indiana 15. Tom is retiring at the end of June and has agreed assist with transition of the new Technical Services Assistant with traffic counts, Brownfield's and other duties. Tom will be giving a presentation on the Brownfields Program tonight. Ms. Gehlhausen informed the board that the Commission and environmental consultant did not go unrecognized. EPA awarded Indiana 15 a Brownfields Recognition Award. Tom traveled to Philadelphia for the National Brownfield's Conference in April and accepted the award. EPA provided funds to conduct site assessments for potential Brownfields. Tom will be showing us the accomplishments in this evening's presentation. The program was successful and this national award we accept with pride. (members clapped)

Mr. Tom Mosley gave a powerpoint presentation of the EPA Brownfield project. He announced the Brownfield's Committee and thanked those persons for being part of the success in implementing a community-wide assessment grant for \$400,000 from EPA, along with a State of Indiana grant of \$60,000.00. Mr. Mosley gave a breakdown of dollars spent on each individual project within the region with Phase I and Phase IIs: Crawford \$84,879, Dubois \$91,082, Orange \$28,300, Perry \$9,592, Pike \$64,851 and Spencer \$100,708. He told the members if they have a site in mind that could qualify to please get in contact with him. The assessment project will be wrapped up in September. One site identified as Jean's Junction in Petersburg, is owned by Pike County. Indiana 15 submitted a cleanup application to EPA. A grant was approved for \$200,000 on behalf of the Pike County Commissioners to clean up this old gas station site. Mr. Mosley thanked the Brownfield committee for their hard work again because the project would not have been successful if it weren't for the team effort.

The next round of grants are due in October 2011. Mr. Mosley asked if the Board of Directors would want to move forward with a new assessment grant. Do you want to go with hazardous and petroleum similar to what we have right now? Mr. Mosley asked Ms. Gehlhausen to speak on the next move. Ms. Gehlhausen remarked to the board, "It's a big decision to make. Do we have enough sites, can the committee and the ones in this room, identify more sites? We need to know if we should go after more assessment grants, but we have to get the cleanup accomplished too. It looks like four or five of the assessment sites will achieve cleanup. Tom talked about some of the ownership and title problems. We need to work with the local attorneys to try and get those resolved. EPA is very happy with what is going on so far with Indiana 15 with the partnership. Another option is Revolving Loan Fund. EPA said Indiana 15 could receive \$1 million dollars to implement property cleanup activities. We would be allowed to use \$400,000 of that \$1 million as grant funds. \$600,000 would be loans, \$400,000 would be grant. Typically, EPA requires a 25% match of that \$1 million dollars. But because of the success, EPA is contemplating waiving that match but, the question is do we have interested parties with a desire to borrow money from that \$600,000 Revolving Loan Fund and pay back? Both of these two grants are due in October and as a regional planning

commission do we continue the Brownfields efforts and seek more assessment dollars through EPA, or do you think that we can support the RLF loan program?"

Mike Ellis asked, "What are the terms of the loans, do you have an idea?" Ms. Gehlhausen replied, "No, I don't know those details yet." Mr. Ellis asked, "Second, is there any grant money or loan money available to towns to clean these up? I'd say, if there isn't any source of monies available right now other than this, then I really do think we should get involved with this" Ms. Gehlhausen replied, "We can make a decision in August at the next full board meeting with the applications due in October. We will need to know what the wishes are of the board, do we want to go after loan money or do we continue to do assessments."

Al Logsdon asked, "How much time do you need for each county to forward you names. Spencer County may have an interested party for a loan on the United Energy property?" Ms. Gehlhausen replied, "If we have an interested party, then maybe we should seek the loan." Bill Ratliff asked, "What is the interest rate on these loans?" Ms. Gehlhausen replied, "That is a great question, but I don't know those details. Ms. Gehlhausen stated it would require a Brownfields Loan Committee to meet monthly to make these loans and to make sure they are getting repaid. Indiana 15 would administer it but it would take a special committee of the board to see this through."

Chair Vollmer asked, "Right now, any projects that can advance to cleanup, they can pay for that?" Mr. Mosley replied, "The thing about a cleanup grant is that you can't use it for demolition. You can clean up all the soil and contamination but you can't tear down buildings. There is a limitation on that."

John Stutzman asked, "The loans you are talking about, are these the counties and cities can borrow?" Ms. Gehlhausen replied, "It's my understanding that private individuals can also borrow the funds." Mr. Stutzman continued, "What happens if that individual doesn't pay back the loan?" Ms. Gehlhausen replied, "I don't know the answer to that question. I would want the loan to be repaid and not have to issue with collateral."

With no further questions, it was determined that Ms. Gehlhausen and Mr. Mosley get with representatives from EPA to seek the answers to the questions that the board brought forward. Ms. Gehlhausen asked the board in helping to congratulate Mr. Mosley before his departure of June 30. He has been a great employee. (everyone clapped) Chair Vollmer thanked Mr. Mosley and stated he has done a good job.

## **DIRECTORS 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 briefly 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.

Fred Weber stated, "The contractors were upset with the situation. They could talk of a law suit."

Al Logsdon remarked, "What steps can be taken? You all do good work. What steps can be done to make sure this doesn't happen again?" Ms. Gehlhausen replied, "The staff revised our checklist to not have this happen again."

Bill Byrd asked, "What about hiring another full-time person?" Ms. Gehlhausen replied, "Adam Goeppner, an employee for about a year, gave me his two week notice on Monday. We are going to lose an employee on May 6 (his last day). With this, it is going to put more pressure for Nathan, Mike and I to pick up additional workload. Ms. Gehlhausen stated she has also been hearing that the Community Focus Fund may not have a second round this year. If they don't have that second round this year, we won't be spending six weeks on those applications; we should be able to keep up with the workload. We are doing many projects right now; we are doing EDA projects and the Community Focus Funds. All of the disaster money came at one time. We went from \$30 million to \$276 million during this phase. We were very successful in getting grant awards."

Bill Byrd commented, "As I have said in the past, we are underemployed. The staff is over worked and may get burned out."

John Stutzman replied, "We don't know when our funding will stop. We know we need employees but the funding may slow down again."

Ms. Gehlhausen stated if we do hire a new employee, we will have to send this person to training to be certified. The State of Indiana is now offering a new series of training. OCRA is offering more detailed training instead of a basic course.

#### **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.) Ms. Gehlhausen stated the Executive Board recommended approval to go with Paul Frey Construction for \$1,440.00. With no further questions, Bill Byrd made a motion to go with the two screws in per panels and lowest cost (Paul Frey Construction) and was seconded by Larry Wehr. 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.

Bill Byrd remarked on the profit margin of the Commission and asked Ms. Gehlhausen if she thought that the administration cost should be increased. Ms. Gehlhausen replied that the disaster money required grant administrators to charge only 3%. The Community Focus Funds we can charge up to 8%. Ms. Gehlhausen stated she would look into increasing the administration fees.

#### **NEW BUSINESS**

- Ms. Gehlhausen asked for approval to enter Mr. Elliot Englert on the Commission's payroll on a full-time basis with an annual salary of \$30,000.00 and revisit his performance after six months for a possible increase in pay. Elliot will be graduating from Indiana University with a degree in Geographic Information System and has worked for Indiana 15 for the last three summers. Elliott's start date would be June 6 and Tom's ending date would be June 30. There will be some overlap due to Tom transitioning the traffic counts. With no further questions, a motion was made by Al Logsdon to approve **Resolution 2011-06** by recommendations of Ms. Lisa Gehlhausen and seconded by Larry Wehr. Motion carried.

- **Comprehensive Economic Development Strategy (CEDs).** Ms. Gehlhausen reported many of the members received the 2011-2015 listing of future projects, but she has not received many of them back. She asked that the communities get those listings in. It helps us become knowledgeable about your community and economic needs and how we to seek the resources to help you meet those needs. The CEDs report is due June 30.
- **Mortgage Release.** Ms. Gehlhausen stated, "Before you, is a pair of scissors on each table with a copy of the mortgage. I want you to cut it up and enjoy doing so. We paid the mortgage off in February. (Five years earlier than expected) Ms. Gehlhausen passed around a s'more snack with a saying on it, "No S'more Building Payment". Chair Vollmer thanked Ms. Gehlhausen.
- 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 by 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. Ms. Gehlhausen stated the Executive Board recommended approval of this resolution to close 2010 books. Jim Taylor made a motion to approve **Resolution 2011-05** and seconded by Pat Ramsey. 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 due to the new 2010 US Bureau of Census with the Commission 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 the county council meetings to discuss 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 approved based on the new census on a motion made by David Kress and seconded by Bill Ratliff. Motion carried.

With no further business to discuss, the meeting was adjourned at 8:40 p.m. on a motion made by Jim Taylor and seconded by Pat Ramsey. Motion carried.

Respectfully submitted,

Barbara A. Gilliatt, Secretary