

**Minutes of the June 23, 2009
Executive Board Meeting of the
Indiana 15 Regional Planning Commission**

CALL TO ORDER

Chair Chester Mathena called the meeting to order at 6:30 p.m.

ROLL CALL

Vice-Chair Larry Vollmer performed roll call, nine members were present. Also in attendance was Lisa Gehlhausen of the Commission's staff.

APPROVAL OF MINUTES AND AGENDA

The Minutes of the April 28, 2009 Executive Board Meeting were presented by Chair Mathena for approval. Patricia Ramsey suggested rewording the disaster declaration sentence under New Business, Disaster Recovery Funding as follows: FEMA Disaster #1776, happening in 2008. With the correction as noted by Patricia Ramsey, Larry Wehr made a motion to approve the minutes as corrected, seconded by Mary Gogel. Motion carried.

ADDITION TO THE AGENDA

Ms. Gehlhausen requested to add a contract with Leavenworth to update the Town's codification of ordinances to the meeting's agenda. Vice-Chair Vollmer made a motion to approve and seconded by Alan Cassidy. Motion carried.

TREASURER'S REPORT

Treasurer Beverly Schulthise reported that as of June 23, 2009, the closing cash balance was \$185,228.94 which includes the \$50,000.00 in CDs. The outstanding aging schedule reflects \$67,240.16. Treasurer Schulthise mentioned Orange County had paid the remainder 2008 dues of \$2,048.11. With no further questions or discussion, Mary Gogel made a motion to approve the Treasurer's Report and Pat Ramsey seconded the motion. Motion carried.

DIRECTOR'S REPORT

Chair Mathena then turned the meeting over to Ms. Gehlhausen for the Director's Report. Ms. Gehlhausen briefly reported the following:

Disaster Recovery Appropriation I. Ms. Gehlhausen was happy to report to the board that Pike County was awarded \$51,869.74 from FEMA Disaster Recovery Appropriation I, to cover the 25% spent by Pike County for spending over \$200,000 for fixing a road near the White River. Ms. Gehlhausen gave credit to the newest staff person, Michael Cummings for preparing this grant application on behalf of Pike County.

Disaster Recovery Appropriation II. Ms. Gehlhausen stated four stormwater drainage grant applications were submitted on June 12 for Cannelton, Tell City, Rockport and Dale. These projects required very little or no match. This is a great program. There was not much notice to submit the applications. The project had to be ready with stormwater preliminary engineering reports done. Award announcements will be made on July 31.

FEMA-Station Construction Grant Program. Ms. Gehlhausen reported July 10 fire station grant applications will go in for Santa Claus, Petersburg, Gentryville, and South Patoka in Pike County. These are stimulus funds through the Assistance to Firefighter's grant program called "Fire Construction Grant".

FEMA-Assistance to Firefighter Grant Program. In May, five Assistance to Firefighter's Grant applications were submitted on behalf of Leavenworth Fire Department, Dubois Fire Department, Spencer County EMS and Winslow Fire Department and Orange County Rural Fire Department.

Downtown Revitalization Plans. The Commission is working with the City of Rockport, Petersburg, and Chrisney to submit Downtown Revitalization Planning Grants. A community can apply up to \$50,000.00. The deadline is July 31.

Community Focus Funds. The Community Focus Funds grant applications have been given approval for an additional round this year in addition to the normal two rounds. The staff is working with Spencer County Christian Resource, Crawford County Health Care Facility, Dubois Stormwater, Cannelton Combined Sewer, And-Tro Water, Petersburg Sewer, Huntingburg Fire Station, Leavenworth Fire Truck and Dubois Library Projects. There are currently four income surveys out in the communities of Huntingburg, Tell City, Patoka Lake and Holland. The surveys are needed to see if the particular beneficiaries of these projects qualify for CDBG funds.

Code Books. Orleans, English, Ferdinand, Santa Claus, and Jasper Code Books are nearing completion. Leavenworth, French Lick, Chrisney and Milltown are in contract process.

Hazard Mitigation Plans. The Hazard Mitigation Plan for Orange County is waiting on approval. Approval has been given to Spencer, Perry and Crawford Counties. Pike County's Hazard Mitigation Plan is underway by Polis Center and Indiana 15 Regional Planning Commission. FEMA has awarded the contract. Dubois County is waiting on an amendment to get their contract signed.

Generators. Ms. Gehlhausen stated the Commission has been asked from many communities about generators. Ms. Gehlhausen stated that a meeting was held this past week with US Department Agriculture in Leavenworth. Cost estimates are being developed to determine if there is any assistance.

INDOT Stimulus. Ms. Gehlhausen stated many counties have submitted projects to INDOT. The County Highway Departments need to track these requests made to INDOT.

Transportation Enhancement. The Town of Ferdinand on August 21 will be submitting an application for an extension of 16th Street. It's a new street, from the highway to the proposed new library. This project also extends walking and bicycling paths to the new developments.

Fiber Optics. Ms. Gehlhausen stated an appropriation application was submitted on behalf of Crawford County for fiber optics broadband project to the schools. It has moved on through the Congressman to Washington DC.

Brownfield's. Ms. Gehlhausen gave an update on the Brownfield's program. The available funding allows up to twenty Phase I's. Three have been approved and ATC the chosen contractor will conduct the Phase I's. Permission was sought from EPA if the site was a hazardous substance site and permission from IDEM if the site was a petroleum based site. The projects sites were discussed. Norman Dillon, one of the Brownfield committee members, asked if the committee can be more informed by either email or telephone as to the project specifics. Ms. Gehlhausen stated she will get with Tom Mosley to conduct a Brownfields Committee meeting in the near future to give an updated status report.

Once the Phase I and Phase IIs are completed, Indiana 15 can ask EPA for clean-up funds on three sites. The Brownfield committee will have to determine these three sites and the application is due in November.

Neighborhood Stabilization Program. Ms. Gehlhausen stated the staff had applied for Neighborhood Stabilization program funds for Marengo and Petersburg. These were denied. However, Tell City did get \$1.8 million and Huntingburg received \$4.5 million. A second round is expected where Marengo and Petersburg can submit more information to be considered in a future round.

Economic Development Administration. Ms. Gehlhausen stated two EDA projects, one for the City of Jasper to improve the Beaver Lake Dam and one in Crawford County for Liberty Green are in development.

COPS grant. Ms. Gehlhausen stated two COPS grant applications were submitted in April on behalf of Dubois County and Pike County.

With no questions, a motion was made by Larry Wehr to approve the Director's Report and seconded by Mary Gogel. Motion carried.

OLD BUSINESS

None to report.

NEW BUSINESS

EDA Planning Supplement. Ms. Gehlhausen stated EDA has proposed that all economic development districts in Indiana be given an increase to their current award in the amount of \$10,189.00 with matching funds of \$10,189.00. EDA requested the amended application within a couple of days so Ms. Gehlhausen stated she in return called Chair Mathena to discuss the increase and they decided to move forward and then seek approval from the board at the next scheduled meeting. Ms. Gehlhausen stated to date there is no final award notification but EDA stated they had these funds available and understands the extra demands on the districts. Ms. Gehlhausen stated how the existing EDA planning funds were being spent by the staff due to learning the new programs, and time in writing numerous grant applications on behalf of the communities. Ms. Gehlhausen stated I am hereby requesting approval to continue the seeking of this supplemental fund of \$10,189.00 with a match of the same amount. Ms. Gehlhausen told the board that of this \$20,378.00 increase, \$8,150.00 was for personnel to cover the extra workload, \$3,009.00 in fringe benefits, \$2,738.00 to send two staff people to NADO training in Chicago and \$6,481.00 for indirect

costs. Ms. Gehlhausen stated it is basically going to be used for personnel and NADO conference but would also like to propose using \$3,000.00 to amend the 2009 Salary Ordinance to reflect the extra workload by certain staff.

Ms. Gehlhausen stated three staff persons have been working extremely hard, going to night meetings, and putting in extra hours. I contacted the State Board of Accounts, they in return told her that bonuses are allowed but has to be approved by the board and in the minutes or reflected in the salary ordinance. Ms. Gehlhausen stated because it pertains to the budget, it will have to go through the Full Board in August. Ms. Gehlhausen also reminded the board that at the last full board meeting there was talk about hiring a new employee to help out with the workload. Ms. Gehlhausen stated she thinks the best move for the Commission is to retain Michael Cummings. He is a temporary employee till the end of this year for the flood recovery project. He is doing a great job and she would like to see not hiring anybody new but keep him on through December and then pick him up full-time. Michael will be going with her for training in October for a week to learn how to write Community Focus Funds grants. Ms. Gehlhausen said Nathan Held was hired three years ago. It takes about three years to develop and train a new staff person. Nathan is a great employee and can develop any project now. I know Michael can do the same, but it will take time to train him. Ms. Gehlhausen wants to reward the employees that are going above and beyond with some kind of an increase in salary. Ms. Gehlhausen stated she would like to propose a \$1,000.00 bonus to herself, Theresa Criss-Hartwig and Nathan Held and would ask for board approval to recommend these salary amendments to the full board in August. It is a one-time bonus to help compensate for the workloads. With no further discussion, Vice-Chair Vollmer made a motion and seconded by Larry Wehr to recommend to the full board in August a one-time \$1,000.00 bonus to Lisa Gehlhausen, Theresa Criss-Hartwig and Nathan Held. Motion carried.

Resolutions for Approval:

Ms. Gehlhausen reported that EDA has awarded an increase to the existing EDA Planning award. An amended grant application in an additional amount of \$10,189.00 with matching funds of \$10,189.00 was submitted on May 26, 2009. Ms. Gehlhausen requested the approval of Chair Mathena and submittal of the extended application and the commitment of matching funds. With no questions, a motion was made by Norman Dillon and seconded by John Stutzman to approve **Resolution 2009-09**. Motion carried.

- Resolution 2009-10 authorizing approval of the 2010 Comprehensive Economic Development Strategy (CEDS) Annual Report. A motion to approve **Resolution 2009-10** was made by John Stutzman and seconded by Pat Ramsey. Motion Carried.

Contracts for Approval:

- Marengo Storm Drainage System Analysis Plan (PL-05-079); sum of \$4,500.00. A motion to approve was made by Pat Ramsey and seconded by Treasurer Schulthise. Motion carried.
- Paoli Wastewater Improvements (CF-09-123); sum of \$40,000.00. Ms. Gehlhausen stated Paoli was awarded a grant for improvements to their sanitary sewer system through the Community Focus Fund and they received \$600,000.00. However, she will look for approval at the next scheduled meeting because the Town had tabled this contract due to the town attorney being out of town in order to look over the contract.
- Milltown Plan (PL-08-011); sum of \$4,500.00. A motion to approve was made by Treasurer Schulthise and seconded by Vice-Chair Vollmer. Motion carried.
- Leavenworth Code Book Update; sum of \$3,700.00. A motion to approve was made by Norman Dillon and seconded by Treasurer Schulthise. Motion carried.

Agreement for Approval:

- Ms. Gehlhausen read an agreement between Mr. Michael Cummings which is to protect the Commission should an employee, who goes through CDBG training and then leaves employment, would not be allowed to seek or compete for CDBG funds within the Commission's six county district for a period of five (5) years. Ms. Gehlhausen mentioned that in order to become certified in the CDBG program, training is required at a cost. Recertification is required every two (2) years. Ms. Gehlhausen informed the board that Theresa Criss-Hartwig, Nathan Held and herself have signed the agreements. Ms. Gehlhausen mentioned that Mr. Cummings will be attending sessions in October to complete this initial training. With no further questions, Pat Ramsey made the motion to approve the **Employee Noncompete Agreement** and seconded by Norman Dillon. Motion carried.

ADJOURN

Before adjournment, Chair Mathena stated to the board that the next scheduled meeting of the Executive Board will be July 28. There being no further business to come before the Executive Board, a motion was made by Pat Ramsey and seconded by Mary Gogel to adjourn the meeting at 7:16 p.m. Motion carried.

Respectfully submitted,

Paul A. Lake, Secretary

PAL/sk