

**Minutes of the July 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***

Vice-Chair Paul Lake performed roll call, eight members were present plus one additional member, Secretary Barbara Gilliatt whom arrived shortly after roll call. Also in attendance was Lisa Gehlhausen of the Commission's staff.

***APPROVAL OF MINUTES AND AGENDA***

The Minutes of the June 28, 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 two contracts: Jasper Wastewater and US EPA Brownfield for Spencer County be added to the meeting's agenda. Treasurer Beverly Schulthise made a motion to approve the additional business and seconded by Pat Ramsey. Motion carried.

***TREASURER'S REPORT***

Treasurer Schulthise reported that as of July 26, 2011, the closing cash balance was \$452,640.57. Treasurer Schulthise reported the outstanding invoices at \$83,597.85. Treasurer Schulthise reported a six month \$10,000.00 CD was opened at German American at a rate of .40% which will mature on January 11, 2012. With no further questions or discussion, Rudy Freeman made a motion to approve the Treasurer's Report and Mike Ellis seconded the motion. Motion carried.

***DIRECTOR'S REPORT***

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

- **Planning Grants.** Ms. Gehlhausen reported to the board that Richland in Spencer County received a \$30,000 grant to study their stormwater system. Leavenworth was approved for a \$30,000 planning grant to also study their stormwater system. These two communities will receive stormwater plans to determine where improvements are needed in their stormwater system. We are hoping after the planning is done to seek Community Focus Funds to address the problems with a construction grant.
- **Community Focus Funds.** Ms. Gehlhausen mentioned she attended the award ceremony on July 13 for two Community Focus Fund grants that were awarded in the first round of the 2011: Jasper Wastewater and Marengo Fire Truck. These two were funded for the first round and for the second round of 2011, on Friday July 22; I delivered eleven proposals to Indianapolis. This is probably a record. Three of the staff wrote the eleven proposals: Birdseye Old School Clearance Project, Crawford County Blue River Water for water improvements, Huntingburg Water improvements, Rockport combined sewer separation, Troy Wastewater improvements, Spurgeon who does not have a wastewater system would like to build a wastewater system, St. Meinrad Water improvements, Paoli Stormwater improvements, Holland Sewer improvements, Southeast Orange County Fire Truck, and Ferdinand Wolleman House. On September 30, these proposals will be developed into applications. We will be extremely busy the last two weeks in September. On December 9 will be the announcements if any of these were awarded. They compete against each other in category, the clearance project for Birdseye and the Ferdinand historic preservation project and the Orange County fire truck are all in their own category. Ms. Gehlhausen stated we were use to \$30 million dollars in Indiana for the CDBG Program from HUD through this Community Focus Fund but there has been a 17% reduction in the funding. It's competitive already and it will make it even more competitive. We did get two funded the last round. Two or three would be nice this round. They are all important projects; we just have to convince the funding agency.
- **EDA Projects.** Ms. Gehlhausen reported that to date, we have four EDA projects that are real current: Santa Claus just finished their water project which brings water from the aquifer on the Ohio River and twelve miles north to their new water treatment plant. Russ Luthy, the utility manager, loves to show people the new water treatment plant. He is very proud of it. EDA representatives were here today for site visits; we started out at Jasper Beaver Lake and had a pre-bid meeting, then went to the Huntingburg wastewater plant, and then went to Santa Claus. Santa Claus is closed out. They had an open house in July. If you get a chance to visit, it's very automated; it was close to an \$8 million dollar total project. They're pumping record water through that plant. EDA put in \$2 million dollars of that \$8 and were pleased to see the final product today. The Huntingburg wastewater received \$1.3 million dollars from EDA. They built a wall and an earth berm around their wastewater treatment plant to alleviate flooding. The City was extremely grateful this Spring when we had very heavy rainfalls. The construction is complete on the

Huntingburg Project. We are awaiting the final reimbursement from EDA. Today, the engineer with HDR is meeting with EDA in Chicago regarding Perry County Port to give us permission to bid to fix bridges and part of the rail on the Hoosier Southern Railroad. This one is getting close to bidding.

- **Maps.** Ms. Gehlhausen stated we just finished new maps for the City of Rockport and West Baden Springs.
- **Close-outs.** Ms. Gehlhausen mentioned we are closing out a water project in Orange County where Patoka Lake Water is made available to the Southeast part of Orange County.
- **Park Plans.** Ms. Gehlhausen mentioned we are working on the Dubois County Park Plan.

#### ***OLD BUSINESS***

Ms. Gehlhausen stated she still needs to get quotes on the painting, and the underpinning but hasn't had a chance to do that yet. The snow guards have been installed.

#### ***NEW BUSINESS***

Ms. Gehlhausen stated with the workload, Adam leaving the Commission, Tom staying on for a couple of days each week, and with Linda informing her that she will probably work through 2012 and retire early in 2013, she would like to hire a new person with accounting and a finance background to help drawdown the grant funds for projects, she would like to start looking at hiring somebody to start learning what Sarah does and maybe filling in helping out with some of the accounting work on the projects.

Chair Vollmer asked, "Is this something you want to hire at the beginning of 2012?" Ms. Gehlhausen replied, "Well, we will be looking at our budget at the next board meeting and I'd like to fit that into the budget. We could actually use them now with the four new projects that we recently got awarded, the two planning grants and the two community focus funds and the ongoing work. I think it would be helpful to hire somebody with accounting, finance background to kind of learn a little bit of more of what Sarah does too. She's very valuable." Alan Cassidy stated, "You say she's quitting at the end of the year?" Ms. Gehlhausen replied, "Linda is retiring; she's told me that she's looking at February of 2013. I'd like somebody with financial capabilities."

Rudy Freeman stated, "Do you think the grants will still keep on coming in? You just said that they're cutting them by 17%." Ms. Gehlhausen replied, "They did cut by 17%, we have been successful and we've got the workload now. I think the new person could learn what Linda does and take over some of her duties. I'm not for sure how this is going to play out." Treasurer Schulthise stated, "She answers the phone." Ms. Gehlhausen replied, "We really need somebody with accounting right now to help with some of the projects. It's a concern, Sarah does payroll, tracks all the contracts, we need somebody to learn and have knowledge of what she does. Sarah is great at it, she's terrific, wonderful, has great audits and that's because of her work but, I think that somebody also needs to be learning what she does. It takes years to learn this special kind of accounting for government."

Mike Ellis asked, "How many years of learning curve on that?" Ms. Gehlhausen replied, "There's years of learning curve on what Sarah does. I could bring them in to start working on projects first and getting use to the office and then learning what Sarah's doing as time goes on."

Vice-Chair Lake stated, "You need to have somebody even if they're not completely trained, you have to at least have someone who knows what is going on, because if something were to happen to Sarah tomorrow, god forbid." Ms. Gehlhausen replied, "I know, I don't know who would do the payroll. I'd have to call Bev."

Chair Vollmer stated, "So if you advertise, would you advertise for someone with a degree in accounting?" Ms. Gehlhausen replied, "Yes, accounting or finance and we have the money in the budget to hire and we have the workload."

Mike Ellis asked, "What kind of money are you talking to attract somebody that would be worth hiring, \$30,000 - \$40,000?" Ms. Gehlhausen replied, "I was thinking \$35,000." Mike Ellis continued, "We don't have it in the budget until next year, right?" Ms. Gehlhausen replied, "That's correct. We do not currently have that in the 2011 budget. Adam left and we never replaced Adam." Chair Vollmer asked, "What was his salary?" Ms. Gehlhausen replied, "His was around \$32,000."

John Stutzman stated, "Can we hire somebody on an hourly basis to make sure this is the type of person you really want." Ms. Gehlhausen replied, "We could hire them and if they don't work out, we let them go." John Stutzman continued, "I know there are a lot of people looking for work right now. There are more people than there are jobs even in the finance section. You want to be choosy of who you hire, I do know that and they have to have a personality too. You know what works when they don't have a personality." Ms. Gehlhausen stated, "Right, and I want to hire somebody that has the skills." Treasurer Schulthise remarked, "Yeah, and if they're going to be answering the phone or talking on the phone, or dealing with financials." Ms. Gehlhausen responded, "That transition may not happen. It may be that their skilled in accounting and we keep them doing that and we hire somebody else to answer the phones."

Mike Ellis stated, "But they also need to understand the other part of it so when something comes up in the financial end, they understand what's going on." Ms. Gehlhausen replied, "Correct. It's going to take somebody special to be able to do what Sarah's doing. There's years of learning." Treasurer Schulthise stated, "Yeah, for my job, it takes a couple of years."

Chair Vollmer stated, "What are you asking for then Lisa, do you want to go ahead and advertise for this?" Ms. Gehlhausen replied, "I would. I think by the time I advertise and interview, it's going to take a few months to get through that process. We are in July, it could still happen in this year. We have not replaced Adam so I believe the money is there. We kept Tom on for a couple of days each week, so that would be extra. By keeping him on, it has helped transitioned Elliot in, that's going well."

Treasurer Schulthise asked, "Sarah does the payroll, but when preparing budgets in certain times of the year, you've got to learn that, then you got to learn the annual reports within a year, that's why I said it takes two years, that may be extravagant but the first time you do an annual report, you forget it by the next year until you get adapted to it with the same thing with the budget. You'll forget some of the things because you only do it once a year. So these kinds of jobs you need more time to learn them. There's always something new to learn every day."

Chair Vollmer asked, "When does our regular board meet next?" Ms. Gehlhausen replied, "In August." Chair Vollmer continued, "They would have to approve this. If the work is there, I don't have a problem. The only thing is to be careful if things go south, and we have to start laying people off, where do you start there?" Ms. Gehlhausen replied, "I know this last two weeks, I've worked 111 hours and it's suppose to be 90, so I know and I'm not the only one doing that, Nathan is doing that as well. We could use somebody to help with the financials on the grants and learn what Sarah's doing." Chair Vollmer stated, "But I mean if that were ever to come to that?" Ms. Gehlhausen responded, "We can seek permission at the August Full Board meeting."

Mike Ellis stated, "Well you can start preparing your requirements, what you are going to advertise for." Chair Vollmer stated, "Back to my question, if we would ever have to lay someone off, how do we go about it? Does Lisa tell us who she wants to layoff?" Ms. Gehlhausen replied, "I don't like to lay people off, and right now the work is here, but I would do it. If the money starts going down, I would do it, if our future changed. But for right now, I don't see that for the next couple of years. I think we are doing fine."

Vice-Chair Lake motioned to allow Ms. Gehlhausen to go ahead and advertise subject to the Full Board's approval at their next meeting and seconded by Mike Ellis. Motion carried.

#### **Resolutions for Approval:**

- **Resolution 2011-10** designating German American as the depository for funds and authorizing agents to exercise the powers granted for CD #1011392025. John Stutzman made a motion to approve and seconded by Rudy Freeman. Motion carried.

#### **Contracts for Approval:**

Ms. Gehlhausen gave a brief description of each contract:

- Tell City levee system analysis (DR2-09-202); sum of \$5,200.00. A motion was made by Pat Ramsey and seconded by Treasurer Schulthise. Motion carried.
- Spurgeon Code Book Update; sum of \$300.00. A motion was made by Alan Cassidy and seconded by Vice-Chair Lake. Motion carried.

- Jasper Wastewater (CF-11-108); sum of \$38,000.00. A motion was made by Secretary Gilliatt and seconded by Mike Ellis. Motion carried.
- Spencer County U.S. EPA Brownfield (BF-00E00888-0); sum of \$36,000.00. A motion was made by Vice-Chair Lake and seconded by Treasurer Schulthise. Motion carried.

Before adjournment, Ms. Gehlhausen told the members that the Commission received a second National Award for the Brownfield Remediation Programs managed by the Commission. At the NADO conference to be held at Miami in October, NADO announced that they will present us with this National Award. We previously received a National Award from EPA. NADO was pleased with this Brownfield Assessments and cleanups as well. We will get recognized nationally for the Brownfield's Program once again.

***ADJOURN***

Ms. Gehlhausen stated the next scheduled Executive Board meeting will be Tuesday, August 23 at 6:30 p.m. There will be a full board following that, and we will talk about the 2012 budget. (It was noted that August 23 is Mike Ellis birthday) There being no further business to come before the Executive Board, a motion was made by Pat Ramsey and seconded by Rudy Freeman to adjourn the meeting at 7:25 p.m. Motion carried.

Respectfully submitted,

Barbara A. Gilliatt, Secretary

BAG/sk