

**Minutes of the August 23, 2011  
Executive Board Meeting of the  
Indiana 15 Regional Planning Commission**

***CALL TO ORDER***

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

***ROLL CALL***

Secretary Barbara Gilliatt performed roll call, with ten members present. Also in attendance were Lisa Gehlhausen and Sarah Kinder of the Commission's staff.

***APPROVAL OF MINUTES AND AGENDA***

The Minutes of the July 26, 2011 Executive Board Meeting were presented by Chair Vollmer for approval. Pat Ramsey made a motion to approve the minutes as presented and Rudy Freeman seconded the motion. Motion carried.

***ADDITION TO THE AGENDA***

None to report.

***TREASURER'S REPORT***

Treasurer Bev Schulthise reported that as of August 23, 2011, the closing cash balance was \$438,137.47 which includes a \$10,000.00 CD. Treasurer Schulthise reported the outstanding aging schedule at \$92,113.40. With no further questions or discussion, John Stutzman 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:

- **Code Book Updates:** Ms. Gehlhausen reported the Spurgeon code book was completed and work has begun on the Cannelton code book.
- **Assistance to Firefighter's Grants (AFG):** Ms. Gehlhausen reported that the staff is working on four Assistance to Firefighter's Grant applications that will be due on September 16.
- **CFFs:** Ms. Gehlhausen reported that ten Community Focus Fund grant applications are being developed which are due on September 30. The first site visits occurred today with the Indiana Office of Community and Rural Affairs and we have site visits tomorrow. These 10 applications are a record number that Indiana 15 has ever written in one round. We usually turn in two to three per round. We had a lot of communities requesting assistance to prepare the grant applications for the Community Focus Fund. We are going to be very busy in the month of September.
- **DR2 Close-outs:** Ms. Gehlhausen reported that close-outs are underway on some of the Disaster Recovery grants.
- **EDA projects:** Ms. Gehlhausen mentioned bids were opened on the EDA Beaver Lake project. Also ready to open bids is the EDA Perry County Port on August 29.

**Per Capita Chart Listing:** Ms. Gehlhausen passed around a handout (attach to minutes) that reflects from 2003 to 2012 what each county pays to Indiana 15 by per capita (population) and states the handout also reflects what Indiana 15 is bringing back to each county from grants in return. Ms. Gehlhausen pointed out that from 2003 to 2009 the pay back ranged from \$1,000,000 to \$5,000,000 from various grants. Ms. Gehlhausen reported 2009 was phenomenal, the state and federal funds brought back were \$14,542,135 and the investment from the six counties was \$54,833. Ms. Gehlhausen stated we could tell we were busy with the Disaster Recovery and the Community Focus Funds and a couple of EDA projects going on then. In 2010, this is the best year that I have ever known since I have been with the Commission, and this will be hard to duplicate, but in 2010, I'm happy to say that we had \$24,651,162 in state and federal funds brought back to the six counties. Ms. Gehlhausen stated she did calculate to date thus far in 2011 and we are over the \$4,000,000 mark in 2011 thus far. We are going to have a good year in 2011 as well.

For 2011 and in 2012, the staff will be administering many of those projects that were funded in 2010. We have basically eighteen months to twenty-four months to close-out most of them. So in 2011 and 2012 will be heavy with administering those dollars.

Ms. Gehlhausen told the members what each county pays to Indiana 15 is based on population. We are going to base the per capita fees from the 2010 population, but the data didn't come out until 2011, so it really didn't affect the council budgets until 2012, that's why you're seeing a difference of 54,833 to 56,509. We basically had 30 less people in Crawford County so they are going to pay us \$13.50 less than they did. In Dubois County, there were 2,215 more people so they will pay us \$996.75 more. Orange County had 534 more people so we're getting \$240.30 more. Perry County has 439 more people and will pay us \$197.55 more. Pike County has 8 more people and will pay \$3.60 more. Spencer County has 561 more people for an additional \$252.45. The difference between the 2000 and 2010 census population for the Commission in population is 3,727 with a total increase of \$1,677.15 in a ten year span. This is all subject to the approval of councils budgets by each county.

Ms. Gehlhausen recalled that the Community Focus Fund is being cut by 16% for 2011. We have ten applications going in and will hear on December 9 if any of these projects will be awarded.

After some discussion it was noted that in 2010 there was a \$9,000,000 project out of the \$16,000,000 in Spencer County that was the largest grant ever received in the State from CDBG money. The board agreed the chart was interesting and Ms. Gehlhausen stated it shows how hard the staff has worked and when the money was available, we've stepped up the efforts and worked tirelessly to try and bring some of that back. This also had a lot to do with what projects were ready to go. These monies were due to the three disasters that hit Indiana in 2008, these disaster dollars came to Indiana which opened the Disaster Recovery Program. We still have applications being developed for Disaster Recovery money mainly on clearance projects. The Disaster Recovery monies were mainly in 2009 and 2010 and it is nearly depleted.

#### **OLD BUSINESS**

None to report.

#### **NEW BUSINESS**

- **Brownfield Committee.** Ms. Gehlhausen stated Elliot Englert, our new employee, has taken over our Brownfield's program that Tom Mosley was working on and mentioned she will introduce him to them at the Full Board meeting. Elliot has contacted a representative from each of the counties to sit on the Brownfield Committee and we will be asking the Full Board to make that official. From Crawford County, Jim Taylor has express interest; Dubois County, Larry Wehr; Orange County, Rudy Freeman; Perry County, Alan Cassidy; Pike County, Melissa Bryant; and Spencer County, Al Logsdon. Some of these have been on the Brownfield Committee since the inception. This is a good strong team. As you know, we had a speaker at our last meeting talking about Brownfield's, and we don't feel quite ready to seek revolving loan funds so this fall we'd like to submit a clean-up grant for a former United Energy site and also go ahead and submit a community-wide assessment grant with no match to EPA. The current Brownfield grant will be closing at the end of August and Elliot will be addressing exactly what was accomplished with the \$400,000 at the Full Board meeting.
- **2011 Mid-Year Budget Revision.** Ms. Gehlhausen referred the board to Resolution 2011-11 detailing the 2011 mid-year budget reflecting those line items to be revised. Ms. Gehlhausen stated the mid-year revision to the budget is required each year in order to compensate for revenues projected for the budget from the prior year until July of 2011. Alan Cassidy asked, "Do we have a couple of typos on that? For building and repairs payments we got \$42,000 and for contractual services \$63,000." Sarah Kinder replied, "For contractual services we were under contract with ATC Associates on the Brownfield project and the building improvements is under the \$42,000." Mr. Cassidy continued, "Yeah, but on the new one, the differences are quite a bit. On the 2012 budget, the building maintenance is \$4,200 and last year was \$42,000." Sarah replied, "We are doing all of the building improvements in 2011 and not anticipating any improvements in 2012." Ms. Gehlhausen stated, "This does include in what we have accomplished thus far but it also includes this year yet, the windows, the painting, the lighting and furnace. But yeah, it's only a zero off. I can see why you questioned that from \$42,000 to \$4,200. But it is correct. For the contractual

services it is due to the Brownfield project closing out in 2011 and a lot of that contractual service goes to ATC Associates even though we got the EPA Brownfield grant, we contract with them so it's gone down in 2012. Plus we are not going to do much to our building in 2012 so that went down from \$42,000 to \$4,200."

Mike Ellis stated, "We really don't have anything left to do with the building do we?" Ms. Gehlhausen replied, "No, after we get the windows, painting, lighting, and new furnace which is in this year's budget, we will be in good shape." Ms. Gehlhausen stated, "Good observation, good questions." Ms. Gehlhausen continued the 2011 approved budget revenues of \$961,999 would be revised to \$923,422. This will leave the Commission with a projected surplus balance of \$262,515. This is a difference of \$15,727 less than what we had in the budget. The biggest reason for this is the EDA Perry County Port Authority and EDA Beaver Lake because of construction schedules; they will be pushed more in 2012 instead of 2011. The total Expenditures would be revised from \$683,757 to \$660,907. Part of these differences are due to changes of an employee who resigned and we also had an employee that went from full-time to part-time and we didn't have any interns this past summer. ATC Associates worked will be done this year. For a further detailed explanation on the 2011 changes, please reference the sheet with the notes. Ms. Gehlhausen asked the board for their approval and to recommend this 2011 mid-year budget revision to the Full Board.

Vice-Chair Lake mentioned most of the difference in the budget is due to paying off the mortgage debt in 2011 as well. Ms. Gehlhausen stated we did have \$17,300 in the budget and revised it to \$25,650 in order to pay off the mortgage. That was a big accomplishment in 2011. Mike Ellis stated, "That will reflect in the next coming year right, or, I don't see where you put that into next year's budget." Ms. Gehlhausen responded, "For the 2012 budget, you won't see a line item for mortgage payments because it is paid off."

Rudy Freeman asked, "On the income, shouldn't we have the \$30,000 CD that we cashed in as revenue on top?" Sarah Kinder replied, "The CDs are reflected on the cash flow sheet. We only had \$10,000 at the end of 2010 and have not cash this in at this time; it is still reflected on the cash flow statement. When we cashed in the \$30,000 CD, we paid it towards the mortgage debt in 2010."

Chair Vollmer stated, "Under the Fringe Benefits, the medical insurance is going out of this world, isn't it?" Ms. Gehlhausen replied, "It did go up. We did add on a 20% buffer to the current cost. For budgeting, we don't know if it will be increased by that or not."

With no further questions, Alan Cassidy motioned to approve and recommend **Resolution 2011-11** to the Full Board and seconded by Treasurer Schulthise. Motion carried.

- **2012 "Draft" Budget.** Ms. Gehlhausen directed the board to the Profit & Loss Report on the yellow sheets and asked the members to review and comment on the 2012 "Draft" Budget. According to the Draft Budget, revenues for 2012 are projected at \$697,630 with Expenditures projected at \$614,119, leaving a projected agency balance of \$83,511. Ms. Gehlhausen noted that within the budget, it includes raises for the staff, hiring an employee, and we need to replace our color printer. We put in \$6,500 to help cover this expense. Ms. Gehlhausen referred the board to the cash flow statement and stated we started the cash balance at the end of 2010 with \$325,172.02. This does not reflect the cash balance at the end of 2011 because we do now know what that balance will be at this time. If the 2011 budget goes as projected, the anticipated cash balance at year end for 2011 should reflect an additional \$262,515, leaving the 2012 projected cash balance of \$671,198 in which this amount reflects the CD and petty cash. This is a draft for consideration with final adoption at the October full board meeting.

Ms. Gehlhausen asked if there were any other questions on the proposed 2012 budget, noting the ones previously on the building repairs, contractual services, and insurance. Chair Vollmer asked, "Are the raises about a 3% increase?" Ms. Gehlhausen replied, "Yes, they average out to 3%." Chair Vollmer continued, "Some might say that's a little high, but when you look at the money you brought in for the overall counties, I mean, that's enormous amount of money." Ms. Gehlhausen stated, "The staff is really working hard. I think it is very fair to them and to all of us."

Mike Ellis asked, "Vehicle. Did we purchase it two or three years ago?" Ms. Gehlhausen replied, "We are going on the third year of having it, I think in October. It's doing great, the last time I did an oil change, they said I needed a tie rod over on the right side and it's a \$130 estimate. We put on two new tires in the front, but the back weren't as good, but because of the tie rod, I really do need three new tires. For \$3,000 I think we got a good investment for

almost three years out of it.” Mike Ellis continued, “My point of bringing this up, for what we have in the 2012 budget for vehicle. We don’t have any money back for an account where we put money into it for a replacement of a vehicle, do we?” Ms. Gehlhausen replied, “No.” Mike Ellis stated, “My thought is, this thing won’t last forever, and so we don’t come up and end up with a blown motor and then steal from budgets, I think we really should have a line item for a vehicle. If you’ll only put back a \$1,000 a year in that account or whatever, you will at least have something to go off of whenever the time comes to replace the vehicle.”

Vice-Chair Lake stated, “Generally, if you are anywhere close where your annualized expenses divided by twelve, are going to be anywhere close to a new car payment, then you’re better off getting a newer vehicle.” Ms. Gehlhausen asked, “What would you recommend setting aside?” John Stutzman asked, “What did we give for that vehicle?” Ms. Gehlhausen responded, “\$3,000.” John Stutzman continued, “That’s what I thought. I wonder if we could get Jasper Engines to start have a look out if they are going to get another one that was a good vehicle. It wouldn’t hurt. They offered us a good deal before.” Ms. Gehlhausen stated, “It’s blue book value was \$8,500 and was sold it to us for \$3,000.” Chair Vollmer suggested \$2,000 a year since the car has a lot of miles on it. Mike Ellis stated the car has a lot of miles but is guessing that it could last up to 250,000 miles, but suggested at 200,000 to start looking. Ms. Gehlhausen told the board she thought this was a good idea and that this 2012 budget was only a draft and will look for adoption in October so we can revise the budget to reflect this change. Chair Vollmer asked, “Do you think we should go higher than \$2,000 a year?” Mike Ellis responded, “\$2,000 a year at least, and we’ll have a trade-in value off of this since the car is a 2005, so you’re going to get something back out of it. A couple of thousand a year, I think would be a good idea.” Vice-Chair Lake stated, “You’ll looking at the beginning of 2013 you have at least \$4,000 plus the trade so you could do a little bit of horse trading then, mid-year next year or even before that, put out the word to Jasper Engines and a couple of your sources and say, hey look, in the next twelve months, we’ll probably be looking at this and here’s what we are looking for.” Ms. Gehlhausen stated, “So does everybody agree with revising the 2012 budget to set aside \$2,000 per year for a new car purchase?” Chair Vollmer stated, “I think we should have a motion on that.” Mike Ellis made a motion to set aside \$2,000 a year for 2012 and 2013 for a new vehicle purchase and seconded by Pat Ramsey. Motion carried.

It was noted that Ms. Gehlhausen fix the tie rod problem and buy four new tires.

With no further questions or comments on the draft 2012 budget, John Stutzman motioned to approve and recommend the 2012 budget with the revision of adding the new vehicle purchase to the Full Board and seconded by Rudy Freeman. Motion carried.

**Contracts for Approval:**

- Marengo Fire Truck (CF-09-500); sum of \$13,500. A motion was made by Treasurer Schulthise and seconded by Vice-Chair Lake. Motion carried.

***ADJOURN***

Before adjournment, Ms. Gehlhausen reminded the board the next meeting is scheduled for September 27, 2011 at 6:30 p.m. Chair Vollmer made a comment that the AIC Conference will be held during that time. It was noted that prior to this date if no pressing business is needed, there will be no September meeting due to not possibly having a quorum. There being no further business to come before the board, a motion was made by Mike Ellis and seconded by Pat Ramsey to adjourn the meeting at 7:20 p.m. Motion carried.

Respectfully submitted,

Barbara A. Gilliatt, Secretary

YEAR	COUNTY	FEES PAID	GRANT FUNDS RECEIVED
2003	Crawford	\$3,223 @ \$00.30	\$303,549
	Dubois	\$11,902 @ \$00.30	\$169,549
	Orange	\$5,792 @ \$00.30	\$515,549
	Perry	\$5,670 @ \$00.30	\$394,149
	Pike	\$3,851 @ \$00.30	\$165,549
	Spencer	\$6,117 @ \$00.30	\$515,549
	TOTAL 2003		\$36,555
2004	Crawford	\$3,223 @ \$00.30	\$104,421
	Dubois	\$11,902 @ \$00.30	\$1,188,018
	Orange	\$5,792 @ \$00.30	\$53,291
	Perry	\$5,670 @ \$00.30	\$708,586
	Pike	\$3,851 @ \$00.30	\$154,921
	Spencer	\$6,117 @ \$00.30	\$109,361
	TOTAL 2004		\$36,555
2005	Crawford	\$3,223 @ \$00.30	\$136,058
	Dubois	\$11,902 @ \$00.30	\$297,558
	Orange	\$5,792 @ \$00.30	\$70,558
	Perry	\$5,670 @ \$00.30	\$597,258
	Pike	\$3,851 @ \$00.30	\$265,058
	Spencer	\$6,117 @ \$00.30	\$280,568
	TOTAL 2005		\$36,555
2006	Crawford	\$3,223 @ \$00.30	\$557,848
	Dubois	\$11,902 @ \$00.30	\$964,348
	Orange	\$5,792 @ \$00.30	\$991,588
	Perry	\$5,670 @ \$00.30	\$581,888
	Pike	\$3,851 @ \$00.30	\$169,848
	Spencer	\$6,117 @ \$00.30	\$2,582,348
	TOTAL 2006		\$36,555
2007	Crawford	\$4,834.35 @ \$00.45	\$832,371
	Dubois	\$17,853.30 @ \$00.45	\$117,071
	Orange	\$8,687.70 @ \$00.45	\$561,971
	Perry	\$8,504.55 @ \$00.45	\$136,971
	Pike	\$5,776.65 @ \$00.45	\$587,771
	Spencer	\$9,175.95 @ \$00.45	\$653,971
	TOTAL 2007		\$54,833
2008	Crawford	\$4,834.35 @ \$00.45	\$177,437
	Dubois	\$17,853.30 @ \$00.45	\$1,820,051
	Orange	\$8,687.70 @ \$00.45	\$83,637
	Perry	\$8,504.55 @ \$00.45	\$2,082,437
	Pike	\$5,776.65 @ \$00.45	\$434,937
	Spencer	\$9,175.95 @ \$00.45	\$518,283
	TOTAL 2008		\$54,833

2009	Crawford	\$4,834.35 @ \$00.45	\$136,287
	Dubois	\$17,853.30 @ \$00.45	\$1,599,982
	Orange	\$8,687.70 @ \$00.45	\$4,538,493
	Perry	\$8,504.55 @ \$00.45	\$5,444,389
	Pike	\$5,776.65 @ \$00.45	\$266,387
	<u>Spencer</u>	<u>\$9,175.95 @ \$00.45</u>	<u>\$2,556,597</u>
	TOTAL 2009	\$54,833	\$14,542,135
2010	Crawford	\$4,834.35 @ \$00.45	\$1,144,487
	Dubois	\$17,853.30 @ \$00.45	\$4,275,094
	Orange	\$8,687.70 @ \$00.45	\$14,857
	Perry	\$8,504.55 @ \$00.45	\$394,857
	Pike	\$5,776.65 @ \$00.45	\$2,209,031
	<u>Spencer</u>	<u>\$9,175.95 @ \$00.45</u>	<u>\$16,612,836</u>
	TOTAL 2010	\$54,833	\$24,651,162
2011	Crawford	\$4,834.35 @ \$00.45	
	Dubois	\$17,853.30 @ \$00.45	
	Orange	\$8,687.70 @ \$00.45	
	Perry	\$8,504.55 @ \$00.45	
	Pike	\$5,776.65 @ \$00.45	
	<u>Spencer</u>	<u>\$9,175.95 @ \$00.45</u>	
	TOTAL 2011	\$54,833	
2012	Crawford	\$4,820.85 @ \$00.45	
	Dubois	\$18,850.05 @ \$00.45	
	Orange	\$8,928.00 @ \$00.45	
	Perry	\$8,702.10 @ \$00.45	
	Pike	\$5,780.25 @ \$00.45	
	<u>Spencer</u>	<u>\$9,428.40 @ \$00.45</u>	
	TOTAL 2012	\$56,509.65	