

**Minutes of the August 23, 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-six members were present, and with at least one representing each county. Also in attendance were Lisa Gehlhausen, Sarah Kinder, and Elliot Englert of the Commission's staff and a guest Melissa Bryant.

**APPROVAL OF MINUTES AND AGENDA**

Chair Vollmer presented the Minutes of the April 26, 2011 meeting. With no questions or comments, Larry Wehr made a motion to approve the minutes and seconded by Vice-Chair Paul Lake. Motion carried.

**ADDITION TO THE AGENDA**

Ms. Gehlhausen requested Resolution 2011-12 in regards to PERF be added to the meeting's agenda. Rudy Freeman made a motion to approve the additional business and seconded by Dianne Rudolph. Motion carried.

**TREASURER'S REPORT**

Treasurer Beverly Schulthise reported that as of August 23, 2011, the closing cash balance was \$438,137.47. Treasurer Schulthise stated the closing cash balance included a \$10,000.00 CD with German American. The outstanding aging schedule total \$92,113.40.

With no further questions or discussion, Fran Lewis made a motion to approve the Treasurer's Report and Thomas Lamb seconded the motion. Motion carried.

**DIRECTORS REPORT**

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

- **Code Book Updates:** Ms. Gehlhausen reported the Spurgeon code book was completed and ready for delivery. Work has begun on the Cannelton code book.
- **Council Meetings:** Ms. Gehlhausen reported she has been to two county council meetings.
- **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 with the Indiana Office of Community and Rural Affairs occurred today 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. The communities that are successful in receiving funding will know on December 9.
- **Planning Grants:** Ms. Gehlhausen announced that Leavenworth and Richland will be receiving \$30,000 each for stormwater preliminary engineering reports.
- **DR2 Close-outs:** Ms. Gehlhausen reported that close-outs are underway on the following Disaster Recovery grants: Rockport, Orange County, Patoka Lake Water, Tell City and Cannelton.
- **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. These amounts only show state and federal dollars and do not include any local match funds. 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, we surpassed 2009 by securing \$24,651,162 in state

and federal funds for projects in the six counties. Ms. Gehlhausen stated she doesn't know if the Commission will see these funds continue, but knows when the Disaster Recovery monies became available, the staff worked extremely hard, long hours and sought as many dollars to complete projects identified in the CEDS. This chart shows what a successful couple of years we've had. I have tallied to date thus far in 2011 and we are over \$4,000,000 awarded. We are not through the year yet, but we will have a good 2011 as well. (the members congratulated Ms. Gehlhausen) Ms. Gehlhausen stated she has a breakdown of the grants and presents this information to the county councils to show them what their county money brings back to each of the counties through Indiana 15 Regional Planning Commission.

For the next two years the staff will be busy administering many of these 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 these dollars through construction and close-outs.

## ***OLD BUSINESS***

None to report.

## ***NEW BUSINESS***

- **Elliot Englert:** Ms. Gehlhausen introduced Elliot Englert as the new Technical Services Assistant. Ms. Gehlhausen asked Elliot to stand up (everyone clapped) and stated Elliot is a recent graduate of Indiana University and has AutoCAD, ESRI, GIS skills, and excels with map making. Elliot is taking over the Brownfield program previously administered by Tom Mosley who is retiring. Elliot is developing the new Brownfield applications. Some of his other duties are conducting the traffic counts within the INDOT grant. Ms. Gehlhausen stated she would like for Elliot to talk about the Brownfield project Indiana 15 was awarded \$400,000 as to what we did with that \$400,000 and what is the next steps for Brownfield Redevelopment. Ms. Gehlhausen stated we are seeking a representative from each county to serve on the Brownfield's committee. We will be asking the full board to nominate persons to this special committee.

Elliot stated, "I have prepared this packet (passed around) that outlines the activities that we are currently involved in with Brownfield's. (attach to these minutes)" Ms. Gehlhausen stated at this time the revolving loan fund has been put on hold for now to concentrate on site specific clean-up grants and assessment funds.

The new grant round is due in mid October and we want to apply for another community-wide assessment grant to continue progress made on the grant ending this year. Ms. Gehlhausen stated this Brownfield Grant is a three year grant and we accomplished the completion of many Phase I and Phase II's with this \$400,000. If we get the new grant, we will be coming to this board and to our Brownfield's committee to identify where potential Brownfield's exist. This has been a great EPA program and we are turning some of these Phase I and Phase II's into clean-up and we want to keep that progress moving forward. Keep in the back of your mind this spring or even now, where these sites may exist. We want to hear from our board members. We can access properties that are not publicly owned but the clean-up must occur on publicly owned property when we get to that stage. A grant will be sought for \$200,000 petroleum based and \$200,000 for hazardous with no match money required.

Elliot stated he went to a Brownfield conference in Indianapolis a few weeks ago and they really stressed that we need to show community involvement and different community organizations like ground water protection conservation groups and different community organizations to help support the application.

- **Brownfield Committee.** Ms. Gehlhausen stated what we would like to introduce those that have agreed to serve on the Brownfield committee and then vote on these appointments. I would like to take a vote on whether to submit this assessment grant as well.

Elliot stated the following have agreed to serve on the Brownfield committee: Crawford County, Jim Taylor; 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. Ms. Gehlhausen asked for the board's approval of those mentioned to serve as the Brownfield committee. Randy Gilmore made a motion to approve the committee members and seconded by Thomas Lamb. Motion carried.

Chair Vollmer asked for approval to apply for the assessment grant. With no further discussion Thomas Lamb made a motion to approve and seconded by Rudy Freeman. Motion carried.

- **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. 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 if the year goes as projected. Ms. Gehlhausen stated the primary reasons for the decrease in revenue is due to the remainder EDA/Perry County Port Authority balance and most of the EDA/Jasper Beaver Lake funds were moved to 2012 due to construction schedules. The 2011 total Expenditures would be revised from \$683,757 to \$660,907. The expenditures were adjusted to reflect salary and fringe changes due to an employee resignation and an employee from full-time to part-time status with no interns this year plus a decrease in the contractual line item to pay the remainder contract balance with ATC Associates for work performed on the EPA/Brownfield project which will be completed in 2011 and the remainder building improvements. Ms. Gehlhausen stated the executive board approved and recommended to the full board Resolution 2011-11. Ms. Gehlhausen referred the board to the document with notes for a further detail explanation.

Ms. Gehlhausen stated the executive board approved and recommended to the full board Resolution 2011-11. With no further questions, Dianne Rudolph motioned to approve **Resolution 2011-11** and seconded by David Kress. Motion carried.

- **2012 "Draft" Budget.** (Be it noted that the agenda incorrectly had discussion of the proposed "draft" 2011 budget in lieu of 2012). 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. This is a draft for consideration tonight with final adoption at the October full board meeting.

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 replacement of our color printer which is about a \$6,500 purchase. 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 not 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 \$10,000 CD and petty cash.

Ms. Gehlhausen stated some of the discussion at the executive board meeting for the 2011 budget, there were \$42,000 for building repairs and that included the roof. It still includes getting a new furnace, 2 new windows, new lighting and painting the sides of the building in 2011. The line item for maintenance and repairs went from \$42,000 in 2011 to \$4,200 in 2012 due to all improvements being made in 2011. You will also notice you will not see a line item for a mortgage payment for the new 2012 budget because we paid off the building in 2011.

One thing the executive board thought we should revise on this draft budget is that the company car which is a 2005 Dodge Magnum with 177,000 miles on it, what are we doing to plan for the future for a potential car purchase. The executive board would like to see added into the 2012 budget, a \$2,000 additional annual line item for a purchase of a new car down the road. It would be a line item to be carried over at the end of the year for three years. Ms. Gehlhausen stated recently there have been some repairs to the car but thinks it will last through 2012. Ms. Gehlhausen stated we purchased the car from Jasper Engines for \$3,000 and it had a blue book value of \$8,500. They were very generous when they sold it to us. It has been close to three years that the Commission has been driving it and I think we've added 50,000 or so miles on it. It definitely gets driven. It was discussed that in the near future we should approach Jasper Engines again for a possible car purchase.

Ms. Gehlhausen stated this was a recommendation to change this draft 2012 budget to add a line item to start planning for a car replacement down the road. Chair Vollmer stated if we are going to make any changes, it should be taken care of at this meeting because when we approve this budget in October we need all the changes within it. With no further questions or comments Mike Ellis made a motion to add a line item for a new vehicle at \$2,000 annually and seconded by Larry Wehr. Motion carried. Chair Vollmer stated if there are no other questions on the 2012 budget we should be able to go ahead and adopt it in October.

**Resolutions for Approval:**

**Public Employees Retirement Fund (PERF).** Ms. Gehlhausen referred to Resolution No. 2011-12. We just found out a few days ago and decided we should address it at this meeting. In our handbook it states that when we hire a new employee they are on a 90 day trial basis and then the Commission would pick up their PERF. We have never had any problems in the past but when Sarah went online to register Elliot when he got hired; PERF indicated there is no 90 day trial period. They do not recognize that. When a new employee starts and is in a covered position, they are immediately enrolled with PERF. So it is going to require a change to our personnel manual to take out the 90 day trial period. Since Elliot started on June 6 the personnel policy effective date shall be June 1, 2011. With no changes or modifications, Mark Brescher made a motion to approve **Resolution 2011-12** and seconded by Joe Hermann. Motion carried.

Before adjournment, Ms. Gehlhausen mentioned to the board that it was Mike Ellis birthday. With no further business to discuss, the meeting was adjourned at 8:20 p.m. on a motion made by Rudy Freeman and seconded by Thomas Lamb. Motion carried. Ms. Gehlhausen stated the next scheduled meeting will be October 25 with the formal adoption of the 2012 budget. It is a very important meeting.

Respectfully submitted,

Barbara A. Gilliatt, Secretary

BAG/sk

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
	<u>Spencer</u>	<u>\$6,117 @ \$00.30</u>	<u>\$515,549</u>
	TOTAL 2003	\$36,555	\$2,063,894
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
	<u>Spencer</u>	<u>\$6,117 @ \$00.30</u>	<u>\$109,361</u>
	TOTAL 2004	\$36,555	\$2,318,598
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
	<u>Spencer</u>	<u>\$6,117 @ \$00.30</u>	<u>\$280,568</u>
	TOTAL 2005	\$36,555	\$1,647,058
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
	<u>Spencer</u>	<u>\$6,117 @ \$00.30</u>	<u>\$2,582,348</u>
	TOTAL 2006	\$36,555	\$5,847,868
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
	<u>Spencer</u>	<u>\$9,175.95 @ \$00.45</u>	<u>\$653,971</u>
	TOTAL 2007	\$54,833	\$2,890,126
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
	<u>Spencer</u>	<u>\$9,175.95 @ \$00.45</u>	<u>\$518,283</u>
	TOTAL 2008	\$54,833	\$5,116,782

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	

**Indiana 15 Regional Planning Commission  
Board Meeting  
Tuesday August 23, 2011  
Brownfields Coalition Update and Fact Sheet**

**Current Activities**

- **2009 Community Wide Assessment Grant**
  - Grant period ends August 31, 2011
  - Successfully assessed 17 properties, 2 in cleanup phase, 1 pending CFF funding, 1 pending DR2 funding, 5 require no further action.
  
- **2010 Cleanup Grant Jean's Junction Petersburg**
  - Work will commence this fall to remove underground storage tank and contaminated soil
  
- **2011 EPA Clean up Grant Former United Energy Facility Parcel A in Spencer County near Troy**
  - Grant awarded June 2011. Indiana 15 is under contract with the County to provide project oversight. Waiting on Cooperative Agreement from EPA.

**Future Proposals – Due by mid October**

- **Apply for 2012 Community Wide Assessment Grant**
  - \$200,000 Petroleum/\$200,000 Hazardous Substances, No local match.
  - Need to show community, organization, and stakeholder participation and support for application.
  
- **Apply for 2012 Clean Up Grant on behalf of Spencer County for Parcel C of Former United Energy Facility.**
  - \$200,000 EPA + %20 local match = \$240,000 over 3 year grant period.
  - Local match can include in-kind services.
  - Site has recoverable steel above ground storage tanks valued at around ½ of local match

County	Site	Phase I	Phase II	Other Documents *	Current Status or Conclusion
Dubois	<b>Jasper Wood-38588.003h</b>	X	X		Dubois County currently has the property for sale
Crawford	<b>Old English Furn-38588.001h</b>	X	X		Minimum clean-up required, Ownership issues, possible future clean up if publically owned
Crawford	<b>Industrial Park 38588.002h</b>	X	X		Ready for reuse
Perry	<b>Lincoln Hills Recy-38588.006h</b>	X			Phase II cannot occur with removal of recyclables
Perry	<b>River City Recycling I-38588.004h</b>	X			Phase II cannot occur with removal of recyclables
Perry	<b>River City Recycling II-38588.007h</b>	X			Phase II cannot occur with removal of recyclables
Perry	<b>Mullen Apts-38588.005h</b>	X			Phase II cannot occur with removal debris
Dubois	<b>Katter Cleaners-38588.013h</b>	X	X		Tri-Cap Neighborhood Stabilization Project reuse for senior housing
Dubois	<b>Core-38588.012h</b>	X	X		Tri-Cap Neighborhood Stabilization Project reuse for senior housing
Orange	<b>Former White Castle-38588.015h</b>	X		SAP	Disaster Recovery Application due Fall 2011
Pike	<b>Jeans Junction-38588.010p</b>	X	X	RAP, RWP	Clean up in progress since 2010
Pike	<b>Old Gas Petersburg-38588.009p</b>	X	X	SAP	Privately Owned
Spencer	<b>United Energy-38588.011p</b>	X	X	FSL, SAP	Clean up in progress since 2011
Dubois	<b>Old School -Birdseye-38588.15p</b>	X	X	UST closure	CFF grant due Sept 30, 2011 for cleanup and clearance
Crawford	<b>Marengo Bank-38588.014p</b>	X	X	SAP	Town Owned
Crawford	<b>Dunn Property Milltown-38588.016p</b>	X			Cleanup required but privately owned.
*RAP - Remedial Action Plan		17/20	10/12		
RWP - Remedial Work Plan					
FSI - Further Sight Investigation					
SAP - Sampling and Analysis Plan					
UST - Underground Storage Tank					