

**Minutes of the August 24, 2010  
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***

Vice-Chair Paul Lake performed roll call, with nine members present plus two additional members arrived shortly after roll call. Also in attendance were Lisa Gehlhausen of the Commission's staff and Bill Byrd.

***APPROVAL OF MINUTES AND AGENDA***

The Minutes of the July 27, 2010 Executive Board Meeting were presented by Chair Vollmer for approval. Mike Ellis 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***

Ms. Gehlhausen presented the Treasurer's Report as of August 24, 2010 due to Treasurer Bev Schulthise arriving late. The closing cash balance is \$305,776.34 which includes \$50,000.00 in CDs. The outstanding aging schedule total is \$88,931.39. Ms. Gehlhausen mentioned that \$25,000.00 will be received shortly from Orange County on the water project. The report of investments reflects \$50,000.00 in CDs. Ms. Gehlhausen reported to the board at last month's meeting needing to renew the \$30,000.00 CD and the board instructed her to obtain a 30 day short term investment. Ms. Gehlhausen stated Freedom Bank had the best interest rate .5%. This CD will mature on September 11. Ms. Gehlhausen stated the CD next step will be discussed at the full board meeting later tonight. Another CD will be maturing on November 4. After some discussion on the mortgage debt and interest rates, it was decided to present paying down the mortgage debt in lieu of renewing the \$30,000.00 CD to the Full Board. With no further questions or discussion, Alan Cassidy made a motion to approve the Treasurer's Report and Norman Dillon seconded the motion. Motion carried.

***DIRECTOR'S 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:

- **Debris Removal:** Ms. Gehlhausen pointed to various grant application displays on the wall and stated Indiana 15 is working on three log jam debris removal projects: Pike County, Orange County and Milltown. They will be submitted by the end of this year. She stated the projects circled in green means they were funded. If not circled means the project is being developed or has been submitted and is pending award.
- **Downtown Planning:** Three downtown planning grants have been approved for Chrisney, Petersburg and Rockport. All are approximately \$50,000 each to prepare a downtown improvement plan.
- **Clearance Projects:** Two clearance projects: Birdseye Old School and Orleans White Castle, are being reviewed for environmental comments before the applications can be submitted.
- **Dams & Levee Projects:** Three dam and levee projects are underway: Chrisney Lake Dam was approved for \$872,600, Dale Lake application will be submitted within the next thirty days or so, (following environmental review) and Jasper Beaver Lake EDA application which was submitted for \$2.2 million is pending. If this project gets funded through EDA, an application for approximately \$800,000 from OCRA will be submitted.
- **Fire Trucks:** Leavenworth fire truck was funded for \$150,000. A CFF proposal was submitted for the Town of Marengo as well for funding towards a fire truck.

**Planning Grants:** Development of Planning Grant applications is ongoing to study the respective utility for the communities of: Leavenworth and Richland Storm Water Studies, Orange County Flood Response Model, and Dale and Gentryville Water Master Plans. A study for one utility you can apply for up for \$30,000, if two utilities are studied, a community can apply for up to \$40,000 and if multiple utilities you can apply for up to \$50,000.

- **Community Focus Fund (CFF):** Pike County South Patoka is applying for \$495,000 for a fire station.
- **Water Projects:** Indiana 15 is currently working on eleven water projects. Orange County was awarded \$3.5 million from OCRA and a loan from USDA in the amount of \$2 million. This project is under construction. Ten applications were submitted on July 2 with announcements to be made September 24, 2010 on the others, which include Milltown (Blue River Water), Crawford County (Patoka Water Company), English Water, Huntingburg Water, Paoli, Winslow, Dale, Grandview, Spencer County (St. Meinrad Water), and Petersburg Water.
- **Transportation:** Ferdinand received \$335,500 in transportation funds for sidewalks near new East Sixteenth Street.
- **Energy Efficiency:** One energy efficiency grant was funded in the amount of \$36,000 for Spencer County Courthouse for lighting improvements.
- **Wastewater Projects:** There are ten wastewater projects. Four were funded: Huntingburg Berm, Luce Township RSD, Paoli, and Tell City. Holland, Jasper, Troy, Petersburg, Ferdinand and Rockport have been submitted but are waiting to hear if they will be funded on September 24<sup>th</sup>.
- **Stormwater Projects:** We have 10 stormwater projects. Five were funded Dale, Grandview, Rockport, Tell City and Marengo. Five others were not funded but could be considered if new dollars become available: Those being Chrisney, Dubois, Petersburg, Paoli, and Troy.

Ms. Gehlhausen stated as you can see there have been a lot of projects submitted, some funded, some pending, and some in development.

- **Brownfield's.** Ms. Gehlhausen told the members that she and Tom Mosley were invited to present at a State Brownfield's conference. This conference was August 17 and 18. It went very well. We talked about the effort in conducting Brownfield assessments and cleanup on a regional basis. We were the first Environmental Protection Agency (EPA) regional group in Indiana to tackle brownfield assessments regionally. EPA, Technical Assistance to Brownfield (TAB) and the audience were interested. EPA suggested that Indiana 15 present at the national Brownfield's conference in 2011 at Philadelphia on April 3-5. Ms. Gehlhausen thanked the Brownfield's committee, and Tom Mosley. Ms. Gehlhausen pointed out that the two clearance projects mentioned earlier are a result of the Phase I and Phase II assessments being completed under the Brownfield Program. An EPA cleanup project was funded in Pike County and two Brownfield's will be cleaned through the Neighborhood Stabilization Program. The Brownfield's Program has been very successful.
- **Indiana Energy Conservation Challenge Program:** Ms. Gehlhausen stated this program is designed for non-profit groups. Non-profits can subgrant to others. If you are part of a non-profit or know of a non-profit, you can apply for \$50,000 to \$100,000. You have to match it with fifty percent (50%) local funds. These funds are for substantial projects (heating, air, windows, lighting, doors, insulation, roofing, etc.) but you must be a non-profit.

They had two rounds already for governments. Perry County and Indiana 15 applications were not funded. Spencer County did receive funding.

- **Audit.** Ms. Gehlhausen mentioned that the State Board of Accounts is currently auditing Indiana 15 covering the years 2008 and 2009. The audit is going well and should be complete next week.

#### **OLD BUSINESS**

- **Roof.** Ms. Gehlhausen recalled to the board that at the last meeting, it was determined to send out an itemized list in order to compare prices for the same work. The form was submitted to three roofing companies. Two came back: Paul Frey Construction for \$22,000 and Paul Gogel Construction at \$28,695 for a metal roof. (Lisa passed around quotes)

Ms. Gehlhausen thanked Ron Smith for his hard work in helping her and asked Ron to explain the actual work that is going to be done. Mr. Smith stated it will be a metal roof that is pretty simple to put on and is really cheaper than what he thought it would be. Mr. Smith details what process will take place. Mr. Smith stated the insulation work

should be accomplished this year in conjunction with putting on the roof. Mr. Smith stated he requested copies of Indiana 15 utilities and was surprised the utilities on this building are an average of \$600 per month for this year. By insulating, you will probably save about \$80-100 per month. It will take a long time to recoup \$18,000 for insulation but in the long term would be a good investment.

After discussion of the costs and budget, Mike Ellis made a motion to recommend the proposals to the full board for approval of the roof, guttering and insulation and seconded by Paul Lake. Motion carried.

- **Communication.** Norman Dillon stated, "Two or three months ago we discussed about being notified of public hearings when having representatives in the county, and stated he has not to date been notified of any such meetings and thought we had all agreed this is what we wanted done. It would be nice to have at least the executive board to be aware of the project in order to help support it at a public meeting. If we sit on the executive board and it is a public meeting, maybe I'll know what is going to be there as a backup. I know your people do an excellent job and go to many meetings. But we know our counties, we know the people attending, we know what kind of questions they might have. If you want our help then we will need to know when staff is coming." Bill Byrd commented, "He goes to a town board meeting every month and is ask what's happening at Indiana 15. One suggestion I am going to make today is that everybody on the full board get a report of what happens in the executive board meetings because I would like to know what is going on and to some degree three months is a long time to wait for information. I would not know if there was a public hearing, if I had not been at the board. I could get the word out in town, show up, get some support for this but I didn't know about it." Ms. Gehlhausen stated, "I mentioned this request to the staff and also sent a memo that they should be calling the board when they are conducting a public hearing but I'll do it again."

Mr. Dillon stated, "I don't know how you guys feel, but when a person wants a raise, it's kind of hard when they're not communicating with you. We are all here on our own time and we all here for the betterment of our counties not for ourselves. It is no benefit to us sitting on this board; we're trying to do it for the betterment of our county." Mr. Dillon continued, "What I would like to know, if this doesn't get resolved, do we need to make a resolution as such for all existing new executive board members that come on board to not have to go through this?"

Chair Vollmer stated, "I think Lisa should go to all of her employees and emphasize this, that any time they are going into a county to contact a board member and see what happens, then we can discuss this again at our next executive board meeting. It is something that needs to be addressed."

#### **NEW BUSINESS**

- **2010 Mid-Year Budget Revision.** Ms. Gehlhausen referred the board to Resolution 2010-14 detailing the 2010 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 the current year. The proposed revisions for 2010 budget are directly related to project revenues not realized as projected. The 2010 approved budget revenues of \$772,183 would be revised to the mid-year budget total of \$943,394. This will leave the Commission with a projected surplus balance of \$142,169 instead of \$19,880. The 2010 total Expenditures would be revised from \$752,303 to \$801,225. Ms. Gehlhausen stated the primary reasons for the increase in revenue is due to the Disaster Recovery 2 monies; realistic work schedule on the EPA/Brownfield's Assessment grant; and receiving final payment of EDA/Flood Recovery in 2010 for work completed in 2009. The overall expenditures were adjusted to include a metal roof and insulation to the building, new traffic counter upgrades and scanner, supplies due to various contracts, and travel expenses. Ms. Gehlhausen asked the board for their approval and to recommend this 2010 mid-year budget revision to the Full Board. John Stutzman motioned to approve and recommend **Resolution 2010-14** to the Full Board and seconded by Treasurer Schulthise. Motion carried.
- **2011 "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 2011 "Draft" Budget. According to the Draft Budget, revenues for 2011 are projected at \$961,999 with Expenditures projected at \$683,757, leaving a projected agency balance of \$278,242. Ms. Gehlhausen noted that within the budget, it includes raises for all existing staff, building improvements and a new furnace moved from 2010 to 2011. Ms. Gehlhausen referred the board to the cash flow statement and stated we started the cash balance at the end of 2009 with \$234,471.01. This does not reflect the cash

balance at the end of 2010 because we do now know what that balance will be at this time. If the 2010 budget goes as projected, the anticipated cash balance at year end for 2010 should reflect an additional \$142,169, leaving the 2011 projected cash balance of \$654,882 in which this amount reflects the CDs and petty cash as well. This is a draft for consideration with final adoption at the October full board meeting.

Treasurer Schulthise asked, "Did you figure a percentage on these rate increases for the staff?" Ms. Gehlhausen replied, "No, I figured them by performance, not percentages."

**Resolutions for Approval:**

- Ms. Gehlhausen asked for board approval of Resolution 2010-12 approving the expenditure of \$4,423.50 from the Commission's INDOT Planning 10-11 grant for nine upgraded traffic recorders. Ms. Gehlhausen also asked for permission to take off within the fixed asset inventory nine traffic recorders due to the new upgrades because of new serial numbers. With no further questions, a motion was made by Rudy Freeman to approve **Resolution 2010-12** and seconded by Mike Ellis. Motion carried.
- Ms. Gehlhausen asked for board approval to designate Freedom Bank as its depository for funds and authorize the three agents to exercise the powers granted for a Certificate of Deposit (CD) account in the amount of \$30,000. After some discussion of employees being bonded, Mike Ellis made a motion to approve **Resolution 2010-13** and seconded by Alan Cassidy. Motion carried.

**Contracts for Approval:**

- Santa Claus 5 Year Park & Recreation Master Plan; sum of \$2,500. A motion was made by Pat Ramsey and seconded by Treasurer Schulthise. Motion carried.

Norman Dillon asked for last year's staff hourly rate to compare. Treasurer Schulthise responded that it is on the mid-year budget revision for comparison.

***ADJOURN***

Before adjournment, Chair Vollmer reminded the board the next meeting is scheduled for September 28, 2010. There being no further business to come before the board, a motion was made by John Stutzman and seconded by Mike Ellis to adjourn the meeting at 7:35 p.m. Motion carried.

Respectfully submitted,

Barbara A. Gilliatt, Secretary

BAG/sk/lg