

**Minutes of the August 25, 2009
Full Board Meeting of the
Indiana 15 Regional Planning Commission**

CALL TO ORDER

Chair Chester Mathena called the meeting to order at 7:30 p.m.

ROLL CALL

Secretary Paul Lake called roll; twenty-seven members were present. Also in attendance were Lisa Gehlhausen and Sarah Kinder of the Commission's staff.

APPROVAL OF MINUTES AND AGENDA

Chair Mathena presented the Minutes of the April 28, 2009 meeting. With no questions or comments, Bill Byrd made a motion to approve the minutes and agenda and seconded by James Taylor. Motion carried.

ADDITION TO THE AGENDA

None to report.

TREASURER'S REPORT

Treasurer Beverly Schulthise reported that as of August 25, the closing cash balance was \$236,102.37 which includes the \$50,000.00 in CDs. The outstanding invoices on the Aging Schedule total \$43,320.28. With no further questions or discussion, James Taylor made a motion to approve the Treasurer's Report and Thomas Lamb seconded the motion. Motion carried.

DIRECTORS REPORT

Chair Mathena then turned the meeting over for the Director's Report. Ms. Gehlhausen reported what the staff is working on as follows:

Tom Mosley is advancing with the Brownfield's Phase I and II working with the consultant, ATC. Tom is finishing up the Santa Claus Zone Map and working on the Pike County Multi-Hazard Mitigation Plan.

Michael Cummings is preparing a flood recovery strategy for Pike, Posey and Gibson Counties. Michael will be going to CFF training in the middle of October and has taken over the revolving loan fund duties and is doing a great job. Michael has also assisted me in submitting a Ferdinand Transportation Enhancement grant last Friday. Michael has submitted his first draw on the Pike County Disaster Recovery 1.

Sarah Kinder has prepared the budgets items for tonight and helped assisted getting ready for the board meeting and continues to perform payroll and human resource activities.

Linda Lau is working on the English, Santa Claus and Leavenworth code books and assists other staff with grant applications. Also Chrisney, French Lick and Petersburg have asked for estimates to update their code books.

Nathan Held wrote a Disaster Recovery II application for the City of Tell City. It was funded. Tell City will be receiving \$483,352 to improve two areas of storm drainage concerns.

Ms. Gehlhausen wrote a grant for the City of Rockport for the Disaster Recovery II program as well. Rockport was awarded \$973,000 for stormwater improvements along Lincoln Street. These applications were submitted June 12 and Nathan and I received the award news a week ago.

Ms. Gehlhausen submitted an application for Disaster Recovery II funds on behalf of the City of Huntingburg for wastewater improvements requesting \$119,725.

Ms. Gehlhausen submitted an EDA application for the City of Jasper seeking \$1.2 million dollars to repair the Dam to Beaver Lake. Announcements should be made later this year.

Ms. Gehlhausen stated her and Nathan Held submitted four CFF proposals on August 14 for the communities of: Dale stormwater improvements for \$600,000, Rockport stormwater improvements for \$600,000, Cannelton Stormwater improvements for \$254,700 and for the construction of Dubois Library for \$500,000. The CFF applications will be submitted by October 2.

Ms. Gehlhausen reported the staff is busy. She told the board that typically \$30 million is available annually for water, sewer and other community development projects with the Indiana Office of Rural and Community Affairs. In 2010 we expect that an additional \$253 million will be forthcoming. Ms. Gehlhausen stated Indiana 15 is working diligently on project development through engineering and environmental reviews process so when the money does come, we have projects ready to submit.

Ms. Gehlhausen stated three downtown revitalization planning grants were submitted OCRA in July under the Disaster Recovery II to study their downtowns. Rockport, Chrisney and Petersburg are seeking \$50,000 each.

Ms. Gehlhausen mentioned she went through training with Indiana Office of Energy Development regarding a new program utilizing Community Block Grant Funds to local governments for making government buildings energy efficient. There is no due date at this time. The local government can apply up to \$100,000 with no match. Funding is for making your government courthouses, town halls, government buildings, more energy efficient. Energy audits should be completed by architectural firm. It is not required but recommended. If the grant is funded, the energy audit can be reimbursed if it is put in the application. If the grant is not funded then the local government absorbs the cost of the energy audit. A requirement of the grant is Davis-Bacon wage rates. Ms. Gehlhausen stated to the board for further information, go to their website at www.energy.IN.gov.

Ms. Gehlhausen stated she would like to apply for improvements to Indiana 15's building for a new roof and furnace, but would need a sponsor since Indiana 15 is a quasi-governmental agency. Ms. Gehlhausen was informed by Vice-Chair Vollmer that he thought Dubois County could be Indiana 15's sponsor. Ms. Gehlhausen stated she will be seeking an energy audit on this building.

Ms. Gehlhausen stated there is another new program called, "Tiger Discretionary Grants" through the US Department of Transportation with applications due September 15. The project has to be of national significance, include job creation in an economically distressed area; for projects that are \$20 to \$100 million range. If under \$20 million, the applicant would have to get a waiver. These funds are for bigger projects like rail, bridges, overpasses, etc. The Perry and Spencer County Ports have shown interest so far.

With no further questions or discussion, James Taylor made a motion to approve the Director's Report and seconded by David Prechtel. Motion carried.

OLD BUSINESS

None to report.

NEW BUSINESS

Project Assistant Status. Ms. Gehlhausen stated she received numerous resumes but have not had the chance to look through them all and to conduct interviews. Ms. Gehlhausen stated she is considering a salary range between \$28,000-\$35,000 dependent upon qualifications but had put within the 2009 and 2010 budgets a \$30,000 range. Ms. Gehlhausen stated her goal is to fill this position in September with the new individual going through Community Focus Fund training in October.

Mid-Year Budget Revision for 2009. Ms. Gehlhausen referred the board to Resolution 2009-11 detailing the 2009 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 2009 Budget are directly related to project revenues not realized as projected. The 2009 approved budget revenues of \$986,094 would be revised to the mid-year budget total of \$779,992. This will leave the Commission with a projected agency balance of \$71,465 instead of the \$62,700. The 2009 total Expenditures would be revised from \$923,394 to \$708,527. Ms. Gehlhausen stated the primary reasons for the decrease in revenue is due to not seeking the Micro-enterprise grant with Orange County at this time; Huntingburg Wastewater CEDF is being replaced with funding from Disaster Recovery 2 and State Revolving Funds for the 2010 budget; plus realistic work schedule on the EPA/Brownfield's Assessment grant in regards to the contractual work for Phase I and II. The expenditures were adjusted to decrease the loan payouts that will not happen due to not seeking the Micro-enterprise grant, decreasing the contractual line item to be more realistic to the scope of work with the consultant on the EPA/Brownfield's project; moving the furnace to the 2010 budget; an increase in the contractual line item to cover consultant and training fees on the revolving loan funds. Ms. Gehlhausen also referred the board to the operational budget that includes notes that detail the 2009 mid-year budget by line items for more explanation. Ms. Gehlhausen stated the executive board approved and recommended to the full board Resolution 2009-11. A motion was made by James Taylor to approve **Resolution 2009-11** and was seconded by Dianne Rudolph. Motion carried by roll call vote with all in favor.

Salary Adjustments. Chair Mathena referred the board to Resolution 2009-12 for approval to increase a one-time \$1,500 salary adjustment each for the Executive Director and Project Assistant for 2009. Ms. Gehlhausen told the board that 2009 was a very busy year and is seeking from the board salary adjustments for her and Nathan. A typical work week has been 75-80 hours rather than 40.

Ms. Gehlhausen stated we want to continue working hard for our six counties and she thinks it is fair for 2009 to amend their salary ordinance to reflect those adjustments due to their extra workloads.

Chair Mathena asked for any discussions or questions from the floor. Larry Wehr asked, "Lisa, are you planning to put Nathan on salary?" Lisa replied, "For 2010, yes." Vice-Chair Vollmer asked, "This adjustment is this for just a one time?" Lisa replied, "Yes, just for 2009. It is reflected in the fund balance of \$71,465 mid-year budget revision as discussed earlier." Gary Dauby made a motion to approve **Resolution 2009-12** and seconded by Jody Fortwendel. Motion carried by roll call vote with all in favor.

John Stutzman asked, "I have a policy question that somebody else asked me and I don't have the answer to it. But always before we had only one salaried person which was the director and that of course had to be approved by the executive board. Now that we did have or will have two salaried people, does that second salaried person, I know you always come to us, and asked us before you ever do anything anyway but, according to policy, does that second person have to be approved by the executive board also? And does the hiring or moving another person up is that only at your discretion or is this an executive decision?" Ms. Gehlhausen replied, "I'm actually asking in the 2010 budget that Nathan be promoted to a different position (refers board to sheet within the budget that reflects names and salaries) and stated she would like to promote Nathan to Senior Project Administrator and with that comes the salary position because by title it is salary." John Stutzman continued, "Say Nathan goes somewhere else, and you hire somebody else, in that salaried position because you want to, does that have to be approved by the executive board or is that at your discretion?" Ms. Gehlhausen stated, "I bring it before the executive board and full board because I feel better bringing it before the board. But I don't know what policy is. I will check to see if I can move somebody from an hourly to a salary position. To me, it takes action of the full board because it is a budget amendment."

2010 "Draft" Budget. Ms. Gehlhausen mentioned to the board that the Executive Board approved and recommended the 2010 draft budget but can only be reviewed and discussed at this meeting with the final adoption at the October meeting. Ms. Gehlhausen directed the board to the Profit & Loss Report on the yellow sheets and asked the members to review and comment on the 2010 "Draft" Budget. According to the Draft Budget, revenues for 2010 are projected at \$772,183 with Expenditures projected at \$752,303, leaving a projected agency balance of \$19,880. Ms. Gehlhausen noted that within the budget, it includes approximate \$0.25 per hour raise for all staff except for the director and Nathan Held. The Flood Coordinator position will change to Project Administrator due to the flood recovery grant being completed and his salary will decrease by \$1.08 per hour. Other hi-lights include a new roof and furnace, (even though we may apply for the energy money) new scanner, and a vehicle transmission. Ms. Gehlhausen stated this is an introduction and the board should review it prior to the October meeting and approval of the 2010 budget will be sought at the October 27 meeting.

Before adjournment, Chair Mathena reminded everyone that the next Full Board would be October 27 at 7:30 p.m. and will be the last regular meeting in 2009 for the Full Board. The 2010 budget will be formally adopted at that meeting. It is an important meeting and Chair Mathena stated he hopes to see everyone. With no further business to discuss, the meeting was adjourned at 8:25 p.m. on a motion made by James Taylor and seconded by Jody Fortwendel. Motion carried.

Respectfully submitted,

Paul A. Lake, Secretary