

**Minutes of the October 25, 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

Vice-Chair Paul Lake performed roll call, with ten members present. Also in attendance were Lisa Gehlhausen and Sarah Kinder of the Commission's staff and Bill Byrd.

APPROVAL OF MINUTES AND AGENDA

The Minutes of the August 23, 2011 Executive Board Meeting were presented by Chair Vollmer for approval. Mike Ellis made a motion to approve the minutes as presented and Fran Lewis seconded the motion. Motion carried.

ADDITION TO THE AGENDA

Ms. Gehlhausen requested that Orange County Debris Removal contract and Resolution No. 2011-16 be added to the meeting's agenda. Rudy Freeman made a motion to allow the additional item and Treasurer Beverly Schulthise seconded the motion. Motion carried.

TREASURER'S REPORT

Treasurer Schulthise presented the Treasurer's Report as of October 25, 2011. The closing cash balance is \$480,108.02 which includes a \$10,000.00 CD. The outstanding aging schedule total is \$66,978.69. Ms. Gehlhausen mentioned to the board that the CD will be maturing on January 11, 2012. The interest rate is .40%. Ms. Gehlhausen asked the board which step they want to take. After some discussion as far as the rates at this time, Mike Ellis suggested checking on the rates with the various banks and bring back to the next board meeting and potentially increase the CD amount. 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 referred the board to the project status report and briefly reported the following:

- **Community Focus Fund (CFF):** Ms. Gehlhausen stated ten CFF applications were submitted on September 30. Award announcements will be made on December 9.
- **Tiger Grant:** Ms. Gehlhausen stated a Tiger 3 grant through the Federal Highway Administration (FHA) will be submitted on October 31, 2011 on behalf of the Perry County Port Authority to improve the port, two bridges on the Southern Railroad and River Road. This is an \$8.9 million dollar request that is going in at the end of October with about \$600,000 dollar contribution by the Perry County Port Authority. This would address a #1 economic development in the CEDS if it should come to fruition.
- **Economic Development Administration (EDA):** Ms. Gehlhausen stated we are developing a project in French Lick. Pluto Corporation is expanding and the town would like to improve ingress and egress, stormwater and street improvements to support Pluto Corporation. A conference call with EDA is being planned.

Also the Dubois County Area Development Corporation ask us about funds for an incubator in a former manufacturing building. We had a conference call with EDA and they will not entertain an application until there is a feasibility study completed on whether it's feasible or not to turn it into an incubator. That step has to be taken before any potential application and before any renovation of the building can take place.

- **Quotes:** Ms. Gehlhausen stated three quotes were received on the furnace. Messmer Mechanical was the lowest quote at \$8,200. It is an approved expenditure in the 2011 budget. Ms. Gehlhausen stated she wanted to let the board know that this will probably be accomplished by the end of this year. After discussion of the different type of brands of the furnace type, Ms. Gehlhausen read each quote: 1) Messmer Mechanical \$8,200 for Goodman model; 2) Mehringer's \$8,930 with Trane model and they both had ten (10) year warranties; and 3) Gudorf \$9,550 with five year parts on the warranty and that would be an Amana. It was noted a ten year warranty was good. Messmer Mechanical being the low bid will be installing the furnace.

Ms. Gehlhausen stated Weyer Electric was here on October 21 and they installed the lights under the awning outside the front building. It is great to have a lit up sidewalk and parking lot and the building looks nice. The repair is expected to be under \$800. The timer is set for evening hours from dark to 11:00 p.m. The lights are not on all night. The two items left to complete in the 2011 budget are the windows on the sides of the building and the painting of the outside of the building. Ron Smith stated he is working on the two items that are left to be done in obtaining quotes.

OLD BUSINESS

- **Cash Reserve/Vehicle Purchase.** Ms. Gehlhausen recalled to the board about placing \$2,000 into cash reserve to buy a vehicle to be put in upcoming year's budgets. Sarah Kinder called the State Board of Accounts and they recommended that because we are not really going to purchase the vehicle next year, they recommended we put a line item titled "Cash Reserve/Vehicle Purchase" and put \$2,000 in that account. When the time comes to purchase the vehicle then that money will be in that separate line item because it is a capital asset and we don't know when that actual purchase will take place. They recommended not putting it as a budget item but just making it restricted for a vehicle replacement. We would do the \$2,000 every year and would start in January 2012 and move that cash into that line item. When you look at the cash flow statement you will be noticing the cash/checking amount, cash/CD amount and then a new line item cash reserve/vehicle purchase. The board agreed so long as the cash is there for the purchase.

NEW BUSINESS

Recommendations to the Full Board Resolutions: Ms. Gehlhausen commented that Resolutions 2011-13, 14, and 15 are recommendations to the full board based on the executive board approval. Ms. Gehlhausen stated all three resolutions will have to be adopted by the full board by roll call vote.

- Ms. Gehlhausen referred the board to Resolution #2011-13 to adopt the fiscal year 2012 annual operating budget. Ms. Gehlhausen reported projected revenues at \$697,630.00 and projected expenditures at \$614,119.00, leaving a projected agency balance of \$83,511.00 for 2012. Ms. Gehlhausen mentioned this is the same budget projection as presented at the August meeting with the adjustment of adding the restricted vehicle replacement as noted on the cash flow statement. I have not received any comments back regarding the budget. Some highlights include: salary compensations, an additional employee and a new color printer.
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, \$200 petty cash and the \$2,000 for a vehicle replacement.
- Ms. Gehlhausen referred the board to Resolution #2011-14 to increase the salaries of the staff for 2012 as presented in August.
- Ms. Gehlhausen asked for board approval and recommendation of Resolution #2011-15 to establish the fiscal year 2012 schedule of fees. Ms. Gehlhausen told the board the schedule of fees is how we charge to the different contracts. The schedule of fees remains the same for 2012 as 2011 with the exception of adding Technical Assistant I, the new employee, and removing the Project Assistant.

After discussing the above three resolutions, a motion was made by Ron Smith and seconded by Vice-Chair Lake to approve as a group. Motion carried. With no further questions or comments, a motion was made by Treasurer Schulthise to recommend to the full board and approve **Resolutions 2011-13, 2011-14 and 2011-15** and seconded by Pat Ramsey. Motion carried.

Contracts for Approval:

After discussing the following six contracts, a motion was made by Ron Smith and seconded by Rudy Freeman to approve as a group. Motion carried.

- Cannelton Code Book Update; Fee schedule, estimated at \$1,200.00
- Crawford County Revolving Loan Fund; Fee Schedule, estimated at \$4,300.00

- Crawford County Rural Business Enterprise Grant (RBEG); Fee Schedule, estimated at \$1,500.00
- Richland Stormwater Planning Grant (PL-11-004); sum of \$5,000.00
- Leavenworth Stormwater Planning Grant (PL-11-002); sum of \$5,000.00
- Orange County Debris Removal (DR2-09-215); sum of \$27,500.00

With no further questions or comments, Mike Ellis made a motion to approve all six contracts and seconded by Rudy Freeman. Motion carried.

Resolutions for Approval:

- Ms. Gehlhausen asked for board approval of Resolution 2011-16 for appreciation for public service dedication to Suresh Shah, civil engineer with Economic Development Administration (EDA) who is retiring at the end of October. With no questions, a motion was made by John Stutzman to approve **Resolution 2011-16** and seconded by Treasurer Schulthise. Motion carried. (passed around resolution for board signatures)

ADJOURN

Before adjournment, Ron Smith informed the members that he had a meeting with Phillips Lighting about a month ago and they have some resources for buildings, courthouses and schools something your districts which may acquire from this board but they are willing to actually go in and change the lighting in some of the buildings, finance it and let you pay for it with the savings. This company would actually go in and update all the lighting in your courthouse, school or other municipal building and you can actually pay for the project with the savings over however long of a period whether it's ten years or whatever, they are going to finance it for you. I will get this information back to Lisa in the next couple of weeks. It would be something if you have some buildings out there but they would change the light fixtures and finance the whole project for you as I understand it to your communities and you would pay for it with your savings. Say with the difference of some of the old lights with some of the new ones. Mr. Smith stated the members can contact the company for more details.

Ms. Gehlhausen told the members due to grant funding cuts, the Comprehensive Economic Development Strategy (CEDS) report is a critical document and stated the municipalities should start working on their project listings and prioritization to be included in the CEDS report.

Ms. Gehlhausen reminded the board the next meeting is scheduled for November 22, 2011 at 6:30 p.m. There being no further business to come before the board, a motion was made by Fran Lewis and seconded by Treasurer Schulthise to adjourn the meeting at 7:20 p.m. Motion carried.

Respectfully submitted,

Barbara A. Gilliatt, Secretary

BAG/sk/lg