

**Minutes of the October 26, 2010  
Full Board Meeting of the  
Indiana 15 Regional Planning Commission**

**CALL TO ORDER**

Chair Lawrence Vollmer called the meeting to order at 7:32 p.m.

**ROLL CALL**

Chair Vollmer called roll; twenty-one members were present plus one additional member arrived after roll call, and with at least one representing each county. Also in attendance were Lisa Gehlhausen and Sarah Kinder of the Commission's staff and a guest John Brewer.

**DIRECTORS REPORT**

Chair Vollmer turned the meeting over to Ms. Gehlhausen for discussion until another member arrives. Ms. Gehlhausen referred the board of the project status report for more project reviews and briefly updated the board members the following:

- **Community Focus Fund (CFF):** Ms. Gehlhausen stated eight CFF applications were submitted on October 22. Those being: Rockport combined sewer, Huntingburg water, Marengo fire truck, Holland wastewater, Pike Co. South Patoka fire station, Petersburg water, Dubois stormwater and Jasper wastewater. Announcements will be made on December 10.
- **Disaster Recovery Grants:** Ms. Gehlhausen stated fourteen Disaster Recovery grants were submitted on July 2. Three were approved: English water improvements, Crawford County applied on behalf of Patoka Water Company and the Town of Winslow for water improvements.
- **Planning Grants:** The planning grants that are currently underway for stormwater planning are: Richland, and Leavenworth. Dale is developing a planning grant to study their water system. Ms. Gehlhausen stated stormwaters seem to be an issue for many municipalities.
- **Dale Lake:** Ms. Gehlhausen stated the Dale Lake project application will be submitted tomorrow requesting \$1,724,000 in grant funds.
- **Dams and Levees:** Ms. Gehlhausen stated three communities came forward with dams and levees concerns. Chrisney dam received funding approval through OCRA. Jasper Beaver Lake received \$2.4 million through the Economic Development Administration and an additional request was submitted to OCRA for \$760,000. This request is under review at this time. A debris removal application for Pike County was submitted and we are awaiting announcement. Orange County debris removal is getting ready to be turned in. Milltown will not be submitted due to the environmental review clearance on the Blue River.
- **Downtown Planning Grants:** Three planning grants were awarded: Chrisney, Petersburg and Rockport for downtown plans.
- **Clearance Projects:** Ms. Gehlhausen stated two clearance projects are in development: Old Birdseye School is in the acquisition process and the former White Castle building located in Orleans along State Road 37. The Town owns this site. Both of these properties used the EPA Brownfield's assessment grant and were able to have a Phase I and Phase II performed. Both sites do have environmental concerns. With these clearance projects, we will not only remove those environmental concerns but we can also do the actual demolition and clearance. We hope to have these applications in by the end of this year with announcements made in 2011.
- **Water Projects:** We developed 11 water projects. Orange County, Milltown (Blue River), Crawford County (Patoka Water Company), English, Huntingburg, Paoli, Dale, Grandview, Winslow, St. Meinrad and Petersburg.
- **Transportation Enhancement:** Ferdinand TE Transportation application was submitted. This will provide walking and bicycling paths connecting the new library, park, school and new YMCA.
- **Wastewater Projects:** We developed 10 wastewater projects. Huntingburg, Luce Township, Jasper, Troy, Petersburg, Spurgeon, Holland, Tell City, Paoli and Rockport.

If these projects do not get awarded through the Disaster Recovery monies, the applications will be submitted through the Community Focus Fund grants.

### **OLD BUSINESS**

- **Rules of the Commission (By-Laws).** Ms. Gehlhausen recalled to the board at the last board meeting, Bill Byrd questioned the forty-five cents per capita in lieu of the thirty cents. The Indiana Code states, "The minimum the county council gives to any regional planning commission its set up in Indiana Code at thirty cents per capita." Indiana 15 counties contribute forty-five cents per capita. Indiana 15 By-Laws reads, "Any amount that does not equal thirty cents shall be certified by the respective county auditor who advertises the amount and we need to receive thirty cents." That doesn't happen, we have a different situation in our By-Laws which states, "Any amount of the adopted budget that exceeds thirty cents, which ours is forty-five cents, we have to go before each county fiscal body, which is the county council for budget review." Ms. Gehlhausen stated every year she attends the county council meetings and proposes our budget to be levied and certified and entered upon the tax duplicates by the county auditor and shall be collected and enforced by the county treasurer. Ms. Gehlhausen stated our By-Laws are fine. It gives us two options: under or over thirty cents and states what has to be done.
- **Roof.** Ms. Gehlhausen updated the board on the roof. The materials for the metal roof have been ordered and received. A payment of \$11,000 was made according to the quote with Frey Construction. The new roof should be started next week.
- **Audit.** Ms. Gehlhausen stated to the board that they had requested a copy of the Commission's past audit report once received. Ms. Gehlhausen stated the audit report has not been obtained yet.

### **TREASURER'S REPORT**

With the absence of Treasurer Beverly Schulthise, Ms. Lisa Gehlhausen reported that as of October 26, 2010, the closing cash balance was \$311,695.74. Ms. Gehlhausen stated the closing cash balance included \$20,000.00 in CDs and the outstanding aging schedule total \$59,121.73.

**CD Renewal/Mortgage Debt.** Ms. Gehlhausen stated a \$30,000.00 CD came up for renewal and the board approved cashing in this CD and paying a \$28,000.00 down payment on the mortgage debt. By doing this, it saved approximately \$4,533.00 in interest cost and pay off the mortgage loan 22 months earlier from November 2014 to January 2013. Basically, we only have two more years left to pay on the mortgage with the balance of \$38,073.61. Ms. Gehlhausen stated there are two CDs left at \$10,000.00 each with one maturing on November 4. The Executive Board has asked to call around and get bank CD interest rates plus get mortgage refinancing interest rates at a lower rate than what we currently have for the current balance of \$38,073.00 at 4.62%.

After some discussion as to keeping CDs, refinancing with closing costs or paying down the mortgage debt, it was determined to cash in the \$10,000.00 CD that is maturing on November 4 and paying that amount down on the mortgage principal.

### **NEW BUSINESS**

**2011 Operating Budget.** Ms. Gehlhausen directed the board to Resolution 2010-16. According to the projection, revenues for 2011 are projected at \$961,999.00 with Expenditures projected at \$683,757.00, leaving a projected agency balance of \$278,242.00.

**Adjustments in Salaries for Fiscal 2011.** Ms. Gehlhausen referred the board to Resolution #2010-17 to increase the salaries of the staff as follows: Executive Director from \$61,000.00 to \$63,400.00, Sr. Project Administrator from \$41,000.00 to \$43,000.00, Financial Administrator from \$37,800.00 to \$38,800.00, Project Administrator from \$33,000.00 to \$33,800.00, Technical Services Assistant from \$31,600.00 to \$32,600.00, Project Assistant from \$30,000.00 to \$32,000.00, Office Assistant from \$23,000.00 to \$23,800.00, and for returning interns at \$10.00 per hour.

Ms. Gehlhausen stated at the Executive Board the discussion was asked how we derived from these figures and it wasn't based on percentages, the raises were based on performance. For the years 2009 and 2010, Ms. Gehlhausen stated she donated many hours in both 2009 and 2010. She received a \$1,500 bonus along with Mr. Held for donating hours and he received a \$1,500 bonus for 2009. Ms. Gehlhausen said the many hours were needed by all staff in 2010 in order to get the workload complete for the region. All staff has been working hard and over the

required work hours and she felt the compensations are justifiable. Ms. Gehlhausen read from an IARC survey where other executive directors are making more than herself. Indiana 15 has always been first or second in

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bringing the amount of money back to our six counties of all other regional planning commissions in this state and was very proud of that fact. No one knew these disaster dollars were going to come, but this staff attended the training, and we jumped on developing projects to address needs in the region. We've had a good two years and that's why we are putting a new roof on, that's why we're paying down our mortgage, that's why we have an agency balance as we do, and I think our hard work has definitely paid off. The availability of the Disaster Recovery Funds released in 2009 and 2010 has and will accomplish many needs.

**Schedule of Fees for Fiscal 2011.** Ms. Gehlhausen referred the board to Resolution #2010-18 to establish the fiscal year 2011 schedule of fees. Ms. Gehlhausen told the board the schedule of fees is how we charge different fees in our contracts. There were no changes from 2010 to 2011.

Jim Ebert came late, enabling a quorum. The following were discussed again and approved as follows:

#### **APPROVAL OF MINUTES AND AGENDA**

Chair Vollmer presented the Minutes of the August 24, 2010 meeting. With no questions or comments, Bill Byrd made a motion to approve the minutes and seconded by Larry Wehr. Motion carried.

#### **ADDITION TO THE AGENDA**

None to report.

#### **TREASURER'S REPORT**

With no further questions or discussion, Dianne Rudolph made a motion to approve the Treasurer's Report and Jim Taylor seconded the motion. Motion carried.

#### **BUDGET RESOLUTIONS**

Chair Vollmer stated the Executive Board approved and recommended these Resolutions to the Full Board and asked for approval to combine all three resolutions on the budget into one motion. With no objections and no further questions, James Taylor made a motion to combine and approve **Resolutions 2010-16, 2010-17, and 2010-18** and Ron Smith seconded the motion. Motion carried. Motion carried by unanimous roll call approving all three resolutions.

#### **CD RENEWAL**

Norman Dillon made a motion to cash in the \$10,000.00 CD that matures on November 4, 2010 and pay that amount on the mortgage debt and Dianne Rudolph seconded the motion. Motion carried.

Before adjournment, Ms. Gehlhausen thanked everyone for serving in 2010. With no further business to discuss, the meeting was adjourned at 8:50 p.m. on a motion made by James Taylor and seconded by David Prechtel. Motion carried.

Respectfully submitted,

Barbara A. Gilliatt, Secretary

BAG/sk