

**Minutes of the February 28, 2017
Executive Board Meeting of the
Indiana 15 Regional Planning Commission**

CALL TO ORDER

Chair Whitney Timberlake welcomed the Executive Board members and called the meeting to order at 6:30 pm.

ROLL CALL

Secretary Charmian Klem performed roll call; seven members were present. Lisa Gehlhausen of the Commission was also in attendance.

APPROVAL OF MINUTES AND AGENDA

Chair Timberlake presented the minutes from the Executive Board meeting held December 27, 2016. Bill Byrd made a motion to approve the minutes and Charmian Klem seconded the motion and motion carried with Steve Bartels abstaining.

AGENDA: ADDITIONAL BUSINESS

Chair Timberlake called for additional agenda items – no new items were presented.

TREASURER'S REPORT

Treasurer Beverly Schulthise reported as of February 28th receipts were \$44,266.77 and disbursements were \$36,622.88. The actual cash balance is \$729,735.83. The aging schedule total is \$80,068.64. There are two 12-month CD's totaling \$500,000.00 and a 24-month CD totaling \$9,795.00. The restricted savings has a balance of \$2,323.21. Steve Bartels made a motion to approve the Treasurer's Report, Rudy Freeman seconded the motion and motion carried.

DIRECTOR'S REPORT

Chair Timberlake turned the meeting over to Lisa Gehlhausen for the Director's Report. Ms. Gehlhausen updated current projects as follows:

- Two Community Development Block Grants are in the process of being submitted in Round 1 this year – Crawford County-Proctor House and Paoli Wastewater applications are due April 7 with announcements made on June 1.
- The Huntingburg Stellar project, Rockport Planning Grant feasibility study, Jasper Astra project, Jasper EDA Waterline and English Water project are also in progress.
- We are updating four communities' codebooks.
- Nick Goodwin has been hired as the Technical Services staff. Nick begins work on March 6th.
- The personnel manual will also be updated this summer.
- Dates for Round 2 CDBG projects – Letters of Intent are due July 7 with applications due on September 1.
- Community Crossings program – House Bill 1002 contains language for the potential of additional funding for road projects. All counties in the region have a Road Asset Management Plan. Ms. Gehlhausen asked that these plans be updated this year for a potential additional funding opportunity and distributed information on how to prepare a Road Asset Management Plan.

OLD BUSINESS

- Comprehensive Economic Development Strategy (CEDS) – This annual document is due to EDA by April 30th this year and a five-year CEDS is due next April. The priorities have been emailed out to the county economic development leaders for updates. Some of the information in the Stronger Economies Together program will be used in putting together the CEDS this year.
- SET Update – Resolution No.: 2016-21 needs to be rescinded by the Executive Board – A new resolution was adopted at the December meeting of the Full Board adopting the SET Plan with language added for our partners at Purdue. Steve Bartels made a motion to rescind Resolution 2016-21, Bill Byrd seconded and motion carried.
- CDBG Deadlines and Proposed Projects – Letters of Intent are due July 7 with applications due on September 1.
- The Commission received a call from the Southern Indiana Development Commission (regional planning commission to our North) that is strong in owner occupied housing rehabilitation. Indiana 15 Regional Planning Commission does not currently have the staff capacity to do owner occupied housing rehabilitation projects at this time. Petersburg has a need for this type project. Ms. Gehlhausen would like to offer SIDC a pilot opportunity for developing owner occupied housing rehab in the City of Petersburg to fill this need in cooperation with the Indiana Housing and Community Development Authority. If this project goes well in Petersburg, Indiana 15 may consider adding staff to perform housing projects or continue working with SIDC.

NEW BUSINESS

- Internal Control Training – The Commission staff and officers are required to watch training webinar and certify to sign stating when the training was complete. The staff watched the training. The certifications are now due from the Officers.

Resolutions for Approval

- Designating German American Bank as the depository for checking account funds and authorizing agents to exercise the powers granted (Resolution No.: 2017-06).
- Designating German American Bank as the depository for savings account funds and authorizing agents to exercise the powers granted (Resolution No.: 2017-07).
- Designating German American Bank as the depository for certificate of deposit account funds and authorizing agents to exercise the powers granted (Resolution No.: 2017-08).

Bill Byrd made a motion to combine all three resolutions into one motion, Charmian Klem seconded and motion carried. Rudy Freeman made a motion to approve the Resolutions, Beverly Schulthise seconded and motion carried.

Contracts for Approval

- Winslow Wastewater/Stormwater Utility Study (PL-15-042); sum of \$5,000
- Ferdinand Codification of Ordinances Update; sum of \$1,900
- Grandview Codification of Ordinances Update; sum of \$2,700
- Petersburg Codification of Ordinances Update; sum of \$2,000
- Marengo Wastewater Utility Study (PL-16-100); sum of \$3,500

Bill Byrd made a motion to combine all five contracts into one motion, Rudy Freeman seconded and motion carried. Tara Damin made a motion to approve the contracts, Charmian Klem seconded and motion carried.

Other

- Rudy Freeman made a motion to approve renewal of the Treasurer's bond with Auto-Owners Insurance Company, Bill Byrd seconded the motion and motion carried.

ADJOURN

There being no further discussions or business to come before the Executive Board, Chair Whitney Timberlake called for a motion to adjourn. Motion for adjournment was made by Beverly Schulthise, seconded by Bill Byrd and motion carried. The meeting adjourned at 7:05 pm.

The next meeting of the Executive Board will be Tuesday, March 28 at 6:30 pm.

Respectfully submitted,

Charmian Klem, Secretary

CK/ct