

**Minutes of the June 28, 2016  
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; nine members were present. Lisa Gehlhausen Executive Director of the Commission was also in attendance.

**APPROVAL OF MINUTES AND AGENDA**

Chair Timberlake presented the minutes from the Executive Board meeting held April 26, 2016. Al Logsdon made a motion to approve the minutes and Rudy Freeman seconded the motion. Motion carried.

**AGENDA: ADDITIONAL BUSINESS**

Chair Timberlake called for additional agenda items. Lisa Gehlhausen asked that an employee personnel item be added to the agenda.

**TREASURER'S REPORT**

Treasurer Beverly Schulthise reported as of June 28<sup>th</sup> receipts were \$38,602.18 and disbursements were \$28,773.30. The actual cash balance is \$727,915.75. The aging schedule total is \$32,003.85. There are two 18-month CD's totaling \$500,000.00. The restricted savings has a balance of \$10,095.48. Rudy Freeman made a motion to approve the Treasurer's Report, Dave Kress seconded the motion and motion carried.

The two CD's totaling \$500,000 were up for renewal on June 5<sup>th</sup>. The CD's were reinvested as requested at the last Executive Board meeting. Spencer County Bank and Old National Bank had the best rates at .8% and \$250,000 was invested in each. The FDIC insures up to \$250,000 per financial institution. Officers were asked to sign signature cards for these accounts.

Rudy Freeman asked if the restricted savings account funds could be invested in a CD to earn more interest. He asked that Lisa Gehlhausen ask the State Board of accounts if it would be possible to invest the restricted funds. Treasurer Schulthise asked to also check to see if there was a minimum amount required to keep the savings account open. Rudy Freeman made a motion to make the two inquiries mentioned and bring details to the next meeting for discussion, motion was seconded by Al Logsdon 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:

- The Orleans Library expansion project is ready to start construction.
- Paoli Water is also ready to start construction.
- In the fall, Orange County - First Chance Center intends to submit an application to improve accessibility.
- Also this fall, Dubois County -Tri-Cap intends to submit an application for a day care project in Huntingburg.
- The Holland Water Planning Grant is currently underway.
- The Tell City Ivy Tech Workforce Development Grant is underway.
- Milltown and Marengo Wastewater Planning Grants are being developed. Marengo qualifies as low-to-moderate income, Milltown requires an income survey.
- Nathan is working on Grandview Wastewater, Winslow Utility Planning Grant, Cannelton Combined Sewer Overflow separation and floodwall, and Tell City Water Project and Tell City Workforce Project.
- Cheri prepared a draft of the Stronger Economies Together final plan. We will be meeting with USDA and Purdue on finalizing the draft for submission to Washington DC in August.
- Cheri is performing an income survey for the town of Dale to be used for updating their Comprehensive Plan and sewer improvements.

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- Cheri is also gathering articles for the newsletter
- Lisa and Cheri are preparing a Rockport Feasibility Study Planning Grant for a downtown feasibility study for downtown building owned by the City.
- Cheri also continues to administrate the Crawford County Revolving Loan Fund and she closed out the Perry County Museum Planning Grant.
- Sarah is working on the mid-year budget and starting to develop the 2017 budget.
- Sarah prepared and submitted the three-year EDA Planning Grant this spring.
- Sarah drafted the English Police Car application and keeps the website up to date.
- Ian, a summer intern from Perry County, is updating our website. We have had two staff meetings to review his progress and offer direction.
- Lisa is working on the Chrisney Trails project will start construction in July.
- Elliot submitted his letter of resignation, his last day will be July 7<sup>th</sup>. He is moving to Indianapolis and will be working for INDOT.
- Elliot is wrapping up the 2015-2016 INDOT planning grant. This included mapping Leavenworth and Cannelton and traffic counts. This will wrap up by the June 30 deadline.
- There is also an EPA Brownfields Assessment Grant due to wrap up September 30, 2016. We have one site currently wrapping up a Phase II environmental report. Lisa and Sarah will work together to close this grant out by the deadline.
- Elliot is working on a Community Crossings Application for Spencer County. The work order is later in the agenda.
- Lisa is working on a Community Crossings Application for the City of Jasper. The work order is later in the agenda.
- INDOT approved the 2017 Planning Grant which runs from July 1, 2016-June 30-2017. This includes mapping French Lick and Milltown and performing traffic counts in Pike County.
- Elliot just completed the second year of a three year grant to perform special traffic counts for INDOT.
- Lisa stated that she would like to advertise for a Technical Services Specialist to fill Elliot's position. Steve Bartels made a motion to advertise the Technical Services Specialist position, Mike Ellis seconded the motion and motion carried.
- Lisa ask for approval to allow Elliot compensatory time for the extra time he is working to finish up projects before he leaves. Mike Ellis made a motion to approve payment of compensatory time to Elliot Englert, David Kress seconded the motion and motion carried.
- Lisa mentioned that a Peer Review will be performed on July 20<sup>th</sup> at 3:00 pm via conference call at the Indiana 15 RPC offices. A Regional Planning Executive Director from Wisconsin will be on the call along with EDA. The CEDS and other budget information will be sent to the Wisconsin person ahead of the call for review. Staff will be present and it is important that a portion of the Indiana 15 Board members be present.
- Lisa is finalizing the Huntingburg Market Street Stellar application for submittal in July.
- Lisa is seeking an extension on a Jasper acquisition project for an additional property owner to participate.
- Lisa is attending a monitoring of the Pike County Clearance project to be closed out.
- On June 10<sup>th</sup> Indiana 15 submitted to OCRA a request of \$1.8 million for three projects. Award announcements for these projects are scheduled for July 21<sup>st</sup>. The three projects were the Astra Theater Historic Preservation project, Birdseye Water Project and English Water Project.
- Demolition has begun on the former Spencer County Jail and the former Crawford County Jail project's demolition is expected to begin late July.
- A grant was submitted to IDNR requesting \$200,000 for the Parklands of Jasper on June 1.
- The Dubois County Park Plan is due January 15, 2017.
- Two EDA projects are being developed – Perry County Port Authority LLEED and Jasper Waterline Project.
- We are working on semi-annual reports due at the end of July.
- Rockport has ask for assistance preparing a Place-Based Investment Fund grant application to create a downtown park. This is due September 30<sup>th</sup>.
- The Letter of Intents for the next round of CDBG grant applications are due August 19<sup>th</sup> and applications are due October 14<sup>th</sup> to be awarded before the end of the year.

**OLD BUSINESS**

- None presented.

**NEW BUSINESS**

**Contracts for Approval**

- Jasper Local Road and Bridge Program (Community Crossings); lump sum of \$6,000.00. The application is due July 29<sup>th</sup> for a downtown square project seeking up to \$1,000,000. Beverly Schulthise made a motion to approve the contract for the Jasper Road and Bridge Program for \$6,000, Mike Ellis seconded the motion and motion carried.
- Spencer County Local Road and Bridge Program (Community Crossings); lump sum of \$6,000.00. The application includes multiple resurfacing of several county roads. Mike Ellis made a motion to approve the contract for Spencer County Local Road and Bridge Program for \$6,000, David Kress seconded and motion carried.

**Resolutions for Approval**

- Resolution Number 2016-12 - Rudy Freeman made a motion to approve matching funds of \$9,101.00 for the INDOT Rural Transportation Planning Grant (7/1/16-6/30-17), Greg Mangin seconded the motion and motion carried.
- Resolution Number 2016-13 – Beverly Schulthise made a motion to designate Old National Bank as the depository for funds of CD#93474507 and authorizing agents to exercise the powers granted. Mike Ellis seconded the motion and motion carried.

**Other:**

- Signature cards for Certificate of Deposit (CD) with Spencer County Bank (designating officers, executive director and financial administrator to sign).
- Signature cards for Certificate of Deposit (CD) with Old National Bank (designating officers, executive director and financial administrator to sign).

**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 Al Logsdon, seconded by David Kress and motion carried. The meeting adjourned at 7:16 pm. The next meeting of the Executive Board will be the July 26, 2016 at 6:30 pm.

Respectfully submitted,

Charmian Klem, Secretary

CK/ct