

**Minutes of the June 27, 2017  
Executive Board Meeting of the  
Indiana 15 Regional Planning Commission**

**CALL TO ORDER**

Chair Whitney Timberlake called the meeting to order at 6:30 pm.

**ROLL CALL**

Secretary Tara Damin performed roll call; nine 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 April 25, 2017. Bill Byrd made a motion to approve the minutes and Rudy Freeman seconded the motion and motion carried.

**AGENDA: ADDITIONAL BUSINESS**

Chair Timberlake called for additional agenda items. Lisa Gehlhausen asked that Old National CD (Resolution 2017-14), new computer, disposal of equipment (Resolution 2017-15), and Spencer County Bank CD (Resolution 2017-16) be added to the agenda.

**TREASURER'S REPORT**

Treasurer Beverly Schulthise reported as of June 27<sup>th</sup> receipts were \$31,773.41 and disbursements were \$30,051.85. The actual cash balance is \$757,948.17. The aging schedule total is \$14,107.13. There are one 24-month CD totaling \$250,000.00 and a 24-month CD totaling \$9,795.00. The restricted savings has a balance of \$2,339.74.

Al Logsdon made a motion to approve the Treasurer's Report, Rudy Freeman seconded the motion and motion carried.

Mike Ellis made a motion to invest \$250,000 in a CD with Spencer County Bank at a minimum of .8% (Resolution 2017-16), Gay Ann Harney seconded and motion carried.

**DIRECTOR'S REPORT**

Chair Timberlake asked Lisa Gehlhausen for the Director's Report.

Ms. Gehlhausen updated the Board on projects as follows:

- Two Community Development Block grants were funded in the first round this year: Proctor House Historic Preservation and the Paoli Wastewater Improvements.
- One application is going in during the fall round – City of Rockport Historic Preservation of the former auto parts building on Main Street.
- EPA Brownfields application for Phase I and Phase II environmental funds was not funded.
- A Placed Based Investment Fund application is going in on July 14<sup>th</sup> for the City of Rockport for a downtown park.
- Indiana 15 RPC is working on a Spencer County Community Crossings grant application.
- Indiana 15 RPC is working on an EDA application for Pike County Entrepreneurship & Technology Center. EDA accepted the proposal and invited Pike County to submit an application. Perry County Port Authority is also working on an application.

**OLD BUSINESS**

Indiana 15 RPC received a Stronger Economies Together (SET) sub-award in the amount of \$5,000 from USDA to implement the strategies within the plan. Indiana 15 RPC was given approval to hire a Technology Assistant this summer for transportation planning, policy and procedure updates and technical assistance with these funds. An agreement for this project requires Board approval. Beverly Schulthise made a motion to approve the SET agreement, Mike Ellis seconded and motion carried.

**NEW BUSINESS**

- CD Renewals: Old National Bank CD renewal for \$250,000 for 24 months at 1.46% (Resolution 2017-14). Bill Byrd made a motion to approve Resolution 2017-14, Mike Ellis seconded and motion carried.
- Front Door estimates: The front door hinge is broken and has been repaired twice. Estimates were gathered to replace the door. There is \$2,300 in the budget for building repairs and maintenance. Cleaning and pest control expenses

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for June-December will be a little over \$1,000 leaving around \$1,300 in the budget line item. We are also considering replacing the mulch out front with rock for a cost of \$400. This will leave the building and maintenance line item \$1,240 short (with the door replacement \$2,140). The mid-year budget revision will reflect this. Rudy Freeman mentioned that the replacement of the door will probably prompt the need to make it ADA accessible. It was decided to have the Executive Director ask Universal Design to submit a proposal on the needs for ADA compliance and have the estimates adjusted as needed to comply for the next Executive Board meeting.

- Disposal of office equipment (Resolution 2017-15): A monitor and CAD station is obsolete and needs Board approval to remove from fixed asset inventory. Bev Schulthise made a motion to approve disposal of equipment and removal from inventory, Mike Ellis seconded and motion carried.
- New Computer – The computer that Nick Goodwin, GIS Technician uses quit working last week. Eck Mundy came to work on it and found that it is not repairable. The quote from Eck Mundy for a new computer with the graphics card needed to run the AutoCad software is \$1,774. The old computer was purchased in 2011 for \$1,735. Microsoft Office is an additional \$279. Mike Ellis made a motion to approve the purchase of a new computer, Rudy Freeman seconded and motion carried.

### Contracts for Approval

- Huntingburg LWCF – Indiana 15 RPC prepared a grant application that is under consideration by DNR at this time. The grant was prepared by contract in the amount of \$3,500. Gay Ann Harney made a motion to approve this contract, Beverly Schulthise seconded and motion carried.
- Spencer County Local Road and Bridge Program – A contract was presented for \$6,000 to prepare the Spencer County Community Crossing grant application. Gay Ann Harney made a motion to approve the contract, Bev Schulthise seconded and motion carried.
- Ferdinand Zoning Map – A contract was presented with a “not-to-exceed” amount of \$2,500 to update Ferdinand’s Zoning Map. Mike Ellis made a motion to approve, Tara Damin seconded and motion carried.

### ADJOURN

There being no further discussion or business to come before the Executive Board, Chair Whitney Timberlake called for a motion to adjourn. Motion for adjournment was made by Bill Byrd, seconded by Rudy Freeman and motion carried. The meeting adjourned at 7:16 pm.

The next meeting of the Executive Board will be Tuesday, July 25 at 6:30 pm.

Respectfully submitted,

Tara Damin, Secretary

TD/ct