

**Minutes of the October 24, 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 Tara Damin performed roll call; nine members were present. Lisa Gehlhausen and Sarah Kinder of the Commission were also in attendance.

APPROVAL OF MINUTES AND AGENDA

Chair Timberlake presented the minutes from the Executive Board meeting held September 26, 2017. Bill Byrd made a motion to approve the minutes and Mike Ellis seconded the motion. Motion carried.

AGENDA: ADDITIONAL BUSINESS

Chair Timberlake called for additional agenda items. Lisa Gehlhausen ask that Resolution 2017-23 which will also be presented to the Full Board and the Tell City Water SRF contract be added to the agenda.

TREASURER'S REPORT

Beverly Schulthise, Treasurer is attending training, therefore, Sarah Kinder, Financial Administrator gave the Treasurer's Report. As of October 24th receipts were \$20,541.75 and disbursements were \$12,793.88. The actual total cash balance is \$764,568.60. The aging schedule total is \$48,864.12. There are one 24-month CD totaling \$250,000.00 and a 24-month CD totaling \$9,795.00 and an 18-month CD totaling \$250,000.00. The restricted savings has a balance of \$2,356.93.

Bill Byrd asked, When should counties pay their per capita dues? Lisa said, We bill all six counties in January but due to relying on property tax collections, some counties pay the first part of the year and some pay in separate increments depending on receiving their assessment dollars in May and November. The counties do pay all their dues by December 31. Al Logsdon asked, Do we have a policy where if not paid within a certain time is there a penalty? Lisa replied no. All counties pay their dues by December 31 but a few years back, one county didn't pay all by year end and paid the amount due in the following year. Lisa mentioned with the 2020 Census will have an impact on the dues based on the new population figures. The dues have been at \$0.45 per capita for a number of years. Bill Byrd thinks the counties should pay early instead of waiting. Whitney Timberlake understood, but at the same time, as long as the dues are paid by December 31, he sees no problem. Lisa said we track the payments and balance due on the aging schedule. Lisa said she truly thinks the counties pay us as soon as they can.

Al Logsdon asked if for some reason a county didn't pay the dues by December 31, what is the penalty? Lisa replied, we don't have one. Al stated we should be thinking of creating a policy in writing for consideration by the whole board. If understood up front, this eliminates having to be the bearer of bad news. Bill said the counties know the dues and should be able to pay up front by placing into their budget. If they are in a bind, tells us, we can work with them, but they should be able to pay in the first part of the year. Rudy Freeman mentioned a statement about the new Resolution sent in early 2018, for effectiveness in 2019, since the councils pass their budgets in August of each year. Bill Byrd made a motion to research establishing a penalty policy if the per capita dues exceed the year they are due. Under consideration: due within 30 days following May 10 and due within 30 days following November 10 and bring recommendations to the board for consideration. Mike Ellis seconded the motion and motion carried. Al Logsdon mentioned to check with the county treasurers to see if the taxes are received for example November 10 when is the earliest they can pay? The proposed Penalty Resolution could read due June 1 and December 1 instead of 30 day of June 10 and December 10.

Tara Damin ask clarification on budget line items (salary, postage and auditing/accounting services) which were explained. Al Logsdon ask if the Commission has an attorney on retainer? Lisa said, Bill Shaneyfelt has been the Commission's attorney for a number of years and we call him on an as needed basis, but he is not on a retainer. Bill Byrd made a motion to approve the Treasurer's Report pending audit, Mike Ellis 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:

- The staff has updated their project status reports for the Board to review.
- Perry County Port Authority received a grant from the Economic Development Administration (EDA) for rail and port improvements. The grant amount was \$2,037,600 with the local share the same amount \$2,037,600. This is a 50/50 grant. Alvin Evans, PCDC and Lisa Gehlhausen prepared this application.
- Pike County Progress Partners also received an Economic Development Administration (EDA) grant for an Entrepreneurship and Technology Center of Pike County in the amount of \$787,500 with the county share of \$537,500. This site will be a co-working space, electrical certification and specific industry training. This will be located at the Petersburg and I-69 interchange. These two projects meet objectives in the 2017-2021 SET and CEDS Plan. Stronger Economies Together (SET) and Comprehensive Economic Development Strategy (CEDS) Plan.
- Rockport received a \$500,000 Historic Preservation grant to preserve a downtown building. Mayor Harney and Cheri Taylor prepared this application.
- Lisa wanted to congratulate the many communities receiving Community Crossings awards. INDOT is planning to revise the application for 2018 and Indiana 15 has been approached to host a training regarding the new application. No date has been set yet. Watch for an invitation.
- Lisa reminded members to keep October 23, 2018 open for Indiana 15's dinner meeting. It will be held at the Ferdinand Community Center. The rental fee is \$250 and a down payment of \$50 is due at this time. Save the date, it has been five (5) years since the last dinner meeting. There could be a little bit of business to conduct.
- Building improvements are in progress. The new concrete has been poured by Jasper Lumber Company for \$1,800. Thomas Glass and More has ordered the new door for \$2,197 and we have contacted Drew's Landscaping, who does our snow removal, for an estimate to put rock in the front side of the building where the mulch exists.
- Nathan Held went to a meeting held by the Office of Community & Rural Affairs (OCRA). They announced a new round (known as Round 3 - 2017) for community development block grant (CDGB) applications. OCRA typically has two rounds every year but are having a third round this year with proposals due December 1, 2017 and applications due February 9, 2018. Last meeting I reported we had about six CDBG grants in development for next year. It appears as many as ten are lining up and progressing. It is great that OCRA announced a Round 3, because five communities may be able to ready themselves, those communities are: Grandview, Marengo, Holland, Cannelton and Petersburg. If we can get a portion in Round 3, it relieves the workload for next year. We are thankful to see this new round.

After Round 3-2017, we begin preparing for Round 1 - 2018 with proposals due May 25 and the applications due July 20, 2018.

Al Logsdon ask if a program exists to eliminate blighted residential structures through the Indiana Office of Community & Rural Affairs? Lisa said, OCRA has a Clearance program focused on blighted industrial and blighted downtown buildings. OCRA is checking with Indiana Housing and Community Development Authority in regards to blighted residential properties to not duplicate any programs at IHCD. As of now one grant per one structure and the unit of government must own or have an option on the property is the criteria. Because residential structures to demolish could be under \$10,000 for example, performing an environmental review, bid specifications, wage scale and administration costs would increase the demolition project. At this time, I would recommend using local funds for removal of residential blight because of the one grant/one structure. If the requirements change, we will report back to the Board.

OLD BUSINESS

NEW BUSINESS

Resolutions for Recommendations to Full Board:

- Recommendation of 2017 Mid-year budget revision (Resolution 2017-18) – After review of the 2017 mid-year budget revision, the income is projected at \$542,204 and expenses at \$510,374. It reflects the Technical Services Specialist salary/fringe from the date of hire, moving telephone system into 2018, and front entrance improvements.
- Recommendation of Fiscal 2018 operating budget (Resolution 2017-20) – After review of the proposed 2018 operating budget, the income is projected at \$590,081 and expenses at \$545,908. This includes raises for all staff, new telephone system, and on-site consultant fees for accounting services. Al Logsdon made a motion to recommend the 2017 Mid-year budget revision (Resolution 2017-18) and the Fiscal 2018 operating budget (Resolution 2017-20) to the Full Board for approval. Motion was seconded by Mike Ellis and motion carried.
- Recommendation of the 2018 staff salaries – After discussion of salaries and praise of the work of staff, Stephen Bartels made a motion to recommend the 2018 staff salaries to the Full Board for approval. Fran Lewis seconded the motion and motion carried. (Resolution 2017-21)
- Recommendation of the Fiscal 2018 schedule of fees – This is the same schedule of fees as 2017 with no changes for 2018. Bill Byrd made a motion to recommend the 2018 Schedule of Fees to the Full Board for approval. Rudy Freeman seconded the motion and motion carried. (Resolution 2017-22)
- Resolution 2017-23 will seek approval at the Full Board meeting to follow. This is regarding an EPA Coalition Assessment Grant application requesting (\$400,000) for Phase I and Phase II environmental assessments region wide, and committing in-kind services (\$10,000) to manage grant activities and community outreach (Resolution 2017-23) to be presented at the Full Board. The application is due November 16, 2017.

It was questioned why the Resolution numbering was missing Resolution 2017-19. It was explained since the August Full Board meeting was cancelled due to no quorum, Resolution 2017-19 was a computer disposal of office equipment that the executive board approved to remove from the fixed asset inventory at its September 26, 2017 Executive Board Meeting.

Contracts for Approval

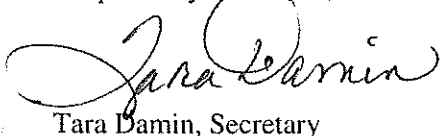
- Paoli Wastewater Improvements (WW-16-109); sum of \$40,000.00
- Tell City Water SRF (Labor Standards only); sum of \$5,000.00

Mike Ellis made a motion to group the contracts into one vote, Rudy Freeman seconded the motion and motion carried. Bill Byrd made a motion to approve all contracts, Mike Ellis 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 Al Logsdon, seconded by Tara Damin and motion carried. The meeting adjourned at 7:25 pm. The next meeting of the Executive Board will be the November 28, 2017 at 6:30 pm.

Respectfully submitted,



Tara Damin, Secretary

TD/sk

