

**Minutes of the October 24, 2017  
Full Board Meeting of the  
Indiana 15 Regional Planning Commission**

**CALL TO ORDER**

Chair Whitney Timberlake welcomed the Full Board members and called the meeting to order at 7:30 pm.

**ROLL CALL**

Secretary Tara Damin performed roll call; twenty-five members were present. Lisa Gehlhausen and Sarah Kinder of the Commission were also in attendance. The Board recited the Pledge of Allegiance.

**APPROVAL OF MINUTES AND AGENDA**

Chair Timberlake presented the minutes from the Full Board meeting held April 25, 2017. Don Wertman made a motion to approve the minutes. Chris Cail seconded the motion. Motion carried.

**AGENDA: ADDITIONAL BUSINESS**

Chair Timberlake called for additional agenda items. Lisa Gehlhausen ask that Resolution 2017-23 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 24<sup>th</sup> 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. Jim Springer made a motion to approve the Treasurer's Report, Fran Lewis 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 is \$2,037,600 with the local share the same amount \$2,037,600. There are four components to this Port and Rail Efficiency and Capacity Enhancement Project. The applicant is the Perry County Port Authority and Tell City is the co-applicant. A post award trip to Chicago to review grant guidelines will be in early November.
- Pike County Progress Partners also received an Economic Development Administration (EDA) grant in the amount of \$787,500 to construct an Entrepreneurship and Technology Center of Pike County. The local share is \$537,500. The Entrepreneurship and Technology Center of Pike County will be a co-working space, and host electrical certification and specific industry training. This will be located near the City of Petersburg at the I-69 interchange.
- Rockport received a \$500,000 Historic Preservation- Community Development Block Grant Funds to preserve a downtown historic building.
- Indiana 15 office improvements are in progress. New concrete has been completed at the front entrance by Jasper Lumber Company for \$1,800. Thomas Glass and More has ordered the new door estimated at \$2,197 and Drew's Landscaping has been contacted to provide an estimate to put rock along the front side of the building.
- Lisa reminded members to save the date October 23, 2018 for Indiana 15's 2018 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. Please save the date. The last dinner meeting was held five (5) years ago in 2013. There will likely be small amount of business to conduct at the dinner meeting.
- Lisa wanted to congratulate the many communities receiving Community Crossings awards for improving local roads. INDOT is planning to revise the online application for 2018. Indiana 15 may be hosting training regarding the new application. No date has been set yet. Watch for an invitation.

Nathan Held attended 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. It appears as many as ten projects are lining up and progressing for Community Development Block Grant Funds. We are pleased that OCRA announced a Round 3, because four or five communities may be able to ready themselves, those communities potentially are: Grandview, Marengo, Holland, Cannelton and Petersburg. If we can submit a portion of these

projects in Round 3, it relieves the workload and competition for next year. After Round 3-2017, we begin preparing for Round 1 - 2018 with proposals due May 25 and the applications due July 20, 2018.

- On November 16, 2017 Environmental Protection Agency - EPA is accepting applications for Brownfield Coalition Assessment grants. Indiana 15 received these grants in 2008-2011 and 2013-2016 for \$400,000 each. We plan to submit a grant application requesting \$400,000 (\$300,000 for hazardous substance properties and \$100,000 to assess petroleum sites. The funds are to conduct Phase I and II assessments on potential brownfield sites. Lisa ask the members to be thinking about properties in their respective areas that may be blighted or a potential brownfield. These assessment funds can be used on public or privately owned properties. The assessment reports convey to the owner the existing conditions. The owner can clean it up on their own or if publicly owned requests for clean-up funds could be sought. Announcements will be made in the Spring of 2018. If funded, one member from each county will be ask to serve on the Brownfields Committee. That Committee will help select the environmental consultant and promote the program. If awarded, this three year grant 2018-2021 will primarily pay an environmental consultant to conduct the Phase I and Phase II assessments.

#### OLD BUSINESS

- None to report.

#### NEW BUSINESS

##### Resolutions for Approval:

- 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.
- 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.
- 2018 staff salaries (Resolution 2017-21) – This includes raises for all staff plus two interns.
- Fiscal 2018 schedule of fees (Resolution 2017-22). This is the same fee schedule as 2017 with no changes for 2018.
- Resolution 2017-23 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). 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 the September 26, 2017 Executive Board Meeting.

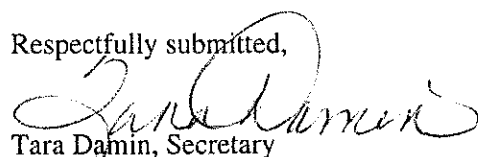
Greg Schnarr made a motion to bundle resolutions 2017-18, 2017-20, 2017-21, 2017-22, and 2017-23 into one vote. Charmian Klem seconded the motion and motion carried. Resolutions 2017-18, 2017-20, 2017-21, 2017-22, and 2017-23 approved by Roll Call vote with twenty-four yeas and one nay due to opposing bundling Resolutions.

#### ADJOURN

There being no further discussions or business to come before the Full Board, Chair Whitney Timberlake called for a motion to adjourn. Motion for adjournment was made by Fran Lewis, seconded by Charmian Klem and motion carried. The meeting adjourned at 8:05 pm.

This is the last Full Board meeting for 2017. Ms. Gehlhausen thanked the Board for their service and attendance in 2017.

Respectfully submitted,



Tara Damin, Secretary

TD/sk

**Minutes of the December 26, 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 Cheri Taylor of the Commission were also in attendance.

**PLEDGE/APPROVAL OF MINUTES AND AGENDA**

Chair Timberlake led the Board in the Pledge of Allegiance. He then presented the minutes from the Executive Board meeting held October 24, 2017. Al Logsdon made a motion to approve the minutes and Stephen Bartels seconded the motion. Motion carried.

**AGENDA: ADDITIONAL BUSINESS**

Chair Timberlake called for additional agenda items. None reported.

**TREASURER'S REPORT**

Treasurer Beverly Schulthise gave the Treasurer's Report. As of December 26<sup>th</sup> receipts were \$35,900.17 and disbursements were \$30,820.71. The actual total cash balance is \$789,146.45. The aging schedule total is \$9,282.95. 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 \$2,365.23. 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:

- There are three grants in progress to be submitted for Round 3 by February 9<sup>th</sup>. Nathan is working on a Grandview water project and Cannelton stormwater project. I am working on a Marengo wastewater project. We also have two planning grants going in by the first of January – Birdseye Fire Station and Petersburg Comprehensive Plan.
- Ball State is planning a Regional Academy –Organizational Leadership Course to be held at Indiana 15 RPC offices. Two of these sessions are planned for Indiana, the north course in South Bend and the south one held at Indiana 15 in Ferdinand. The session will last three days – March 27-29, 2018 – Further details will be forthcoming. The course is custom designed for IARC, Economic Development Districts, and Regional Planning Commissions leadership and staff. Nathan, Cheri and I will be attending.
- Hasbrouck Consulting Services will be onsite in late January to assist with closing out 2017 financials, W-2 preparation, 1099 preparation. The cost of these services is in the 2018 budget.

**OLD BUSINESS**

- An application was submitted on November 13, 2017 to EPA for Brownfields clean-up funds. Notification of awards will be made in May of 2018. Ms. Gehlhausen reported that the Indiana Finance Authority reached out with potential funds for Phase I Assessments. Five properties were identified. Lisa is waiting to hear back from IFA.
- The annual Community Economic Development Strategy (CEDS) is due in April 2018. I will be seeking projects you would like to see accomplished in your respective communities and counties.
- Ms. Gehlhausen has a draft of the updated personnel manual. To bring the Manual to the Board for adoption in 2018 is a goal.

**NEW BUSINESS**

- 2018 Certificates of Appointments have been mailed. To date, 14 have been received. Ms. Gehlhausen asked those present to please check on their appointments to make sure they had been made and submitted.

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- The newsletter was sent out in mid-December. Ms. Gehlhausen reviewed the return on investment with the Board.
- Ms. Gehlhausen stated that she would possibly be advertising for a summer intern soon.
- Ms. Gehlhausen notified the Board that Sarah Kinder had resigned from the position of Financial Administrator. Cheri Taylor is in training to replace her in the role, leaving the Project Assistant position vacant. She asked for permission to advertise for the Project Assistant position. Sarah's last day will be January 2<sup>nd</sup>. Sarah is planning to contract with the Commission for training. Stephen Bartels made a motion to approve the title change for Cheri Taylor from Project Assistant to Financial Administrator with the compensation change, Mike Ellis seconded and motion carried.
- Ms. Gehlhausen stated that the Commission has a need for an Administrative Assistant. This position is not in the 2018 budget, and would therefore require Full Board permission to be added. After discussion, the Board gave permission to advertise for the position ahead of the Full Board approval to be added. Gay Ann Harney made a motion to approve advertisement of the Administrative Assistant position, Rudy Freeman seconded and motion carried.
- Stephen Bartels made a motion to approve the advertisement for a Project Assistant, Bill Byrd seconded and motion carried.

### Contracts for Approval

- Ms. Sarah Kinder for training services with accounting assistance; \$35.00 per hour plus reimbursable expenses. Bill Byrd made a motion to approve the contract as outlined at the discretion of the Executive Director, Stephen Bartels seconded and motion carried.
- EDA Perry County Port (06-79-06091); sum of \$55,000.00
- EDA Pike County (06-79-06087); sum of \$50,000.00
- Dale Codification of Ordinances; sum of \$1,500.00
- Ferdinand LWCF; sum of \$3,500.00
- Crawford County Proctor House (PF-16-101); sum of \$36,000.00

Mike Ellis made a motion to group the EDA Pike County, Dale Codification of Ordinances, Ferdinand LWCF and Crawford County Proctor House contracts into one vote, Bill Byrd seconded the motion and motion carried. Mike Ellis made a motion to approve the above contracts, Bev Schulthise seconded the motion and motion carried. Rudy Freeman made a motion to approve the EDA Perry County Port contract, Bev Schulthise seconded and motion carried.

### Resolutions for Approval

- Resolution 2017-24 - Authorizing adjustment in salary of a staff position – Project Assistant to Financial Administrator. Stephen Bartels made a motion to adjust the salary per Resolution 2017-24, Mike Ellis seconded and motion carried.
- Resolution 2017-25 – Authorizing the change of the Financial Administrator position from an hourly to salaried. Mike Ellis made a motion to change the Financial Administrator position to salaried, Rudy Freeman seconded 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 7:15 pm. The Full Board will meet on January 23, 2018.

Respectfully submitted,



Tara Damin, Secretary

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