

**Minutes of the February 27, 2018
Executive Board Meeting of the
Indiana 15 Regional Planning Commission**

CALL TO ORDER

Vice-Chair Tara Damin called the meeting to order at 6:30 pm.

ROLL CALL

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

PLEDGE/APPROVAL OF MINUTES AND AGENDA

Vice-Chair Tara Damin presented the minutes from the Executive Board meeting held December 26, 2017. Mike Ellis made a motion to approve the minutes and Fran Lewis seconded the motion. Motion carried.

AGENDA: ADDITIONAL BUSINESS

Vice-Chair Tara Damin called for additional agenda items. Ms. Gehlhausen asked that two contracts be added to the agenda for Ferdinand Base Map for a sum of \$700 and Ferdinand Codification update for a sum of \$1,200.

TREASURER'S REPORT

Treasurer Beverly Schulthise gave the Treasurer's Report. As of February 27th receipts were \$73,398.76 and disbursements were \$32,768.85. The actual total cash balance is \$803,954.99. The aging schedule total is \$28,201.10. There are one 24-month CD totaling \$250,000.00, one 24-month CD totaling \$9,795.00 and one 18-month CD totaling \$250,000.00. The restricted savings has a balance of \$4,373.97.

Ms. Gehlhausen reviewed the research on interest rates for a new certificate of deposit as requested at the December Full Board meeting. Fifth Third Bank has the highest rate at 1.6% for 24 months for fully insured funds. After discussion, Mike Ellis made a motion to invest \$100,000 in a certificate of deposit at Fifth Third Bank at 1.6% or the going rate. Rudy Freeman seconded the motion and motion carried.

Charmian Klem made a motion to approve the Treasurer's Report, Bev Schulthise seconded and motion carried.

DIRECTOR'S REPORT

Vice-Chair Tara Damin called for the Director's Report from Executive Director Lisa Gehlhausen. Ms. Gehlhausen reported on projects as follows:

- Three grants were submitted to OCRA for Round 3 on February 9th; a Grandview water project, a Cannelton storm water project, and a Marengo wastewater project. We also anticipate two grants going in for OCRA Round 1 and one for Round 2 at this time.
- The Stellar program is now accepting regional projects for funding. If there are any communities that have potential projects that partner with another community or county, please let the Commission know.
- A PASER (Pavement Asset Management Plan) training will be held in Vincennes on March 20th from 8:30-2:30. There is no cost for this training. Participants will learn how to rate roads for the Community Crossings program.
- The Ball State Regional Academy – Organizational Leadership Course to be held at Indiana 15 RPC offices still has eight open slots. The session will last three days – March 27-29, 2018. Nathan, Cheri and I will be attending. Ms. Gehlhausen stated the Commission would pay for Executive Board members that wish to attend the three-day training.
- The interviews for the project assistant are complete. The administrative assistant interviews will take place in mid-April with potential hiring in early May after the Full Board votes to consider adding the position to the 2018 budget.

OLD BUSINESS

- The annual Community Economic Development Strategy (CEDS) must be completed by March 30, after which a 30-day comment period is held before the April 30th due date to the Economic Development Administration. We are still in need of updates to the list of projects from our respective communities and counties.
- Ms. Gehlhausen reviewed the OCRA CDBG grant deadlines for 2018.

NEW BUSINESS

- Internal Control Training Webinar – Ms. Gehlhausen reported that all officers and staff have completed the State Board of Accounts required training and we have certifications on file.

Resolutions for Approval

- Resolution 2018-04 – Designating German American Bank as the depository for funds and authorizing agents to exercise powers granted for the checking account.
- Resolution 2018-05 – Designating German American Bank as the depository for funds and authorizing agents to exercise powers granted for the savings account.
- Resolution 2018-06 – Designating German American Bank as the depository for funds and authorizing agents to exercise powers granted for the Certificate of Deposit account.

Mike Ellis made a motion to lump Resolution 2018-04, Resolution 2018-05 and Resolution 2018-06 into one motion, Charmian Klem seconded and motion carried. Rudy Freeman made a motion to approve Resolutions 2018-04, -05 and -06, motion seconded by Fran Lewis and motion carried.

Contracts for Approval

- Ferdinand Base Map; sum of \$700.00
- Ferdinand Codification of Ordinances; sum of \$1,200.00
- Jasper Codification of Ordinances; sum of \$4,100.00

Gay Ann Harney made a motion to lump the Ferdinand Base Map, Ferdinand Codification of Ordinances and Jasper Codification of Ordinances into one motion, seconded by Mike Ellis, and motion carried. Charmian Klem made a motion to approve the three contracts, Rudy Freeman seconded and motion carried.

- Ms. Sarah Kinder financial services contract; date extension to May 31. The end date on Ms. Kinder's current contract is February 28th and has approximately \$2,500 remaining billable hours. This addendum will extend the end date to May 31st without changing the amount.

Bev Schulthise made a motion to approve the contract date extension, motion was seconded by Charmian Klem and motion carried.

Other

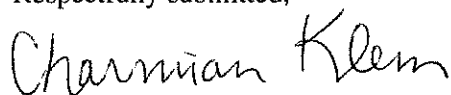
- Treasurer's Bond with Auto-Owners Insurance Company; \$30,000 coverage at a cost of \$300.00

Rudy Freeman made a motion to approve the purchase of the \$30,000 Treasurer's Bond for \$300.00, motion seconded by Mike Ellis, and motion carried.

ADJOURN

There being no further discussions or business to come before the Executive Board, Vice-Chair Tara Damin called for a motion to adjourn. Motion for adjournment was made by Fran Lewis, seconded by Mike Ellis and motion carried. The meeting adjourned at 7:35 pm. The Executive Board will meet on March 27, 2018.

Respectfully submitted,



Charmian Klem, Secretary

CK/ct