

**MEETING NOTICE
and
AGENDA**

**Executive Board Meeting
of the
Indiana 15 Regional Planning Commission**

**for Tuesday, June 26, 2018
6:30 pm (Local Time)
221 East First Street, Ferdinand, Indiana
Indiana 15 RPC Conference Room**

CALL TO ORDER – 6:30 pm (local time)

ROLL CALL

APPROVAL OF MINUTES & AGENDA AS PRESENTED

April 24, 2018

AGENDA: ADDITIONAL BUSINESS _____

TREASURER'S REPORT

- Cash Flow Statement (Pg. 1), Invoice Aging Schedule (Pg. 2) and Report of Investments (Pgs. 3 & 4)

DIRECTOR'S REPORT

- Update on Project Developments

OLD BUSINESS

- Administrative Assistant

NEW BUSINESS

- EPA Brownfields Award [Appointment of committee]
- Designate Financial Administrator to maintain System Award Management number
- Copier
- Community Crossings – Grant Application “Train the Trainer” July 23 session
- Per Capita Fee

Resolutions for Approval: (*Requires board action)

- *• INDOT Rural Transportation 18-19; Local match of \$8,808

Contracts for Approval: (*Requires board action)

- *• Town of Milltown wastewater utility study (PL-17-004); sum of \$5,000
- *• City of Cannelton Stormwater Improvements (SI-17-101); sum of \$40,000
- *• Town of Marengo Wastewater Improvements (WW-17-117); sum of \$40,000
- *• Tell City Water SRF [labor standards]; up to \$5,000
- *• INDOT Rural Transportation 18-19; up to \$36,632
- *• Tell City EDA RLF Plan update; sum of \$3,000
- *• Tell City EDA RLF administration; up to \$3,000
- *• Tell City USDA IRP administration; up to \$1,500

ADJOURN

**** The next scheduled meeting of the Executive Board will be Tuesday, August 28 at 6:30 pm**

**Minutes of the April 24, 2018
Executive Board Meeting of the
Indiana 15 Regional Planning Commission**

CALL TO ORDER

Chairman Al Logsdon called the meeting to order at 6:30 pm.

ROLL CALL

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

APPROVAL OF MINUTES AND AGENDA

Chairman Al Logsdon presented the minutes from the Executive Board meeting held February 27, 2018. Mike Ellis made a motion to approve the minutes and Rudy Freeman seconded the motion and motion carried.

AGENDA: ADDITIONAL BUSINESS

Chairman Al Logsdon called for additional agenda items. Ms. Gehlhausen asked that Sarah Kinder Contract be added. Charmian Klem made a motion to add the contract to the agenda, Mike Ellis seconded and motion carried.

TREASURER'S REPORT

Treasurer Beverly Schulthise gave the Treasurer's Report. As of March 31st receipts were \$4,264.28 and disbursements were \$37,668.23. The actual total cash balance is \$770,561.12. The aging schedule total is \$33,501.10. There are one 24-month CD totaling \$250,000.00, one 24-month CD totaling \$9,795.00, one 18-month CD totaling \$250,000.00 and two \$50,000 CDs for a total investment of \$609,795.00. The restricted savings has a balance of \$4,378.18.

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

DIRECTOR'S REPORT

Chairman Al Logsdon called for the Director's Report from Executive Director Lisa Gehlhausen. Ms. Gehlhausen reported on projects as follows:

- Review of Community Development Block Grant schedule. Two grants were funded by OCRA in Round 3: a Cannelton storm water project and a Marengo wastewater project. We are submitting two grants to OCRA in Round 1: Grandview water project and a Holland water project. We also anticipate one grant submission for Round 2. Grants were also awarded for a Petersburg Comprehensive Plan, Milltown Wastewater plan, and Birdseye Fire Station building feasibility study. Also, the Town of Dale will be submitting a Comprehensive Plan application.
- The Office of Community and Rural Affairs will add bonus points on grant applications for projects that are listed in an EDA-approved Regional Plan. Ms. Gehlhausen stressed the importance of communities to review the list of projects in the draft 2018 Comprehensive Economic Development Strategy, Indiana 15 RPC's regional plan. The plan is due to EDA by April 30th.
- Reminded the Board that Road Asset Management Plans must be updated every two years. The Community Crossings Program just finished the second round, so many plans are due for an update. The updated plan must be submitted to LTAP for approval.
- The next round of Community Crossings funding is scheduled for early fall. The above mentioned plan is required to apply for these funds. Local railroad tracks, over and under passes will be added for potential funding this year.
- Review of a USDA-Rural Utility Service/Community Connect Program broadband webinar. The due date is May 14th and the application requires a great deal of pre-work. The program plans to continue next year. Ms. Gehlhausen asked that communities that are interested in broadband to let her know. The State of Indiana is forming a statewide broadband committee at this time to address broadband issues.
- The System Award Management (SAM) number renewal process has changed. A notarized statement acknowledging the person responsible for maintaining the SAM registration is required and must be mailed. Ms. Gehlhausen asked communities to renew early to make sure their numbers do not expire. This number is required for many grants.
- The Commission applied to EPA for Brownfields funds - \$300,000 for hazardous substance and \$100,000 for petroleum. Awards will be made in May.
- Indiana 15 RPC hosted the Ball State Regional Academy – Organizational Leadership Course on March 27-29, 2018. Four Board members attended along with four staff of the Commission, along with 17 additional RPC staff participated. Ms. Gehlhausen stated that she learned that we are doing a lot of things right, but we should be telling why we do what we do. We need to do a better job of telling our story.

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- Ms. Gehlhausen asked the Executive Board to consider raising the per capita dues the counties pay from \$.45 to \$.56. This increase would match our EDA funding of \$70,000. 2016-2018 was partially matched from the general fund.

After discussion pertaining to the high rate of return for each county, Tara Damin made a motion to recommend to the Full Board to approve Ms. Gehlhausen beginning discussions with the counties to raise the per capita dues to \$.56, seconded by Tom Hauser, and motion carried.

OLD BUSINESS

- The annual Community Economic Development Strategy (CEDS) is open for a 30-day comment period before the April 30th due date to the Economic Development Administration. Ms. Gehlhausen reminded communities to review the plan to make sure their projects are listed.

NEW BUSINESS

- None.

Resolutions for Approval

- Resolution 2018-07 – Authorizing approval to add Jennifer Matheis to the Commission payroll.
- Resolution 2018-08 – Authorizing approval to add Summer Intern Benjamin Hunley to the Commission payroll. \$2,500 of the intern salary will be paid by Ball State University.

Beverly Schulthise made a motion to lump Resolution 2018-07 and Resolution 2018-08 into one motion, Whitney Timberlake seconded and motion carried. Rudy Freeman made a motion to approve Resolutions 2018-07 and 2018-08, motion seconded by Mike Ellis and motion carried.

- Resolution 2018-09 – Recommend closing fiscal year 2017 with a deficit to the fund balance of \$28,580.33. We had two CDBG grants that did not make it through the application phase that were in the budget.

Gay Ann Harney made a motion to recommend the Full Board close the fiscal year 2017 with a deficit balance (Resolution 2018-09), Tom Hauser seconded and motion carried.

- Resolution 2018-10 – Recommend adding an Administrative Assistant position to the Commission payroll.

Charmian Klem made a motion to recommend the Full Board add an Administrative Assistant position to the Commission payroll (Resolution 2018-10), Whitney Timberlake seconded and motion carried.

- Resolution 2018-11 – Recommend approval of the 2018 Comprehensive Economic Development Strategy (CEDS)

Whitney Timberlake made a motion to recommend Full Board approval of the 2018 CEDS (Resolution 2018-11), Beverly Schulthise seconded and motion carried.

Contracts for Approval

- Town of Birdseye building feasibility study (PL-17-010); sum of \$3,500.00
- City of Petersburg Comprehensive Plan (PL-17-007); sum of \$5,000.00

Mike Ellis made a motion to lump the Town of Birdseye and City of Petersburg contracts into one motion, seconded by Whitney Timberlake, and motion carried. Rudy Freeman made a motion to approve the two contracts, Beverly Schulthise seconded and motion carried.

- Ms. Sarah Kinder financial services contract - June 1-December 31, 2018; sum of \$5,000.00.

Stephen Bartels made a motion to approve the contract, motion was seconded by Whitney Timberlake and motion carried.

Agreements for Approval

- Non-compete agreement with Jennifer Matheis, Project Assistant

Charmian Klem made a motion to approve the non-compete agreement, motion seconded by Whitney Timberlake, and motion carried.

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ADJOURN

There being no further discussions or business to come before the Executive Board, Chairman Al Logsdon called for a motion to adjourn. Motion for adjournment was made by Whitney Timberlake, seconded by Gay Ann Harney and motion carried. The meeting adjourned at 7:30 pm. The Executive Board will meet on May 22, 2018.

Respectfully submitted,

Tara Damin, Vice-Chair

TD/ct

INDIANA 15 REGIONAL PLANNING COMMISSION
DAILY CASH FLOW STATEMENT
as of May 31, 2018

Month:	Pre-Start (12/31/17)	Jan-Feb-Mar	April	May	June	July-Sept	Oct-Dec	12/31/2018	Budget
RECEIPTS:									
Cash - Checking	\$276,797.04	(\$101,059.65)	\$6.47	\$5.93	\$0.00	\$0.00	\$0.00	\$175,749.79	\$0.00
Cash - Savings - Reserve/Restricted Vehicle Purchase	\$2,365.53	\$2,012.65	\$4.22	\$4.08	\$0.00	\$0.00	\$0.00	\$4,386.48	\$0.00
Cash - CD/German American/Reserve/Restricted Vehicle	\$9,795.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$9,795.00	\$0.00
Cash - CD/Fifth Third Bank	\$0.00	\$100,000.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$100,000.00	\$0.00
Cash - CD/Spencer County Bank	\$250,000.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$250,000.00	\$0.00
Cash - CD/Old National Bank	\$230,000.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$230,000.00	\$0.00
Cash - Petty	\$2,000.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$2,000.00	\$0.00
40360/Technical Assistance Contracts	\$0.00	\$1,230.00	\$750.00	\$5,300.00	\$0.00	\$0.00	\$0.00	\$9,270.00	\$26,400.00
43000/Per Capita Dues	\$0.00	\$33,308.55	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$33,308.55	\$56,510.00
44000/Professional Services	\$0.00	\$2,092.87	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$2,092.87	\$7,800.00
45000/OCRA Grant Admin. Contracts	\$0.00	\$9,500.00	\$2,500.00	\$0.00	\$0.00	\$0.00	\$0.00	\$12,000.00	\$193,000.00
45200/EDA Grant Admin. Contracts	\$0.00	\$5,000.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$5,000.00	\$75,000.00
48500/Interest Income	\$0.00	\$779.11	\$770.55	\$0.00	\$0.00	\$0.00	\$0.00	\$1,549.66	\$3,900.00
49000/Miscellaneous Revenue	\$0.00	\$2,654.95	\$0.00	\$5,320.90	\$0.00	\$0.00	\$0.00	\$7,975.85	\$10,482.00
49100/Transportation Services	\$0.00	\$16,941.12	\$0.00	\$13,990.91	\$0.00	\$0.00	\$0.00	\$30,932.03	\$44,952.00
49700/EDA District Planning Grant	\$0.00	\$16,052.00	\$16,052.00	\$0.00	\$0.00	\$0.00	\$0.00	\$32,104.00	\$80,922.00
Total Cash Inflow	\$789,157.57	\$90,501.60	\$20,083.24	\$24,621.82	\$0.00	\$0.00	\$0.00	\$924,364.23	\$498,966.00
DISBURSEMENTS:									
50000/Salaries	\$0.00	\$57,936.75	\$18,249.13	\$18,139.43	\$0.00	\$0.00	\$0.00	\$94,325.31	\$243,467.00
50500/Fringe Benefits	\$0.00	\$25,304.68	\$7,699.67	\$7,648.26	\$0.00	\$0.00	\$0.00	\$40,652.61	\$12,483.00
52000/Professional/Legal Services	\$0.00	\$250.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$250.00	\$1,100.00
52200/Auditing/Accounting Services	\$0.00	\$6,687.71	\$332.50	\$955.00	\$0.00	\$0.00	\$0.00	\$7,975.21	\$8,000.00
52400/Utilities/Junitorial	\$0.00	\$1,741.19	\$406.26	\$571.44	\$0.00	\$0.00	\$0.00	\$2,718.89	\$4,000.00
52500/Promotion Fund	\$0.00	\$595.33	(\$502.30)	\$0.00	\$0.00	\$0.00	\$0.00	\$93.13	\$2,000.00
52600/Depreciation (Vehicle)	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$1,625.00
52600/Depreciation (Building)	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$7,325.00
52600/Depreciation (Equipment)	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$608.00
53200/Maint. & Repairs on Equipment	\$0.00	\$289.99	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$289.99	\$2,500.00
53300/Mtn Maintenance	\$0.00	\$118.11	\$15.30	\$137.38	\$0.00	\$0.00	\$0.00	\$270.79	\$800.00
53400/Maintenance & Repairs on Building	\$0.00	\$2,396.46	\$196.46	\$0.00	\$0.00	\$0.00	\$0.00	\$2,592.92	\$3,100.00
53500/Conferences & Training	\$0.00	\$140.00	\$680.00	\$0.00	\$0.00	\$0.00	\$0.00	\$820.00	\$4,450.00
53800/Supplies/Software	\$0.00	\$1,437.47	\$3,124.55	\$885.41	\$0.00	\$0.00	\$0.00	\$5,447.43	\$16,400.00
54600/Contractual Services	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$200.00
54800/Insurance Policies	\$0.00	\$5,759.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$5,759.00	\$6,500.00
54900/Report Prep/Copying	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$275.00
55000/Vehicle Purchase/Expenses	\$0.00	\$1,857.49	\$357.96	\$112.44	\$0.00	\$0.00	\$0.00	\$2,327.89	\$4,000.00
55200/Communications	\$0.00	\$1,115.51	\$358.96	\$369.44	\$0.00	\$0.00	\$0.00	\$1,843.91	\$4,900.00
55400/Postage & Freight	\$0.00	\$379.07	\$184.98	\$198.32	\$0.00	\$0.00	\$0.00	\$762.37	\$4,200.00
55600/Staff Travel/Expenses	\$0.00	\$1,010.87	\$338.20	\$663.88	\$0.00	\$0.00	\$0.00	\$2,012.95	\$3,560.00
56000/Notices & Advertising	\$0.00	\$1,675.63	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$1,675.63	\$1,900.00
56500/Board Meetings/Travel	\$0.00	\$177.84	\$0.00	\$1,233.86	\$0.00	\$0.00	\$0.00	\$1,411.70	\$4,000.00
56600/Equipment Purchases	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$8,500.00
56900/Miscellaneous Expense	\$0.00	\$224.95	\$164.00	\$110.99	\$0.00	\$0.00	\$0.00	\$499.94	\$6,900.00
Total Cash Outflow	\$0.00	\$109,098.05	\$31,605.77	\$31,025.85	\$0.00	\$0.00	\$0.00	\$171,729.67	\$454,793.00
Cashflow Surplus/Deficit		(\$18,596.45)	(\$11,522.53)	(\$6,404.03)	\$0.00	\$0.00	\$0.00	\$752,634.56	\$44,173.00
Opening Cash Balance	\$789,157.57	\$789,157.57	\$770,561.12	\$759,038.59	\$752,634.56	\$752,634.56	\$752,634.56	\$752,634.56	
Closing Cash Balance	\$789,157.57	\$770,561.12	\$759,038.59	\$752,634.56	\$752,634.56	\$752,634.56	\$752,634.56	\$752,634.56	

*Includes Investments & Petty Cash. Need to keep \$1,000 in checking per requirements by bank
**Non-Cash Disbursements

INDIANA 15 REGIONAL PLANNING COMMISSION ACCOUNTS RECEIVABLE AGING SCHEDULE

	CONTRACT	CURRENT	OVER 30	OVER 60	OVER 90	OVER 120	TOTAL	COMMENTS
	COMMON INVOICE DATE	Jun '18	May '18	Apr '18	Mar '18			
EDA	45000 Perry County Port & Rail						\$5,000.00	Current (Lisa)
EDA	45200 Jasper EDA	\$10,000.00				\$5,000.00	\$10,000.00	Current (Cheri)
Admin	45000 Huntingburg Stellar	\$10,000.00					\$10,000.00	Income Survey (Nathan)
Admin	45000 Orange Co. First Chance Center	\$20,000.00					\$20,000.00	Certified Mailing reimbursement (Lisa)
Admin	45000 Birdseye Water	\$20,000.00					\$20,000.00	Certified Mailing reimbursement (Lisa)
Dues	43000 Dubois County					\$18,850.05	\$18,850.05	Per Capita Dues for 2017 (Cheri)
Dues	43000 Perry County					\$4,351.05	\$4,351.05	Per Capita Dues for 2017 (Cheri) - paid half
	Totals	\$60,000.00	\$0.00	\$0.00	\$0.00	\$28,201.10	\$88,201.10	

- 1) Over 30, the Project Administrator will contact the Clerk/Treasurer.
- 2) Over 60, Financial Administrator will directly contact Project Administrator for immediate resolution.
- 3) Over 90, Project Administrator contacts the Chief Elected Official.

INDIANA 15 REGIONAL PLANNING COMMISSION
SAVINGS ACCOUNT/RESTRICTED VEHICLE
GERMAN AMERICAN
xxxxx6320

Date Opened: 2/9/2012
Interest Rate: 0.05%
Opened Amount: \$2,000.00

Date		Deposit	Interest	Withdrawal		Balance
2012	*	\$ 5,306.90	\$ 1.20			\$ 5,308.10
2013			\$ 0.83	\$ 5,000.00	**	\$ 308.93
2014	***	\$ 2,000.00	\$ 0.22			\$ 2,309.15
2015	****	\$ 7,000.00	\$ 3.60	\$ 4,800.00	*****	\$ 4,512.75
3/15/2016		\$ 2,000.00				\$ 6,512.75
3/28/2016	*****	\$ 3,582.00				\$ 10,094.75
8/2/2016				\$ 9,795.00	XX	\$ 299.75
2016		\$ 2.50				\$ 302.25
11/3/2016	CD Int.	\$ 4.22				\$ 306.47
11/3/2016	CD Int./transfer	\$ 8.30				\$ 314.77
2/3/2017		\$ 2,000.00				\$ 2,314.77
6/7/2017	CD Int.	\$ 4.22	\$ 0.29			\$ 2,319.28
9/6/2017	CD Int.	\$ 4.22	\$ 0.30			\$ 2,323.80
2017	CD Int.	\$ 41.43	\$ 0.30			\$ 2,365.53
2018	CD Int.	\$ 8.44				\$ 2,373.97
2/20/2018		\$ 2,000.00				\$ 4,373.97
3/7/2018	CD Int.	\$ 3.81	\$ 0.40			\$ 4,378.18
4/3/2018	CD Int.	\$ 4.22				\$ 4,382.40
5/2/2018	CD Int.	\$ 4.08				\$ 4,386.48
6/4/2018	CD Int.	\$ 4.22				\$ 4,390.70

Notes:

*2005 Dodge Magnum sold through GOVDEALS.COM [\$3,306.90] (See Full Board Minutes dated 10/23/12)

**Opened Certificate of Deposit (CD)

***\$2,000 CD matured 12/5/14 went back into savings on 12/11/14 with Executive Board Approval on 11-25-14 until \$5,000 CD matures in April 2015

****\$5,000 CD matured 4/17/15 went back into savings on 4/23/15 with Executive Board Approval on 3-24-15 until recommended questions have been answered regarding the vehicle

*****Transfer from savings into checking for cash payment of 2013 Chrysler 200 (See Executive Board Minutes dated 11/10/15)

*****2006 Chrysler 300 sold through GOVDEALS.COM (See Executive Board Minutes dated 2/23/16)

XX Transfer from savings to open a 24 month Certificate of Deposit (CD). (See Executive Board Minutes dated 7/26/16)

RESOLUTION NO. 2018-12

**A RESOLUTION AUTHORIZING THE COMMITMENT OF MATCHING FUNDS FOR
AN INDOT RURAL TRANSPORTATION PLANNING GRANT**

WHEREAS, the Indiana 15 Regional Planning Commission, established under Indiana Code 36-7-7, is empowered and designated to provide for planning and economic development activities; and

WHEREAS, said Commission has been awarded an Indiana Department of Transportation (INDOT) Grant Agreement [EDS #A249-18-ON180124] in the amount of \$36,632.00 to provide transportation planning assistance for small urban and rural areas;

WHEREAS, the term of this Grant Agreement is for the period July 1, 2018 through June 30, 2019;

NOW, THEREFORE, BE IT RESOLVED THAT:

The Executive Director is authorized to execute all resultant awards and agreements, and the Board of Directors hereby commits the matching funds of \$8,808.00 from the Commission's membership dues and/or general fund.

ADOPTED THIS _____ DAY OF _____, 2018, by the Board of Directors of Indiana 15 Regional Planning Commission.

Al Logsdon, Chairperson

ATTEST:

Beverly Schulthise, Treasurer