

**Minutes of the June 26, 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

Vice-Chair Tara Damin performed roll call; eight 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 April 24, 2018. Rudy Freeman made a motion to approve the minutes, motion was seconded by Mike Ellis, and motion carried.

AGENDA: ADDITIONAL BUSINESS

Chairman Al Logsdon called for additional agenda items. None were presented.

TREASURER'S REPORT

Treasurer Beverly Schulthise gave the Treasurer's Report. As of June 26th receipts were \$60,226.59 and disbursements were \$33,842.45. The actual total cash balance is \$779,018.70. The aging schedule total is \$30,351.05. 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 \$4,390.70.

Tara Damin made a motion to approve the Treasurer's Report, motion was seconded by Tom Hauser, 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:

- County Council meetings were attended in all six counties to discuss raising 2019 per capita dues to the Commission from \$.45 to \$.56. Each county will now hold hearings as part of the budget process. We will hear from the counties in October on their budgeted amounts.
- Staff is working on Holland and Grandview water applications due in July. A grant for Petersburg to address a couple downtown structures is expected to be submitted in late August. A Comprehensive Plan for Petersburg is underway. An application for Dale to prepare a Comprehensive Plan is expected to be submitted in late August.
- Jenny Matheis is attending training to obtain CDBG Certification.
- The Jasper Waterline EDA project is bidding. Construction will start this fall.
- Brian Niehoff stopped by the office last week. He is a certified planner that is moving to the area. The discussion led to which of our cities/towns/counties have planning/zoning departments. The Commission submitted an application to USDA in 2007 to hire a certified planner for region. The local match is an obstacle at \$250,000. The Board discussed possibly five communities coming together to contribute the local match for assistance in planning and zoning. We would need to research which communities may be interested. Ms. Gehlhausen will talk with USDA to see if this regional approach would be competitive.

OLD BUSINESS

- The Administrative Assistant position has been filled by Lindsey Hoffman. Lindsey is Charmian Klem's sister. Our bylaws state that family members of Executive Board members cannot be employed by the Commission, so Charmian has submitted her resignation of Executive Board and as Secretary. She will remain on the Full Board. A new Secretary will be appointed from the Full Board in August.

NEW BUSINESS

- Indiana 15 was awarded an EPA Brownfields Grant in the amount of \$400,000; \$300,000 for hazardous assessments and \$100,000 for petroleum assessments. Indiana 15 will receive approximately \$39,500 over 3 years (October 1, 2018-September 30, 2021) to administer the grant. A Brownfield Committee is needed for the grant with a representative from each county. Selection of the Environmental Consultant will be the responsibility of this committee and if needed, decisions on which sites will be assessed. Volunteers included: Rudy Freeman-Orange County, Al Logsdon-Spencer County, Tom Hauser-Perry County, Mike Ellis-Dubois County and Whitney Timberlake-Crawford County. Ms. Gehlhausen will recruit a member to represent Pike County.

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- Ms. Gehlhausen requested that the Board appoint Financial Administrator, Cheri Taylor as the person responsible to update and maintain the System Award Management (SAM) number on behalf of the Commission. Steve Bartels made a motion to appoint Cheri as SAM designee, motion was seconded by Rudy Freeman, and motion carried.
- Ms. Gehlhausen reported that quotes had been received for a new copier. The lowest quote was received from Hoosier Business Machines with a total cost of \$11,139. Of this total, EDA will fund 75% or \$8,354.25 leaving \$2,784.75 for the Commission to pay. Mike Ellis made a motion to purchase new copier, motion was seconded by Whitney Timberlake, and motion carried.
- Nick Goodwin, Nathan Held and Lisa Gehlhausen will attend a "Train the Trainer" training on the Community Crossings application. They will then schedule a training to be held at Indiana 15 for interested communities in our region. The parties from each community responsible for completing the application will need to attend this training. Applications are due in September 2018. INDOT is planning to have two rounds for applications.

Resolutions for Approval

- INDOT Rural Transportation 18-19 contract runs from July 1, 2018-June 30, 2019. \$36,632 provided to the Commission for traffic counts in Crawford County. Mapping the town of French Lick is included in program as well. This resolution authorizes approval to provide local match of \$8,808.

Rudy Freeman made a motion for approval to provide local match, motion was seconded by Steve Bartels, and motion carried.

Contracts for Approval

- 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

Mike Ellis made a motion to lump all eight contracts together in one motion, motion was seconded by Steve Bartels and motion carried. Tara Damin then made a motion to approve all contracts, motion was seconded Tom Hauser, and motioned carried.

Additional items

- Ms. Gehlhausen reported that EDA had approved the Economic Integration Plan submitted by the Commission. EDA is recommending that Indiana 15 host a regional summit by 2021 to bring representatives from business, industry, organizations and elected officials together to discuss regional needs.

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 Beverly Schulthise, motion was seconded by Mike Ellis and motion carried. The meeting adjourned at 7:30 pm. The next meeting of the Executive Board will be held August 28, 2018.

Respectfully submitted,



Tara Damin, Vice-Chair

TD/lh