

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

CALL TO ORDER

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

ROLL CALL/PLEDGE

Secretary Charmian performed roll call; thirty-one members were present. Lisa Gehlhausen and Cheri Taylor of the Commission were also in attendance. The Board recited the Pledge of Allegiance.

APPROVAL OF MINUTES AND AGENDA

Chair Al Logsdon presented the minutes from the Full Board meeting held January 23, 2018. Don Wertman made a motion to approve the minutes, Chris Cail seconded the motion and motion carried.

AGENDA: ADDITIONAL BUSINESS

Chair Al Logsdon called for additional agenda items. Ms. Gehlhausen asked that Sarah Kinder Contract and the CEDS Committee meeting be added. Bill Byrd made a motion to approve the additional items, Whitney Timberlake seconded the motion 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. Bill Byrd made a motion to approve the treasurer's report pending audit, Whitney Timberlake seconded the motion and motion carried.

DIRECTOR'S REPORT

Chair Al Logsdon turned the meeting over to Lisa Gehlhausen for the Director's Report 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. Additionally, the State of Indiana is forming a committee 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 Board to consider the recommendation from the Executive Board to raise the per capita dues the counties pay from \$.45 to \$.56. This increase would match our EDA funding with for 2016-2018 has to be partially matched from the general fund.

After discussion pertaining to the high rate of return for each county, Paul Lorey made a motion to approve Ms. Gehlhausen beginning discussions with the counties to raise the per capita dues to \$.56, seconded by Patricia Hahus, and motion carried.

OLD BUSINESS

- Personnel Manual and Administrative Handbook – Ms. Gehlhausen asked for volunteers to review the Personnel Manual update. After review by committee, she suggested that it be sent to a professional firm for review.

NEW BUSINESS

- CEDS Committee meeting – Ms. Gehlhausen updated the Board on the 2018 Comprehensive Economic Development Strategy. She also relayed information that the Indiana 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.

Whitney Timberlake made a motion to approve the 2018 CEDS (Resolution 2018-11), Mike Ellis seconded and motion carried.

Resolutions for Approval

- Resolution 2018-09 – Approve the recommendation from the Executive Board to close 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.

Chris Cail made a motion to close the fiscal year 2017 with a deficit balance (Resolution 2018-09), Rudy Freeman seconded and motion carried.

- Resolution 2018-10 – Approve the recommendation from the Executive Board to add an Administrative Assistant position to the Commission payroll at \$26,000 annual salary.

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.

Other

- Appropriation budget for the per capita fees for 2018. Resolution 2016-08 was passed at the 4/26/16 Full Board meeting establishing the fees.

Mike Ellis made a motion to approve per capita budget, motion seconded by Tom Hauser, and motion carried.

- Ms. Sarah Kinder financial services contract - June 1-December 31, 2018; sum of \$5,000.00. Sarah's current contract has \$1,900.00 left to bill. The Executive Board recommends a new contract beginning June 1.

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

ADJOURN

Ms. Gehlhausen reminded the Board of the Dinner Meeting on October 23rd to be held at the Ferdinand Community Center. There being no further discussions or business to come before the Full Board, Chairman Al Logsdon called for a motion to adjourn. Motion for adjournment was made by Clyde Huff, seconded by Larry James and motion carried. The meeting adjourned at 8:35 pm. The Full Board will meet on August 28, 2018.

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Respectfully submitted,



Tara Damin, Vice-Chair

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