

**Minutes of the August 22, 2023  
Executive Board Meeting of the  
Indiana 15 Regional Planning Commission**

**CALL TO ORDER**

Chair Paul Lorey called the meeting to order at 6:00 pm.

**ROLL CALL**

Secretary Balaji Kashyab performed roll call. Paul Lorey, Balaji Kashyab, Beverly Schulthise, Bill Byrd, Zach Brown, Joni Stafford and Tom Brown were present. Nathan Held and Cheri Taylor of the Commission were also in attendance.

**AGENDA: ADDITIONAL BUSINESS**

Chair Paul Lorey called for additional agenda items. Mr. Held asked the Perry County Port Authority RAISE Environmental Review contract and establishing an EPA Brownfields Committee be added to the agenda.

**APPROVAL OF MINUTES AND AGENDA**

Chair Paul Lorey presented the minutes from the Executive Board meeting held June 27, 2023. Zach Brown made a motion to approve the minutes, seconded by Joni Stafford and motion carried.

**TREASURER'S REPORT**

Treasurer Beverly Schulthise gave the Treasurer's Report. As of August 14<sup>th</sup> receipts were \$24,369.82 and disbursements were \$16,637.17. Since the report was printed, additional receipts were \$26,804.25. The actual total cash balance is \$769,585.08. The total aging schedule was \$27,407.36. There is one 12-month CD totaling \$250,000.00 and \$409,500.00 investment in TrustINDiana. The restricted savings has a balance of \$8,503.69. Bill Byrd made a motion to approve the Treasurer's Report pending audit, seconded by Balaji Kashyab and motion carried.

**DIRECTOR'S REPORT**

Chair Paul Lorey called for the Director's Report from Executive Director Nathan Held. Mr. Held reported on projects as follows:

- The Commission was awarded a \$500,000 EPA Brownfields Grant to fund Phase I and Phase II assessments of Brownfields sites. Crawford, Orange, Dubois and Pike are the coalition members. Indiana 15 is the project lead allowing the whole region to benefit from the grant including Spencer and Perry counties. Procurement to find a consultant will begin soon. These funds will go towards securing a consultant to conduct assessments. A Brownfields Committee will be established comprising of a member from each county. The committee is responsible for selecting a consultant and determining which sites will be selected for assessments. Nathan Held attended the National Brownfields Conference in Detroit two weeks ago and secured contact information from many consultants.
- The Perry County Port Authority was awarded a \$11.5 million RAISE grant through the US Department of Transportation - Federal Railroad Administration. It is the largest grant the Commission has ever written. This has been a long-term project. There is a \$500,000 match from INDOT but no local match is required. This grant will complete the whole Hoosier Southern Rail project. The last phase includes replacing 14 miles of rail that is 120 years old. Hoosier Southern Rail is removing the 70-pound rail and replacing it with 115-pound rail to meet industry standards.
- There are five Community Development Block Grant applications pending through OCRA. Announcements will be made by the end of next week.
- Nathan submitted an application for a Downtown Revitalization Planning Grant on behalf of the City of Rockport on August 18th. Announcements will be made in mid-September.
- Per previous discussion, Lisa Gehlhausen's projects have been distributed amongst staff members in preparation for her retirement.
- Nathan is working on an application for Grace House in Crawford County. It is housing for those recovering from drug addiction. This is a new program through OCRA. Applications are due in October.
- Cheri Taylor continues to administer the Crawford County Revolving Loan Fund. It has been very active in the last several months. She continues to work on the Petersburg Park Plan with assistance from Lindsey Hoffman. Cheri also continues to work on budgets for the Commission.

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- Jenny Matheis has taken over the Dubois County Hoosier Enduring Legacy Program – HELP. This is owner-occupied rehab and childcare projects with Tri-cap. She is also administering READI projects and other applications previously funded. She is developing a list of those interested in the COPS program and Assistance to Fire Fighters Grant.
- Leah Hawkins is administering READI projects. She is taking over the PIDP Tell City/Perry County Port Authority Pier Project and Huntingburg EDA Wastewater project.
- Jessica Condra, our newest employee, has written and submitted her first application to the Department of Labor for a project in Pike County. She will be taking over the Santa Claus EDA Water project as well as the administration of the RAISE project previously mentioned.
- Lindsey Hoffman is working through traffic counts. We are still waiting approval of the final agreement for next year's INDOT grant. Those counts will be in Dubois County. She is also working through updates to codebooks.
- Lisa Gehlhausen is continuing on a few projects that will be completed or close to completion prior to her retirement.

### **OLD BUSINESS**

- Building Committee Update – Brett Schipp with Universal Design came to the office last week. All plans are complete for building renovations. He hoped to send out requests for quotes this week but a couple verifications need to be made before this can happen. Once requests are sent contractors will be coming by to assess the work to be completed. Brett hopes to have figures by the September meeting for recommendation on which contractor(s) to utilize.

### **NEW BUSINESS**

- Report on Executive Session. A review of Nathan took place and salary updates were discussed for next year. The Board is pleased with Nathan's leadership thus far. Discussion was also made on hiring an additional employee upon Lisa's retirement.
- 2023 Mid-Year Budget discussion. The profit/loss balance is very close. It is our best guess on what the end of the year will look like. There are many projects that should have been near completion but have been delayed causing the totals to be so close.
- 2024 Proposed Budget discussion. The profit/loss balance is not a concern for next year. Projects in limbo could potentially be added to the budget.

### **Resolutions for Approval**

None presented

### **Resolutions to Recommend to the Full Board**

- 2023 Mid-Year Budget; (Resolution 2023-19)
- 2024 Proposed Budget; (Resolution 2023-20)
- 2024 Salary Adjustment; (Resolution 2023-21)
- 2024 Schedule of Fees; (Resolution 2023-22)

Zach Brown made a motion to lump together and recommend all Resolutions to the Full Board, seconded by Tom Brown and motion carried.

### **Contracts for Approval**

- Grandview Codification; sum of \$850
- Marengo Environmental Review II; sum of \$8,000
- Perry County Port Authority RAISE Environmental Review; sum of \$5,000

Balaji Kashyab made a motion to lump all contracts together for approval, seconded by Beverly Schulthise and motion carried.

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Other

- Brownfields Committee – discussion was made to determine members to serve on the Brownfields Committee. Members chosen includes Randy Cole, Tom Brown, Zach Brown, Bill Byrd, Joni Stafford and Paul Lorey. Short discussion followed.

ADJOURN

There being no further discussion or business to come before the Executive Board, Chair Paul Lorey called for a motion to adjourn. Motion for adjournment was made by Beverly Schulthise, seconded by Balaji Kashyab and motion carried. The meeting adjourned at 6:40 pm. The Executive Board will meet next on Tuesday, September 26, 2023.

Respectfully submitted,



Balaji Kashyab, Secretary  
BK/lh