



**Ohio River Greenway Development Commission**  
Meeting Minutes – November 15, 2007

Old Bridge Building  
315 Southern Indiana Ave.  
Jeffersonville, IN 47130

<p><b>Voting Members Present:</b>          Clarksville – Jane Sarles          Clarksville – Paul Kraft (Proxy)          Jeffersonville – Philip Hendershot          New Albany – Mayor James Garner (Proxy)          New Albany – Anne Banet          New Albany – Pat Leist-Stumler          Governor’s Appointee for Clark County-          Elmer Hoehn          Governor’s Appointee for Floyd County-          Valla Ann Bolovschak  <b>Non-Voting Members Present:</b> Steve          Knowles – DNR</p>	<p><b>Proxies:</b>          Trish Fraser to Paul Kraft          Scott Wood to Mayor James Garner</p> <p><b>Voting Members Absent w/o Proxy:</b>          Jeffersonville – Wayne Estopinal          Clarksville – Gil Campbell          Jeffersonville – Mayor Rob Waiz</p> <p><b>Non-Voting Members Absent w/o          Proxy:</b> None</p>
<p><b>Project Staff:</b>          Shaunna Graf – Project Coordinator          Matt Schuler – USACE          Carol Labashosky - USACE</p>	<p><b>Members of the Community:</b>          None</p>

**Call to Order and Attendance**

Philip Hendershot Hendershot, Chairman, called the meeting to order at 12:19 p.m. and began by addressing the alternative location for the monthly meeting. Philip Hendershot stated the objective of the alternative location was to offer a venue for the Commission members to gather and tour the area of the Ohio River Greenway currently under construction in New Albany. It was a luncheon meeting. Scott Wood and Valla Ann Bolovschak did not partake of the lunches provided. Philip Hendershot thanked Valla Ann Bolovschak for offering to host the Commission at her home. Phil took attendance. Scott Wood stated that the charter for the Greenway provides for the presence at the Commission meetings by representatives from both INDOT and the Department of Commerce. Phil asked Shaunna Graf, Project Coordinator, to actively solicit the participation of the appropriate state agencies for representation.

**Review and Approval of October 18, 2007 Meeting Minutes**

Phil Hendershot noted one typo. Steve Knowles also noted that he was in attendance at the October 18th meeting; however the minutes reflect he was absent. A motion was made by Anne Banet, seconded by Scott Wood to approve the October 18, 2007 Meeting Minutes with noted changes. The motion passed.

## **Treasurer's Report**

Pat Leist-Stumler, Treasurer, stated the checking account balance is \$35,688.79, including \$10,000 from Jeffersonville. The Commission has received all payments from the three communities for 2007. The money market account balance is \$112,132.47 which includes interest of \$249.05. Pat Leist-Stumler suggested the review of the claims for November take place after the discussion of the draft budgets for 2007 and 2008.

## **2007 Budget**

The Commission was presented with a draft budget for 2007 comprised of line items with the corresponding claims for 2007 thus far. The Commission was also presented with a draft budget for 2008. Both of the budgets were discussed at the Steering Committee meeting held on Tuesday, November 13. Pat Leist-Stumler led the discussion of the Commission regarding the proposed budgets; she stated that she questioned line item 4, "Travel Expenses for Commission members" at the Steering Committee meeting. She also stated Anne Banet had submitted an e-mail to the Steering Committee commission questioning the same line item. Pat Leist-Stumler stated she had claims for mileage reimbursement presented by Shaunna Graf and Valla Ann Bolovschak for trips to Indianapolis for the same date to attend a Greenway's Foundation meeting with a guest speaker. Pat Leist-Stumler asked Valla Ann Bolovschak to confirm that she was a board member of the Greenways Foundation. Valla Ann Bolovschak confirmed that she is a board member of the Greenways Foundation. Pat Leist-Stumler stated that in the best interest of being comfortable in discussing travel expenses for Commission members she moved to have Valla Ann Bolovschak be excused while the Commission members discussed line item 4. Jane Sarles seconded the motion. Prior to the Commission completing the voting on the motion, Valla Ann Bolovschak voluntarily left the meeting.. The motion was withdrawn. Shaunna Graf volunteered to leave the room during this discussion also, and was excused..

Discussion ensued regarding the issue of Commission member travel reimbursement as it relates to 2007 and 2008 proposed budgets, and regarding the two specific mileage claims presented by Valla Ann Bolovschak for trips to Indianapolis for attending the Indiana Greenways Foundation meetings. The language in the "Greenway Charter" (Indiana Code 14-13-5) was reviewed which states that "The member is entitled to reimbursement for traveling expenses as provided under IC 4-13-1-4 and other expenses actually incurred in connection with the member's duties as provided in the state policies and procedures established by the Indiana department of administration and approved by the budget agency." The concerns, questions or opinions expressed included but were not limited to the following:

- the current Commission policy (or lack thereof) on member travel reimbursement is not clear enough to determine the appropriateness of the two mileage claims, and whether participation on the Indiana Greenways Foundation Board or other related boards constitutes "member's duties" as described in the statute
- the benefit derived from Commission member participation on other boards or committees is not material as to whether the Commission should pay for the expense of participation

- the two mileage claims were not clearly pre-authorized by the Commission before being incurred
- the inclusion of Commission travel in our budget may provide the wrong message to our city/town governments, given the difficulty in getting funding historically; and
- service on the Commission is on a volunteer basis, and members have not historically been reimbursed for out of pocket expenses.

In consideration of the immediate need to pass a 2007 budget, there was general consensus that the line item 4 addressing Commission travel be eliminated, but that this line item be included for 2008 with the stipulation that a written policy will be developed to clarify procedures and limitations for reimbursement claims. Valla Ann Bolovschack declined to return to the meeting.

Shaunna Graf returned to the meeting and discussion turned to resolution of the 2007 budget and approval of claims. Phil made note of the actual expenses for the 5K prize blankets is \$56.00 over the 2007 budgeted amount; all agreed that this would not require changing the actual budget spreadsheet. Anne Banet made a motion to strike line item 4 from the draft Budget for 2007 and have the rest of the Budget remain intact. Jane Sarles seconded the motion. The motion passed with seven votes, noting one Commission member did not vote.

**Monthly Claims**

<b>Claim</b>	<b>Amount</b>	<b>Description</b>	<b>Payable to</b>
704	\$2333.33	Project Coordinator Services (October 2007)	Shaunna Graf
705	\$19.90	Supplies (Recordable CDs and Note Pads)	Shaunna Graf
706	\$1056.00	Blankets for 5K prizes	Pacers & Racers
707	\$1126.68	T-shirts for the 5K from New Balance	Pacers & Racers
708	\$9.25	Thank you notes for Race Sponsors and Donors	Shaunna Graf
709	\$74.79	Main Street Café Lunches at Meeting	Shaunna Graf
710	\$101.85	Trip to Greenways Foundation Indianapolis 10.22.07 to hear guest speaker	Shaunna Graf

Pat Leist-Stumler noted the proceeds from the 5K race will be put into the Commission account this month. Phil clarified the claim amount for the 5K T-shirts is less than was actually preauthorized and the costs for the race are within the budget. A motion was made by Jane Sarles and seconded by Trish Fraser to accept the claims as presented by the treasurer. The motion passed noting one Commission member did not vote. The Commission decided to discuss the 2008 Budget at the December Commission meeting.

**Construction Project Status**

**New Albany** –Phil noted the Commission would review the site under construction after the meeting.

**Jeffersonville** – Matt Schueler stated the areas needing to be reseeded will be done in the Spring. The lights have been received. The work along the water's edge and the lighting are on track to be completed by the end of the year.

### **Greenway Entranceway Signage Designs**

Shaunna Graf stated the vertical and horizontal sign designs have been sent to 4 sign making companies. The sign makers have had issues with the design materials as suggested by the designer. Shaunna Graf instructed the sign makers to contact the sign designer, Cheryl Smith. The sign makers are getting their bids in and the bids will be sent to out to the Commission for review with specific attention from Gil Campbell and Wayne Estopinal who have experience working with sign companies. The goal is to have the recommendations together for the December Commission meeting.

### **Project Coordinator Report**

#### **Brownfields TPI (Trails and Parks Initiative) Application**

Shaunna Graf informed the Commission of this program which allows for approved applicants to receive Phase I and Phase II environmental work. This would allow for the Commission to save the cost of doing the Phase I and Phase II environmental work along the Greenway. Shaunna Graf had conversations with Jeffersonville, New Albany and Clarksville city officials regarding the best way to apply for this program. New Albany is the only area which appears to fall under the guidelines for this program. Shaunna Graf will continue to work with Scott Wood to pursue this application process as it applies to the New Albany section of the Greenway. The deadline for the applications to be submitted is December 3<sup>rd</sup>.

#### **Grant report to Caesar's Foundation**

Shaunna Graf is still in need of the original application for the Caesars grant. It was decided that Shaunna Graf would contact Jerry Finn to ask for a copy of the original application.

#### **5K Run/Walk Next Year**

Shaunna Graf stated she attended a meeting with Valla Ann Bolovschak and Jenny Eggenpiller to go over the plans for the 5K in 2008. The best date for the race was decided to be the first Saturday in November. November 1, 2008.

### **Commission Comments**

Pat Leist-Stumler wanted to thank Shaunna Graf for all of the work she has done preparing the Budget in a professional manor. Anne Banet stated she is impressed with Shaunna Graf's work. Jane Sarles noted her appreciation for the e-mail communication she has received from Shaunna. Phil Hendershot also stated Shaunna's presence has been a huge relief for him in performing his duties as the Commission chairman.

Phil Hendershot stated the Commission will be hearing more soon regarding the need for liability insurance. The Commission briefly discussed the need for Commission insurance. Pat Leist-Stumler stated she would check with the State Board of Accounts regarding the issue. Shaunna Graf will contact David Mosley to seek a legal opinion regarding the need for insurance and to continue to investigate the issue with insurance companies and the State of Indiana.

**Administrative Issues**

The next Commission Meeting is scheduled for December 20<sup>th</sup> at 12 Noon at the Old Bridge Building, 315 Southern Indiana Avenue, Jeffersonville, IN.

A motion was made by Trish Fraser for the meeting to be adjourned. It was seconded by Jane Sarles and passed unanimously.