

## MEETING MINUTES FRIENDS of the PANHANDLE PATHWAY Inc.

**Board of Directors, Officers:**

John Bawcum, President  
Ron Simshauser, Vice President  
Mike O'Connor, Treasurer  
Tom Anspach, Secretary

**Meeting Date: 5/14/09 Thursday Noon**

**Location: Town Municipal Building (PCDC)**

**Attendees**

Rex Allman (Winamac); Carl Anspach (Winamac); Tom Anspach (Winamac); John Bawcum (Winamac); Mike O'Conner (Winamac); Pat Shellhart (Royal Center), Ron Simshauser (Winamac); Larry Spiewak (Monterey), Nancy Spiewak (Monterey), Glen White, Jr (Winamac),

**Called to Order-**

- o Meeting called to order at about Noon by John Bawcum President.

**Regular Business**

Previous minutes-

- o 4/31/2009 meeting minutes were approved.
- o 5/4/09 special meeting minutes were approved.

Treasurer's/Budget report-

- o Bank Statements will be reported at end of month (Last Tuesday eve) meeting.
- o Money expenditure accounts well be designated and tracked by notes in the check memo section (essentially 3 accounts- RTP, State, FoPP Operations).
- o We need invoices from the contractors seeking payment, and an invoice from contractor's showing payment was made.

**Old Business**

Action Items from Last Meeting

- o Pass received bank statements from post office on to Mike O a few days prior to the meeting. (Ron S) RESULT: OK
- o Prepare statement summary for meeting (Mike O), RESULT: Planned for monthly Tuesday Eve Meeting
- o Send Mike xcel file used for minutes (Tom A), RESULT: OK
- o File 990 or 990EZ with IRS (Mike O), RESULT: Underway
- o Increase bank loan limit to \$75,000 (Mike O), RESULT: Done
- o Prepare DNR Reimbursement submittal for accumulated RTP expenditures inception to date (Mike O), RESULT: Underway
- o Call Jay Keith for status of Match submittal (John B), RESULT: Match has been satisfied, from now on RTP is 100% reimbursed, up to the \$159K maximum.
- o Call Dave Bennett to see if the Insurance can be paid in installments, and if there is any benefit (John B), RESULT: Insurance 100% paid.
- o Make up waiver packages for RRTie removal and use by the public. Attach 0025S5NL Coal Tar - FOR INDUSTRIAL USE ONLY aka creosote. 0025S5NL Coal Tar - FOR INDUSTRIAL USE ONLY aka creosote. (Tom A), RESULT: Done
- o Who are the committee members and chair's? (John B). RESULT: May 13, 2009 list follows-

**Public Relations Committee**

Vickie Byrd  
Beth Ruff  
Megan Wegner  
Tom Anspach  
John Porkoney  
Jeremy Ashcraft

**Operations Committee**

(none listed)  
Construction  
Tom Anspach  
Carl Anspach  
Ron Simshauser

**Executive**

John Bawcum  
Mike O'Connor  
Tom Anspach  
Ron Simshauser

**Funding**

Steve Crosby

Max Metzger  
Kathy Kegaris  
John Bawcum

**Land Acquisition**  
Dan Murphy  
John Bawcum

Mike O'Connor  
Tod Groff  
Dave Bennett

- o Copy and distribute the Insurance policy. (John B) RESULT: Distributed May 20<sup>th</sup>.
- o Steve will try contact S Wagner family via Royal Center HS contacts (Steve C), RESULT: No Luck.
- o Send out events Calendar (??),RESULT: No Action
- o Prepare and send out Newsletter (??),RESULT: No Action
- o Check on setting up Endowment Fund through the Com Foundation (Mike O). RESULT: Can be done easily, \$1,000 to start, build to \$5,000 in 3 years Mike O email 5/5/2009.
- o May 4<sup>th</sup> 10AM Cass County Highway meeting to review construction plans (Ron A, Dawn K) RESULT: Done
- o May 4<sup>th</sup> Noon PCDC (ARRA Discussion) RESULT: Done
- o From: 5/4 Special meeting- Prepare a 'letter of understanding' for submission to DNR. (Dawn K, John B) RESULT: No Action

**Operations Committee (Name?) –**

*[Safety, Maintenance and Management- (includes insurance, coordination of safety patrol and safety plans, and development of a maintenance plan and budget)*

- o Money to pay Liability Insurance premium, temporary, taken from the Line of Credit account.
- o Call Wendy PCF, regarding PMHospital deposit and funds available for Insurance premium. (John B)

**Public Relations Committee (Vicki Byrd)–**

*[All publicity and promotion activities (may include press releases, web site, trail brochure and map, t-shirt/hat sales, booth at fairs and festivals, etc)].*

- o After discussion a motion was made, seconded and passed to contract with Mike Haschel, New View Solutions, LLC Winamac, to put together the Panhandle Web site. Projected cost \$1030, a RTP cost.
- o Prepare and send Certified USPS letter to Stephanie Wagner family regarding the monument at CC 900N. (John B, Tom A)

**Land Acquisition Committee – (Name ?)**

*[Acquisition of all property for trail, trailheads, etc. includes review of documents, one-on-one discussions with property owners, preparation of deed, title work, etc. assuring title is properly transferred, etc.]*

- o No information .(see New Business)

**Construction Committee – (Ron Simshauser)**

*[Coordination of construction activities and approval of requests from contractors for payment (this includes working with the segment coordinators as needed to make sure everyone is clear on the scope of construction)]*

- o The several contracts (Formit, IMI, Pumpers, Steel totaling aprox \$53,600) installing the concrete deck on the Tippecanoe River Bridge was reviewed (including Liability insurance) and found acceptable.
- o Work of removing the Railroad Ties and grates from the Tippecanoe River Bridge was progressing.
- o Bridge work is an RTP activity using RTP funds from the loan account
- o County building inspector confirmed that a County construction permit is not required for the bridge deck construction.
- o Working on RFQ for paving from Winamac (150S) to Star City (Key Street)

**Planning and Fundraising Relations Committee – (Name ?)**

*[Obtain funding – private and public for current and future trail projects (application for and administration of grants, coordination with project sponsor/funders, and solicitation of private gifts, memberships)]*

- o Possibly Future fundraising events,
- o Identifying Sponsorship levels.

**DRAFT 2009 Sponsorship Campaign DRAFT**

	Sponsorship	Amount	Recognition
1.	Student	\$10	Panhandle Button
2.	Contributor	\$100	Engraved R. R. Spike
3.	Patron	\$250	Bird House on Trail
4.	Benefactor	\$500	Park Bench
5.	Benefactor-Bronze	\$1,000	Tree Planting on Trail with Marker
6.	Benefactor-Silver	\$2,500	
7.	Benefactor-Gold	\$5,000	Mill Creek Bridge Dedication
8.	Benefactor-Platinum	\$10,000	Tippecanoe River Bridge Dedication
9.	Lifetime	\$50,000	5 Mile dedication

### **New Business**

- Meeting with Sheriff Dept resulted in the desire for Mileage signs. Construction committee will take mileage signs into account.
- There appears to be property available in Royal Center at Benckly and Market Street adjacent to Pathway. It could be used for a trail head. Tod Groff is working on it.
- If crushed limestone is not needed for pathway, maybe could use it on a strip adjacent to trail for runners to use.

### **Meeting & Events**

- April construction committee at the bridge for bridge constrict discussions
- May 20 Star City Sewer meeting 6:30PM Star City Community Center
- May 20 PubCom at memorial Hospital Logansport
- May 9<sup>th</sup> T&BT Ride
- May 4<sup>th</sup> 10AM Cass County Highway meeting to review construction plans
- May 4<sup>th</sup> Noon PCDC (ARRA Discussion)
- May 4<sup>th</sup> 6pm Royal Center Clinic (ARRA discussion)
- August 1 Bicycle Tour Star City Sesquicentennial (150 Years)

### **Documents for Filing**

- Corporate Resolution to Borrow/Grant Collateral (\$75K, 5-14-09 acctt \*\*\*\*1779)
- Promissory Note (\$75K 5-14-09, acctt \*\*\*\*1779) (2 copies).

### **Next FoPP Meeting –**

- **May Last Tuesday meeting will be on May 26<sup>th</sup> at 6PM at the PCDC/Municipal Building**
- June Noon meeting June 11 PCDC/Municipal Building

### **Adjourn-**

- Meeting Adjourned about 1:30PM

### **Submitted by:**

Tom Anspach, Secretary

Approved/Comments: approved/OK

Date:5/26/09

Secretary: *s/Tom Anspach*