

NORTHWESTERN INDIANA REGIONAL PLANNING
COMMISSION FINANCE AND PERSONNEL COMMITTEE
March 21, 2024 / NIRPC Dune Room – 8:00 a.m.

Members present

Bob Carnahan, Tom Dermody, Justin Kiel, Wendy Mis, George Topoll

Staff and others present

David Phelps, Ty Warner, Talaya Jones, Darin Sherman, Lisa Todd, Denarie Kane, Meredith Stilwell, David Hollenbeck

Call to Order and Pledge of Allegiance

In Chairperson Mis called the meeting to order at 8:05 a.m.

Approval of Minutes

Quorum was reached and the minutes of the January 18, 2024 meeting were presented. Chairman Mis pointed out that she was not in attendance at the January meeting but was listed as present. With the correction to remove her from the minutes as in attendance, on motion by Bob Carnahan, second by George Topoll and no opposition, the minutes were approved.

Marquette Greenway Bank Statement Reconciliations – August-December 2023

Talaya Jones presented the August through December 2023 bank statements for the Marquette Greenway bank account.

Review of Financial Status – December 2023 Budget vs Actual

Talaya Jones presented the December 2023 bank reconciliations for the NIRPC general account, the CARES Revolving Loan Fund account, La Porte Revolving Loan Fund Account and Marquette Greenway account.

Talaya presented the December 2023 general fund financial reports. Total expenditures for the period ending December 31, 2023, were \$8,506,572 of the \$16,169,219 budgeted. Total general fund revenue for the period was \$2,506,483 of the \$4,434,925 budgeted.

Talaya presented the Coronavirus Aid, Relief and Economic Securities (CARES) Act financial reports, year to date December 2023. Total NIRPC CARES fund expenditures for the period ending December 31, 2023, was \$23,920 of the \$162,250 budgeted. Total CARES revenue collected for the period was \$24,215 of the \$150,368 budgeted.

Approval of Claims Registers – December 2023

Talaya presented the December 2023 General Fund claims register totaling \$2,807,735.61 to the Committee for approval. With three bus purchases on the December claims, Chairman Mis remarked it was good to see progress in that area. In addition, with a payment to the Indiana State Board of Accounts, a discussion was started with Mayor Dermody voicing his frustration with the fact that local units of government must pay to be audited by the State. After discussion, Justin Kiel made motion to draft a resolution to the General Assembly for the April 18 Full Commission meeting to address the cost of Indiana State Board of Accounts (SBOA) audits for local government and to ask for detailed invoicing from SBOA. With a second by Tom Dermody and no opposition, the motion passed. With that discussion ended, Chairperson Mis entertained a motion for the approval of the December 2023 claims register. On motion by Bob Carnahan, second by Tom Dermody and no opposition, the General Fund register of claims in the amount of \$2,807,735.61 was approved.

Review of Financial Status – January 2024 Budget vs Actual

Talaya Jones presented the January 2024 bank reconciliations for the NIRPC general account, the CARES Revolving Loan Fund account, La Porte Revolving Loan Fund Account and Marquette Greenway account.

Talaya presented the January 2024 general fund financial reports. Total expenditures for the period ending January 31, 2024, were \$279,136 of the \$17,774,554 budgeted. Total general fund revenue

for the period was \$119,462 of the \$4,333,880 budgeted.

Talaya presented the Coronavirus Aid, Relief and Economic Securities (CARES) Act financial reports, year to date January 2024. Total NIRPC CARES fund expenditures for the period ending January 31, 2024, was \$1,721 of the \$644,000 budgeted. Total CARES revenue collected for the period was \$1,830 of the \$78,000 budgeted.

Approval of Claims Registers – January 2024

Talaya presented the January 2024 General Fund claims register totaling \$257,993.32 to the Committee for approval. Bob Carnahan questioned the payment for a \$34k vehicle for East Chicago. Lisa Todd explained that both East Chicago and La Porte have these vehicles which are used to offer support for issues to on-road vehicles. On motion by Bob Carnahan, second by George Topoll and no opposition, the General Fund register of claims in the amount of \$257,993.32 was approved.

NIRPC Resolution 24-04: Authorizing Payment of Remaining Non-Award Funds in the La Porte County Revolving Loan Fund to La Porte, Indiana and Michigan City, Indiana, and Cessation of the La Porte County Revolving Loan Fund Program for New Loans

Denarie Kane presented resolution 24-04. She gave a history of when and why the revolving loan fund (RLF) program was developed and noted that over the course of the program there were 67 loans awards and 15 defaulted loans. The Revolving Loan Committee felt the program had run its course and chose to seek defederalization from the Economic Development Administration (EDA). NIRPC Commission approved Resolution 21-16 requesting release of the RLF from certain requirements of the EDA, which is commonly referred to as defederalization on September 16, 2021. In March 2022 the request was sent to the EDA and approved in October 2023. Resolution 24-04 would allow remaining non-award funds to be returned to Michigan City and La Porte in equal amounts of approximately \$38,503.41. As the current loans are paid off the funds would be paid out every other year. The initial payments would be made by no later than September 1, 2024. This Resolution also supports cessation of the loan program. Further discussion was held regarding defaulted loans, final terms to be reviewed by Attorney Hollenbeck and Mayor Dermody spoke on his appreciation of Denarie's great work. On motion by Bob Carnahan, second by Justin Kiel and no opposition, the recommendation of approval for Resolution 24-04 was approved.

Personnel updates

The signing of the lease between NIRPC and the Portage RDC was mentioned by Chairperson Mis. Also addressed was the passing of the legislation that allows for the increase in local share to NIRPC. Mayor Dermody questioned if there was a plan in place regarding staff increases to make sure staff is taken care of and Chairperson Mis remarked about staying competitive. After further discussion on the subject, which included a possible salary study, Mayor Dermody stressed this is important and questioned if something could be figured out by late summer. Ty noted the need to come up with ideas on how to approach this and he and Talaya would work on something.

Other Business

George Topoll relayed that Porter County Aging and Community Services reached out to him regarding the issues of getting buses. Lisa Todd explained that improvement is being seen, but prices have doubled and therefore local share would be doubled.

The next Finance & Personnel Committee meeting is scheduled for April 18, 2024.

Adjournment

There being no further business, the meeting was adjourned.