

NORTHWESTERN INDIANA REGIONAL PLANNING COMMISSION
LEADERSHIP COMMITTEE

May 13, 2025 / NIRPC Dune Room – 8:30 a.m.

Members present

Bob Carnahan, Denise Ebert, Wendy Mis, David Phelps, Gerald Swets

Staff and others present

George Topoll, David Hollenbeck, Talaya Jones, Meredith Stilwell, Darin Sherman, Tom Vander Woude, Mitch Barloga, Denarie Kane

Call to Order and Pledge of Allegiance

Wendy Mis called the meeting to order at 8:31 a.m.

Approval of Minutes

March 11, 2025, Leadership Committee meeting minutes were presented. On a motion by Gerald Swets, seconded by Denise Ebert, and with no opposition, the minutes were approved.

Review of Financial Status – January 2025 Budget vs Actual

The January 2025 financials, bank reconciliations for the NIRPC general fund, CARES funds, and Marquette Greenway accounts, as well as expense and revenue reports for the NIRPC general and CARES funds, were provided electronically before the meeting. The reports were also provided in the Committee meeting packet. Given that ample opportunity had been provided to review these items, Wendy asked Talaya if there were any items she would like to comment on. Talaya noted that since the financials were from January and NIRPC is reimbursed quarterly, there was not a lot of activity. No further questions were asked, and no additional comments were provided.

Year-to-date, January 31, 2025, total expenditures were \$248,544 of the \$20,218,721 budgeted. Total General Fund revenue for the period was \$81,731 of the \$5,632,731 budgeted.

Total NIRPC CARES fund expenditures year-to-date January 31, 2025, were \$2,875 of the \$272,569 budgeted. Total CARES revenue collected for the period was \$1,648 of the \$33,000 budgeted.

Approval of Claims Registers – January 2025

Talaya presented January 2025 General Fund claims totaling \$212,212.71 to the Committee. On a motion by Bob Carnahan, seconded by David Phelps, and with no opposition, the General Fund register of claims for \$212,212.71 was approved.

Talaya then presented January 2025 CARES claims totaling \$1,815.00 for approval. On a motion by Bob Carnahan, seconded by David Phelps, and with no opposition, the CARES register of claims for \$1,815.00 was approved.

Finally, Talaya presented January 2025 Marquette Greenway claims totaling \$7,500.00 for approval. On a motion by Bob Carnahan, seconded by Gerald Swets, and with no opposition, the Marquette Greenway register of claims for \$7,500 was approved.

Review of Financial Status – February 2025 Budget vs Actual

Like the January financials, the February financials were provided electronically before the meeting for review and included in the printed meeting packet. No questions were raised regarding the financials, and no additional comments were provided.

Year-to-date, February 28, 2025, total expenditures were \$1,543,733 of the \$20,218,721 budgeted. Total General Fund revenue for the period was \$636,517 of the \$5,632,731 budgeted.

Total NIRPC CARES fund expenditures year-to-date February 29, 2025, were \$133,454 of the \$272,569 budgeted. Total CARES revenue collected for the period was \$145,110 of the \$235,008 budgeted.

Approval of Claims Registers – February 2025

Talaya presented February 2025 General Fund claims totaling \$1,312,944.01 to the Committee. Talaya

informed the committee that the amount was over \$1,000,000 due to subrecipient reimbursements. On a motion by Bob Carnahan, seconded by David Phelps, and with no opposition, the General Fund register of claims for \$1,312,944.01 was approved.

Talaya then presented February 2025 CARES claims totaling \$88,928.93 for approval. On a motion by Denise Ebert, seconded by Bob Carnahan, and with no opposition, the CARES register of claims for \$88,928.93 was approved.

Finally, Talaya presented February 2025 Marquette Greenway claims totaling \$17,500.00 for approval. On a motion by Bob Carnahan, seconded by David Phelps, and with no opposition, the Marquette Greenway register of claims for \$17,500 was approved.

Review of Financial Status – March 2025 Budget vs Actual

Like the previous months' financials, the March financials were provided electronically before the meeting for review and included in the printed meeting packet. Talaya remarked that the revenue was still down due to NIRPC submitting for reimbursements in the following months after quarter end. No questions were raised regarding the financials, and no additional comments were provided.

Year-to-date, March 31, 2025, total expenditures were \$1,948,699 of the \$20,218,721 budgeted. Total General Fund revenue for the period was \$659,589 of the \$5,632,731 budgeted.

Total NIRPC CARES fund expenditures year-to-date March 31, 2025, were \$167,288 of the \$272,569 budgeted. Total CARES revenue collected for the period was \$145,110 of the \$235,008 budgeted.

Approval of Claims Registers – March 2025

Talaya presented March 2025 General Fund claims totaling \$406,342.02 to the Committee. On a motion by Bob Carnahan, seconded by Gerald Swets, and with no opposition, the General Fund register of claims for \$406,342.02 was approved.

Talaya then presented March 2025 CARES claims totaling \$21,097.48 for approval. On a motion by Bob Carnahan, seconded by Gerald Swets, and with no opposition, the CARES register of claims for \$21,097.48 was approved.

Finally, Talaya presented March 2025 Marquette Greenway claims totaling \$15,250 for approval. On a motion by Bob Carnahan, seconded by Denise Ebert, and with no opposition, the Marquette Greenway register of claims for \$15,250 was approved.

NIRPC Resolution 25-07: Authorizing the submittal of an Economic Development Administration FY 2025 Partnership Planning Grant application to administer the Economic Development District

NIRPC resolution 25-07 was presented to the Committee for a favorable recommendation to the NIRPC Board for approval. The resolution is similar to past resolutions and authorizes NIRPC to apply for and administer the EDA grant award, sign related documents on the organization's behalf, and commit local matching funds. It was noted that EDA lowered the match from 50/50 to 60/40. On a motion by David Phelps, seconded by Bob Carnahan, and with no opposition, NIRPC Resolution 25-07 was recommended to the NIRPC Board for approval. It was questioned if there was any risk of the EDA grant not being awarded. Talaya responded no.

Marquette Greenway Supplemental Agreement No. 2

Mitch Barloga presented Supplemental Agreement No. 2, increasing the not-to-exceed fee for project management and development to Butler, Fairman and Seufert, Inc., from 764,600 to 960,755 for a favorable recommendation to the NIRPC Commission. The increase is not new money, but money that was previously to be used for bridge construction that is no longer needed. That money is being transferred for additional effort and fees for preliminary engineering, right-of-way engineering, and right-of-way services for the greenway route in Michigan City. After discussion regarding this agreement's execution being contingent upon approval from Federal Highway and READI (IEDC), on a motion by David Phelps, seconded by Gerald Swets, and with no opposition, the Marquette Greenway Supplemental Agreement No. 2 was recommended to the NIRPC Commission with a favorable approval.

Personnel updates

Tom Vander Woude reported that the advertising for the traffic counting position should be coming in the

next month. This position would be a technical and physical hybrid and is weather-dependent. The hope is to find someone who has a background in planning for the off-season.

Other Business

Upcoming meetings were announced.

Discussion took place regarding vacation and the possibility of looking into vacation buyouts.

Wendy Mis brought up the possibility of moving the Leadership Committee meetings to a different week of the month to avoid the meeting falling in the same week as the Commission meeting. She and Talaya will discuss this further.

Adjournment

There being no further business, the meeting was adjourned at 9:18 am.