

NORTHWESTERN INDIANA REGIONAL PLANNING
COMMISSION FINANCE AND PERSONNEL COMMITTEE
January 19, 2023 / NIRPC Dune Room – 8:00 a.m.

Members present

Bob Carnahan, Don Craft, Joshleen Denham, Tom Dermody, Richard Hardaway, Justin Kiel, Wendy Mis, George Topoll

Staff and others present

Ty Warner, Talaya Jones, Lisa Todd, Meredith Stilwell, David Hollenbeck

Call to Order

Chairman Dermody called the meeting to order at 8:01 a.m. with the Pledge of Allegiance.

Approval of Minutes

The minutes of the December 8, 2022 meeting were presented. On motion by Wendy Mis, second by Don Craft and no opposition, the minutes were approved.

Review of Financial Status – October 2022 Budget vs Actual

Talaya Jones presented the October 2022 bank reconciliations for the NIRPC general account, the CARES Revolving Loan Fund account, and the Revolving Loan Fund Account.

Talaya presented the October 2022 general fund financial reports. Total expenditures for the period ending October 31, 2022, were \$5,552,937 of the \$9,201,349 budgeted. Total general fund revenue for the period was \$2,008,616 of the \$4,311,106 budgeted.

Talaya presented the Coronavirus Aid, Relief and Economic Securities (CARES) Act financial reports, year to date October 2022. Total NIRPC CARES fund expenditures for the period ending October 31, 2022, was \$350,714 of the \$1,153,515 budgeted. Total CARES revenue collected for the period was \$350,208 of the \$1,352,229 budgeted.

Approval of Claims Registers – October 2022

Talaya presented the October 2022 General Fund claims register totaling \$242,871.09 to the Committee for approval. On motion by Bob Carnahan, second by Don Craft and no opposition, the General Fund register of claims in the amount of \$242,871.09 was approved. The CARES Act register of claims totaling \$9,654.00 was presented for approval. On motion by Bob Carnahan, second by Richard Hardaway and no opposition, the CARES Act register of claims in the amount of \$9,654.00 was approved.

Review of Financial Status – November 2022 Budget vs Actual

Talaya presented the November 2022 bank reconciliations for the NIRPC general account, the CARES Revolving Loan Fund account, and the Revolving Loan Fund Account.

Talaya presented the November 2022 general fund financial reports. Total expenditures for the period ending November 30, 2022, were \$6,395,294 of the \$9,201,349 budgeted. Total general fund revenue for the period was \$2,088,319 of the \$4,311,106 budgeted.

Talaya presented the Coronavirus Aid, Relief and Economic Securities (CARES) Act financial reports, year to date November 2022. Total NIRPC CARES fund expenditures for the period ending November 30, 2022, was \$358,588 of the \$1,153,515 budgeted. Total CARES revenue collected for the period was \$358,765 of the \$1,352,229 budgeted.

Approval of Claims Registers – November 2022

Talaya presented the November 2022 General Fund claims register totaling \$876,974.01 to the Committee for approval. Commissioner Carnahan and Commissioner Kiel asked for clarification on a couple of claims. On motion by Bob Carnahan, second by Justin Kiel and no opposition, the General Fund register of claims in the amount of \$876,974.01 was approved. The CARES Act register of claims totaling \$12,767.50 was presented for approval. On motion by Bob Carnahan, second by Justin Kiel and no opposition, the CARES Act register of claims in the amount of \$12,767.50 was approved.

NIRPC Resolution #23-01 – Calendar Year 2023 NIRPC Budget

Talaya presented Resolution #23-01 adopting the Year 2023 appropriation budgets for the Commission's Governmental Funds. Talaya explained minor changes made to the budget after the December meeting at which the preliminary budget was presented. The salaries budget line was increased after it was determined that a 7% across the board increase could be sustained for all employees and still allow for hiring of needed positions. Two positions were no longer needed because they were funded through CARES funds. The utilities line item had to be increased since 2022 expenses would have to be paid out in 2023 due to not receiving invoices in a timely manner. Further discussion was held regarding this issue and how the RDC is handled in other cities and towns. On motion by George Topoll, second by Bob Carnahan and no opposition, the Committee recommended to forward Resolution 23-01 to adopt the 2023 NIRPC Budget to the Full Commission for approval.

NIRPC Building Lease

Ty Warner reminded the Committee that the NIRPC lease with the Portage Redevelopment Commission is ending at the end of 2023 and wondered how the Committee might want to pursue, or talk about, what to do. The last lease involved an RFP process with submittals from different cities and towns, but there is no mandate to do an RFP. What the Forum would do was questioned, and Ty indicated that both NIRPC and the Forum want to stay co-located. Further discussion was held regarding what needs to be done if NIRPC remains in the building, length of another lease, etc. Commissioner Dermody remarked that the current location is a good central location, right by the interstate highway. The majority of the Commissioners in the meeting agreed. It was suggested to survey the Commission members on how they want to proceed.

Personnel updates

Ty reported that NIRPC's Director of Transportation, Thomas Dow, is moving and will be leaving NIRPC employment. His leaving is mostly about family, but he is also receiving a significant pay increase.

Other Business

None

Adjournment

There being no further business, the meeting was adjourned.