

NORTHWESTERN INDIANA REGIONAL PLANNING
COMMISSION FINANCE AND PERSONNEL COMMITTEE
January 20, 2022 / Hybrid, In-person/Zoom Virtual Meeting – 8:00 a.m.

Members present in-person

Richard Hardaway, Justin Kiel, Greg Stinson, George Topoll

Members present virtually

Bob Carnahan, Denise Ebert, Wendy Mis

Staff and others present in-person

Talaya Jones, Meredith Stilwell, Ty Warner, Thomas Dow

Staff and others present virtually

David Hollenbeck, Candice Eklund, Flor Baum, Lisa Todd

Call to Order

Chairman Stinson called the meeting to order.

Approval of Minutes

The minutes of the December 16, 2021 meeting were presented. Justin Kiel made motion and Bob Carnahan seconded to approve the minutes. A roll call vote was taken with Greg Stinson, Bob Carnahan, George Topoll, Wendy Mis and Justin Kiel voting in the affirmative, and no one voting in the negative, motion passed 5-0.

Review of Financial Status – November 2021 Budget vs Actual

Talaya Jones presented the November 2021 bank reconciliations for the NIRPC general account and the Revolving Loan Fund (RLF) account.

Talaya Jones presented the November 2021 general fund financial reports. Talaya noted some departmental funds were being reprogrammed into the 2022 budget. Total expenditures for the period ending November 30, 2021, were \$4,515,016 of the \$11,981,765 budgeted. Total general fund revenue for the period was \$2,053,441 of the \$3,574,659 budgeted.

Talaya presented the Coronavirus Aid, Relief and Economic Securities (CARES) Act financial reports, year to date November 2021. Total NIRPC CARES fund expenditures for the period ending November 30, 2021, was \$2,851,637 of the \$4,717,013 budgeted. Total CARES revenue collected for the period was \$3,102,142 of the \$4,307,009 budgeted.

Approval of Claims Registers – November 2021

Talaya presented the November 2021 General Fund claims register totaling \$934,596.54 to the Committee for approval. Bob Carnahan made motion and Richard Hardaway seconded to approve the November 2021 General Fund claims register. A roll call vote was taken with Greg Stinson, Richard Hardaway, Bob Carnahan, Wendy Mis, George Topoll, Denise Ebert, and Justin Kiel voting in the affirmative, and no one voting in the negative, motion passed 7-0. The CARES Act register of claims totaling \$244,057.00 was presented for approval. Richard Hardaway made motion and Justin Kiel seconded to approve the November 2021 CARES Act claims register. A roll call vote was taken with Greg Stinson, Richard Hardaway, Bob Carnahan, Wendy Mis, George Topoll, Denise Ebert and Justin Kiel voting in the affirmative, and no one voting in the negative, motion passed 7-0. The CARES RLF register of claims totaling \$50,658.75 was presented for approval. Richard Hardaway made motion and Justin Kiel seconded to approve the November 2021 CARES Act claims register. A roll call vote was taken with Greg Stinson, Richard Hardaway, Bob Carnahan, Wendy Mis, George Topoll, Denise Ebert, and Justin Kiel voting in the affirmative, and no one voting in the negative, motion passed 7-0.

NIRPC Resolution 22-01: Calendar Year 2022 NIRPC Budget

Talaya Jones presented NIRPC resolution 22-01 and supporting documents for adoption of the Year 2022 appropriation budgets for the Commission's governmental funds. When the county appropriations revenue portion was presented, Justin Kiel asked about the updated census figures and if any changes were expected. Talaya noted that the 2022 county budgets were already approved using the prior census figures and talks would need to be started now regarding the new census figures. Talaya also pointed out that the word LaPorte should have been removed from the La Porte RLF services contractual line item under the CARES ACT RLF 2022 Administration Budget. It is the same funding source, but different wording. Richard Hardaway made motion and Justin Kiel seconded to forward Resolution 22-01 to adopt the year 2022 NIRPC budget with a favorable recommendation to the NIRPC Full Commission for approval. A roll call vote was taken with Greg Stinson, Richard Hardaway, Bob Carnahan, Wendy Mis, George Topoll, Denise Ebert, and Justin Kiel voting in the affirmative, and no one voting in the negative, motion passed 7-0.

New three-year Executive Director Employment Agreement

Attorney David Hollenbeck presented the new three-year Executive Director employment agreement for Ty Warner to commence January 1, 2022 and terminate as of December 31, 2024. David outlined some updates from the previous contract which included clarification on the requirement for Ty's participation in NARC and the compensation for doing so, rewording of the vehicle section to allow for use of a NIRPC owned or leased vehicle authorized by the NIRPC Chairman, and an increase of the monthly expense reimbursement for job related use of communication technology from \$125.00 per month to \$150.00. He also noted the contract contains a job description based on the roles and responsibilities which are identified in IC 36-7-7.6-11 to facilitate fulfillment of NIRPC's overall purpose as defined in IC 36-7-7.6-12. Richard Hardaway made motion and George Topoll seconded to forward the new three-year Executive Director employment agreement with a favorable recommendation to the NIRPC Full Commission for approval. A roll call vote was taken with Greg Stinson, Richard Hardaway, Bob Carnahan, Wendy Mis, George Topoll, Denise Ebert, and Justin Kiel voting in the affirmative, and no one voting in the negative, motion passed 7-0.

RDG Planning & Design Contract for 2050 Metropolitan Transportation Plan – Active Transportation Element

Thomas Dow presented the draft contract to the Committee for approval subject to legal counsel approval. NIRPC's Metropolitan Transportation Plan must be updated every four years and the next update is due by May 2023. RDG was selected as the contractor to help with the active transportation element of the Plan update. The contract is not to exceed \$98,899.00, with all services completed on or before May 1, 2023. George Topoll made motion and Justin Kiel seconded to forward The RDG Planning & Design contract for 2050 Metropolitan Transportation Plan with a favorable recommendation to the NIRPC Full Commission for approval subject to legal counsel approval. A roll call vote was taken with Greg Stinson, Richard Hardaway, Bob Carnahan, Wendy Mis, George Topoll, Denise Ebert, and Justin Kiel voting in the affirmative, and no one voting in the negative, motion passed 7-0.

Personnel updates

Ty Warner reported that NIRPC has hired Jennifer Birchfield to fill the Natural Resources Planner position posted upon the resignation of Joe Exl, NIRPC's former Senior Water Resources Planner. The three other posted positions, Public Transit & Engagement Planner, Programming & Grants Assistant and Economic Development Specialist remain unfilled currently. The former Economic Development Specialist, Matthew Paskash, expressed interest in continuing to help with the role and has been contacting regarding this.

Other Business

Bob Carnahan spoke about the workers in the Town of Cedar Lake that are sick due to the pandemic.

Adjournment

There being no further business, the meeting was adjourned.