

NORTHWESTERN INDIANA REGIONAL PLANNING COMMISSION

**FINANCE AND PERSONNEL COMMITTEE**

**December 8, 2016  
NIRPC Dune Room  
Portage, Indiana  
As amended**

**Members Present**

Christine Cid  
Robert Carnahan  
Richard Hardaway  
**Diane Noll - Chair**  
Dave Shafer  
Jim Ton

**Staff and Others Present**

Ty Warner  
Angie Hayes  
Kelly Wenger  
Dave Hollenbeck  
George Topoll

**Members Absent**

Anthony Copeland  
Dave Decker  
Ron Meer  
Greg Stinson

**Call to Order**

The meeting was called to order at 8:03 a.m. by Diane Noll.

**Approval of Minutes**

Upon a motion by Dave Shafer, seconded by Robert Carnahan, the Committee approved the minutes of the October 20, 2016 meetings.

**Review of Financial Status**

Angie Hayes presented the financial report. At this time there are no cash issues to report. The Budget to Actual reports were presented to the Committee. The total expenditures of the General Fund for the period ending October 31, 2016 are at 63.25%.

**Approval of Claims Register**

Kelly Wenger presented the claims register to the Committee for approval. Upon a motion by Christine Cid, seconded by Dave Shafer, the Committee approved the claims register.

**2016 Budget Amendment within Category**

Diane Noll presented the budget amendment transfer within the Occupancy category transferring \$2,000 out of property insurance into utilities. Upon a motion by Robert Carnahan, seconded by Christine Cid, the Committee approved the 2016 Budget Amendment.

### **SRF Contract Extension**

Two contract amendments were presented to the Committee by Diane Noll. The amendments extended the contract completion dates to December 31, 2016 for the Transit Feasibility Studies for the City of Hobart and the City of Portage. Upon a motion by Jim Ton, seconded by Dave Shafer, the contract amendments were approved.

### **Procurement Recommendation**

Diane Noll presented procurement recommendation 16-28 and 16-29 for the purchase of replacement vehicles for NIRPC's subrecipients. Local share for all purchased vehicles is provided by the subrecipients. Upon a motion by Dave Shafer, seconded by Christine Cid, the Committee recommended the procurement recommendations to the Full Commission for approval.

### **Executive Director Contract**

Dave Hollenbeck presented the employment agreement for Ty Warner effective January 1, 2017 through December 31, 2019. Upon a motion by Robert Carnahan, seconded by Jim Ton, the Committee recommended the contract to the Full Commission for approval

### **2017 Budget Resolution 16-41**

Angie Hayes presented the 2017 budget. The overall general fund expense budget has an overall decrease of 1.1% from the 2016 budget. Upon a motion by Robert Carnahan, seconded by Richard Hardaway, the Committee recommended Resolution 16-41 2017 Budget for approval by the Full Commission.

### **Other Business**

Ty Warner mentioned to the Committee that NIRPC will be celebrating 50 years at today's Commission meeting.

### **Adjournment**

There being no further business, the meeting adjourned at 8:32 a.m.