

NORTHWESTERN INDIANA REGIONAL PLANNING  
COMMISSION FINANCE AND PERSONNEL COMMITTEE  
September 21, 2023 / NIRPC Dune Room – 8:00 a.m.

Members present

Bob Carnahan, Don Craft, Wendy Mis, George Topoll

Staff and others present

Ty Warner, Talaya Jones, Thomas Vander Woude, Darin Sherman, Marisol Manley, Mitch Barloga, David Hollenbeck

Approval of Minutes

The minutes of the July 20, 2023 meeting were presented. On motion by Don Clark, second by Bob Carnahan and no opposition, the minutes were approved.

Review of Financial Status – July 2023 Budget vs Actual

Talaya Jones presented the July 2023 bank reconciliations for the NIRPC general account, the CARES Revolving Loan Fund account, and the Revolving Loan Fund Account.

Talaya presented the July 2023 general fund financial reports. Total expenditures for the period ending July 31, 2023, were \$3,361,930 of the \$15,899,219 budgeted. Total general fund revenue for the period was \$1,261,066 of the \$4,164,925 budgeted. Talaya noted that quarterly reimbursements were done and would be reflected in the August reports.

Talaya presented the Coronavirus Aid, Relief and Economic Securities (CARES) Act financial reports, year to date July 2023. Total NIRPC CARES fund expenditures for the period ending July 31, 2023, was \$19,123 of the \$162,250 budgeted. Total CARES revenue collected for the period was \$18,821 of the \$150,368 budgeted.

Approval of Claims Registers – July 2023

Talaya presented the July 2023 General Fund claims register totaling \$246,662.89 to the Committee for approval. On motion by George Topoll, second by Don Craft and no opposition, the General Fund register of claims in the amount of \$246,662.89 was approved. The CARES Act register of claims totaling \$4,429.04 was presented for approval. On motion by George Topoll, second by Don Craft and no opposition, the CARES Act register of claims in the amount of \$4,429.04 was approved.

Review of Financial Status – August 2023 Budget vs Actual

Talaya Jones presented the August 2023 bank reconciliations for the NIRPC general account, the CARES Revolving Loan Fund account, and the Revolving Loan Fund Account.

Talaya presented the August 2023 general fund financial reports. Total expenditures for the period ending August 31, 2023, were \$3,682,085 of the \$15,899,219 budgeted. Attorney Dave Hollenbeck reported that nothing has changed regarding receipt of invoices for utilities. None have been received. Total general fund revenue for the period was \$1,126,628 of the \$4,164,925 budgeted.

Talaya presented the Coronavirus Aid, Relief and Economic Securities (CARES) Act financial reports, year to date August 2023. Total NIRPC CARES fund expenditures for the period ending August 31, 2023, was \$19,329 of the \$162,250 budgeted. Total CARES revenue collected for the period was \$19,153 of the \$150,368 budgeted.

Approval of Claims Registers – August 2023

Talaya presented the August 2023 General Fund claims register totaling \$298,018.43 to the Committee for approval. On motion by Bob Canahan, second by George Topoll and no opposition, the General Fund register of claims in the amount of \$298,018.43 was approved.

EcolInteractive Inc. – Addendum IV, exercise of option to extend for year seven (7)

EcolInteractive provides and services the Electronic Transportation Improvement Program (eTIP) System for NIRPC. Addendum IV exercises the option to extend the agreement with EcolInteractive for one year. The extension would be in effect from October 1, 2023, until September 30, 2024, as stipulated in the signed agreement executed September 2017. On motion by Bob Carnahan, second by George Topoll and no opposition, Addendum IV exercising the option to extend the agreement with EcolInteractive was approved.

Marquette Greenway Interlocal Agreement – Michigan City

Mitch Barloga updated the Committee on the Marquette Greenway project and discussed that both the City of Michigan City and City of Gary wanted the NIRPC Board's approval for the interlocal agreement before signing their respective agreements. Attorney Hollenbeck noted that NIRPC will not be signing the agreements, until they have been executed by the municipalities. On motion by Bob Carnahan, second by George Topoll and no opposition, the Committee recommended forwarding the Michigan City Marquette Greenway Interlocal Agreement to the NIRPC Executive Board with a recommendation for approval.

Marquette Greenway Interlocal Agreement – City of Gary

On motion by Bob Carnahan, second by Geroge Topoll and Don Craft, the Committee recommended forwarding the City of Gary Marquette Greenway Interlocal Agreement to the NIRPC Executive Board with a recommendation for approval.

NIRPC Building Lease

Attorney Hollenbeck advised that he and Ty met with Portage concerning a 5- or 10-year lease. Their attorney has been contacted, but no answer has been returned.

Personnel updates

NIRPC is fully staffed. Ty commented that possibly adding additional staff has been discussed.

Other Business

The 2024 preliminary budget is in development, but there are still a lot of unknowns.

The NIRPC audit has been completed and the exit interview scheduled for September 21 at 11:00 am.

The next Finance & Personnel Committee meeting is scheduled for October 19, 2023.

Adjournment

There being no further business, the meeting was adjourned.