

NORTHWESTERN INDIANA REGIONAL PLANNING  
COMMISSION FINANCE AND PERSONNEL COMMITTEE  
March 17, 2022 / NIRPC Dune Room – 8:00 a.m.

Members present

Bob Carnahan, Richard Hardaway, Justin Kiel, Greg Stinson, George Topoll

Staff and others present

Talaya Jones, Meredith Stilwell, Ty Warner, Thomas Dow, Denarie Kane, David Hollenbeck

Call to Order

Vice Chair Hardaway called the meeting to order.

Approval of Minutes

The minutes of the January 20, 2022 meeting were presented. On motion by Justin Kiel, second by Bob Carnahan, and no opposition the minutes were approved.

December 2021 Bank Statement Reconciliations

Talaya Jones presented the December 2021 bank reconciliations for the NIRPC general account, the CARES Revolving Loan Fund account, and the Revolving Loan Fund Account.

Review of Financial Status – January 2022 Budget vs Actual

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

Talaya Jones presented the January 2022 general fund financial reports. Total expenditures for the period ending January 31, 2022, were \$305,952 of the \$9,201,349 budgeted. Total general fund revenue for the period was \$1,837 of the \$4,311,106 budgeted.

Talaya presented the Coronavirus Aid, Relief and Economic Securities (CARES) Act financial reports, year to date January 2022. Total NIRPC CARES fund expenditures for the period ending January 31, 2022, was \$35,445 of the \$1,153,515 budgeted. Total CARES revenue collected for the period was \$63,882 of the \$1,352,229 budgeted.

Approval of Claims Registers – January 2022

Talaya presented the January 2021 General Fund claims register totaling \$296,673.30 to the Committee for approval. On motion by Bob Carnahan, second by George Topoll, and no opposition the General Fund claims in the amount of \$296,673.30 were approved. The CARES Act register of claims totaling \$32,325.74 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 \$32,325.74 were approved.

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

Thomas Dow presented the RDG Planning & Design contract to the Committee for approval. NIRPC's Metropolitan Transportation Plan must be updated every four years and the next update is due by May 2023. Two firms submitted proposals and RDG was selected as the contractor to help with the land use element of the Plan update by the review committee. The contract is not to exceed \$99,170.00, with all services completed on or before May 1, 2023. On motion by Justin Kiel, second by George Topoll, and no opposition the Committee favorably recommended the contract to be forwarded to the NIRPC Executive Board for approval.

CPCS Team Contract for the 2050 Metropolitan Transportation Plan – Freight Element

Thomas Dow presented the CPCS Team contract to the Committee for approval. CPCS will be working on the freight element of the Metropolitan Transportation Plan with the contract not to exceed \$99,962.00,

with all services completed on or before May 1, 2023. On motion by Greg Stinson, second by Bob Carnahan, and no opposition the Committee favorably recommended the contract to be forwarded to the NIRPC Executive Board for approval.

#### TranSystems Contract for the 2050 Metropolitan Transportation Plan – Public Transit Element

Thomas Dow presented the TranSystems contract to the Committee for approval. TranSystems will be working on the public transit element of the Metropolitan Transportation Plan with the contract not to exceed \$99,320.00, with all services completed on or before May 1, 2023. On motion by Greg Stinson, second by George Topoll, and no opposition the Committee favorably recommended the contract to be forwarded to the NIRPC Executive Board for approval.

#### MOU – NWI Revolving Loan Program Grant with Porter Co. RDC

Denarie Kane presented the grant MOU which is designed to aid business who possibly could qualify for a RLF loan but see the loan application and closing fees as a speed bump to applying. Each loan applicant is eligible to receive up to \$1,000 to cover these costs from the Porter County Redevelopment Commission grant, which has been designed to support the recovery of small business in unincorporated Porter County, specifically the commercial and industrial areas in South Haven or in an unincorporated area along US 6 from McCool Road to State Road 49. The total amount granted will not exceed \$10,000 and Denarie noted that if there are no takers in 30 days, the grant will be expanded to a greater area. On motion by George Topoll, second by Justin Kiel, and no opposition the Committee favorable recommended the MOU to the NIRPC Executive Board for approval.

#### Personnel updates

Meredith Stilwell reported on the three positions that are currently posted for NIRPC employment. The Programming & Grant Assistant position has been changed and is now posted as an Accountant position to better fulfill the needs of what is needed for that position. The Economic Development Specialist position is still posted, but the funds for that position are running out. In the interim, NIRPC has rehired the former Economic Development Specialist, Matthew Paskash, who is working part time from his new location in Idaho. The Transit & Engagement Planner position is still open, but there have been interviews held for the position and a decision has not yet been made. 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.

#### Other Business

It was noted that Blair Milo is running for U.S. Congress and has attended events in the region and says hello to NIRPC.

#### Adjournment

There being no further business, the meeting was adjourned.