

NORTHWESTERN INDIANA REGIONAL PLANNING
COMMISSION FINANCE AND PERSONNEL COMMITTEE
April 20, 2023 / NIRPC Dune Room – 8:00 a.m.

Members present

Bob Carnahan, Don Craft, Joshleen Denham, Richard Hardaway, Jane Jordan, Justin Kiel, Wendy Mis, George Topoll

Staff and others present

Ty Warner, Talaya Jones, Meredith Stilwell, Darin Sherman, Charles Bradsky, David Hollenbeck

Call to Order

Chairperson Mis called the meeting to order at 8:00 a.m. with the Pledge of Allegiance.

Approval of Minutes

The minutes of the March 16, 2023 meeting were presented. On motion by Bob Carnahan, second by Wendy Mis and no opposition, the minutes were approved.

Review of Financial Status – February 2023 Budget vs Actual

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

Talaya presented the February 2023 general fund financial reports. Total expenditures for the period ending February 28, 2023, were \$503,468 of the \$15,899,219 budgeted. Total general fund revenue for the period was \$11,518 of the \$4,164,925 budgeted.

Talaya presented the Coronavirus Aid, Relief and Economic Securities (CARES) Act financial reports, year to date February 2023. Total NIRPC CARES fund expenditures for the period ending February 28, 2023, was \$6,422 of the \$162,250 budgeted. Total CARES revenue collected for the period was \$5,404 of the \$150,368 budgeted. Commissioner Carnahan asked what would be done regarding an expenditure of \$21 from the communications line item that has no money budgeted. Talaya explained their would be a revenue adjustment brought forward to the Committee.

Review of Financial Status – March 2023 Budget vs Actual

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

Talaya presented the March 2023 general fund financial reports. Total expenditures for the period ending March 31, 2023, were \$1,573,821 of the \$15,899,219 budgeted. Total general fund revenue for the period was \$31,395 of the \$4,164,925 budgeted.

Talaya presented the Coronavirus Aid, Relief and Economic Securities (CARES) Act financial reports, year to date March 2023. Total NIRPC CARES fund expenditures for the period ending March 31, 2023, was \$9,330 of the \$162,250 budgeted. Total CARES revenue collected for the period was \$8,458 of the \$150,368 budgeted.

Approval of Claims Registers – March 2023

Talaya presented the March 2023 General Fund claims register totaling \$1,078,603.02 to the Committee for approval. On motion by Bob Carnahan, second by George Topoll and no opposition, the General Fund register of claims in the amount of \$1,078,603.02 was approved. The CARES Act register of claims totaling \$2,895.04 was presented for approval. On motion by Bob Carnahan, second by George Topoll and no opposition, the CARES Act register of claims in the amount of \$2,895.04 was approved.

Marquette Greenway Project Management and Project Development Draft Contract

Charles Bradsky presented the \$600,000 draft contract agreement between Butler, Fairman and Seufert, Inc (BFS) and NIRPC for project management and development services for the Marquette Greenway project. Indiana Department of Transportation (INDOT) has given preliminary approval of the contract and figures, but approval from Federal Highway Administration (FHWA) is still needed. The

contract was also submitted to Attorney Hollenbeck, who deferred to INDOT's expertise on the regulations and guidelines for the contract. BFS was chosen through a Request for Qualifications (RFQ) process is familiar with the municipalities that are involved in the Marquette Greenway project. INDOT will be sharing their forms with NIRPC. Those forms will be redesigned and reviewed by BFS before submission to FHWA. The compensation portion for the draft contract (Appendix "D") presented was incorrect and reflected an amount of \$810,000. Charles noted that there was only \$600,000 budgeted and some services were cut to reduce the \$810,000 and there was an updated Appendix "D". On motion by Bob Carnahan, second by Justin Kiel and no opposition the approval of the draft contract pending review by FHWA and with the modification of Appendix D from \$810k to \$600k was recommendation for approval to the NIRPC Commission.

NIRPC Building Lease

Ty expressed the need to know how to proceed in regard to NIRPC's building lease. Attorney Hollenbeck recapped that he understood he would begin lease negotiations with Portage's representative.

Personnel updates

NIRPC no longer has any job postings. Recent hires include Director of Transportation, Tom Vander Woude and Transportation Programming & Grant Assistant, Ann Weitgenant, who will both be starting April 24 and Public Transit & Engagement Planner, Stephen Hughes and Spatial Analyst, Grace Benninger, who both started March 29.

Other Business

None

Adjournment

There being no further business, the meeting was adjourned.