

**NORTHWESTERN INDIANA REGIONAL PLANNING COMMISSION**

**FINANCE AND PERSONNEL COMMITTEE**

**April 17, 2014  
NIRPC Offices  
Portage, Indiana**

**Members Present**

Jim Ton  
Nancy Adams  
Jeff Dekker  
Diane Noll  
Roosevelt Allen, Jr.  
Rich Mrozinski  
Blair Milo

**Staff and Others Present**

Ty Warner  
Angie Hayes  
Kelly Wenger  
Greg Pegasus

**Members Absent**

Anthony Copeland  
David Uran

**Call to Order**

The meeting was called to order at 8:01 a.m. by Jim Ton.

**Internet Provider Selection**

Greg Pegasus, from On-Site Computers, LLC. NIRPC's IT services contractor, presented the internet options available to NIRPC. There are three options available between two providers, Comcast and Frontier. Greg explained the variation between the options and identified that NIRPC does currently have the equipment to handle all three options. A motion was made by Rich Mrozinski, seconded by Nancy Adams, to inform the City of Portage that NIRPC has selected the Comcast Coax option for internet.

**Approval of Minutes**

Upon a motion by Jeff Dekker, seconded by Nancy Adams, the Committee approved the minutes of the March 20, 2014 meeting.

**Review of Financial Status**

Angie Hayes reported that there were no cash issues to report at this time. She informed the Committee that the State Board of Accounts was presently working on the 2013 audit and NIRPC is planning on preparing a CAFR for 2013 just as was done for 2012. The Budget to Actual with Cash Variance and General Fund Expenditure reports were presented to the Committee. The total expenditures of the period ending March

31, 2014 are at 20.58%. No lease payments have been made for 2014 and none will be made until a signed lease is received.

### **Approval of Claims Register**

Kelly Wenger presented the claims register to the Committee for approval. Upon a motion by Nancy Adams, seconded by Roosevelt Allen, the Committee approved the claims register.

### **Budget Amendment**

Angie Hayes presented the budget amendment for the Municipal Separate Storm Sewer System (MS4) program. This program is funded by partnerships with local municipalities. The annual fees collected from the program partners is more than originally budgeted, therefore a budget amendment in the amount of \$27,000 is being requested for contractual services. Upon a motion by Nancy Adams, seconded by Roosevelt Allen, the Committee approved the budget amendment for recommendation to the Full Commission.

### **Building Lease Contract**

The proposed building lease was presented by Jim Ton and Ty Warner. The lease has passed the legal review and includes the parameters set by the Committee. With the presented lease, a shared space agreement will be developed between the FORUM and NIRPC to be brought before the Committee at a future meeting. The proposed layout of the building is still flexible and being reviewed by staff. The lease does include a provision to always have a building manager. The Committee wanted to make sure the common areas have shared appearance standards that NIRPC holds for their own office space. Upon a motion by Nancy Adams, seconded by Rich Mrozinski, the Committee recommended the lease to the Full Commission.

### **Other Business**

Ty Warner mentioned the discussion with the City of Portage to possibly install an electric vehicle charging station.

### **Adjournment**

There being no further business, the meeting adjourned again at 8:44 a.m.