

**NORTHWESTERN INDIANA REGIONAL PLANNING  
COMMISSION**

**FINANCE AND PERSONNEL COMMITTEE**

April 18, 2013  
NIRPC Offices  
Portage, Indiana

**Members Present**

Blair Milo  
Christine Cid  
David Shafer  
David Uran  
Diane Noll  
Jeff Dekker

**Staff and Others Present**

Angie Hayes  
Ty Warner  
Allen Hammond  
Kelly Wenger

**Members Absent**

Edward Morales  
Keith Soderquist  
Brian Snedecor  
Jim Polarek

**Call to Order**

The meeting was called to order at 8:30 a.m. by Blair Milo.

**Approval of Minutes**

Upon a motion by Blair Milo, seconded by David Shafer, the Committee approved the minutes of the March 21, 2013 meeting.

**Review of Financial Status**

Angie Hayes stated there are no cash flow issues to report at this time. Angie reported the exit conference was held this morning for the NIRPC 2012 audit. This is the ninth year that no comments or findings were reported. LaPorte County still owes the 2012 distribution amount of \$39,490.00. Angie presented the Budget to Actual with Cash Variance and General Fund Expenditure Reports to the Committee for discussion. Total expenditures are at 22.47% spent through March. There was no discussion.

**Approval of Claims Register**

Kelly Wenger presented the claims register for approval. There was discussion regarding the No-Spill Gas Cans expenses. Upon a motion by Jeff Dekker, seconded by David Uran, the Committee approved the claims register.

## **Budget Amendment**

Angie Hayes presented a budget amendment to the Committee to add new grant funds to the 2013 budget.

The amendment is from outside donations in the amount of \$5,000.00 and will be used for events and promotional items for air quality public education. Upon a motion Dave Shafer, seconded by Christine Cid, the Committee approved the budget amendment for action by the Executive Board.

## **Procurement Recommendations**

Angie Hayes presented Procurement Recommendations 13-03 and 13-04 to the Committee for consideration. Procurement 13-03 is for Public Transit Scheduling Software & Computers for the City of LaPorte and their partnering agency to purchase public transit scheduling software and computers. This procurement will be paid with Federal Transit Administration Funds (100%) from grant IN-96-X018. The recommendation to purchase the public transit scheduling software and computers are not to exceed \$216,000.00.

The City of Valparaiso is requesting to conduct a public transit route study for the City's V-Line service. This procurement will be paid with Federal Transit Administration Funds (80%) from grant IN-90-X609 and (20%) from the City of Valparaiso. The recommendation to purchase the service for conducting a public transit route study is not to exceed of \$100,000.

Upon a motion Dave Uran, seconded by David Shafer, the Committee approved Procurement Recommendations 13-03 and 13-04 for action by the Executive Board.

## **Request for Proposals for New Office Lease**

Angie Hayes presented an update on the new office lease. The pre-bid conference was held on April 10<sup>th</sup> and approximately six companies attended. The RFP submittals are due on April 26<sup>th</sup> 2013. The Committee was reminded that the current lease is expiring on December 31, 2013 and will need to have a special Full Commission meeting on May 23<sup>rd</sup>, 2013 to present the RFP responses to the Commission. The Committee would like to have a team approach and make an announcement at the Executive Board Meeting to invite any Commissioner to the May 8<sup>th</sup> Special Finance and Personnel Committee meeting at 1:00 PM. The Committee expects action to be taken at the May 23<sup>rd</sup> Commission meeting.

## **Other Business**

There was no other business to report.

## **Adjournment**

There being no further business, the meeting adjourned at 8:52 a.m.