

**NORTHWESTERN INDIANA REGIONAL PLANNING COMMISSION**

**FINANCE AND PERSONNEL COMMITTEE**

**May 15, 2014  
NIRPC Offices  
Portage, Indiana**

**Members Present**

Jim Ton  
Jeff Dekker  
Nancy Adams  
Roosevelt Allen, Jr.  
Diane Noll

**Staff and Others Present**

Ty Warner  
David Hollenbeck  
Angie Hayes  
Kelly Wenger  
Brian Snedecor

**Members Absent**

Anthony Copeland  
Blair Milo  
Rich Mrozinski  
David Uran

**Call to Order**

The meeting was called to order at 8:17 a.m. by Jeff Dekker.

**Approval of Minutes**

Upon a motion by Diane Noll, seconded by Roosevelt Allen, the Committee approved the minutes of the April 17, 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 2013 audit is still in progress. The Budget to Actual with Cash Variance and General Fund Expenditure reports were presented to the Committee. The total expenditures of the period ending April 30, 2014 are at 28.77%. Now that the Commission has a signed lease, payments have been made for 2014 through May to the City of Portage.

**Approval of Claims Register**

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

### **Budget Amendment**

Angie Hayes presented the budget amendment for Federal Transportation Administration funding of a South Shore Bikes on Trains study. The local match requirement of 20% will be received from the third party partner agencies. Upon a motion by Roosevelt Allen, seconded by Nancy Adams, the Committee approved the budget amendment for recommendation to the Executive Board.

### **Procurement Recommendation**

Angie Hayes presented procurement 14-04, an engineering study to determine the feasibility of modifying the South Shore passenger cars to accept bicycles. The study will be funded 80% with Federal Transit Administration funds and 20% by the third party partner agencies. Upon a motion by Nancy Adams, seconded by Roosevelt Allen, the Committee recommended the procurement to the Executive Board.

### **Building Improvement Status**

Angie Hayes informed the Committee that Comcast has been working with Holladay Properties for a letter of permission to start construction for the internet to the building. The construction timeline is currently being compiled and is expected to be decided next week. Angie expects the construction to take about four to five weeks.

### **Other Business**

Attorney Hollenbeck informed the Committee that he believes an agreement has been reached with Everybody Counts. Everybody Counts has asked for more time to review the agreement. Attorney Hollenbeck will keep the Committee informed as more information becomes available.

### **Adjournment**

There being no further business, the meeting adjourned again at 8:42 a.m.