

NORTHWESTERN INDIANA REGIONAL PLANNING COMMISSION

FINANCE AND PERSONNEL COMMITTEE

**June 20, 2013
NIRPC Offices
Portage, Indiana**

Members Present

Blair Milo
David Shafer
Jeff Dekker

Staff and Others Present

Ty Warner
Angie Hayes
Allen Hammond
Kelly Wenger
David Hollenbeck

Members Absent

Christine Cid
Brian Snedecor
Keith Soderquist
David Uran
Edward Morales
Jim Polarek
Diane Noll

Call to Order

The meeting was called to order at 8:10 a.m. by Blair Milo.

Approval of Minutes

Upon a motion by David Shafer, seconded by Jeff Dekker, the Committee approved the minutes of the May 23, 2013 meeting.

Review of Financial Status

Angie Hayes stated there are no cash flow issues to report at this time. Angie presented the Budget to Actual with Cash Variance and General Fund Expenditure Reports to the Committee for discussion. The total expenditures for the period ending in May were at 36.77%. The Committee discussed the Unemployment Compensation and the Transit Oversight expenditures from the General Fund Expenditures Report since the expended percentages were higher than expected.

Angie informed the Committee the LaPorte Revolving Loan Fund has experienced a lack of requests for the loans in recent years. Due to this, the Economic Development Administration (EDA) required NIRPC to sequester funds into a separate bank account which was done as documented on the Statement of Receipts and Disbursements Report. These funds are not lost to the region. In order to spend these funds, EDA approval is required after other LaPorte Revolving Loan funds are spent.

A report was given by Angie on the "Comprehensive Annual Financial Report" (CAFR) for the fiscal year ended December 31, 2012. Once the report is available a copy will be sent to all Commissioners and posted on the NIRPC website.

Ty Warner requested permission from the Committee to close the office on Friday, July 5, 2013 as an additional holiday. Upon a motion by David Shafer, seconded by Jeff Dekker, the Committee approved the request to close the office as an additional holiday on July 5, 2013.

Approval of Claims Register

Kelly Wenger presented the claims register to the Committee for approval. Kelly directed the attention of the Committee to the second to the last page of claim register which lists the subrecipients Public Mass Transit Funds (PMTF) reimbursement from the Indiana Department of Transportation (INDOT). The Committee had a question about Conservation Design claim and was directed to speak with Kathy Luther. Upon a motion by David Shafer, seconded by Blair Milo, the Committee approved the claims register.

Budget Amendment

Angie Hayes presented a budget amendment to the Committee to add new funds to the 2013 budget. The funds come from the State of Indiana's Unclaimed Property Division in the amount of \$1,902.00. The additional funding will be placed within the Communications: Commission/Executive Director. Upon a motion by Jeff Dekker, seconded by David Shafer, the Committee approved the budget amendment for action at the Executive Board.

Michigan City Transit Subrecipient Status Update

Angie Hayes presented information to the Committee regarding Michigan City's request to become a subrecipient of NIRPC. The Federal Transit Administration (FTA) conveyed that if Michigan City Transit became a NIRPC subrecipient before the 2014 Triennial Review, NIRPC would be responsible for any deficiencies in the 2014 Triennial Review. The Committee discussed continuing to provide technical assistance to the transit operator and not accept Michigan City Transit as a NIRPC subrecipient until after their 2014 Triennial Review is complete. Ty Warner will send a letter to the Mayor of Michigan City informing him of the information from FTA and the NIRPC proposal. Upon a motion by Jeff Dekker, seconded by David Shafer, the Committee decided to accept Michigan City Transit as a NIRPC subrecipient after their 2014 Triennial Review and have Ty Warner send a letter to the Mayor.

Request for Proposals for New Office Lease

Mayor Blair Milo presented the NIRPC Lease Proposal Comparison spreadsheet to the Committee which lists the three sites that are under consideration. The proposals are Space Center, located in LaPorte, Indiana; Three Corners located

in Hammond, Indiana and Portage Redevelopment Commission located in Portage, Indiana.

The Committee had discussion about numerous items which included the following:

- Relocation Costs
- Internet System Upgrade
- Portage Building Issues
- Rent Price per Square Foot
- Common Area Maintenance
- Taxes
- Insurance
- Total Annual Price per Square Foot
- Square Foot Quoted
- Total Annual Rent
- Annual Rent Averaged

The Committee also discussed the Space Needs Analysis that was completed before the Request for Proposal (RFP) was published. The Committee discussed the possibility of allowing the developers to have additional time to submit other location possibilities. If the Committee would entertain this possibility, additional time may be needed, and directed David Hollenbeck to prepare a lease extension that could be presented to the Portage Redevelopment Commission for consideration. The Committee decided to hold a special Finance and Personnel meeting that would take place on July 9, 2013, at 1:30 p.m. at NIRPC. All Commissioners would be invited to attend.

Other Business

There was no other business to report.

Adjournment

There being no further business, the meeting adjourned at 9:03 a.m.