

NORTHWESTERN INDIANA REGIONAL PLANNING COMMISSION

FINANCE AND PERSONNEL COMMITTEE

**July 18, 2013
NIRPC Offices
Portage, Indiana**

Members Present

Blair Milo
David Shafer
Jeff Dekker
Diane Noll
Brian Snedecor
David Uran

Members Absent

Christine Cid
Keith Soderquist
Edward Morales
Jim Polarek

Commission Members Present

Jim Ton
Jim Snyder
Robert Carnahan
Thomas McDermott, Jr.
Nancy Adams

Call to Order

The meeting was called to order at 8:06 a.m. by Blair Milo.

Contract Extensions

Angie Hayes presented two separate contract extensions to the Committee. The first was an extension for the contract with Conservation Design Forum for green infrastructure technical support services. The grant received an extension through December 31, 2013 and this contract extension would extend the contract through December 31, 2013 as well. A motion was made by Brian Snedecor, seconded by David Shafer, the Committee approved the contract extension for Conservation Design Forum.

The second contract extension was with South Shore Clean Cities Inc. for professional education and project management services dealing with the diesel retrofit project. This extension would only change the contract completion date from June 30, 2013 to December 31, 2013. A motion was made by David Shafer, seconded by Jeff Dekker, the Committee approved the contract extension for South Shore Clean Cities Inc.

Staff and Others Present

Ty Warner
Angie Hayes
Kelly Wenger
David Hollenbeck
Mark Massel
Tom Casey
Mike Micka
Christopher Woods
Bobby Copper

Space Center Proposal, La Porte

Tom Casey was invited into the meeting to present the Space Center Proposal to the Committee. The Committee was able to ask questions regarding the space. Currently the space is an open area that would allow NIRPC to design its own layout. It was verified that the building will be made completely ADA compliant. NIRPC can configure the space to build out less than the 19,000 square feet quoted. It is anticipated to take anywhere from six to eight months for a build out to take place. There are common areas inside the building that will be shared with current and any potential future tenants.

Holladay Properties Proposal, Portage

Mike Micka was invited into the meeting to present the Portage Redevelopment Commission proposal. The Committee was able to ask questions regarding the space and building concerns. A topic of concern was the available internet connectivity available at the building. This topic was discussed at length. It was verified that as proposed there are no Common Area Maintenance costs associated with the lease. These costs were anticipated and incorporated within the proposed rent. It was suggested that if a lease agreement with Portage is pursued that it specify there be a property manager for the building.

Three Corners Development, Hammond

Christopher Woods and Bobby Copper were invited into the meeting to present the Three Corners Development proposal. The Committee was able to ask questions regarding the space. It was noted that the building does have high capacity broadband currently available. NIRPC would be able to work with Three Corners Development design team to create a layout for the available space. It is anticipated to take anywhere from six to eight months for a build out to take place. A garage will be built at Three Corners Development expense for NIRPC as well as a large conference room in the building next door. A credit will be issued of \$1,250 for each employee that moves to the Hammond location. There are common areas within the building that will be shared with current and potential future tenants.

Other Business

A meeting was set for July 25th at 1:30 p.m. to further discuss the presentations.

Adjournment

There being no further business, the meeting adjourned at 9:06 a.m.