

NORTHWESTERN INDIANA REGIONAL PLANNING COMMISSION

FINANCE AND PERSONNEL COMMITTEE

**August 21, 2014
NIRPC Offices
Portage, Indiana**

Members Present

Jim Ton
Nancy Adams
Jeff Dekker

Members Absent

Roosevelt Allen, Jr
Anthony Copeland
Blair Milo
Rich Mrozinski
Diane Noll
David Uran

Staff and Others Present

Ty Warner
Angie Hayes
Kelly Wenger
Jack Eskin
Robert Moore
Mike Micka

Call to Order

The meeting was called to order at 8:05 a.m. by Jim Ton.

Approval of Minutes

Upon a motion by Jeff Dekker, the Committee approved the minutes of the July 17, 2014 meeting.

Review of Financial Status

Angie Hayes presented the financial report. At this time there are no cash issues to report. Porter County has paid the 2014 county contribution in full and Lake and LaPorte Counties have paid half of the 2014 contribution payment with the second half to be paid in December. The 2014 Federal Transit Administration Triennial review is scheduled to take place at NIRPC on September 3rd and 4th. The Budget to Actual with Cash Variance and General Fund Expenditure reports were presented to the Committee. The total expenditures of the period ending June 30, 2014 are at 51.46%.

Approval of Claims Register

Kelly Wenger presented the claims register to the Committee for approval. Upon a motion by Jeff Dekker, the Committee approved the claims register.

2014 Budget Amendments

Angie Hayes presented two budget amendments to add new funds to the 2014 budget. Amendment number three added \$3,000 of grant revenue from the Delta Institute for a green streets workshop. Amendment number four added \$7,100 to other revenue to cover the registration fees and contractual expenses associated with the Strong Cities, Strong Communities, Strong Northwest Indiana Symposium. Upon a motion Jeff Dekker, the Committee recommended the budget amendments for approval at the Executive Board meeting.

Angie Hayes then presented budget amendment number five to transfer between budget categories for expenses of \$2,850 from the occupancy office lease budget line to the audit and accounting budget line to cover the 2013 audit costs not anticipated. Upon a motion Jeff Dekker, the Committee recommended the budget amendment for approval at the Executive Board meeting.

Bikes on Trains Study Contract

Jim Ton reviewed the terms of the contract with the Committee. Jack Eskin was available to answer questions on the scope of the project and mentioned that this project received 300 public comments when it was part of the TIP amendment. Of those 300 a total of 298 were positive and the remaining two were questions. Upon a motion Nancy Adams, seconded by Jeff Dekker, the Committee recommended the contract for approval at the Executive Board meeting.

Building Improvement Status

Angie Hayes informed the Committee that NIRPC is paying rent with a 10% reduction due to Comcast services not yet being available at the building per the lease. Mike Micka from Holladay Properties discussed the progress on the building renovations. He anticipates the plans to be sent to the State for permit the following week. Once the plans are approved, the bidding process can begin. The furniture has been approved and Portage Redevelopment should be paying the furniture vendor within the week.

Other Business

Ty Warner informed the Committee that the Public Participation Plan's final revisions and the NIRPC mailing list has been provided to Everybody Counts as required in the settlement agreement. The public transportation meeting has been set for October 29th. In regards to the transit complaints received, Attorney Hollenbeck is drafting a response.

Adjournment

There being no further business, the meeting adjourned at 8:49 a.m.