

NORTHWESTERN INDIANA REGIONAL PLANNING COMMISSION

FINANCE AND PERSONNEL COMMITTEE

**May 18, 2017
NIRPC Dune Room
Portage, Indiana**

Members Present

Karen Freeman-Wilson **Chair**
Christine Cid
Robert Carnahan
Richard Hardaway
Diane Noll
Dave Shafer

Staff and Others Present

Ty Warner
Angie Hayes
Kelly Wenger
Dave Hollenbeck
Mike Russell

Members Absent

Anthony Copeland
Ron Meer
Greg Stinson

Call to Order

The meeting was called to order at 7:40 a.m. by Dave Shafer.

Approval of Minutes

Dave Shafer presented the minutes of the March 16, 2017 meeting. Upon a motion by Christine Cid, seconded by Diane Noll, the Committee approved the minutes.

Review of Financial Status

Angie Hayes presented the financial report. The Indiana State Board of Accounts audit of NIRPC is currently underway. At this time there are no cash issues to report. The Budget to Actual reports were presented to the Committee. The total expenditures of the General Fund for the period ending April 30, 2017 are at 22.89%.

Approval of Claims Register

Kelly Wenger presented the claims register to the Committee for approval. Upon a motion by Christine Cid, seconded by Richard Hardaway, the Committee approved the claims register.

Employee Handbook Revisions

Ty Warner presented and discussed proposed changes to the Employee Handbook with the Committee. Upon a motion by Bob Carnahan, seconded by Richard Hardaway, the Committee approved the changes as presented to the Employee Handbook.

Attorney Contract Process Discussion

Dave Hollenbeck informed the Committee that his current agreement with NIRPC expires at the end of this calendar year. His recommendation to the Committee to proceed with the request for proposal process with the intention of awarding a contract at the October meeting.

Vehicle Disposition Sale

Angie Hayes presented seven federally funded vehicles to the Committee to be disposed of in accordance with Federal Transit Administration regulation on June 21, 2017. Upon a motion by Bob Carnahan, seconded by Richard Hardaway, the Committee approved the vehicles for disposition.

2017 Budget Amendments

Angie Hayes presented budget amendments two and three to the Committee. Amendment two adds an additional \$14,000 revenue to be spent under Environmental Contracts. Amendment three adds an additional \$2,000 revenue to be spend under Communications for Partner Agencies. Upon a motion by Christine Cid, seconded by Richard Hardaway, the Committee approved the amendments for recommendation to the Executive Board.

Deep River Dam Study Contract

Angie Hayes presented the agreement for an engineering feasibility study of the Deep River Dam. The agreement is to be awarded to Flatland Resources, LLC. Upon a motion by Bob Carnahan, seconded by Christine Cid, the Committee approved the agreement for recommendation to the Executive Board for approval.

Procurement Recommendations

Angie Hayes presented two procurement recommendations to the Committee. Recommendation 17-07 is for a utility vehicle for the City of East Chicago for which 80% of the cost will be paid for with Federal Transit Administration funds not to exceed \$28,000. The remaining local share will be provided by the City of East Chicago. Recommendation 17-10 is for security cameras and lighting for the City of Valparaiso of which 80% of the cost will be paid for with Federal Transit Administration funds not to exceed \$100,000. The remaining local share will be provided by the City of Valparaiso. Upon a motion by Christine Cid, seconded by Richard Hardaway, the Committee

approved the procurement recommendations for recommendation to the Executive Board for approval.

Other Business

None reported.

Adjournment

There being no further business the meeting adjourned at 8:25 a.m.