

NORTHWESTERN INDIANA REGIONAL PLANNING COMMISSION

FINANCE AND PERSONNEL COMMITTEE

January 16, 2014

Portage, Indiana

Members Present

Blair Milo
Brian Snedecor
Jeff Dekker

Staff and Others Present

Ty Warner
Angie Hayes
Allen Hammond
Kelly Wenger
David Hollenbeck
Jim Ton

Members Absent

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

Call to Order

The meeting was called to order at 8:05 a.m. by David Hollenbeck and then transferred Blair Milo.

Approval of Minutes

Upon a motion by Brian Snedecor, seconded by Jeff Dekker, the Committee approved the minutes of the December 11, 2013 meeting.

Review of Financial Status

Angie Hayes reported that there were no cash issues to report at this time. She reported that the Comprehensive Annual Financial Report (CAFR) certificate was awarded. The Budget to Actual with Cash Variance and General Fund Expenditure reports were presented to the Committee. The total expenditures of the period ending December 31, 2013 are at 86.01%. Angie informed the Committee the utilities had exceeded the projected budget amount of \$25,000 by \$633.89. She also informed the Committee that she is expecting one more bill for the Environmental Projects on January 16, 2014.

Approval of Claims Register

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

Equipment Disposal

Angie Hayes presented a list of equipment to the Committee requesting permission to dispose of the computer and the traffic counting equipment. The Committee decided to make available free of charge the computer equipment to member communities and NIRPC staff with any remaining computers be recycled. It was also clarified that all computer towers would have their hard drives removed. Upon a motion by Jeff Dekker, seconded by Brian Snedecor, the Committee approved the request to dispose of the equipment and making the computer equipment available free of charge to member communities and NIRPC staff.

Approval of South Shore Clear Cities Contract

Angie Hayes presented an Agreement between the Northwestern Indiana Regional Planning Commission and South Shore Clean Cities, Inc. for the provision of Professional Education and Project Management Services to the Committee. The South Shore Clean Cities shall perform all work that is described with the agreement within the time frame beginning October 1, 2013 and be completed in total before December 31, 2014. The maximum total amount, which may be paid to the Contractor for services performed in conjunction with the Agreement is not to exceed \$100,000. The Committee had discussion about the data reporting, performance measures and the deliverables plan that was presented. Communication continued with the five different tasks presented and questioned if each task has a rate tied to the task. The Committee agreed to accept a detailed invoice that would include a lengthy report of what was included in the invoice. The detailed invoice will then be reviewed by the Environmental Director and the Director Finance and Administration before payment is rendered. Upon a motion by Jeff Dekker, seconded by Brian Snedecor the Committee approved the contract for recommendation to the full commission.

Update on Building Lease

Angie Hayes informed the Committee that she received an updated term sheet with the new lease rate and terms based upon the floor plan that was created by Jeffery Liggett. There was much discussion on getting a final lease as soon as possible. The Committee also discussed what amount of rent should be paid for the month of January since there is no lease in place. Other items discussed included the utilities, the internet, and the motion and amendments made at the August 14, 2013 Committee meeting. The Committee decided to have David Hollenbeck send a letter to Mayor Snyder requesting his attendance at the February Committee meeting.

Resolution 14-01 Policies for Commission Meetings

Angie Hayes presented to the Committee Resolution 14-01 of the Northwestern Indiana Regional Planning Commission to establish policies for commission meetings. The Committee determined a need to establish policies for commission meetings and the creation of a Sergeant at Arms and Public Comment Policy. The Sergeant at Arms shall be present at all full commission and executive board meetings. The Sergeant at Arms shall ensure that meeting participants and members of the public conduct themselves so as not to disrupt, interfere, or prevent the commission from conducting the business of the meeting. The Sergeant at Arms may also be asked to assist with the enforcement of the commission public meeting comment policy. With the establishment of the public meeting comment policy, all comments will be done at the beginning of the meeting and must be relevant to topics on the commission meeting agenda. Individuals wishing to comment must register prior to the start of the commission meeting. The registration form will include the participant's name, city or town, and relevant topic from the agenda. Participants will be limited to two to three minutes each. No shouting, name calling, or vulgarity will be permitted, and respect must be shown by all parties. Upon a motion by Jeff Dekker, seconded by Brian Snedecor the Committee approved Resolution 14-01 for recommendation to the full commission.

Other Business

There was no other business to report.

Adjournment

There being no further business, the meeting adjourned at 9:08 a.m.