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NORTHWESTERN INDIANA REGIONAL PLANNING COMMISSION
FULL COMMISSION/EXECUTIVE BOARD MEETING
November 19, 2020, 9:00 A.M.

Join Zoom Meeting:

<https://zoom.us/j/96104916892?pwd=ROJGT1g5a01VckNUeml3OjJFbFJSUT09>

Annotated Agenda

- 1.0 Call to Order and Pledge of Allegiance - Michael Griffin
- 2.0 New Appointments to the Commission - Attorney Dave Hollenbeck
- 3.0 Roll Call and approval of the Minutes of the September 17, 2020 Executive Board Meeting (pp. 1-5)
ACTION REQUESTED: Approval
- 4.0 Public Comment on Current Agenda Items
Members of the audience who have signed up to comment on agenda items will be recognized by the Chair. Time is limited to 3 minutes per commenter. Commenters must indicate on the sign-in sheet prior to the start of the meeting.
- 5.0 Report of the Chair - Michael Griffin
- 6.0 Report of the Executive Director - Ty Warner
- 7.0 Environmental Management Policy Committee - Bill Emerson
- 8.0 Finance and Personnel Committee - Richard Hardaway (pp. 6–22)
 - 8.1 Executive Director Contract - 2021 Addendum Employment Agreement (p. 9)
ACTION REQUESTED: Adoption
 - 8.2 Resolution #20-29 - 2021 Budget (pp. 10-22)
ACTION REQUESTED: Approval
- 9.0 Technical Planning Committee - Kevin Breitzke (pp. 23-31)
 - 9.1 Resolution #20-27 - [E-Commerce in Northwest Indiana Report](#) (p. 25)
ACTION REQUESTED: Adoption
 - 9.2 Resolution #20-28 - UPWP 2021-2022 Amendment #3 (pp. 26-31)
ACTION REQUESTED: Approval
- 10.0 INDOT, Matt Deitchley, La Porte District Deputy Commissioner

11.0 Other Business

12.0 Announcements

13.0 Adjournment

The Northwestern Indiana Regional Planning Commission (NIRPC) prohibits discrimination in all its programs and activities on the basis of race, color, sex, religion, national origin, age, disability, marital status, familial status, parental status, sexual orientation, genetic information, political beliefs, reprisal, or because all or part of an individual's income is derived from any public assistance program.

NIRPC Executive Board Meeting

Electronic Meeting via Zoom

September 17, 2020 Minutes

Call to Order

Chairman, Michael Griffin, called the meeting to order at 9:00 a.m. with the Pledge of Allegiance.

This meeting was convened as an *electronic meeting*, pursuant to Governor Holcomb's Executive Order 20-42 on August 26, extending the declaration of emergency, allowing such meetings pursuant to IC 5-14-1.5-3.6 for the duration of the COVID-19 public health emergency until October 2. All persons were meeting remotely on a Zoom platform that allowed for real time interaction, and supported the public's ability to observe and record the proceedings. When the agenda item provided for public comment, this was supported as well.

New Appointments to the Commission

Dave Hollenbeck announced there were no new appointments to the Commission.

Roll call - Taken by Candice Eklund.

Present

The 17 Commissioners present included Geof Benson (Beverly Shores), Kevin Breitzke (Porter County Surveyor), Robert Carnahan (Cedar Lake), Tom Dermody (LaPorte), Bill Emerson (Lake County Surveyor), Michael Griffin (Highland), Richard Hardaway (Merrillville), Jack Jeralds (Schneider), Tim Jones (Kouts), Justin Kiel (La Crosse), Tom McDermott (Hammond), Wendy Mis (Munster), Tom Schmitt (Schererville), Brian Snedecor (Hobart), Greg Stinson (Porter), James Ton (Chesterton), and George Topoll (Union Township). Also present was Matt Deitchley representing INDOT.

Absent

The 33 Commissioners absent included Kyle Allen (Lake County Commissioner), Duane Arndt (Kingsford Heights), Jeanette Bapst (Dune Acres), Janet Beck (Pottawattomie Park), Jim Biggs (Porter County Commissioner), Charlie Brown (Lake County Council), Bill Carroll (Lake Station), Anthony Copeland (East Chicago), Joshleen Denham (Trail Creek), Jon Derwinski (Winfield), Daina Dumbrys (Michiana Shores), Tony Hendricks (LaPorte County), Eric Hull (Burns Harbor), Jack Jeralds (Schneider), Andrew Kyres (Crown Point), Jeff Larson (Porter County Council), Robert Lemay (Long Beach), Sue Lynch (Portage), Sheila Matias (LaPorte County Commissioner), Lori Mercer (Westville), Edward Morales (Porter Township), Matt Murphy (Valparaiso), Diane Noll (Wanatah), Duane Parry (Michigan City), David Peeler (Hebron), Jerome Prince (Gary), Michael Rosenbaum (LaPorte County), Rick Ryfa (Griffith), Carolyn Saxton (Ogden Dunes), Ed Soliday (Governor Appointee), Gerald Swets (St. John), Sharon Szwedko (New Chicago), Mary Tanis (Dyer), and John Yelkich (Lowell).

Kingsbury, Lowell, and The Pines have appointed no representatives to NIRPC.

Staff present included Ty Warner, Kathy Luther, Charles Bradsky, Mitch Barloga, Lisa Todd, Flor Baum, Dominique Edwards, Scott Weber, Gabrielle Biciunas, Peter Kimball, Stephanie Kuziela, Candice Eklund, and attorney Dave Hollenbeck.

Approval of Minutes

The minutes of the July 16, 2020 Full Commission meeting were approved on motion by James Ton and second by Richard Hardaway. With Tom Dermody, Michael Griffin, Richard Hardaway, Justin Kiel, Tom McDermott, Greg Stinson, James Ton, and George Topoll voting in the affirmative, and no one voting in the negative, the motion passed.

Public Comment

Public comments were received from Brenda Scott Henry, Nancy Moldenhauer, Teagan Massie, Caroline Loughgren, Alex Bazan, and Alyssa Guritz regarding Indiana University's Environmental Resilience Institute to conduct greenhouse gas inventories on behalf of multiple Northwestern Indiana communities. These comments were in support of Resolution #20-24, which is seeking approval from NIRPC's Executive Board at today's meeting.

Report of the Chair - Michael Griffin

Michael Griffin discussed the adopted Sense of the Commission Resolution (#20-07), pertaining to the Commissioners opinion that the Governor and State of Indiana needed to take certain steps which included a declaration of emergency to deal with the severe environmental and economic crisis along the lake shore from erosion. Michael Griffin and Ty Warner previously had a phone conference with the director of Homeland security and some of their Associate Directors. The outcome from the phone conference was that it would be helpful to provide data collections. At the request of Ty Warner, some of the communities provided specific dates in alignment with their incidents. On behalf of the Commission, the data was transmitted to the Department of Homeland Security for deliberation. When a second phone conference was held last week, the Director of Homeland Security stated they were unable to commit to any available funding because a declaration has to be affiliated with an event and their position is that Lake Michigan water levels are cyclical. As a result of the meeting, a webinar hosted by the Federal Emergency Management Agency (FEMA) will be held to allow the Commissioners and interested members gain further guidance. Ty Warner will provide the webinar information to the Commissioners when received.

Michael Griffin discussed the executive order by the Governor for local governments to hold meetings virtually. The statute ordinarily applies to state agencies and redevelopment commissions. Due to the nature of the issue as it specifically applies to NIRPC, it would be better to expressly have language in the statute that applies to NIRPC allowing electronic participation and feels it should be on the legislative agenda.

Michael Griffin commended Ty Warner and Mitch Barloga for choosing to apply for the Pathways Grant and making it possible to obtain new signage that helped with the linkages on bike trails. Michael encouraged the group to take time and see the signs.

Report of the Executive Director - Ty Warner

Ty Warner thanked Mitch Barloga, NIRPC's Active Transportation Manager, for his extensive work on the Pathways Grant initiative. Ty announced that staff is back working in the office on an alternating schedule and was thankful to them on their successful remote operations during the time the office was closed. Staff continues to be accessible even during the times they continue to work remotely.

Mr. Warner noted he will present his report based on the areas outlined in NIRPC's enabling statute; environment, economic development, and transportation:

- **Environment** - Ty also referenced the phone conference held with the Director of Homeland Security regarding the erosion issues along the lakefront. The details of the workshop hosted by FEMA will be distributed when Ty receives them. FEMA has a Notice of Funding Availability (NOFA) out for the Building Resilient Infrastructure Communities (BRIC). BRIC grants are hazard mitigation assistance grants that will open on September 30 and close on January 29, 2021.

The City of Hammond won an award at the Partners for Clean Air award ceremony hosted by South Shore Clean Cities (SSCC), for their extensive trail development that Mayor McDermott has been a strong leader on. In the Federal Highway Administration's newsletter, NIRPC, SSCC, and the City of Hobart were spotlighted in a congestion mitigation air quality segment for Hobart's alternative fuel project. Ty congratulated both Mayor McDermott and Mayor Snedecor.

- **Economic Development** - With the Economic Development District (EDD) designation, NIRPC has become the recipient of the Coronavirus Aid, Relief, and Economic Security (CARES) Act funds. These funds were made available to help with the recovery of the coronavirus. Gabrielle Biciunas, NIRPC's EDD Coordinator, is working with the communities to aid them with the application process. Notification was received from the Economic Development Administration (EDA) that the initial funding of \$225 million made available to the region is dwindling quickly. Ty strongly encouraged applications to be submitted by the end of September because these grants are on a first come, first serve basis. Gabrielle or Ty may be contacted for assistance on making EDA applications.
- **Transportation** - Ty spoke of the ongoing issues that had been identified by the Rail Crossing Task Force chaired by Mayor McDermott. On NIRPC's behalf, a letter was sent to our congressional representatives

regarding the provisions that were in the House's proposed transportation bill that spoke to the specific rail crossing issues, suggesting that those provisions get carried over into the Senate's version. Further, Senator Braun's office noted he was attempting to introduce a bill to increase funding for railroad crossings. Ty will follow-up if the bill materializes.

Ty noted that NIRPC's Notice of Funding Availability (NOFA) was released on September 11 and will close on October 21. The NOFA is for projects that will run through NIRPC in 2025 and 2026. The NOFA virtual workshop was scheduled for September 29 at 9:30 a.m. Charles Bradsky is the point of contact for questions and assistance for project funding applications.

Though not funded through NIRPC, INDOT's Community Crossings call for projects has been released and applications can be submitted from September 25 thru October 23, 2020. Ty Warner thanked INDOT for continuing to offer this program.

Ty shared that NIRPC received an award from the American Planning Association's Indiana Chapter for outstanding transportation planning for *NWI 2050*, and thanked the Commission and staff for their work on this extensive planning document and vision for Northwest Indiana.

Environmental Management Policy Committee - Bill Emerson

Bill Emerson reported the EMPC met on September 3, 2020 and discussed the Indiana University Environmental Resilience Institute program in detail. This program will have a great impact on communities, it is cost effective, and it is felt that NIRPC is the appropriate body to support this program.

Kathy Luther stated she was approached last fall about the possibility of sponsoring a regional application for the Indiana University Environmental Resilience Institute intern program. This program allows communities to apply for a partially subsidized intern to conduct a greenhouse gas inventory for their community. Kathy informed them NIRPC could consider the activity but would need local government support in the form of political will, staff support, and financial resources. Kathy was notified last month with resolutions of support from Lake and LaPorte counties demonstrating political will to do this project. NIRPC staff has met with group members, regional partners such as SSCC, and the Environmental Resilience Institute. The EMPC recommends Resolution #20-24, authorizing NIRPC to apply for the program if they receive letters of commitment from at least three, and preferably five, local governments. Applications are due December 2, 2020 with commitment letters needing to be submitted by November 27. The total cost of each intern would be a \$1,500 stipend, an estimated cost of \$2,760 for NIRPC's administrative costs and an additional fee of \$200-\$300 (depending on the size of the community) for access to the database portal. The cost of the intern stipend and NIRPC's administrative costs would be pro rata. On motion by James Ton and second by Greg Stinson, the Executive Board voted to approve Resolution #20-24. With Tom Dermody, Michael Griffin, Richard Hardaway, Justin Kiel, Tom McDermott, Greg Stinson, James Ton, and George Topoll voting in the affirmative, and no one voting in the negative, the motion passed. Michael Griffin thanked the members of the EMPC and Kathy Luther for their efforts in bringing this resolution before the Executive Board and asked the Commissioners to follow up with their communities.

Finance & Personnel Committee - Richard Hardaway

Richard Hardaway reported the Finance & Personnel (F & P) Committee met this morning to review the financial reports, claims registers, and the bank reconciliations for July and August 2020. There are two actions for consideration that come highly recommended by the F & P Committee. Gabrielle Biciunas presented on Resolution #20-25. This resolution is to amend the management plan for the LaPorte County Revolving Loan Fund (RLF) to relax certain policies and provide greater flexibility of the program to help address impacts of COVID-19 on small businesses. The LaPorte County RLF Board and the EDA have approved the management plan amendment. Gabrielle also presented on Resolution #20-26. This resolution is to adopt the management plan for a Regional RLF for Lake, Porter, and LaPorte counties under the CARES Act. The EDA has awarded NIRPC \$583,000 to capitalize and administer an RLF to make loans available to the small businesses within NIRPC's three-county region that have been impacted by the coronavirus. As a designated EDD, this new regional RLF program will further support and enhance the economic development efforts within our region. Under the matters of the Consent Agenda, and the Chairman receiving a motion by Richard Hardaway and second by George Topoll, the Executive Board voted to approve Resolution numbers 20-25 and 20-26 and roll call was taken by Candice Eklund for these two resolutions. No Commissioners requested an agenda item to be voted on

separately. With Tom Dermody, Michael Griffin, Richard Hardaway, Justin Kiel, Tom McDermott, Greg Stinson, James Ton, and George Topoll voting in the affirmative, and no one voting in the negative, the motion passed.

Technical Planning Committee - Kevin Breitzke

The Technical Planning Committee (TPC) met virtually on September 8. Kevin Breitzke stated there were two actions for consideration today and each one comes with a favorable recommendation by TPC.

Scott Weber presented on Resolution #20-22, *MOVE NWI* Congestion Management Program (CMP). *MOVE NWI* is a congestion management process for Northwest Indiana, which is a framework plan on how our region can collectively better manage traffic congestion. The region previously adopted a CMP plan in 2011. A CMP is federally required due to NIRPC managing a region of over 200,000 people – in fact, NIRPC manages a population of over 700,000. *MOVE NWI* had a 21-day public comment period from August 10-31, 2020. No public comments were received. Productive dialogue was held with INDOT, FHWA, and other MPO partners.

Charles Bradsky presented on Resolution #20-23, FY 2020-2024 TIP Amendment #10. NIRPC held the 21-day public comment period from August 14 thru September 4, 2020. No public comments were received. NIRPC also sent the list of projects to the Interagency Coordinating Group (ICG). NIRPC received minor comments from the ICG and approval was given on August 26, 2020. Amendment #10 consists of 17 projects and covers fiscal years 2020-2024, with seven projects having local sponsors and 10 projects being sponsored by the IDNR and INDOT. Under the matters of the Consent Agenda, and the Chairman receiving a motion by James Ton and second by Greg Stinson, the Executive Board voted to approve Resolution numbers 20-22 and 20-23 and roll call was taken by Candice Eklund for these two resolutions. No Commissioners requested an agenda item to be voted on separately. With Tom Dermody, Michael Griffin, Richard Hardaway, Justin Kiel, Tom McDermott, Greg Stinson, James Ton, and George Topoll voting in the affirmative, and no one voting in the negative, the motion passed.

Kevin Breitzke restated the NOFA would be open from September 11 until October 21 and encouraged the engineers representing our communities to attend the virtual workshop on September 29, 2020.

Charles Bradsky presented on the NOFA, stating NIRPC and several working groups met to improve the deficiencies of the previous NOFA and to make overall improvements of the application. Some of the improvements include additional questions relating to project management to avoid future risks, maps now being integrated into the application for ease of use, and being able to upload their project into a Google Form for submission, which will generate an email to both the community and NIRPC staff. Also, additional time will be allotted to topical meetings to review, discuss, and score projects in depth. Kevin Breitzke ended his report thanking staff for their outstanding job in preparing this NOFA. The next TPC meeting will be held on October 6, 2020 at 10:00 a.m.

INDOT - Matt Deitchley

Matt Deitchley, La Porte District Deputy Commissioner, echoed the good news of the Community Crossings program returning September 25 and closing on October 23. Matt encouraged communities to submit their projects and to contact INDOT with any questions.

INDOT is preparing for the winter season and will be installing new equipment on snow plows that will include additional tracking capabilities. In the future, the public will be able to see the path the plows have taken and INDOT will be able to review when plowing took place to help with efficiency and customer service.

Matt noted the work being done on I-65 and I-94 is ahead of schedule and has an estimated completion date of mid-October. Richard Hardaway inquired about the work being performed on the center islands on Broadway Avenue in Merrillville. Greg Stinson thanked INDOT for the work completed on US 20 and Waverly Road and complemented how the work improved traffic and safety.

Announcements

Robert Carnahan stated the 2020 Census ends on September 30. It was noted a representative from Lake County is working to help improve the low submissions and try to make it a success for all communities.

Michael Griffin reminded the Commissioners of the virtual Exit Conference meeting with the State Board of Accounts being held today at 11:30 a.m.

Adjournment

Hearing no other business, Michael Griffin adjourned the meeting at 10:26 a.m.

Michael thanked the Commissioners for the time and service they exhibit and present to their local communities and for the time they commit to this regional commission. Michael also thanked the Executive Director and staff at NIRPC for all they do to support the commissioners work in trying to advance the region's interests and creating a better Northwest Indiana.

The Executive Board will meet on October 15, 2020 at 9:00 a.m.

The livestream video recording of this meeting is available on NIRPC's YouTube Channel at <https://www.youtube.com/watch?reload=9&v=yVx1R5u6abk>

NORTHWESTERN INDIANA REGIONAL PLANNING
COMMISSION FINANCE AND PERSONNEL COMMITTEE

September 17, 2020

Google Meet Virtual Meeting – 8:00 a.m.

Members Present

Richard Hardaway, Bob Carnahan, Justin Kiel, George Topoll

Staff and Others Present

Ty Warner, Talaya Jones, Kathy Luther, Lisa Todd, Stephanie Kuziela, Gabrielle Biciunas, Meredith Stilwell, David Hollenbeck

Call to Order

Richard Hardaway called the meeting to order with the Pledge of Allegiance.

Approval of Minutes

The minutes of the July 16, 2020 meeting were presented. Bob Carnahan made motion and Justin Kiel seconded to approve the minutes. A roll call vote was taken with Bob Carnahan, Richard Hardaway and Justin Kiel voting in the affirmative, and no one voting in the negative. Motion passed 3-0. George Topoll was present, but was unable to vote due to technical difficulties.

Review of Financial Status – July 2020

Talaya Jones presented the July 2020 bank reconciliations for the NIRPC general account and the Revolving Loan Fund (RLF) account. The general account beginning balance from 7/1/2020 was \$794,613.57 with a closing balance of \$1,245,869.13 as of 7/31/2020. The RLF account beginning balance from 7/1/2020 was \$127,940.23 with a closing balance of \$131,429.57 as of 7/31/2020.

Talaya presented the financial status report for category expenditures year to date, July 2020.

\$750,895 has been expended of the \$1,489,490 Salaries budget. \$289,510 has been expended of the \$574,817 Fringe Benefits budget. \$159,485 has been expended of the \$280,297 Occupancy budget. \$33,903 has been expended of the \$78,840 Maintenance budget. \$68,890 has been expended of the \$196,750 Departmental budget. \$206,362 has been expended of the \$884,465 Contractual budget. \$350 has been expended of the \$100,000 Capital Outlays budget. Total General Fund expenditures were \$1,509,396 of the \$3,604,659 budgeted. \$200 has been expended of the \$85,000 LaPorte Revolving Loan Fund budget. \$1,754,014 has been expended of the \$2,440,988 Transit Capital Fund budget. \$1,297,427 has been expended of the \$4,389,036, 2019 Transit Operating Fund budget. Year to date, all categories are under budget, with total expenditures of \$4,561,036 of the \$10,519,683 budgeted, \$5,958,647 under budget.

Talaya presented the year to date July 2020 expended by category chart. 50% of the expended budget was salaries, 19% fringe benefits, 14% contractual, 11% occupancy, 4% departmental and 2% maintenance.

Talaya presented the year to date July 2020 budget vs. actual revenue report. \$366,669 of the \$540,271 county appropriations budget has been collected. \$164,505 of the \$869,119 federal agencies budget has been collected. \$969,371 of the \$1,935,395 state agencies budget has been collected. \$15,181 of the \$44,694 local agencies budget has been collected. \$743 of the \$135,318 non-governmental funds budget has been collected. \$0 of the \$70,000 Economic Development District budget has been collected. \$4,294 of the \$9,682 interest income budget has been collected. Justin Kiel questioned the timing of Economic Development District collections. Talaya indicated there will be collections in September.

Talaya presented the year to date revenue by funding source as of July 31. 64% of collected revenue has been from state agencies, 24% from county appropriations, 11% from federal agencies and 1% from local agencies.

Approval of Claims Register – July 2020

Talaya presented the July 2020 claims register totaling \$372,818.96 to the Committee for approval. Bob Carnahan made motion and Justin Kiel seconded to approve the claims register. Bob Carnahan questioned a \$44.64 service fee payment. Talaya explained it was a bank service charge. A roll call vote was taken with Bob Carnahan, Richard Hardaway, Justin Kiel and George Topoll voting in the affirmative, and no one voting in the negative. Motion passed 4-0.

Review of Financial Status – August 2020

Talaya Jones presented the August 2020 bank reconciliations for the NIRPC general account and the Revolving Loan Fund (RLF) account. The general account beginning balance from 8/1/2020 was \$1,245,869.13 with a closing balance of \$1,582,046.34 as of 8/31/2020. The RLF account beginning balance from 8/1/2020 was \$131,429.57 with a closing balance of \$137,432.15 as of 8/31/2020.

Talaya presented the financial status report for category expenditures year to date, August 2020. \$769,971 has been expended of the \$1,489,490 Salaries budget. \$334,783 has been expended of the \$574,817 Fringe Benefits budget. \$181,787 has been expended of the \$280,297 Occupancy budget. \$39,316 has been expended of the \$78,840 Maintenance budget. \$90,999 has been expended of the \$196,750 Departmental budget. \$214,162 has been expended of the \$884,465 Contractual budget. \$6,736 has been expended of the \$100,000 Capital Outlays budget. Total General Fund expenditures totaled \$1,637,755 of the \$3,604,659 budgeted. \$200 has been expended of the \$85,000 LaPorte Revolving Loan Fund budget. \$1,754,014 has been expended of the \$2,440,988 Transit Capital Fund budget. Year to date, all categories are under budget, with total expenditures of \$4,561,036 of the \$10,519,683 budgeted, \$5,958,647 under budget.

Talaya presented the year to date August 2020 expended by category chart. 48% of the expended budget was salaries, 21% fringe benefits, 14% contractual, 11% occupancy, 6% departmental and 2% maintenance.

Talaya presented the Coronavirus Aid, Relief and Economic Securities (CARES) Act budget to actual expenditures year to date, August 2020. Per the State Board of Accounts, the CARES Act and general funds must be reported separately. \$80,797 of the \$236,733 has been expended of the Salaries budget. \$0 of \$5,000 contractual, RLF Services, budget has been expended. \$0 of the \$25,000 departmental, PPE Supplies, budget has been expended. Talaya noted funds have been expended in the PPE Supplies budget, but they are still reflected in the general funds supply budget and have not been transferred yet. \$2,160 of the \$165,000 Capital Outlays, Furniture and Equipment, budget has been expended. Total General Fund Expenditures of \$82,957 had been expended from the \$431,733 budget. \$0 for the \$583,000 CARES Revolving Loan Fund budget has been expended. \$2,065 of the \$1,219,972 CARES Transit Capital Fund budget has been expended. \$1,092,610 of the \$4,314,322 CARES Agency Fund has been expended.

Talaya presented the year to date August 2020 budget vs. actual revenue report. \$366,669 of the \$540,271 county appropriations budget has been collected. \$172,339 of the amended \$539,733 federal agencies budget has been collected. \$1,118,692 of the \$1,935,395 state agencies budget has been collected. \$15,181 of the \$44,694 local agencies budget has been collected. \$7,613 of the \$135,318 non-governmental funds budget has been collected. \$0 of the \$70,000 Economic Development District budget has been collected. \$5,767 of the \$9,682 interest income budget has been collected.

Talaya presented the year to date revenue by funding source chart as of August 31. 66% of collected revenue has been from state agencies, 22% from county appropriations, 10% from federal agencies and 1% from local agencies.

Talaya presented the Coronavirus Aid, Relief and Economic Securities (CARES) Act budget to actual revenue year to date, August 2020. All revenue is federal and is classified as Economic Development

District or FTA. \$176,581 has been collected of the \$604,229 total CARES Act revenue budget.

Approval of Claims Register – August 2020

Talaya presented the August 2020 claims register totaling \$1,633,220.65 to the Committee for approval. Bob Carnahan made motion and Justin Kiel seconded to approve the August 2020 claims register of \$1,633,220.65. A roll call vote was taken with Bob Carnahan, Richard Hardaway, Justin Kiel and George Topoll voting in the affirmative, and no one voting in the negative. Motion passed 4-0.

NIRPC Resolution 20-25 Amending the Management Plan for the LaPorte County Revolving Loan Fund

Gabrielle Biciunas presented Resolution 20-25 to amend the LaPorte County Revolving Loan Fund Management Plan. Under the CARES Act, the Economic Development Administration (EDA) is relaxing certain policies and providing greater flexibility to allow the RLF program to help address the COVID-19 impact on small businesses. The changes were already approved by both the LaPorte County RLF Board and EDA. Justin Kiel asked which policies were being relaxed. Gabrielle explained the 2 requirements being temporarily waived until May 6, 2021 are the requirement to leverage additional capital and the requirement of evidence demonstrating credit is not otherwise available. Bob Carnahan motioned and Justin Kiel seconded to send a favorable recommendation of Resolution 20-25 to the Executive Board for approval. A roll call vote was taken with Bob Carnahan, Richard Hardaway, Justin Kiel and George Topoll voting in the affirmative, and no one voting in the negative. Motion passed 4-0.

NIRPC Resolution 20-26 Adopting a Management Plan for a Regional Revolving Loan Fund for Lake, Porter and LaPorte Counties

Gabrielle Biciunas presented Resolution 20-26 to approve and adopt the Regional Revolving Loan Fund Management Plan for Lake, Porter and LaPorte Counties. NIRPC received \$583k from the EDA CARES Act Recovery Assistance Grant to capitalize and administer a Revolving Loan Fund to make loans available to small businesses that have been impacted by the coronavirus. An approved RLF Management Plan is necessary for the Commission to administer the RLF. Bob Carnahan motioned and Justin Kiel seconded to recommend Resolution 20-26 to the NIRPC Executive Board for approval. A roll call vote was taken with Bob Carnahan, Richard Hardaway, Justin Kiel and George Topoll voting in the affirmative, and no one voting in the negative. Motion passed 4-0.

Personnel updates

Meredith Stilwell reported that NIRPC's Transit Planner, James Winters's, last day was September 4th. Leadership is assessing the position to determine how best to move forward before posting for the job. Ty stated that James was moving to the Economic Development Administration. The Director of Transportation will be posted, but a date for the posting has yet to be determined. NIRPC currently has 2 CARES Act grant funded Economic Development District positions open, the Economic development Specialist and Communications Specialist and the Programming and Grants Assistant position remains open.

Other Business

Ty reminded the Committee that the Executive Board meeting will be a Zoom call and will be accessed using a different link. Richard informed the Committee that there is an exit interview with the State Board of Accounts at 11:30 a.m.

Talaya stated that the 2021 preliminary budget will be presented at the next meeting.

Adjournment

There being no further business, the meeting was adjourned.

**ADDENDUM TO EXECUTIVE DIRECTOR
EMPLOYMENT AGREEMENT**

This addendum to the Executive Director Employment Agreement is entered into the 19th day of November, 2020, by and between the NORTHWESTERN INDIANA REGIONAL PLANNING COMMISSION, hereinafter referred to as "NIRPC", and MR. TYSON WARNER, hereinafter referred to as "Executive Director", for purposes of establishing salary for the Executive Director during the third year (2021) of the current three year executive director employment agreement.

WHEREAS, NIRPC and the Executive Director entered into a three year employment agreement on the 15th day of November, 2018 which established the salary for the first year (2019) of the Executive Director Employment Agreement; and

WHEREAS, NIRPC and the Executive Director are desirous of establishing the Executive Director salary for the third year (2021) of the current Executive Director Employment Agreement.

NOW, THEREFORE, BE IT RESOLVED that the parties to this addendum hereby do mutually agree as follows:

- A. This addendum is intended by the parties so as to establish the Executive Director salary for the third year (2021) of the of the Executive Director Employment Agreement and in so doing comply with Section D of the current Executive Director Employment Agreement which provides that the Executive Director salary for the third year of the agreement shall be determined through discussions with the Executive Director and any salary increases shall be predicated upon positive performance evaluations, availability of funding and the approval of the Full NIRPC Commission
- B. That upon completion of the evaluation and performance criteria, NIRPC and Executive Director have mutually agreed to a 3% salary increase resulting in a 2021 calendar year salary of One Hundred Fifty-Six Thousand Seven Hundred Sixteen Dollars and 56/100 (\$156,716.52). The Executive Director salary increase shall be effective as of January 1, 2021.
- C. Any and all other provisions of the current Executive Director Employment Agreement shall remain in full force and effect unless and until subsequent written modification.

This Addendum establishing an Executive Director salary for calendar year 2021 is approved by the Full Commission of the Northwestern Indiana Regional Planning Commission on this the 19th day of November, 2020.

NORTHWESTERN INDIANA REGIONAL
PLANNING COMMISSION

By: _____
Chairperson

ATTEST:

Tyson Warner



RESOLUTION 20-29

A RESOLUTION OF THE NORTHWESTERN INDIANA REGIONAL PLANNING COMMISSION ADOPTING THE YEAR 2021 APPROPRIATION BUDGETS FOR THE COMMISSION'S GOVERNMENTAL FUNDS

WHEREAS, a budget is required for governmental funds; and

WHEREAS, it is anticipated that sufficient revenues and other financing sources will be available to support the budgets herein proposed; and

WHEREAS, it is the responsibility of the Commission, as a whole, to approve the appropriations budget of the Commission;

NOW THEREFORE BE IT RESOLVED, that the Commission adopt as its Year 2021 budget for the General Fund for the budget identified in Attachment A to this resolution; and

BE IT FURTHER RESOLVED, that the Commission adopt as its Year 2021 budget for the Transit Capital Projects Funds the budget identified in Attachment B to this resolution; and

BE IT FURTHER RESOLVED, that the Commission adopt as its Year 2021 budget for the Transit Operating Projects Funds the budget identified in Attachment C to this resolution; and

BE IT FURTHER RESOLVED, that the Commission adopt as its Year 2021 budget for the Revolving Loan Funds the budget identified in Attachment D to this resolution; and

BE IT FURTHER RESOLVED, that the Finance and Personnel Committee of the Commission be designated to oversee the administration of these budgets within the framework of more detailed budget guidelines it might establish.

Duly adopted by the Northwestern Indiana Regional Planning Commission this 19th day of November 2020.

Michael Griffin
Chairperson

ATTEST:

Justin Kiel
Secretary

2021 BUDGET

10/15/2020

NORTHWESTERN INDIANA REGIONAL PLANNING COMMISSION

2021 GENERAL FUND APPROPRIATIONS BUDGET

PERSONNEL - SALARIES	1,565,254
PERSONNEL - FRINGE BENEFITS	629,254
OCCUPANCY	286,690
EQUIPMENT SERVICE/MAINTENANCE	85,006
DEPARTMENTAL	442,223
CONTRACTUAL	1,978,347
CAPITAL OUTLAYS - Equipment & Furniture	180,000
TOTAL FUND BUDGET	5,166,775

ATTACHMENT B

NORTHWESTERN INDIANA REGIONAL PLANNING COMMISSION

2021 TRANSIT CAPITAL PROJECTS FUND APPROPRIATIONS BUDGET

CAPITAL OUTLAYS - TRANSIT EQUIPMENT	3,297,959
CARES ACT 2020 CAPITAL OUTLAYS - TRANSIT EQUIPMENT	1,008,732
TOTAL FUND BUDGET	4,306,691

ATTACHMENT C

NORTHWESTERN INDIANA REGIONAL PLANNING COMMISSION

2021 TRANSIT OPERATING PROJECTS FUND APPROPRIATIONS BUDGET

OTHER SERVICES AND CHARGES	4,460,765
OTHER SERVICES AND CHARGES- CARES ACT 2020	2,694,048
TOTAL FUND BUDGET	7,154,813

ATTACHMENT D

NORTHWESTERN INDIANA REGIONAL PLANNING COMMISSION

2021 LAPORTE COUNTY REVOLVING LOAN FUND APPROPRIATIONS BUDGET

OTHER SERVICES AND CHARGES	100,000
TOTAL FUND BUDGET	100,000

2021 CARES ACT 2020 REVOLVING LOAN FUND APPROPRIATIONS BUDGET

OTHER SERVICES AND CHARGES	530,000
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NIRPC FY 2021 Budget

	<u>FY 2020 Budget</u>	<u>FY 2021 Budget</u>	<u>Change %</u>
REVENUES			
COUNTY APPROPRIATIONS	540,271	540,271	
FEDERAL AGENCIES	869,119	1,994,419	
STATE AGENCIES	1,955,395	2,504,813	
LOCAL AGENCIES	44,694	37,050	
NON-GOVERNMENTAL	85,318	52,338	
INTEREST INCOME	9,862	37,885	
TOTAL REVENUES	3,504,659	5,166,775	32%
EXPENDITURES			
SALARY			
FRINGE BENEFITS	1,476,381	1,565,254	6%
FICA CONTRIBUTIONS	112,943	119,742	
WORKERS COMPENSATION	7,000	9,500	
UNEMPLOYMENT COMPENSATION	2,000	3,000	
PERF CONTRIBUTIONS	186,983	200,012	
HEALTH INSURANCE	220,000	230,000	
LIFE & DISABILITY INSURANCE	24,000	24,000	
ICMA CONTRIBUTIONS	25,000	23,000	
STAFF DEVELOPMENT	20,000	20,000	
	597,926	629,254	5%
OCCUPANCY			
OFFICE LEASE	225,500	231,000	
PROPERTY INSURANCE	6,500	6,500	
BUILDING MAINTENANCE	18,540	18,540	
UTILITIES	29,757	30,650	
	280,297	286,690	2%
EQUIPMENT SERVICE/MAINTENANCE			
COPIER LEASING/MAINTENANCE	19,400	20,370	
COMPUTER SERVICE	40,440	43,736	
TELEPHONE & INTERNET SERVICE / MAIN.	18,000	18,900	
OTHER EQUIPMENT MAINTENANCE	1,000	2,000	
	78,840	85,006	7%
DEPARTMENTAL			
COMMISSION/EXECUTIVE DIRECTOR	41,500	41,500	
PLANNING	60,000	299,000	
SUBGRANTEE MANAGEMENT	15,000	25,000	
ENVIRONMENTAL PROGRAMS	28,650	25,255	
PARTNER AGENCIES	1,000	1,000	
ALLOCATED FUNCTIONS	28,000	28,000	
ENVIRONMENTAL PROMOTIONS	15,600	3,700	
ECONOMIC DEVELOPMENT DISTRICT	-	11,768	
GENERAL USE SUPPLIES	7,000	7,000	
	196,750	442,223	56%
CONTRACTUAL			
LEGAL SERVICES	19,800	22,200	
AUDIT & ACCOUNTING	22,000	38,000	
LA PORTE RLF SERVICES	2,000	2,000	
TRANSIT OVERSIGHT	11,300	17,347	
ENVIRONMENTAL CONTRACTS	529,374	837,300	
PLANNING	-	320,000	
ALTERNATIVE FUEL	70,991	-	
BOARD DEVELOPMENT	2,000	2,000	
ECONOMIC DEVELOPMENT DISTRICT	70,000	-	
ECONOMIC DEVEL DISTRICT RLF-CARES ACT	-	550,000	
ECONOMIC DEVEL DISTRICT INSTITUT- CARES ACT	-	136,000	
ORGANIZATIONAL DEVELOPMENT	2,000	2,000	
E-TIP	45,000	51,500	
	774,465	1,978,347	61%
FURNITURE & EQUIPMENT	100,000	180,000	44%
TOTAL EXPENSES	3,504,658	5,166,775	32%
FUND BALANCE - ENDING	(0)	0	

NIRPC FY 2019 Revenue Detail

COUNTY APPROPRIATIONS

LAKE COUNTY	347,204
PORTER COUNTY	115,040
LA PORTE COUNTY	78,027

TOTAL **540,271**

FEDERAL AGENCIES

FTA OVERSIGHT	357,000
FTA CAPITAL	141,700
USDA FOREST SVC	55,000
BROWNFIELD GRANT	429,517
HOBART ZONING PROJECT	30,000
EDD	917,822
CAWS GLC	63,380

TOTAL **1,994,419**

STATE AGENCIES

INDOT PL 2020	559,000
INDOT PL 2021	768,000
INDOT PL 2022	766,313
STBG	51,500
CMAQ 2021	360,000
CMAQ - FUEL	-

TOTAL **2,504,813**

LOCAL AGENCIES

CITY of PORTAGE	1,800
KRBC	24,000
PARTNERS for CLEAN AIR	10,500
FORUM	750

TOTAL **37,050**

NON-GOVERNMENTAL

CALUMET LAND CONSERVATION PARTN.	48,500
ROOM RENTAL INCOME	1,838
SHARED ETHICS ADVISORY COMMISSION	2,000

TOTAL **52,338**

INTEREST INCOME

BANK INTEREST INCOME	3,000
RLF INTEREST INCOME	34,885

TOTAL FY 2020 REVENUE **5,166,775**

NIRPC FY 2021 Budget

	Grant	Federal	Req. Match	Total
Architectual Services	X012	16,000	4,000	20,000
Ticket Kiosks and On-Board fare boxes	X012	13,920	3,480	17,400
Security Cameras	X667	16,320	4,080	20,400
Vehicles (2)	X667	110,500	19,500	130,000
Security Camera & Lighting	2016-033	100,000	25,000	125,000
TOD Ground Improvements	2016-033	100,000	25,000	125,000
Support Vehicle	2016-033	28,000	7,000	35,000
Computers/Sound System	2016-033	25,082	6,271	31,353
Support Equipment	2016-033	2,800	700	3,500
Support Vehicle	2017-028	44,000	11,000	55,000
Rehab/Renovate - Admin Facility	2017-028	19,200	4,800	24,000
Replace 3 Revenue Vehicles	2018-026	276,000	69,000	345,000
Replace 2 Revenue Vehicles	2018-026	176,000	44,000	220,000
Replace 1 Communter Vehicle	2018-026	637,500	155,000	792,500
Replace 2 Revenue Vehicles	2019-029	140,800	35,200	176,000
Replace Staff Computers	2019-029	80,000	20,000	100,000
Replace 4 Communter Vehicle	2019-029	59,857	19,952	79,809
Associated Transit Improv	2019-029	220,000	55,000	275,000
Tablets and Vehicle Devices	2019-029	3,600	900	4,500
Office Computer Equipment	2019-029	2,800	700	3,500
Office Computer Equipment	2019-029	5,200	1,300	6,500
Replace ChicaGO Dash	2019-029	637,500	159,375	796,875
Replace 2 Vehicle	2019-030	168,000	42,000	210,000
Replace 1 Vehicle	2019-030	48,000	12,000	60,000
Computers	2019-030	4,800	1,200	6,000
Replace Bus Stop Signs	2019-030	120,000	30,000	150,000
Transit Improvements	2019-030	100,000	25,000	125,000
	TOTAL	<u>3,155,879</u>	<u>781,458</u>	<u>3,937,337</u>
	Contingency			-
	TOTAL BUDGET			<u>3,937,337</u> **

** new projects for 2021 not included

CY 2020 TRANSIT CAPITAL PROJECTS FUND

Subrecipient	Grant	Project	Letting Date	Total	Non-Federal Funds	Federal Funds
NT	2020-039	Replace 2 Revenue Vehicles		\$ 142,080	\$ 23,680	\$ 118,400
TOTAL BUDGET				<u>\$ 142,080</u>		<u>\$ 118,400</u>

CY 2021 CARES ACT 2020 TRANSIT CAPITAL PROJECTS FUND				
Subrecipient	Grant	Project	Total	Federal Funds
OE	CARES Act 2020-014	Bus Rolling Stock (3)	\$ 202,008	\$ 202,008
ECT	CARES Act 2020-014	Bus Washer	\$ 10,000	\$ 10,000
OE	CARES Act 2020-014	Garage Doors	\$ 40,000	\$ 40,000
Valpo	CARES Act 2020-014	Parking lot repair	\$ 100,000	\$ 100,000
ECT	CARES Act 2020-014	Support Vehicle (2)	\$ 110,000	\$ 110,000
NT	CARES Act 2020-014	Misc Support Equipment	\$ 50,000	\$ 50,000
OE	CARES Act 2020-014	Misc Support Equipment	\$ 23,500	\$ 23,500
PC	CARES Act 2020-014	Misc Support Equipment	\$ 50,000	\$ 50,000
Valpo	CARES Act 2020-014	Misc Support Equipment	\$ 14,577	\$ 14,577
ECT	CARES Act 2020-014	Misc Support Equipment	\$ 99,525	\$ 99,525
LCCS	CARES Act 2020-014	Misc Support Equipment	\$ 15,000	\$ 15,000
City of LaPorte	CARES Act 2020-014	Bus Replacements (2)	\$ 143,200	\$ 143,200
City of LaPorte	CARES Act 2020-014	Misc Support Equipment	\$ 150,922	\$ 150,922

TOTAL BUDGET **\$ 1,008,732** **\$ 1,008,732**

CY 2021 TRANSIT OPERATING PROJECTS FUND

	Federal	Req. Match	Total
City of East Chicago			
Preventative Maintenance	231,146	57,787	288,933
Complementary Paratransit	274,662	68,665	343,327
Operating Assistance	186,437	186,437	372,874
Existing Grants	337,216	337,216	674,431
City of LaPorte			
Operating Assistance	238,190	238,190	476,380
Existing Grants	204,640	204,640	409,279
City of Valparaiso			
Capital Cost of Contracting	764,584	185,000	949,584
North Township			
Preventative Maintenance	28,000	7,000	35,000
Operating Assistance	190,000	190,000	380,000
Existing Grants	116,282	116,282	232,564
Opportunity Enterprises			
Preventative Maintenance	102,000	20,400	122,400
Existing Grants	77,615	15,523	93,138
Porter County Community Services			
Preventative Maintenance	95,000	19,000	114,000
Operating Assistance	82,936	82,936	165,872
Existing Grants	280,719	280,719	561,438
Southlake Community Services			
Preventative Maintenance	115,000	23,000	138,000
Operating Assistance	194,960	194,960	389,920
Existing Grants	418,699	418,699	837,397
PMTF Funds (NT,SLCS,PCCS, OE & CV)			
Public Mass Transportation Fund	522,681		522,681
			-
TOTAL	<u>4,460,765</u>	<u>2,646,452</u>	<u>7,107,218</u>

CY 2021 CARES ACT TRANSIT OPERATING PROJECTS FUND

	Federal	Total
City of East Chicago		
Preventative Maintenance	10,000	10,000
Complementary Paratransit	30,000	30,000
Operating Assistance	66,403	66,403
City of LaPorte		
Operating Assistance	52,204	52,204
City of Valparaiso		
Capital Cost of Contracting	1,008,529	1,008,529
Operating	89,729	89,729
North Township		
Preventative Maintenance	10,000	10,000
Operating Assistance	50,000	50,000
Opportunity Enterprises		
Operating Assistance	244,669	244,669
Preventative Maintenance		-
Porter County Community Services		
Preventative Maintenance		-
Operating Assistance	196,499	196,499
Southlake Community Services		
Preventative Maintenance	31,189	31,189
Operating Assistance	382,145	382,145
PMTF Funds (NT,SLCS,PCCS, OE & CV)		-
Public Mass Transportation Fund	522,681	522,681
TOTAL	2,694,048	2,694,048

CY 2021 LAPORTE COUNTY REVOLVING LOAN FUND

	2019 Budget	2020 Budget
New Loans	85,000	100,000
TOTAL	<u>85,000</u>	<u>100,000</u>
TOTAL BUDGET		<u>100,000</u>

LaPorte RLF 2020 Administration Budget

Per RLF Management Plan 50% of interest can be used for Administrative Cost

REVENUES	
RLF INTEREST INCOME	7,800
CLOSING CHARGES	2,000
TOTAL REVENUES	<u>9,800</u>
 EXPENDITURES	
SALARY	
	2,500
FRINGE BENEFITS ALLOC	
	2,025
INDIRECT COST ALLOC	
	2,400
	<u>6,925</u>
 DEPARTMENTAL	
COMMUNICATION	
	365
GENERAL USE SUPPLIES	
	510
	<u>875</u>
 CONTRACTUAL	
LA PORTE RLF SERVICES	
	2,000
	<u>2,000</u>
 TOTAL EXPENSES	 9,800
 FUND BALANCE - ENDING	 <u><u>-</u></u>

CARES ACT RLF 2021 Administration Budget

Per RLF Management Plan 50% of interest can be used for Administrative Cost

REVENUES	
EDD CARES ACT 2020	550,000
RLF INTEREST INCOME	25,085
CLOSING CHARGES	7,000
TOTAL REVENUES	582,085
EXPENDITURES	
SALARY	18,000
FRINGE BENEFITS ALLOC	14,580
INDIRECT COST ALLOC	16,380
	48,960
DEPARTMENTAL	
COMMUNICATION	325
GENERAL USE SUPPLIES	2,800
	3,125
CONTRACTUAL	
LA PORTE RLF SERVICES	530,000
	530,000
TOTAL EXPENSES	582,085
FUND BALANCE - ENDING	-

Technical Planning Committee
Virtual Meeting
Tuesday, September 8, 2020
Minutes

This meeting was convened as an electronic meeting, pursuant to Governor Holcomb's Executive Order 20-04 and 20-09, extended by Executive Order 20-39. All persons were meeting remotely on a Google Meet platform that allowed for real time interaction and supported the public's ability to observe and record the proceedings. When the agenda item was provided for public comment, this was supported as well. A roll call was taken to motion and approve the agenda items.

Kevin Breitzke called the meeting to order at 10:05 a.m. with the Pledge of Allegiance.

Committee members present were Kevin Breitzke (Porter County), Mark O'Dell (Chesterton), David Wright (GPTC), George Topoll (Union Township), Kay Nelson (FORUM), and Kelly Wenger (NICTD).

Others present were Lauri Keagle (SSCC), Beth West (La Porte Transporte), and Joyce Newland (Federal Highway).

Staff present were Mitch Barloga, Scott Weber, Kevin Polette, Candice Eklund, Charles Bradsky, Peter Kimball, and Flor Baum.

The July 7, 2020 meeting minutes were approved on motion by Kay Nelson and second by George Topoll.

Public Comments

No public comments to announce.

Planning

Scott Weber presented on *MOVE NWI* Resolution 20-22. The public comment report was released and made available on August 10 through August 31, and there were no comments received in the 21 days that it was posted. *MOVE NWI* Congestion Management Process (CMP) is a federally required process. The Federal Highway Administration (FHWA) and the Federal Transit Administration (FTA) have recommended the CMP be updated, which was last updated in 2011. *MOVE NWI* will have passively collected data coming from several sources, especially big data as opposed to static data that is currently being used. This will be a shared responsibility between NIRPC and project sponsors. NIRPC will allocate the resources to acquire and maintain the analytical tools used in *MOVE NWI*. The NOFA process will include *MOVE NWI* as an easy-to-understand checklist to determine whether a project is exempt or needs to be screened for CMP compliance. This will apply to three (3) program areas of the NOFA, which is the Roadway Improvement Program, Quality of Place Program, and New Roadway Projects. The committee discussed how frequently *MOVE NWI* CMP will be updated. Scott Weber explained that NIRPC receives a Federal Certification review every four (4) years from Federal Highway and Federal Transit.

Roll call was announced, and the following present members voted to recommend Resolution 20-22: Kevin Breitzke, George Topoll, Mark O'Dell, David Wright, Beth West, and Kelly Wenger. There were no members who opposed. On motion by David Wright and second by George Topoll, the Technical Planning Committee (TPC) unanimously voted to recommend the *MOVE NWI* Resolution 20-22 to The Commission for adoption.

Programming

Charles Bradsky presented on Resolution 20-23; draft changes included in Amendment #10 to the Transportation Improvement Program (TIP). The public comment report was released and made available on August 14 through September 4, and there were no comments received in the 21 days that it was posted. Charles informed the committee of clerical errors in the meeting packet report. The sponsor is La Porte

County on pp. 110 - 111, and the sponsor is Lake County on p. 112. INDOT is not the sponsor. However, the public comment did contain the corrected report. NIRPC sent the list of the projects to the Interagency Consultation Group (ICG) for comments, prior to being posted on their website. NIRPC received minor comments from the ICG and were approved on August 26. This amendment comprises 17 projects covering FY-20 through FY-24. Seven (7) projects have local sponsors and 10 projects were sponsored by Federal or State agencies, IDOT or Federal Lands. Two (2) projects have been added to the TIP for Federal Lands. The City of Gary added PE funds from their construction (CN) funds from their 12-20 project. La Porte County added a project for sidewalks and union mills, and a bridge replacement. Right of Way (ROW) funds were added to the Lincoln Trail extension project from Westville to Purdue Northwest. Lake County had a bridge replacement project. Michigan City eliminated the Woodland Ave project in FY-22. Portage added demonstration funds to the CN project on Crisman Rd. INDOT had 8 projects: Three (3) bridge replacements, one (1) intersection improvement, one (1) overhead sign inspection project, one (1) statewide safety consultation project, and two (2) projects related with the Local Tracks in Gary on Clark Rd. For better maintenance tracking purposes, INDOT has created two DES numbers for every Local Tracks project: one for road work and one for the actual bridge.

Roll call was announced, and the following present members voted to recommend Resolution 20-23: Kevin Breitzke, George Topoll, Mark O'Dell, David Wright, Beth West, and Kelly Wenger. There were no members who opposed. On motion by Kay Nelson and second by George Topoll, the TPC unanimously voted to recommend Resolution 20-23 TIP amendment # 10 to The Commission for adoption.

Charles Bradsky presented on NOFA updates. The NOFA has been posted to the NIRPC website. NIRPC staff has been sending test applications to assure that the process is functioning properly. Comments from the 2018-2019 NOFA were revisited. Meetings with NIRPC staff will continue. A summary spreadsheet will be made available on October 21 to promote transparency. The NOFA workshop will also continue from past practices. A link to the maps needed will be included in every application. An expanded section for bridge rehabilitation is in Roadway Improvement. New bridges will be part of New Roadway. PE and ROW funding will remain at 7%. 5 ½ weeks will be given to submit the application. Committees have three (3) months to review, discuss, and score projects. Contact Charles Bradsky with any questions at cbradsky@nirp.org, or by phone at 219-763-6060.

Topical Committee Reports

Mitch Barloga spoke on the Ped, Pedal, and Paddle Committee (3PC). The October 1 meeting will be postponed to late October, or early November. Eman Ibrahim spoke on the Land Use Committee's (LUC) TOD programming presentation and E-commerce Impacts presentation from their previous meeting. Presentations can be found on the NIRPC website under the Land Use Committee. Charles Bradsky spoke on the TROC newsletter and asked to contact him to be added to the email notification list.

Other Business, Staff Announcements and Upcoming Meetings

Announcements and upcoming dates were shared with the committee.

Upcoming meetings were announced. There was a correction on the meeting date from September 16 to September 17.

Next Meeting

The next Technical Planning Committee (TPC) meeting is slated for Tuesday, October 6, 2020 at 10:00 a.m. at the NIRPC offices.

The meeting concluded at 10:54 a.m.



RESOLUTION 20-27

A RESOLUTION OF THE NORTHWESTERN INDIANA REGIONAL PLANNING COMMISSION TO ADOPT THE E-COMMERCE IN NORTHWEST INDIANA REPORT FOR LAKE, PORTER, AND LAPORTE COUNTIES, INDIANA

November 19, 2020

WHEREAS, the Northwestern Indiana Regional Planning Commission, hereafter referred to as “the Commission”, being designated the Metropolitan Planning Organization (MPO) for the Lake, Porter, and LaPorte County area, has established a comprehensive, cooperative, and continuing transportation planning process to develop the FY 2021-2022 Unified Planning Work Program (UPWP); and

WHEREAS, E-commerce is rapidly changing the face of retail in the world. Traditional big-box competitors are under pressure to reduce delivery lead times in order to increase speed to market, which directly impacts the transportation network. E-commerce is also impacting employment, and job training should be made available to accommodate advances in technology; and

WHEREAS, the further expansion of e-commerce will impact urban logistics and change roadway system use and needs. It will also increase demand on facilities like warehousing, distribution centers, and last mile delivery; and

WHEREAS, this report investigates the impacts of e-commerce on Northwest Indiana and offer recommendations on how best to deal with the rapidly changing retail landscape on land-uses and our transportation network.; and

WHEREAS, the Technical Policy Committee (TPC) has recommended that the Commission approve this E-Commerce in Northwest Indiana report; and

NOW, THEREFORE, BE IT RESOLVED that the Northwestern Indiana Regional Planning Commission hereby adopts the E-Commerce in Northwest Indiana report, and the Commission is authorized to enter into such agreements and contracts as may be required for the implementation of this study.

Duly adopted by the Northwestern Indiana Regional Planning Commission this nineteenth day of November 2020.

Michael Griffin
Chairperson

ATTEST:

Justin Kiel
Secretary



RESOLUTION 20-28

A RESOLUTION OF THE NORTHWESTERN INDIANA
REGIONAL PLANNING COMMISSION TO ADOPT AMENDMENT #3 FOR THE
2021-2022 UNIFIED PLANNING WORK PROGRAM FOR
LAKE, PORTER, AND LAPORTE COUNTIES, INDIANA

November 19, 2020

WHEREAS, the Northwestern Indiana Planning Commission, hereafter referred to as “the Commission,” being designated as the Metropolitan Planning Organization (MPO) for the Lake, Porter, and LaPorte County area, has established a comprehensive, cooperative, and continuing transportation planning process to develop the FY 2021 – 2022 Unified Planning Work Program (UPWP); and

WHEREAS, the preparation of a UPWP is a necessary and required part of the metropolitan area transportation planning process as specified in 23 CFR 450.308; and by its State statutory authority, the Commission is charged with regional planning responsibility for the environment, economic development, and transportation; and

WHEREAS, the work tasks and budgets described within the Commission’s UPWP are in conjunction with the programs and planning emphasis areas of the Federal Highway and Transit Administrations, and significant planning projects in the region by other agencies; and

WHEREAS, federal transportation fund expenses contracted to NIRPC must be adopted into the current UPWP in order to be reimbursed; and

WHEREAS, a balance of \$648,549.24 in Congestion Management and Air Quality, PL/5307 and Surface Transportation Block Grant funds remain in NIRPC’s open Indiana Department of Transportation Purchase Orders; and

WHEREAS, the Technical Planning Committee has recommended that the Commission approve the content of UPWP 2021-2022 Amendment #3;

NOW, THEREFORE, BE IT RESOLVED that the Northwestern Indiana Regional Planning Commission hereby adopts the FY 2021 – 2022 UPWP Amendment #3 and the Commission is authorized to enter into such agreements and contracts as may be required with the funding and administrative agencies for the execution of this UPWP.

Duly adopted by the Northwestern Indiana Regional Planning Commission on this nineteenth day of November, 2020.

Michael Griffin
Chairperson

ATTEST:

Justin Kiel
Secretary

UPWP 2021-2022 Amendment #3

100.1 Planning Management and Administration

TO BE INSERTED ON PAGE 16

Voice to Text transcription

- Purchase of software to facilitate more efficient meeting minute production.

Total Cost	Federal Cost	Local Match-NIRPC
\$ 2,000	\$ 1,600	\$ 400

Budget Line Item: Planning Communications

200.1 Transportation Data Collection

TO BE INSERTED ON PAGE 27

NIRPC Data Bike

- The objective of NIRPC's Data Bike project is to develop a bike-based data-collection vehicle, using an electric-assist bicycle, an iPhone, and an iPhone app designed to detect pavement conditions, and then to collect pavement-condition data for all paved trails within the NW Indiana Greenways & Blueways (G&B) network for NIRPC's use and its and member cities and counties, as well as partner organizations. This data will help inform a long-term maintenance strategy for the G&B network.

In addition to collecting pavement-condition data, the Data Bike will be used for other valuable purposes to benefit the users of the trail system, as well as the government and nonprofit entities that maintain them. These include collecting Google Street View images for all of the trails in the region using a Samsung Gear 360, as well as collecting geocoded imagery of trail conditions using a GoPro camera.

Total Cost	Federal Cost	Local Match-NIRPC
\$5,500	\$ 4,400	\$ 1,100

Budget Line Item: Planning Equipment

Advanced Trail Counters

- Distribution of advanced trail counters throughout the entire NIRPC region to gauge the number of users accessing trail facilities. Counters will be placed along both paved and natural surfaces, providing data on both pedestrian and bicycle usage NIRPC will collect the data and provide results to participating communities.

Counters include solid state boxes which are mobile, as well as post and loop systems which involve installing sensors into the trail surface, which delineate between both pedestrians and bicyclists.

Information gleaned from the counter data will provide municipal decision-makers with the tools to target investments in the right projects and making certain that these investments are equitable. Emergency services will also be benefited by providing them data on high-use trail segments.

Total Cost	Federal Cost	Local Match - LPAs
\$ 75,000	\$ 60,000	\$ 15,000
Up to \$ 375,000	\$ 300,000	\$ 75,000

NIRPC Budget Line Item: Planning Equipment (\$28,500 for 5 fixed counters) & Planning Communication (up to \$300,000 for mobile counters)

200.2 Data Analysis and GIS Support Services

TO BE INSERTED ON PAGE 29

ArcOnline Projects

- Purchase additional ESRI credits to increase capacity for geographic data display and storymaps.

Total Cost	Federal Cost	Local Match - NIRPC
\$ 500	\$ 400	\$ 100

Budget Line Item: Planning Communications *ongoing annual cost to budget

200.3 Performance-based Planning Activities

TO BE INSERTED ON PAGE 29 OR 31

Tableau software

- Purchase Tableau software to better manage "big" datasets and build a performance-based planning dashboard with visualization capabilities. Numerous other Indiana MPOs and INDOT use Tableau (i.e. MACOG and INDOT).

Total Cost	Federal Cost	Local Match - NIRPC
\$ 948	\$ 754	\$ 128

Budget Line Item: Planning Communications *ongoing annual cost to budget

200.5 Travel Demand Modeling

TO BE INSERTED ON PAGE 35

Travel Demand Model Update

- Update the Travel Demand Model based on 2018-2019 Household Travel Survey.

Total Cost	Federal Cost	Local Match - NIRPC
\$70,000	\$56,000	\$14,000

Budget Line Item: Planning Contractual

300.2 TIP Management

TO BE INSERTED ON PAGE 45

RTIP Redesign

- NIRPC will work with Indianapolis MPO to develop an on-line TIP that will coordinate with the system INDOT is developing.

Total Cost	Federal Cost	Local Match - NIRPC
\$ 50,000	\$ 40,000	\$ 10,000

Budget Line Item: Planning Contractual

400.5 Transportation and Environmental Linkages

TO BE INSERTED ON PAGE 61

Transportation Infrastructure Vulnerability Assessment

- Transportation Infrastructure Vulnerability Assessment NIRPC will procure a contractor to initiate vulnerability assessment study.

Total Cost	Federal Cost	Local Match - NIRPC
\$75,000	\$ 60,000	\$ 15,000

Budget Line Item: Planning Contractual

500.1 Active Transportation Planning

TO BE INSERTED ON PAGE 125

USBR Signage

- Purchasing of placards marking the United States Bicycle Routes (USBR) 35, 36 and 37 in the NIRPC region. These will include north, south, east and west, plus arrow placards as well. The signs will be fabricated to MUTCD roadway standards for color and reflectivity.

Total Cost	Federal Cost	Local Match - NIRPC
\$8,000	\$ 6,400	\$ 1,400

Budget Line Item: Planning Communications

600.1 Special Planning Initiatives

TO BE INSERTED ON PAGE 69

E. commerce Sub-Area Planning

- E-Commerce study driven Sub-Area Redevelopment Plan for Merrillville at 61st.

Total Cost	Federal Cost	Local Match - LPA
\$75,000	\$60,000	\$ 15,000

Budget Line Item: Planning Contractual

Old Plank Road Trail Study

- This project will assess the feasibility of extending the Old Plank Road Trail from its current terminus in Chicago Heights, east through the Villages of Ford Heights, Sauk Village, and Lynwood and Towns of Dyer and Schererville, to connect to the Pennsy Greenway in Indiana. The purpose of the study is to evaluate and identify preferred trail alignments, including the land adjacent to the Canadian National rail corridor, and develop a scope of work that can be carried forward for further development. The recommendations will be based on engineering analysis, as well as stakeholder and community input and preferences, and will lay the basic groundwork for a finance strategy, railroad agreements, cost of preliminary engineering, design and engineering, right-of-way acquisition, and phased construction of the trail extension.

In September of 2020, the Village of Sauk Village received an Invest in Cook County grant for \$300,000 to complete work on the study in Illinois. As part of their application, letters of support were submitted by NIRPC, and both Schererville and Dyer. This request aims to provide up to \$50,000 for work to include the Indiana portion of this project scope.

Total Cost	Federal Cost	Local Match – NIRPC
\$ 50,000	\$ 40,000	\$ 10,000

Budget Line Item: Planning Contractual

800 NIRPC Programs

800.1 e-TIP

TO BE INSERTED ON PAGE 74

- Ongoing Contract for Software as a Service from Eco-Interactive for rTIP in SFY 2021.

Total Cost	Federal Cost	Local Match – NIRPC
\$ 3,750	\$ 3,000	\$ 750.00

Budget Line Item: STBG Contractual

800.2 Air Quality Public Education

TO BE INSERTED ON PAGE 75

- Complete contractual payments for South Shore Clean Cities and Radio Campaign Contracts initiated in SFY 2020 but running through summer and into fall of SFY 2021.
- Complete Bike Map App, Bike Map Update, and Bike Map paper printing budgeted for in FY2020.

Total Cost	Federal Cost	<u>Local Match</u>		
		NIRPC	2020 approved in-kind	Other
\$ 107,804.08	\$ 86,243.26	\$ 2,204	\$ 3,362	\$15,995

Budget Line Item: Environmental Contractual