

**April 15, 2019, Regular Meeting Minutes
HOBART REDEVELOPMENT COMMISSION**

President Carla Houck called the April 15, 2019, regular meeting of the Redevelopment Commission (RDC) to order at 8:31 a.m. The meeting was held in the City Council Chambers at City Hall. The Pledge of Allegiance was recited. Members present: Carla Houck, Shawn Kelly, Marsha Plesac, Matthew Claussen, Pam Broadaway, and Stuart Schultz. Also present: Denarie Kane, Director of Development; Beth Jacobson, Assistant Director of Development; Anthony DeBonis, City Attorney; Deborah Longer, Clerk-Treasurer; Brian Snedecor, Mayor; Jake Dammarell, Butler Fairman & Seufert (BF&S); and Dawn Hostetler, RDC Recording Secretary.

Under Approval of Agenda, Ms. Kane indicated that circumstances have changed regarding the Replanting of 61st Avenue Median (agenda item #11) and the Authorization to Proceed with Soil Preparation and Dead Plant Removal in 61st Avenue Planters (agenda item #12). She said these items will be discussed; however, the requested actions associated with them may be slightly different than initially anticipated when the agenda was posted. A motion was made by Ms. Plesac to approve the agenda noting that the action plan for agenda items #11 and #12 may be different; seconded by Ms. Broadaway. All ayes; motion carried. (5-0) *(An amendment to the agenda was made later in the meeting.)*

Regarding the Minutes of March 18, 2019, Special Meeting, a motion was made by Ms. Plesac to approve the March 18, 2019, Special Meeting minutes as presented; seconded by Mr. Kelly. All ayes; motion carried. (5-0)

Regarding the Treasurer's Report, the March investment statements for Fund 406 and Fund 410, plus the fund & appropriation reports for Fund 406, Fund 410, and Fund 250 were distributed in the RDC meeting packet. There were no questions regarding the reports.

Under Old Business, the first item was Resolution 2017-01: A Resolution Approving an Interagency Agreement Between the Hobart Sanitary District and the Hobart Redevelopment Commission for the Repayment of RDC Funds Expended on Behalf of the District for the Downtown Sewer Improvement Project to RDC Fund 406. This item remains tabled.

The next item of business was the Five Year Spending Plan. This item remains tabled.

Under New Business, the first item was the Approval of BF&S General Services Agreement Task Order #4 - Downtown/SR130 TIF. Mr. Dammarell stated that this task order is for the work completed by BF&S related to the preparation and administration of contractor quotes for the City Hall streetscape project. He explained that BF&S prepared a total of four (4) Requests for Quotes (RFQ) for this project before an acceptable quote was received. The total not-to-exceed amount for Task Order #4 is \$3,100.00, which is the cost associated with BF&S's time and effort to redo the quote documents for each RFQ.

A motion was made by Mr. Claussen to approve Task Order #4 for a not-to-exceed amount of \$3,100.00; seconded by Ms. Plesac. All ayes; motion carried. (5-0)

The next item of business was the Approval of BF&S General Services Agreement Task Order #7 - 61st Avenue TIF. Mr. Dammarell stated the total not-to-exceed amount for Task Order #7 is \$7,600.00 which has been itemized for each specific item. The first item was for BF&S to assist

**April 15, 2019, Regular Meeting Minutes
HOBART REDEVELOPMENT COMMISSION**

the City's legal team and City staff in the preparation of documents related to the failed plantings in the 61st Avenue medians. The fee associated with this work is a lump sum amount of \$5,000.00. The other items are for BF&S to assist the City with plant selection for an hourly not-to-exceed fee of \$1,500.00, and for BF&S to oversee the installation of the plants for an hourly not-to-exceed fee of \$1,100.00. Mr. Dammarell pointed out that a correction is needed on the task order in which the total not-to-exceed amount was incorrectly listed as \$7,700.00 instead of \$7,600.00.

Ms. Houck asked if T&J Landscaping was a subcontractor selected by the general contractor for this project. Ms. Kane stated that T&J was hired by G.E. Marshall despite the City's discouragement to do so because of previous issues associated with the Festival Park gateway plantings and irrigation installed by T&J. Ms. Houck asked if the City has a choice not to hire them for any future projects. Ms. Kane stated that the contract for the 61st Avenue Phase 3 project was between INDOT and the general contractor G.E. Marshall so the City did not have control of the subcontractors employed. Mr. Dammarell explained that contractors must be pre-qualified to do work on INDOT contracted projects. He said the only recourse the City has moving forward is to petition INDOT not to certify T&J as a qualified contractor. Attorney DeBonis stated that the City did everything lawfully within its power to keep T&J from being hired to do the landscape work for this project, but there are no means by which they could be debarred. Mr. Claussen asked what the approximate cost of the median landscaping will be after legal fees, consultant fees, etc. Ms. Kane estimated that it will cost approximately \$75,000.00 not including the initial planting. Ms. Kane indicated that the City intends to eliminate all landscaping from the future federal contract for the future roundabout project at Marcella Boulevard and instead bid this work using 100% local dollars so the City has more control over the quality of contractors selected. Mr. Dammarell stated that T&J still intends to replace the dead or unacceptable plants outside the median under the 61st Avenue Phase 3 contract.

A motion was made by Mr. Claussen to approve Task Order #7 with noted correction of the not-to-exceed amount of \$7,600.00; seconded by Ms. Broadaway. All ayes; motion carried. (5-0)

Regarding the Ratification of Revised 2018 Redevelopment Commission & Redevelopment Authority Annual Report, Ms. Kane stated that after the RDC approved this report, she was informed by the Clerk-Treasurer that there was an error on page two. She explained that there were two figures missing under section "d" which is the *amount of debt service or lease rental paid in prior year* and the *portion of this amount paid from this TIF allocation area*. The figure of \$269,500.00 was inserted into both fields. The revised page was substituted into the final report and was also distributed to the RDC in the meeting packet. Ms. Longer stated that she will be submitting the information from this report to the Department of Local Government Finance (DLGF) via the Gateway system today which is the deadline. She said that she has been conversing with the DLGF and the State Board of Accounts (SBA) about a glitch in the data entry fields causing the debt figures to be incorrect. However, the DLGF is unwilling to open the additional fields needed to present the information accurately. Ms. Longer said that she will add a note in Gateway explaining that all the requested figures have been entered, but they may be in different fields due to the limitations of the system.

April 15, 2019, Regular Meeting Minutes
HOBART REDEVELOPMENT COMMISSION

Ms. Kane stated that there was some discussion about the Gateway system at the Redevelopment Association of Indiana (RAI) meeting last week at which time she learned that all the information entered into Gateway from 2014 to the present will be viewable this summer for the first time. She said that after the information is released, RAI plans to form a subcommittee with the hopes of meeting with the DLGF to discuss the difficulties that municipalities have had with the Gateway system over the last several years.

A motion was made by Mr. Claussen to ratify the Revised 2018 Redevelopment Commission & Redevelopment Authority Annual Report; seconded by Ms. Plesac. All ayes; motion carried. (5-0)

The next item of business was the Approval of Agenda Item Request Form. Ms. Kane stated that staff has created an agenda item request form similar to that which is used for the Board of Works and City Council meetings. She explained that this form will assist with receiving information from other departments or consultants in a timely manner for staff to review and include on the RDC meeting agendas.

A motion was made by Ms. Broadway to approve the Agenda Item Request Form; seconded by Ms. Plesac. All ayes; motion carried. (5-0)

Regarding the Approval of Prepaid Register of Claims Related to City Hall Tree Grates, Ms. Kane stated that this item should be removed from the agenda because these invoices were received late last week and were therefore included on this meeting's register of claims. A motion was made by Ms. Plesac to amend the agenda to remove the Approval of Prepaid Register of Claims Related to City Hall Tree Grates; seconded by Mr. Kelly. All ayes; motion carried. (5-0)

Regarding the Replanting of 61st Avenue Median and the Authorization to Proceed with Soil Preparation and Dead Plant Removal in 61st Avenue Planters, Ms. Kane requested that these items be discussed concurrently. She said City staff has been working on obtaining quotes from landscape contractors for soil supplementing and the removal of the dead ivy so that this work could be done prior to T&J Landscaping planting the alternative plants in the 61st Avenue median. She stated that at the time this meeting's agenda was posted, she was hopeful that T&J Landscaping would be willing to comply with the terms of the new planting plan which included a one year replacement guarantee. However, upon response from their attorney, it was realized that this was not the case. Ms. Kane stated that it is now necessary to combine the soil supplementing, ivy removal, and the replanting of new alternative plants into a single quote package so the RDC can seek another landscape contractor to do this work yet this spring. BF&S will be asked to prepare the quote documents by means of a task order. She said that the RDC will need to convene a special meeting in early May to award the contract so planting can be done in a timely manner.

A motion was made by Ms. Broadway to authorize the Director of Development to execute a task order (#8) for BF&S to prepare a quote package and assist with obtaining quotes for a not-to-exceed amount of \$4,000.00; seconded by Ms. Plesac. All ayes; motion carried. (5-0)

**April 15, 2019, Regular Meeting Minutes
HOBART REDEVELOPMENT COMMISSION**

The next item of business was the Update Regarding 69th Avenue Project Cost and Utility Cost. Ms. Kane stated that staff, NIPSCO, and BF&S have been working on identifying the cost associated with the utility burial along 69th Avenue. She called attention to a spreadsheet which shows several options for this utility work. She said that currently the RDC has budgeted \$4,100,000.00 in local dollars and \$2,500,000.00 in grant funding from the Regional Development Authority for the 69th Avenue roadway improvement project. Ms. Kane said that the goal is to complete the project in a single construction season for the purpose of cost savings and because of a potential business development that would need the road open by the fall of 2020. She said that although it would be ideal to bury all utilities, this would push road construction into two construction seasons and significantly increase the project cost. She indicated that an alternative is to partially bury the utilities on the east end from the roundabout at Colorado to the Meadows subdivision with the City requiring through Plan Commission action or ordinance that any other overhead utilities in this corridor be located near the railroad tracks so they are not as visible from the road right-of-way. The estimated cost of this alternative is \$989,000.00. Ms. Kane stated that this is the preferred option due to cost savings and because then the road work could be completed by fall 2020. Mr. Dammarell explained that the project would be divided into two phases in which the road construction would start on the west end while the utility burial and relocation work is being done on the east end. Ms. Kane stated that this option would require a contract with NIPSCO in which the City would need to front four fifths (4/5) of the cost. She reminded the Commission that they pledged through the adoption of Resolution 2018-03 to provide local match funds through the issuance of a TIF bond for the Local Trax project. She indicated that it would now be worth exploring the issuance of TIF debt for the 69th Avenue road improvement project in order to preserve the RDC's cash on hand for this utility expense, etc. Ms. Kane stated that Baker Tilly will be presenting the RDC with a revised illustrative bond scenario to show the amount of net bond proceeds that could be realized from a future financing. She said the intention would be to begin the process of bond issuance sometime this summer after further discussion on this topic.

The next item of business was the Approval of Education & Workforce Training Grant Report (#5-2018) – School City of Hobart. Ms. Jacobson stated that this is the fifth report from the School City of Hobart (SCOH) for the 2018 grant. They have indicated in this report that they are expanding access to the *Project Lead the Way Computer Science* courses and are continuing to use the equipment purchased for this program. Ms. Jacobson reminded the Commission that the SCOH has been reimbursed for the expenditures related to this grant.

A motion was made by Mr. Kelly to approve the Education & Workforce Training Grant Report (#5-2018) from the SCOH; seconded by Ms. Broadway. All ayes; motion carried. (5-0)

Regarding the Approval of Education & Workforce Training Grant Report (#3-2018) – Merrillville Community School Corporation, Ms. Jacobson stated that this is the third report from Merrillville Community School Corporation (MCSC) for the 2018 micro-grant. They have indicated in this report that students are continuing to learn how to properly use the cameras purchased for the *Keeping Traditions Alive with Photography* program. Ms. Jacobson reminded the Commission that the MCSC has been reimbursed for the expenditures related to this grant.

**April 15, 2019, Regular Meeting Minutes
HOBART REDEVELOPMENT COMMISSION**

A motion was made by Ms. Plesac to approve the Education & Workforce Training Grant Report (#3-2018) from the MCSC; seconded by Ms. Broadaway. All ayes; motion carried. (5-0)

Regarding the Approval of Education & Workforce Training Grant Report (#1-2019) – School City of Hobart, Ms. Jacobson stated that this is the first report from the SCOH for their 2019 grant for their *Brickies Tynker with Spheros* program. They have indicated in this report that they have purchased, but not yet paid for, the Tynker subscription. They are in the process of training teachers on how to use the Tynker program; however, several teachers have already begun to incorporate the program into their lesson plans in which more than 200 student projects are currently in progress.

A motion was made by Ms. Plesac to approve the Education & Workforce Training Grant Report (#1-2019) from the SCOH; seconded by Mr. Kelly. All ayes; motion carried. (5-0)

Regarding the Approval of Education & Workforce Training Grant Report (#1-2019) – Merrillville Community School Corporation, Ms. Jacobson stated that this is the first report from the MCSC for their 2019 grant for the *Union Construction Trades in the Real World with Technology* program. They have indicated in this report that they have purchased the Delmar online training simulator through which the students are learning how to properly frame a wall and install the electrical components. Ms. Jacobson noted that the MCSC has spent just over half of the grant amount that was awarded to them for this program.

A motion was made by Ms. Plesac to approve the Education & Workforce Training Grant Report (#1-2019) from the MCSC; seconded by Ms. Broadaway. All ayes; motion carried. (5-0)

Ms. Kane reviewed the invoices on the Register of Claims. She stated that invoice 960080 from Urban Accessories is for the tree grates and frames in front of City Hall which have been delivered; however, they were unable to be offloaded at the Parks Department as originally arranged. She explained that invoice 960121 from Urban Accessories is for reconignment and retagging fees for the tree grates and frames to be reshipped to Public Works instead of the Park Department. Invoice 84673A from Butler, Fairman, & Seufert, will be submitted to INDOT for 80% reimbursement once it is paid in full. A motion was made by Ms. Broadaway to approve the register of claims in the amount of \$95,344.46; seconded by Ms. Plesac. All ayes; motion carried. (5-0)

<u>Invoice Date</u>	<u>Invoice Number</u>	<u>Claimant</u>	<u>Amount</u>
3/13/2019	84525	BF&S	\$3,825.00
3/13/2019	84526	BF&S	\$55,365.00
3/20/2019	84673A	BF&S	\$22,604.46
4/1/2019	2579	Anthony DeBonis, Jr. & Assoc.	\$90.00
4/1/2019	2580	Anthony DeBonis, Jr. & Assoc.	\$60.00
3/19/2019	960080	Urban Accessories	\$13,112.00
4/5/2019	960121	Urban Accessories	\$288.00
Total:			\$95,344.46

April 15, 2019, Regular Meeting Minutes
HOBART REDEVELOPMENT COMMISSION

Staff Report – Ms. Kane called attention to a task order (#6) from BF&S that she signed under the 61st Avenue General Services Agreement (GSA) for a not-to-exceed amount of \$2,000.00 for the preparation of median planting drawings. She explained that these drawings which illustrate the type, number, size, and location of the plants to replace the ivy in the median of 61st Avenue were needed to include in communication from the City Attorney to the attorney for T&J Landscaping.

Ms. Kane stated that staff has composed a letter to the taxing units advising them of the annual meeting date. She said the letter identifies the following three topics that the RDC is required to report on at this meeting: the RDC's budget with respect to allocated property tax proceeds, the long term plan for the allocation areas, and the impact on each of the taxing units. Ms. Kane said this letter has not yet been sent because she would like the Commission to confirm that this is acceptable. There were no objections from the Commission.

Ms. Kane stated that there was discussion at a recent Board of Works meeting regarding outdoor dining in downtown. She suggested the possibility of exploring a more consistent way to allow fencing for outdoor dining that does not involve drilling into the sidewalks. Ms. Kane wants to explore a stand-alone railing system with bar height counter integrated. The City would own the modular sections that businesses could rent for a modest amount. She said this is not something that could be accomplished for this year, but perhaps for next year's outdoor dining season. Ms. Kane said that she will include a placeholder figure in the five year spending plan for potential expenditures related to construction and design of these railing systems with counter. She said that Board of Works member Rich Lain indicated that he would appreciate some specifics regarding what type of information applicants should be presenting to the Board when seeking approval for outdoor dining. Ms. Kane offered to draft some guidelines as time allows for the Board of Works to critique should they wish to standardize these types of requests.

Ms. Kane stated that a copy of the Arbitrage Rebate and Yield Restriction Analysis prepared by Baker Tilly was distributed to the Commission. She said the report indicates that there is no payment due to the U.S. Department of Treasury at this time.

Ms. Kane stated that Geographic Technologies Group (GTG), the City's Geographic Information System (GIS) consulting firm, recently completed a needs assessment report for each City department which they presented to staff last week. Information from this report was included in the Dropbox for the RDC to review. Ms. Kane stated that GTG is currently under contract with the Hobart Sanitary District (HSD) to pursue only the portions of the GIS strategic plan which can be afforded by the City and HSD for year one of the program. She said that the Economic Development portion of the plan is not scheduled to be implemented until year three of the program which is not soon enough to meet the needs of the department. Therefore, she has asked the City Attorney if it would be a legal use of TIF funds to advance the work associated with the Economic Development section of the GIS plan, and he indicated that it would be. Ms. Kane stated that if the Commission is agreeable, she would like to set aside a placeholder amount of \$20,000.00 to \$40,000.00 (*mostly from Fund 410*) and arrange a contract to advance this work. There were no objections from the Commission.

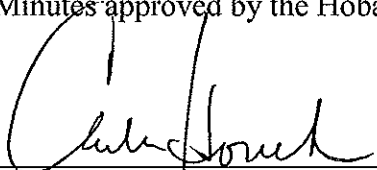
April 15, 2019, Regular Meeting Minutes
HOBART REDEVELOPMENT COMMISSION

Ms. Kane reported that staff will be meeting with BF&S today to discuss the scope of the Marcella Boulevard roundabout engineering contract to be executed by the Board of Works. She said there will likely be a separate contract presented to the RDC for the landscape design and possibly the signage design portion of this project. Ms. Kane stated that although this roundabout will not be built until 2023, she intends to include some placeholder amounts for some of the improvements or design work needed in the spending plan in the years 2022 and 2023. Ms. Kane indicated that she is in the process of working on the five year spending plan for 2019 through 2023. She reminded the Commission that the SR 130/Downtown Redevelopment Plan would need to be officially amended in order for the RDC to acquire specific properties using TIF funds. Ms. Kane asked Attorney DeBonis if the RDC could use TIF money to pay for the demolition of a structure on a property if it were purchased by another City entity. Attorney DeBonis indicated that this would be a legal use of TIF funds. Ms. Kane stated that she will include a budget for demolition of certain downtown structures in the five year spending plan. She said she will also include some placeholder figures for the reconstruction of the Main Street streetscape in the outer years of the five year spending plan. Ms. Kane said that once she has prepared the new five year plan, she will circulate a draft electronically to the RDC for their review.

Adjournment - The meeting was adjourned at 9:34 a.m.

Minutes were prepared by Dawn Hostetler, Clerical Assistant to the Director of Development and Denarie Kane, Director of Development.

Minutes approved by the Hobart Redevelopment Commission on MAY 3, 2019.



Carla Houck, President



Attest: