

September 21, 2020, Regular Meeting Minutes
HOBART REDEVELOPMENT COMMISSION

President Carla Houck called the September 21, 2020, regular meeting of the Redevelopment Commission (RDC) to order at 8:33 a.m. The meeting was held in the City Council Chambers at City Hall and also via Zoom with the public issued a dial-in number to allow listening and participation capabilities. The Pledge of Allegiance was recited. Members present: Carla Houck, Marsha Plesac, Matthew Claussen, Pam Broadaway, and Judy Dunlap (*via Zoom*). Members absent: Shawn Kelly. Also absent: Heather McCarthy, City Attorney. Also present: Beth Jacobson, Director of Development; Anthony DeBonis, RDC Attorney (*via Zoom*); Deborah Longer, Clerk-Treasurer; Phil Gralik, City Engineer; Jake Dammarell, BF&S; and Dawn Hostetler, RDC Recording Secretary.

Under **Approval of Agenda**, a motion was made by Ms. Plesac to approve the agenda as presented; seconded by Ms. Broadaway. All ayes; motion carried. (4-0)

Regarding the **Minutes of August 17, 2020, Regular Meeting**, a motion was made by Mr. Claussen to approve the August 17, 2020, Regular Meeting minutes as presented; seconded by Ms. Plesac. All ayes; motion carried. (4-0)

Regarding the **Treasurer's Report**, the August 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**. Ms. Houck asked if a decision has been made whether or not to remove this item from the agenda. Ms. Jacobson stated that Attorney DeBonis has indicated that he will soon be drafting a resolution to reconcile this matter. Attorney DeBonis stated that he will have the resolution available for the RDC to take action on at their October meeting. This item remains tabled.

Under **New Business**, the first item was **Request for Awning Grant Payment - 313 Main Street, Warren & Helen Engstrom**. Ms. Hostetler stated that the Engstroms have submitted all the necessary reimbursement paperwork including the grant request form, proof of payment in the form of cancelled checks, and final waiver of lien from Merrillville Awning Company. A motion was made by Ms. Broadaway to approve the awning grant payment in the amount of \$1,000.00; seconded by Ms. Plesac. All ayes; motion carried. (4-0)

The next item of business the **Approval of BF&S General Services Agreement Supplement to Task Order #2**. Mr. Dammarell stated that this is Supplement #1 to Task Order #2 under BF&S General Services Agreement (GSA) for the 61st Avenue TIF district. This task order was for the preparation of project budget level cost estimates for improvements to Colorado Street between 61st Avenue and the railroad tracks as well as the intersection of Colorado Street and 61st Avenue. The not-to-exceed fee of \$2,000.00 for Task Order #2 was exceeded by \$485.00. This supplement is needed to amend the not-to-exceed amount to \$2,485.00 to reflect the actual fee to complete this work. A motion was made by Mr. Claussen to approve supplement #1 for task

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order #2 under the 2020 GSA for the 61st Avenue TIF; seconded by Ms. Plesac. All ayes; motion carried. (4-0)

Regarding the **69th Avenue Improvement Project – Status Report (Projects A & B)**, Mr. Dammarell distributed a written status report prepared by BF&S Project Supervisor Brandon Towle. He stated that G.E. Marshall has been making good progress on phase 1 of the road project. He said the sewer work and subgrade treatment are complete, and the stone subbase has been installed. Rieth-Riley has been installing the curb & gutter along with the driveway approaches, and they plan to start the sidewalks today. Mr. Dammarell stated that asphalt paving is anticipated to begin by the end of this week and completed in early October. Hawk Electric is in the process of installing the light pole foundations and conduit simultaneously. NIPSCO is working on phase 2 relocations at 69th Avenue and Colorado Street, and Austgen Electric is in the process of converting overhead services to underground in coordination with NIPSCO.

Regarding the sanitary sewer project, Mr. Dammarell stated that Grimmer Construction has finished all sewer work and is currently on site completing the final grading. Additionally, Walsh & Kelly has repaved the road and driveway approaches on behalf of the City.

The next item of business was the **Approval of Change Order #5 (Conduit Burial) – 69th Avenue Improvement Project (A -Road)**. Mr. Dammarell said this change order is for the installation of approximately 1,818 linear feet of 6-inch PVC conduit as well as the fiberglass sweeps as identified in the drawings provided to G.E. Marshall. He reminded the Commission that this change order was previously discussed in detail, at which time they authorized BF&S to prepare technical drawings for the contractor to provide an estimate for conduit burial. The City is in the process of securing the 15-foot easement along Becknell's 50-acre property in order for this work to be done. The total change order amount is \$54,900.00. Mr. Claussen asked if a decision was made to move forward with this conduit burial. Mr. Dammarell stated that the work has not been done, so RDC will need to decide today whether or not to move forward with this conduit burial.

Mr. Gralik stated that since his last discussion with the RDC, NIPSCO has submitted utility relocation plans for County Line Road, in which they indicated that they would bury the electric lines in that location at their own expense. He explained that it was going to cost more to install aerial lines in this particular corridor because taller poles would be needed to clear the existing light poles. He said that NIPSCO's preference is to bury their utilities, and they will only elect not to bury them in situations when it is less expensive to install overhead. Mr. Gralik indicated that when 3-phase electric is extended along 69th Avenue, it will be more cost-effective for NIPSCO to pull their service cables through existing conduit, so there is a possibility that they would do so at their expense.

Mr. Claussen recalled that the RDC's original intention was to bury the utilities along this corridor, but the plans were modified to install 3-phase electric overhead in order to meet the road construction deadline for Project X. He expressed concern about the possibility of spending another \$350,000.00 to burial utilities in this industrial corridor for aesthetics. He said that he

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does not believe this is a prudent expenditure. Ms. Jacobson pointed out that the conduit and utility burials are bond eligible expenses, and she reminded the RDC that they are required by the terms of the bond to spend the proceeds on specific projects including 69th Avenue. Mr. Claussen stated that the estimated \$400,000.00 to bury the conduit and utilities is an ample amount to solve various budgetary issues with the City's general fund. He said he believes that the RDC should prioritize expenditures. Ms. Broadaway agreed that it would not be wise to spend the additional money to bury the utilities at this time; however, she thinks the RDC needs to be visionary. She said she thinks the conduit should be buried now to be prepared to bury the utilities in the future. She stated that since bond money could be used for this expense, it would not negatively affect the City's general fund. Ms. Houck noted said that the RDC cannot allocate bond money to the general fund. She expressed confidence that the current economic conditions will improve, and she believes the Commission needs to be progressive and forward-thinking. Ms. Houck said that she thinks this is money well spent because she has learned from past experiences where the RDC ultimately spent more money to bury utilities after incurring the expense of installing them overhead. She said that if the amount for utility and conduit burial is in the budget for bond expenditures, she does not see any reason for the RDC not to authorize this work. Ms. Jacobson noted that having the utilities buried along this portion of 69th Avenue will improve service reliability and aesthetics in this corridor, which will be beneficial when competing for a project at Becknell's 50-acre property. A motion was made by Ms. Broadaway to approve Change Order #5 in the amount of \$54,900.00; seconded by Ms. Plesac. Ayes: 3, Nays: 1 (Mr. Claussen); motion carried. (3-1)

Regarding the **Approval of Pay Estimate #4 (G.E. Marshall) – 69th Avenue Improvement Project (A -Road)**, Mr. Dammarell said that this pay estimate is for road improvement work completed by G.E. Marshall between July 26 and September 2. The total amount for pay estimate #4 after the retainage deduction \$450,534.83. A motion was made by Mr. Claussen to approve Pay Estimate #4 (Project A) in the amount of \$450,534.83; seconded by Ms. Plesac. All ayes; motion carried. (4-0)

The next item of business was the **Approval of Pay Estimate #3 (Grimmer) – 69th Avenue Improvement Project (B -Sanitary Sewer)**. Mr. Dammarell stated that the total amount of pay estimate #3 is \$218,713.83, which is also the amount due to Grimmer Construction since the retainage for this project has already been met. A motion was made by Ms. Plesac to approve Pay Estimate #3 (Project B) in the amount of \$218,713.83; seconded by Ms. Broadaway. All ayes; motion carried. (4-0)

Regarding the **2021 Education & Workforce Training Grant & Appointment of Grant Committee**, Ms. Hostetler stated that she will be taking over this grant program for Ms. Jacobson. She indicated that the grant application has been updated to include her name and contact information, and the reference to a "special" meeting of the RDC in the fourth paragraph has been omitted since the Commission now meets on a regular meeting basis. Additionally, the number of reporting periods listed on the reimbursement request form has been reduced from five to four to reflect the four quarters of the grant year. Ms. Jacobson stated that her experience

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has been that the information provided on applicants' fifth report is essentially the same as their fourth report. Ms. Houck agreed that four quarterly reports makes more sense for this grant. The total grant amount will remain at \$30,000.00 for 2021, and the deadline for applications will be November 2, 2020. Ms. Houck asked if the grant application will be posted publicly. Ms. Hostetler stated that it will be posted on the City's website and will be circulated to the same organizations that it has been distributed to in previous years: School City of Hobart (SCOH), Merrillville Community School Corporation (MCSC), River Forest Community School Corporation, the Northwest Indiana Forum, the Center of Workforce Innovations (CWI), the Lake County Economic Alliance (LCEA), and NIPSCO. A motion was made by Mr. Claussen to approve the 2021 Education & Workforce Training Grant as presented; seconded by Ms. Broadaway. All ayes; motion carried. (4-0)

Regarding the appointment of the grant committee, Ms. Houck and Ms. Plesac both offered to serve on this committee, which is needed to review the 2021 grant applications. Attorney DeBonis reminded the RDC that since they will be creating an official committee, so the open meeting law and records act will apply. He said public notice will be needed for any meeting of this committee. Ms. Broadaway asked if an odd number of members is needed in the event of a tie vote. Attorney DeBonis suggested that the RDC also appoint Ms. Hostetler to the grant committee. A motion was made by Mr. Claussen to appoint Ms. Houck, Ms. Plesac, and Ms. Hostetler to the grant committee; seconded by Ms. Broadaway. All ayes; motion carried. (4-0)

The next item of business was the **Review of Housing RFP & Appointment of RDC Representative to Review Committee**. Ms. Jacobson requested that this item be tabled. She explained that soil samples have been ordered, and she would like to include this information in the RFP before issuing it. Mr. Claussen asked if this RFP is comparable to residential RFPs issued by other municipalities. Ms. Jacobson stated that she has studied many other RFPs, but none were exactly identical to the City's objectives. She said that she incorporated aspects from similar RFPs, so it is on par with what she has researched. Mr. Claussen said he wants to avoid a lack of response to the RFP as was the case when issued last year. Ms. Jacobson stated that she believes one reason no responses were received last year was because the RFP was issued to a very limited number of developers. She said she plans to distribute this new RFP through various home builder associations in Northwest Indiana and the Chicagoland area in an effort to open the invitation to more developers. A motion was made by Mr. Claussen to table the Review of Housing RFP & Appointment of RDC Representative to Review Committee; seconded by Ms. Broadaway. All ayes; motion carried. (4-0)

Ms. Jacobson reviewed the invoices on the **Register of Claims**. Invoice 7590 from Grimmer will be submitted for payment after approval by MCD at their meeting on September 28th. A motion was made by Ms. Plesac to approve the register of claims in the amount of \$672,348.66; seconded by Ms. Broadaway. All ayes; motion carried. (4-0)

<u>Invoice Date</u>	<u>Invoice Number</u>	<u>Claimant</u>	<u>Amount</u>
8/12/20	2825	Anthony DeBonis, Jr. & Assoc.	\$780.00
8/12/20	2826	Anthony DeBonis, Jr. & Assoc.	\$390.00
8/12/20	2827	Anthony DeBonis, Jr. & Assoc.	\$540.00

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8/12/20	2828	Anthony DeBonis, Jr. & Assoc.	\$390.00
9/2/20	7590	Grimmer Const.	\$218,713.83
9/3/20	N/A	Warren Engstrom	\$1,000.00
9/8/20	Pay Est. #4	G.E. Marshall	\$450,534.83

Total: **\$672,348.66**

Regarding the **Acknowledgement of Pre-Paid Invoices**, Ms. Jacobson stated that the pre-paid register of claims includes one invoice (Pay Estimate #3) in the amount of \$241,761.42 paid to G.E. Marshall for 69th Avenue road improvement work completed in June and July. She said that the Regional Development Authority (RDA) has reimbursed the RDC for this expense, and the receipt is included in the RDC meeting packet under Staff Report. A motion was made by Ms. Broadaway to acknowledge and affirm the pre-paid register of claims in the amount of \$241,761.42; seconded by Ms. Plesac. All ayes; motion carried. (4-0)

Regarding the **Approval of 2020 Bond Register of Claims**, Requisition No. 12 includes two payments to RDC Attorney DeBonis (Invoices #2829, \$60.00; and 2830, \$750.00) for legal services related to the 69th Avenue project, and one payment to BF&S (Invoice 90250) in the amount of \$13,849.45 for inspection services related to the 69th Avenue project. A motion was made by Ms. Plesac to approve Requisition No. 12 in the amount of \$14,659.45; seconded by Ms. Broadaway. All ayes; motion carried. (4-0)

Staff Report – Ms. Jacobson stated that a copy of the fully executed Audiss landscape agreement was included in the meeting packet for the RDC’s information. She said she anticipates receiving landscape plans from the Audisses for approval by the RDC at their October meeting. The plans will also need to be approved by the City Engineer and the Parks Director.

Ms. Houck suggested that the RDC provide a formal thank you to acknowledge the outstanding job that the Parks Department has done with the plantings throughout the City. She requested any ideas as to how to express the Commission’s appreciation. Ms. Longer suggested sending a letter from the RDC to the Parks Board to be read at their next meeting. Ms. Jacobson said that staff will draft a letter for the Commission’s approval if this is something they wish to do. The RDC concurred.

Ms. Jacobson reported that the RDC has been reimbursed by the RDA for G.E. Marshall pay estimates #1, #2, and #3. She called attention to a receipt in the amount of \$123,411.55 for pay estimates #1 and #2, and another receipt in the amount of \$241,761.42 for pay estimate #3. She said that once payment for pay estimate #4 is received, the total amount received from the RDA will be \$815,707.80 of the total \$2.5 million grant.

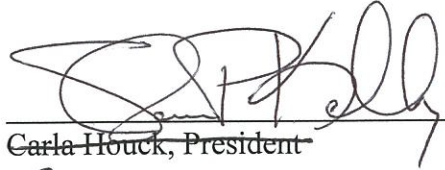
Ms. Hostetler reported that she has been working with Lauren Pacheco, Director of Arts Programming & Engagement at the IUN School of the Arts, to bring a pop-up art event to Hobart this fall. The mobile art installation consists of 8-10 birchwood modular structures to display various mediums of art. She said the plan is to integrate this event with the ribbon cutting ceremony for the 3rd Street Bridge, which is scheduled for Friday, October 16th.

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Adjournment - The meeting was adjourned at 9:20 a.m.


Minutes were prepared by Dawn Hostetler, RDC Recording Secretary.

Minutes approved by the Hobart Redevelopment Commission on 10/19/2020.



Carla Hobuck, President

SHAWN KELLY, VICE-PRESIDENT



Attest: MARSHA PLESAC, SECRETARY