

Minutes

Redevelopment Commission

January 3, 2023

6:00 P.M.

THE REGULAR MEETING OF THE REDEVELOPMENT COMMISSION FOR THE CITY OF CHARLESTOWN WAS HELD ON TUESDAY, JANUARY 3, 2023 AT THE CITY COUNCIL CHAMBERS AT CITY HALL.

Mayor Hodges called the meeting to order at 6:00 P.M. Board members present in person: Mr. Derek Coombs, Mr. John Spencer, Mr. BJ Steele, Ms. Benita Pate and Robert Brooks. Also present was Mayor Treva Hodges, Amy Burnette, Frost Brown Todd LLC, and Jill Saegesser and Evan Shive with The Wheatley Group, LLC.

Nomination and Election of Officers

Mayor Hodges opened the nominations for President. Ms. Pate nominated Derek Coombs, seconded by Mr. Steele. There were no other nominations. Approved 5-0.

Mayor Hodges opened the nominations for Vice President. Mr. Coombs nominated BJ Steele, seconded by Mr. Spencer. There were no other nominations. Approved 5-0.

Mayor Hodges opened the nominations for Secretary. Mr. Steele nominated Benita Pate, seconded by Mr. Coombs. There were no other nominations. Approved 5-0.

Newly elected President Mr. Coombs assumed the role and conducted the rest of the meeting.

Minutes

Mr. Coombs state that the minutes were provided prior to the meeting for review and asked if there were any questions related to the minutes. Mr. Spencer made motion to approve the minutes for the regular meeting held on December 6, 2022, seconded by Ms. Pate. Approved 5-0.

Claims

Mr. Coombs stated that the claims were provided prior to the meeting for review and asked if there

were any questions related to the claims. Mr. Steele made a motion to approve the claims, seconded by Mr. Spencer. Approved 5-0.

Public Comment

None.

The Wheatley Group Report

Jill Saegesser with The Wheatley Group reported the following:

TWG discussed the development of several downtown buildings.

Continued discussions related to fire protection at the Industrial Park. HWC has begun project coordination with the companies and City personnel. The HWC water resources team of engineers has begun developing solutions. HWC has been working with the Indiana American Water staff to obtain the additional information necessary to engineer a proposed solution.

The Charlestown Flats (multi-family project located off of Pike Street) has submitted a tax credit application to IHCDA and has been “assigned” READI funds through the Our SoIN RDA. The developer received approval from the Our SoIN RDA Board at the September 2, 2022 meeting. The formal approval allowed the project to be formally submitted to the Indiana Economic Development Corporation for formal approval of the \$2.4 million grant. The developer should receive notification from IHCDA regarding the award of the tax credits during the first quarter of 2023.

TWG will work with the Clerk/Treasurer’s office at the beginning of 2023 to complete and submit the 2022 Annual Report to the Indiana Department of Local Government Finance.

Old Business

Façade Program – 380 Main Cross Street Update

The improvements to 380 Main Cross Street were completed. The total project improvements was \$12,016.00 and the Commission was presented with the before and after photos of the renovations. The claim in the amount of \$6,008.00 was approved with the claims earlier in the meeting.

Depot Street Revitalization Project

Development Update

Ms. Saegesser stated that both JTL and AFP are working with City planning staff consolidate the parcels. Additional steps are being taken to finalize the updated plat, etc.

Utility Relocation BOT Update

GM Development began work on relocating the utilities. GM Development submitted a request for payment for engineering fees in the amount of \$57,000 after the deadline to process the claims. Mr. Spencer made a motion to approve the pay request in the amount of \$57,000 to GM Development, seconded by Ms. Pate. Approved 5-0.

Madison Street Reconstruction Update

Ms. Saegesser reported that HMB will attend a future Commission meeting to request

authorization to begin the design phase of the project. The timing of the design will be coordinated with the developer's engineers to ensure that the project meets the proposed schedule.

Shadow Lake Project (formerly DCE Quality Court)

Ms. Saegesser read the written update provided by DC Develop as follows:

- Pre-Construction Meeting for the Quality Court portion of the project will be scheduled soon
- Development Team continues to meet with prospective buyers for the sale of industrial land on a weekly basis. Multiple land development meetings scheduled for the first two weeks of the year.
- SR 62/Cristiani Pkwy/Miami Trail Intersection:
 - Preliminary submittal to CSX made on December 13, 2022.
 - Final Construction Plans are to be completed and all permits submitted by February 6, 2023.
 - Construction is anticipated to start in late Spring, pending permit approval.
- Water service to the site made progress in the month of November working with Watson Water and HWC to prepare construction plan documents.
- Hoosier Energy has identified that they have a meeting the week of 1/3/23 to review the proposed substation and begin engineering layout now that their engineer has completed their report.
- The Shadow Lake Team will host an overall Utility Coordination Meeting for both the business park and the SR 62 intersection.

New Business

The Wheatley Group Professional Services 2023 Agreement

Ms. Saegesser presented the proposed agreement for services in 2023, including the transcription of the meeting minutes in the amount of \$80,000.00 plus \$100 for transcription of the minutes per meeting. Mr. Spencer made a motion to approve the agreement with The Wheatley Group, LLC. as presented, seconded by Mr. Steele. Approved 5-0.

Jacobi Toombs and Lanz Professional Services 2023 On-Call Agreement

Mr. Mike Harris with Jacobi Toombs and Lanz presented an on-call agreement for 2023 not to exceed \$30,000.00. Mr. Steele made a motion to approve the agreement with Jacobi Toombs and Lanz as presented, seconded by Ms. Pate. Approved 5-0.

HWC 2023 Professional Services On-Call Agreement

Mr. Chris Gardner with HWC presented an on-call agreement for 2023 not to exceed \$30,000.00. Mr. Spencer made a motion to approve the agreement with HWC as presented, seconded by Mr. Brooks. Approved 5-0.

HWC – The Depot Professional Services Agreement

Ms. Sally Hughes with HWC presented a professional services agreement to assist with design concepts for the City to create a “hang-out” space for young people between the ages of 9-16 years old. Ms. Hughes stated that the scope would include three (3) planning meetings, design concepts for City to implement or bid out, within eight (8) weeks of receiving a notice to proceed. Mayor Hodges added the justification behind the request for the proposal and stated that City forces should be able to complete the work. Mr. Spencer asked what kind of listening sessions were planned. Mayor Hodges stated that the listening sessions would be in the style of an open forum and that the City will use the school’s media classes to reach out, as well as the youth council. The Mayor mentioned that over 600 comments were received during the 5-year Parks and Recreation Master Planning process. Ms. Pate made a motion to approve the agreement with HWC in the amount of \$13,500.00, seconded by Mr. Brooks. Approved 5-0.

HWC Shadow Lake Park Professional Services Agreement

Mayor Hodges and Ms. Sally Hughes with HWC explained the purpose and scope of the proposed professional services agreement for conceptual designs related to Shadow Lake Park. Mayor Hodges stated that this would also include some sort of civic center complex. Mayor Hodges said that she spoke with Ms. Kleinert about the possibility of locating a civic center type complex on the property and she is not opposed to the idea. Mr. Spencer explained that he thought the Shadow Lake Property is a better alternative than previous sites considered. Mayor Hodges also stated that this process helps to meet one of the goals of the City’s 5-Year Parks and Recreation Master Plan. Mr. Steele asked what type of facility is being considered. Mayor Hodges said that the scope/contract will answer that question. Mr. Steele then asked what is the starting point? 10,000 feet? How is this different from the other plan that was completed? Ms. Hughes stated that this will layout what can be done, but will include no architectural plans. Mayor Hodges said that this will provide a layout as to how the property can be utilized with the pond, trails, buildings without an architect’s involvement. Mayor Hodges doesn’t want to begin architectural design until after the City receives more feedback/public input. Mr. Brook made a motion to approve the HWC Shadow Lake Park agreement as presented in the amount of \$22,500.00, seconded by Ms. Pate. Approved 4-1 with Mr. Steele voting against the motion.

Restaurant Revolving Loan Fund

Ms. Saegesser presented a draft of the proposed Restaurant Revolving Loan (RLF) Program. Ms. Saegesser asked if the Commission members would review the proposed program information and get back to her with any suggestions and comments.

Meeting Schedule

Mr. Coombs discussed the 2023 meeting schedule, including conflicts for the first Tuesdays in May, July and November. Alternate dates were discussed and Mr. Coombs asked Ms. Saegesser to adjust the schedule as discussed and send out a revised schedule to each member.

Discussion

There was no discussion.

Adjournment

With no further items to discuss, Mr. Coombs asked for a motion to adjourn. Mr. Steele made a motion to adjourn the meeting, seconded by Ms. Pate. Approved 5-0.

Mr. Derek Coombs, President

Date

Attest:

Ms. Benita Pate, Secretary

Date