

Minutes

Redevelopment Commission

June 7, 2022

6:00 P.M.

THE REGULAR MEETING OF THE REDEVELOPMENT COMMISSION FOR THE CITY OF CHARLESTOWN WAS HELD ON TUESDAY, JUNE 7, 2022 AT THE CITY COUNCIL CHAMBERS AT CITY HALL.

Ms. Ennis called the meeting to order at 6:06 P.M. Board members present in person: Ms. Donna Ennis, Mr. Derek Coombs, Mr. John Spencer, Mr. BJ Steele, and Ms. Benita Pate. Also present was Mayor Treva Hodges, Amy Burnette, Frost Brown Todd LLC, Greg Fifer, Applegate Fifer Pulliam, Paul Wheatley, Jill Saegesser and Evan Shive with The Wheatley Group, LLC.

Minutes

Mr. Spencer made a motion to approve the Minutes for the regular meeting held on April 5, 2022, the Executive Session held on April 25, 2022 and the Executive Session held on May 19, 2022, seconded by Mr. Coombs. Approved 5-0.

Claims

Ms. Ennis stated that the claims were provided prior to the meeting for review and asked if there were any questions related to the claims. Ms. Ennis also stated that we should pull the claim for the Snelling façade from the claims docket for approval until the matter was discussed later in the agenda. Mr. Coombs made a motion to approve the claims, with the exception of the Snelling claim in the amount of \$10,000, seconded by Mr. Spencer. Approved 5-0.

Public Comment

None.

Annual Report Presentation

Ms. Jill Saegesser with The Wheatley Group stated that, as per Indiana Code, that a public presentation of the past years activities related to the activities of the Redevelopment Commission is required. Ms. Saegesser gave the annual report which included the identification of the TIF areas, as well as expenditures, revenues and activities, as submitted to the Department of Local Governmental Finance. Ms. Saegesser asked if there were any questions. Mr. Spencer stated that

he appreciates the presentation as it gives the public a chance to see the activities that the Commission has undertaken within the past year.

The Wheatley Group Report

Ms. Jill Saegesser gave an update regarding the purchase of the former Chase Bank building on the square by LifeSpring Health Systems. The agency is in the process of developing construction plans to remodel/refurbish the facility.

Ms. Saegesser also reported that the title work related to fire suppression pump has been completed. Additional information will be available once HWC is given time to get up to speed with the project to move it forward.

Old Business

Renaissance II Development

Mr. Jason Sams with ARC updated the Commission members on the progress of the Renaissance II Development, which is now additional multi-family housing on property adjacent to the Renaissance I Development. Mr. Sams stated that the project has received all of the entitlement approvals and is ready to move toward construction.

Façade Improvement Program

Ms. Snelling, owner of 318 Main Cross Street, presented her final expenses, as well as before and after photos related to the improvements that were made. Ms. Snelling stated that she expended more than anticipated and asked the Commission to approve the maximum reimbursement in the amount of \$10,000, as opposed to the \$9,000 that was originally approved. Mr. Spencer made a motion to approve the reimbursement of \$10,000 for the façade improvements made at 318 Main Cross Street, seconded by Mr. Coombs. Approved 5-0.

Mr. Gregory, owner of 991 Market Street, requested a six (6) month extension to finish all of the improvements included in the approved façade grant. Mr. Gregory stated that while he has completed the upgrades to the parking lot. In order for the painter to begin/finish the job, there has to be a period where there is no rain. Mr. Spencer made a motion to approve the six (6) month extension for the façade grant awarded to Mr. Gregory at 991 Market Street, seconded by Mr. Steele. Approved 5-0.

Mr. Wingham, owner of 775 Main Street, requested a three (3) month extension to complete the project. Mr. Wingham stated that the tempered glass was received, but there was an issue and it is taking the glass company some time to replace the glass. Mr. Steele made a motion to approve the three (3) month extension for the façade grant awarded to Mr. Wingham at 775 Main Street, seconded by Mr. Spencer. Approved 5-0.

Mr. Baker, owner of 380 Main Cross Street, presented a façade application to provide building repairs, including tuck-pointing, drainage and roofing. The total project cost is estimated at \$12,016, of which \$6,008 will be reimbursed at the completion of the project and submission of the required documentation. Mr. Steele made a motion to approve the façade grant in the amount of \$6,008 for 380 Main Cross Street, seconded by Mr. Spencer. Approved 5-0.

Mayor Treva Hodges presented a façade application for City Hall, 304 Main Cross Street. The structures are technically two separate buildings, therefore the City is requesting \$10,000 for both. The proposed improvements include removing the existing paint and repainting both of the façades, repair the EPDM roof and install new coating on the low-slope building, and install a new roof system over the metal roof building. The total project cost is estimated at \$77,155. The façade grant request is \$20,000. Mr. Spencer asked Mr. Steele his opinion related to the repair of the roof as to whether it is the most effective solution related to time and cost. Mr. Steele stated that the repairs should last if properly maintained. Mr. Spencer made a motion to approve the façade grant in the amount of \$20,000 for 304 Main Cross Street, seconded by Mr. Coombs. Approved 4-0 with Mr. Steele abstaining.

Depot Street Revitalization Project

Ms. Saegesser stated that the details of the development agreement document and other items necessary to proceed with the proposed project are in progress. Mr. Fifer and Ms. Burnette discussed the Conflict Waiver from Frost Brown Todd, LLC. Frost Brown Todd, LLC., represents both parties in other matters and has requested and received a conflict waiver from the developer and presented a similar conflict waiver for approval by the Commission. Mr. Spencer made a motion to execute the conflict waiver as presented by Frost Brown Todd, LLC., seconded by Mr. Coombs. Approved 5-0.

Ms. Saegesser asked the Commission to ratify the temporary right of entry access that was given to the developer to conduct additional soil investigations, etc. Mr. Spencer made a motion to ratify the execution of the temporary right of entry access that was previously signed by Ms. Ennis, seconded by Mr. Coombs. Approve 5-0.

Mike Harris with Jacobi Toombs and Lanz presented a work order for the continuation of the parcel consolidated process within the Depot Street development area. This would include the creation of the necessary plats and exhibits needed to vacate streets and rights of way, as well as clear up any title issues. This documentation will also be used by Mr. Fifer to present to Planning and Zoning and the City Council as appropriate. Mr. Fifer discussed the proposed timeline and stated that the target date to have everything approved is mid-August. Mr. Steele made a motion to approve the work order presented by Jacobi Toombs and Lanz with a not to exceed amount of \$17,000, seconded by Mr. Coombs. Approved 5-0.

A lease extension with the North Clark Outreach Center was presented for review and approval. The proposed multi-family project will be constructed on the property and the developer has asked the City to remove the structure prior to them closing on the property. The current lease was set to expire at the end of June. The extension will allow the occupation of the building until July 31, 2022, at which time the North Clark Outreach Center will vacate the property. Ms. Ruthie Jackson, representing the North Clark Outreach Center, discussed that she had reviewed the lease extension and would vacate the building by July 31, 2022. Ms. Jackson asked that she be allowed to use some of the existing equipment, etc., at her new facility. Ms. Jackson was instructed to get with Ms. Saegesser to discuss the items that she would like to utilize, as well as some scrap materials related to the demolition. Mr. Steele made a motion to execute the lease extension as presented,

seconded by Mr. Spencer. Approved 5-0.

Ms. Saegesser stated the parties have been working on the development agreement. The final changes should be resolved soon. The final draft of the agreement will be circulated to each Redevelopment Commission member to review for 48 hours with any comments submitted to Ms. Ennis. Mr. Spencer made a motion to authorize the President of the Redevelopment Commission to execute the development agreement outside of a meeting upon final review by Mr. Fifer with Applegate Fifer Pulliam, seconded by Mr. Coombs. Approved 5-0.

Ms. Saegesser discussed the need to relocate certain wastewater collection lines that are in conflict with the proposed multi-family development. The proposed method to relocate the lines and demolish those in conflict with the development is to issue a request for proposals to utilize the Build Operate Transfer method to complete the project. Ms. Saegesser discussed the advertising schedule and that the proposals would be due on June 24, 2022 by 2pm EDST via email. Mayor Hodges asked if utilizing this process would delay the project and the answer was no, it won't delay the progress of the project. Mayor Hodges also stated that the City's Sanitary Sewer Board has executed a work order for the design of the SR 62 lift station. Mr. Spencer made a motion to approve the advertisement of the request for proposals to for the utility relocation project, seconded by Mr. Coombs. Approved 5-0.

DCE Quality Court (now Shadow Lake) Project

Ms. Burnette with Frost Brown Todd stated that due to the substantial change in the scope of the project from when the original proposals were received it would be best to re-submit a request for proposals for the work necessary to support the project. The proposals would also be received electronically by June 24, 2022 at 2pm EDST. Mr. Steele made a motion to approve the advertisement of the request for proposals to for the DCE Quality Court (Shadow Lake) Project, seconded by Mr. Coombs. Approved 5-0.

Kleinert Property Donation

Ms. Burnette presented a Conflict Waiver for approval, as Ms. Kleinert is also a client of Frost Brown Todd. Ms. Kleinert has already signed a conflict waiver and has retained separate counsel to review work related to this project. Mr. Spencer made a motion to approve and execute the conflict waiver, seconded by Mr. Coombs. Approved 5-0.

Ms. Burnette also discussed that the donation agreement is being finalized and then the City will be able to schedule and conduct a closing on the property. Ms. Burnette asked that the Redevelopment Commission authorize the President to execute the property donation agreement and the closing documents outside of a meeting. Ms. Burnette added that the City agreed to pay the closing costs related to the project and those are estimated a little less than \$6,000. Mr. Steele made a motion to authorize the Redevelopment Commission President to execute the property donation agreement and the closing documents outside of a meeting upon review and approval by legal counsel as well as authorizing up to \$6,000 for closing costs, seconded by Mr. Coombs. Approve 5-0.

New Business

Resolution 2022-R-2

Ms. Saegesser explained that the Redevelopment Commission must determine if there are any excess TIF revenues to be distributed to the various taxing entities as listed in the proposed resolution. At this time, there are no excess TIF revenues to pass through to the various taxing districts. Mr. Spencer made a motion to approve Resolution 2022-R-2, seconded by Mr. Coombs. Approved 5-0.

Upcoming Meetings

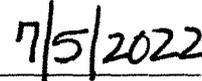
Ms. Ennis stated that a special meeting will need to be held to review and approve the proposals that will be received on June 24, 2022 for both the Depot Street utility relocation and the DCE Quality Court (Shadow Lake) Project. The Commission discussed holding the special meeting on June 28, 2022 at 5pm EDST.

Adjournment

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



Donna Ennis, President



Date

Attest:



BJ Steele, Secretary



Date