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County Surveyor
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County Engineer
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Executive Dir. of Economic Development
ABBY E. WILES, AICP
Executive Dir. of Area Plan Commission



ST. JOSEPH COUNTY
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DEPARTMENT OF INFRASTRUCTURE, PLANNING & GROWTH

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Dennis Jordan

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Council Appointment

Shirley Rynearson

Member
Board of Commissioners Appt.

Thomas Gryp

Member
Council Appointment

Larry Beehler

Advisory Member
PHM School Corporation Appt.

Jamie Woods, Esq.

Counsel

MEETING MINUTES

July 20, 2021, at 9:00 a.m.

Members Present by Zoom: Brian Pawlowski, Jason Critchlow
Members Present: Dennis Jordan, Shirley Rynearson, Thomas Gryp
Staff Present: Bill Schalliol, Chris Brown, Jamie Woods, Frank Fotia

IN-PERSON FORMAT

Board of Commissioners Conference Room, 7th Floor
County-City Building

1. Meeting Called to Order at 9:00 a.m. by Brian Pawlowski
2. Economic Development Area Updates
 - a. New Carlisle Economic Development Area (NCEDA)
 - i. New Carlisle Public Safety Facility Renovation Project
 - a. **Resolution 2021-17** – Resolution of the St. Joseph County Redevelopment Commission Authorizing Funds for the Renovation of the New Carlisle Olive Township Fire Station Facility

Bill Schalliol: Resolution 2021-17 is a resolution of the St. Joseph County Redevelopment Commission Authorizing Funds for the Renovation of the New Carlisle Olive Township Fire Station Facility. I will talk very briefly about this and then turn it over to some others that are here to speak today. One of the things the Redevelopment Commission has done as part of our work in the New Carlisle area as well as our economic development areas is trying to work with our partners in public safety in the towns and townships to try to make sure funds are adequate or funds are available for projects. In this particular case a public safety project as the township and the town have put together a fire territory in the western part of St. Joseph County. Obviously, their responsibility is a lot different than some of the other towns and townships and territories because of not only the town but the rural areas but also the growing industrial areas out in the IEC. Very few rural areas have the industrial development that obviously exists with Cleveland Cliffs Tek and Kote, Unifrax and some of the other businesses like that. This request was given to us back in

June. We reviewed our finances, we found that they had adequate monies available in 4302, which is the New Carlisle TIF District if the Commission so chooses to fund this request. That would be the end of my presentation and I am going to turn it over to Mr. Miller, the township Trustee.

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Will Miller Olive Township Trustee: Basically, we formed a territory from the, I think it used to be volunteer fire service. The station was built for that, for volunteers so it doesn't have housing and showers, things that you would basically need for that 24-hour shift. And so, working with our architecture firm and a contractor on the renovations work scope we went through the bid process and we had already secured a loan for what we had budgeted which was \$750,000.00 and when we got the bids back it was almost double. Basically, from the cost of construction costs which skyrocketed. With that then we have about \$100,000.00 invested into this to date based on architectural fees and contractor fees. This would allow us to complete the project and give our Fire Fighters and EMS personnel sleeping quarters, proper showering facilities, as well as other safety measures that really should be brought up to date for today's world. Are there any questions?

Thomas Gryp: Is the contract a fixed cost or cost plus?

Will Miller: So basically, it is fixed to the contractor, so we are paying the fee for the contractor but then we pay each sub-contractor, so those are fixed as well. It is, it is just in a more roundabout way. The bids are good until this coming Friday, after that they can obviously change.

Jamie Woods: Who is the Architect on the project?

Will Miller: The Architect is Shive Hattery, used to be EPOCH.

Jamie Woods: Just for purposes of the project, do they have post construction management services to review the project, approve partial project payments, make sure everything is being done correctly, you have somebody who is going to be keeping an eye on that? And tell you when to make payments?

Will Miller: Shive-Hattery and CORE Construction for the project management as well.

Jamie Woods: So, Bill your thought would be as the work progresses and is completed you are going to have to kind of be a second set of eyes overseeing this a little bit making sure working with the Architect and Contractor making sure that work is done in a workman like manor pursuant to the contract specs and partial progress payments aren't made unless improved by the design professional. That kind of your thought, right?

Bill Schalliol: Yes, if the project comes in at \$550,000.00 it would be that gap that we would cover.

Jamie Woods: Ok so there is going to be oversight and we are not going to just front the whole amount. We are going to review the project and make payments as needed, correct.

Will Miller: We do have bi-weekly meetings with our executive board so those meeting notes could always be forwarded over to Bill.

Jamie Woods: That's all I have, thank you.

Jason Critchlow: I have a question for you. When was the decision made to go to a full time Fire Station?

Will Miller: That was in 2019 and they we went to full time in 2020.

Jason Critchlow: You don't have the facilities to facilitate overnight sleeping and you know caring for the Fire Fighters and EMS so what have they been doing in the meantime?

Will Miller: They have been sleeping in quarters above the township office. Which is right next to the station. Basically, they sleep upstairs in the Township office, if they get a call, they have to go downstairs, out the building into the station to get their gear on.

Jason Critchlow: This project has been in the works though since 2019?

Will Miller: As far as the station renovation project, discussion started then and they kind of stalled, number one, when we had a new town board come in. We wanted to be respectful to that new town board, so we didn't want to push it for them. Secondly, obviously with COVID it really slowed the process as well.

Jason Critchlow: My last question is why the discrepancy between what was budgeted versus what the bids are now coming in at, to the best of your ability? Was it just, didn't realize it would be so much or were you getting advised that it would be something else? Can you talk about why this was unforeseen?

Will Miller: I think it was just as a fire territory executive board didn't really grasp how much it would really be. We thought that we would be able to do everything that needed to be done for that \$750,000.00 budget that we put out there and even the CORE Construction and Shive-Hattery were surprised at how high those bids came in at, but we did have several bidders and we went with the lowest bid on each of those. It wasn't that we are getting price gouged or anything this is across the board that we are seeing these prices.

Jason Critchlow: I don't have any other questions.

Brian Pawlowski: Thanks, Jason. I would say not so much a question, but just that I would be interested to know going forward now as the new facilities ramp up your training plans and stuff like that. I just mention that because I know that there is a lot of partnerships for training in and around South Bend. A lot of new facilities there, so as you contemplate what it is that you are constructing there and what plans you all have, I just ask that you keep your sister services in mind and if there are any opportunities to partner up on training to do that.

Will Miller: Yeah, and Chief is here, and he is huge into training so if you have any specific questions.

Brian Pawlowski: Not a specific question just throwing that out there for future consideration, but are there any questions from members on this?

Dennis Jordan: My question just comes to funding because I know we don't have \$650,000.00 just sitting there, but when we started the double track project which I assume this is where those funds are coming from, we even did the debt agreement because cash was going to be tight. So, the question isn't anything about the project but just what does this do to us next year and the year after when the earmark as it were for those funds, the usage will come due, and will we have the money and where is it going to come from?

Bill Schalliol: Great question, the Commission for a period of time was a good steward to the resources

as they were waiting for projects or as they were working through projects. Money had accumulated in this account in particular. This is not the bond account. This is not the double track account, specifically. This is an account that again had generated revenue over a period of time. Still is generating revenue will be used though to start paying off the bond and was bought in 2016. So, there is money that we had set aside this year where we have identified funds specifically for property acquisition, demolition, some site preparation work for properties adjacent to the former trailer park that were to be acquired at some point for a future train station. Right now, we still need to deal with the trailer park and some issues and utility relocations associated with that demolition and some of the other property acquisition is not as pressing right now because of some other issues. That's why we identified this. If we take this money out obviously this is money that once spent, whatever that amount is you know isn't necessarily replenished directly. We still get TIF increment that comes back in that could be used for projects or for these projects specifically. Once that money is spent that spends down that account permanently.

Dennis Jordan: What happens if we approve let's say \$500,000.00 instead of \$650,000.00 or some number less than \$650,000.00 which is potentially the bridge you need?

Will Miller: We could pull from, we will be going into an agreement with Hudson Township because we also serve Hudson Township, and so as far as those funds could be pulled from that to help out. But to present an entire gap for us is just (inaudible).

Bill Schalliol: Based on that question the resolution in your packet today is specific to \$650,000.00 which was the request so that's why that number is in that resolution. Again, the cCommission has the discretion to make that whatever it needs to be.

Brian Pawlowski: I assume if we (inaudible) at his point given that the bids are already came out double we would just be back here in another few months doing this again to bridge yet another gap. So, I almost say lets make the commitment and stick to it out of the gate.

Jason Critchlow: I was just going to ask this doesn't concern Redevelopment monies in particular but is LaPorte County contributing to the project in any way or is it just due to the service agreements that you have with their Township?

Will Miller: So LaPorte County is not contributing at all because Hudson Township is not part of the territory, so they contract us for that service. When we had the opportunity to include them when we formed the territory they backed out at the last minute. Right now, as it stands its Olive Township and the Town of New Carlisle that are part of the territory and so that's where all the funding comes from.

Jason Critchlow: If that were to change in the future and if this were to proceed maybe that's something for you to keep in mind as Trustee and when you are negotiating again with them in the future.

Will Miller: We would love to bring them on, and we are continuously in the works to bring Hudson Township on and include them into the territory and we are hoping to do so next year, actually it would go into effect 2023.

Brian Pawlowski: Alright if there are no other questions, I'd ask for a motion on the resolution.

Upon a motion by Thomas Gryp, being seconded by Jason Critchlow and unanimously carried 5-0, to

approve Resolution 2021-17.

ROLL CALL VOTE (conducted by Jamie Woods)

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| Mr. Jordan | Aye |
| Mr. Gryp | Aye |
| Ms. Rynearson | Yes |
| Mr. Critchlow | Aye |
| Mr. Pawlowski | Aye |

Jamie Woods: Motion passes unanimously, 5-0.

- b. General Redevelopment Commission
 - i. General Redevelopment Commission – Fund 4403
 - a. **Resolution 2021-18** – Resolution of the St. Joseph County Redevelopment Commission Approving Appropriation for Rental and Equipment Fees

Bill Schalliol: Resolution 2021-18, I appreciate the Commissions consideration to the request. Earlier this year we sold two pieces of property that the Commission didn't own they were County owned pieces of property. We took the proceeds into the General Redevelopment Commission fund so that we could pay back expenses that we had. We had nearly a little over \$50,000.00 in expenses that we had incurred from the General Redevelopment Commission fund and some other funds to do all the predevelopment work to sell those properties. As part of that, Outlot C which is the southern parcel had aggregate and other materials on the property that we wanted to move to be able to use for other road construction projects, things like that. We estimate that we used and move about \$300,00.00 worth of material, saves of \$300,000.00 down the road. We didn't leave it on a site but just as we are working to do better accounting, we need to move money and put monies in the right line item. The line item that we have used that we spent down for the rental of equipment to do the loading and do the moving was the line that we use for general purposes in our Highway Department to do rental of equipment specifically propane for a lot of our vehicles. We don't have money in that account now we are in the red and so we can't get propane for our vehicles, so it puts a crimp in the Highway Department operation. What we are asking is your approval of this just to split the funds, move the funds, where they need to go and to put them in the right places so we can get our accounts balanced back in place. Again, I appreciate your consideration of this Resolution.

Brian Pawlowski: Questions on this anyone? If not, I would entertain a motion.

Upon a motion by Dennis Jordan, being seconded by Jason Critchlow and unanimously carried 5-0, to approve Resolution 2021-18.

ROLL CALL VOTE (conducted by Jamie Woods)

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| Mr. Jordan | Yes |
| Mr. Gryp | Yes |
| Ms. Rynearson | Yes |
| Mr. Critchlow | Yes |
| Mr. Pawlowski | Yes |

Jamie Woods: Motion passes unanimously, 5-0.

3. Public Comment

a. Andrew Kostielney County Commissioner District 1 Office on the 7th floor of the County-City Building: I want to thank the Commissions efforts today in funding the Olive Township Fire Station or that portion of it. I think it is an important piece, not just for future development but the development that we already have in the Northwestern quadrant of the County. I think it's important that we continue to be good partners with the Township and with the Town, so I appreciate your efforts to that end.

b. Dr. Deb Fleming Commissioner: I agree, I was going to say what Andy said so I do agree with that. Thank you so much for what you are doing hope we are going to work together well. Thank you. I love to help people.

c. Dan Caruso: 305 Compton Street, New Carlisle: I was glad to hear Mr. Schalliol mention the crumbling trailer park there and the issues that it presents. I would sure like to see something, I know if I had a property that looked like that somebody from the County is going to be out there banging on my door telling me to clean it up or we will clean it up for you. It looks worse now than it has at any time in its existence. There are 8 trailers that remain there from the original, I believe 27, nothing has been done with that place since Christmas Eve. The excavator sat there, I believe broke down, it has just sat there. Now the excavator is gone but the trailers still sit there just crumbling and I've seen a few questionable folks. I doubt that they are really vacant. There are some wanderers that are housing in those areas and its got to be taken care of. I would hope the County will jump on them and say whoever it was that was the bidder to clear that out, finish the job. Thank you.

d. Carol Hesch: 505 S. Ray Street, New Carlisle: I am on the advisory board for Olive Township Trustee. I just also want to say thank you so much for your assistance.

Brian Pawlowski: Any further public comment?

4. Adjournment

Upon a motion by Brian Pawlowski, being seconded Dennis Jordan and unanimously carried 5-0, the meeting is adjourned.

ROLL CALL VOTE (conducted by Jamie Woods)

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| Mr. Jordan | Yes |
| Mr. Gryp | Yes |
| Ms. Rynearson | Yes |
| Mr. Critchlow | Yes |
| Mr. Pawlowski | Yes |

Jamie Woods: Motion passes unanimously, 5-0. You are adjourned.

Next Meeting Date: September 14, 2021 at 9:00 am

The Title VI Coordinator has made available at this meeting/hearing a voluntary Public Involvement Survey to collect m data to monitor and demonstrate St. Joseph County's compliance with its non-discrimination obligations under Title VI and Federal Regulation 23CFR 200.9(b)(4), and more importantly, ensure that affected communities and interested persons are provided equal access to public involvement. Compliance is voluntary. However, in order to demonstrate compliance with the federal regulation, the information requested must be documented when provided. It will not be used for any other purpose, except to show that those who are affected or have an interest in proceedings, or the proposed project have been given an opportunity to provide input throughout the process.