

REDEVELOPMENT COMMISSION MEETING

June 27, 2011

The regular meeting of the City of Mishawaka Redevelopment Commission was called to order at 6:30 p.m., Monday, June 27, 2011, in Room 205, City Hall, 600 East Third Street, Mishawaka, Indiana. Commissioners Eberhart, O'Dell, Troiola, Mammolenti, Gebo, and Stillson were present. Also in attendance: Lory Timmer, Community Development Director; John Gourley, Legal Counsel; Ken Prince, City Planner, and Kari Myers, Administrative Planner.

Commissioner O'Dell moved to approve the minutes of the May 23, 2011, meeting.

Commissioner Gebo seconded; motion carried.

BID OPENING FOR CITY-OWNED PARCELS

Lory Timmer said the Department advertised three (3) vacant lots for sale: 219 S. Cedar Street, 809 S. West Street and 2023 Lincolnway West. One bid was received for 2023 Lincolnway West and it was submitted by John and Angela Magrames in the amount of \$10,150.00. Mr. Magrames said they own the adjacent property and he said they were not going to utilize the property for car sales, but perhaps plant some trees or allow a neighbor to use as a garden.

Commissioner Troiola moved to accept the bid from John and Angela Magrames in the amount of \$10,150.00 for 2023 Lincolnway West. Commissioner Mammolenti seconded; motion carried.

Mrs. Timmer asked for permission to advertise the lots located at 219 S. Cedar Street and 809 S. West Street for sale one more time, with bids to be received at the July 25 meeting. Phone messages left for adjacent property owners have not been returned, and she would like to send certified letters notifying them that the lots are for sale. Commissioner Mammolenti moved to approve advertising 219 S. Cedar Street and 809 S. West Street one more time. Commissioner O'Dell seconded; motion carried.

MEMORANDUM OF UNDERSTANDING WITH THE FOUNDATION FOR THE CENTER FOR HOSPICE AND PALLIATIVE CARE, INC.

City Planner Ken Prince introduced the project, and discussed the City's vision for the development. Mr. Prince introduced Mike Wargo from the Center for Hospice and Palliative Care who presented the development plans. After an in depth presentation and questions and comments from the Commission, Commissioner Gebo moved to approve the Memorandum of Understanding with the Foundation for the Center for Hospice and Palliative Care, Inc. Commissioner Mammolenti seconded; motion carried.

MEMORANDUM OF UNDERSTANDING WITH RETAIL PROPERTY DEVELOPMENT, LLC

City Planner Ken Prince introduced the project, and discussed the City's vision for the development. Kevin Novak and Steve Murphy from Retail Property Development, LLC presented the development plans. The Commissioners were asked to consider a Memorandum of Understanding for the project. Commissioner Mammolenti moved to accept the Memorandum of Understanding with Retail Property Development, LLC. Commissioner O'Dell seconded; motion carried. Commissioner Troiola abstained from voting citing a possible conflict of interest.

Mrs. Timmer presented the following Resolutions for consideration:

RESOLUTION 2011-07: DETERMINING THE NEED FOR TAX INCREMENT REVENUE AND AUTHORIZING NOTICE TO BE PROVIDED TO THE ST. JOSEPH COUNTY AUDITOR

This resolution states that all funds to be derived from the City of Mishawaka's Northwest Area Improvement Project in 2011 will be required for debt service and other expenses incurred for public improvements in the area. The resolution also authorizes notice to be provided to the St. Joseph County Auditor, as well as the affected taxing units. This resolution is considered by the Commission each year. Commissioner Gebo moved to approve Resolution 2011-07. Commissioner Troiola seconded; motion carried.

RESOLUTION 2011-08: DETERMINING THE NEED FOR TAX INCREMENT REVENUE AND AUTHORIZING NOTICE TO BE PROVIDED TO THE ST. JOSEPH COUNTY AUDITOR

This resolution states that all funds to be derived from the City of Mishawaka's Southside Economic Development Area in 2011 will be required for debt service and other expenses incurred for public improvements in the area. The resolution also authorizes notice to be provided to the St. Joseph County Auditor, as well as the affected taxing units. This resolution is considered by the Commission each year. Commissioner O'Dell moved to approve Resolution 2011-08. Commissioner Gebo seconded; motion carried.

RESOLUTION 2011-09: APPROVING THE HIRING OF AN NSP COORDINATOR

Mayor Wood has given the Department permission to fill the NSP Coordinator position vacated by Andrew West. This is a 12-month position that started October 1, 2010 and will end September 30, 2011, and it is funded with our NSP1 grant. The Department's current Program Coordinator, David Thomas, agreed to take the position. He will have the job through the end of September 2011. I'll present another resolution to you in September to extend the position using our NSP3 grant. That grant extends the position through September 30, 2013. The pay rate is \$45,000 annually plus benefits, and comes with the understanding that Mr. Thomas will assist in training the new Program Coordinator. This resolution makes Mr. Thomas's hire date retroactive to June 13, 2011. Commissioner Gebo moved to approve Resolution 2011-09. Commissioner Mammolenti seconded; motion carried.

RESOLUTION 2011-10: APPROVING THE HIRING OF A PROGRAM COORDINATOR

This resolution gives the Community Development Department permission to advertise to fill the position of Program Coordinator vacated by David Thomas. Mr. Thomas took the position of NSP Coordinator, and now the department is in need of a staff person to assume the Program Coordinator role. This is a full-time position that starts at \$33,615 annually. Commissioner O'Dell moved to approve Resolution 2011-10. Commissioner Gebo seconded; motion carried.

Mrs. Timmer provided the following updates to the Commissioners:

TIF UPDATES

Main Street Improvements, PH. III: Mishawaka Avenue to Battell Street

Pavement, curb and sidewalks have been replaced on East Battell and East Lawrence Streets to Sarah Street.

Main Street - Church Street Connector

Rieth-Riley Construction began pavement removal on the east side of Church Street from south of the St. Joseph River bridge to just north of SR 933, The project will be constructed in three phases with an anticipated completion date of November 15, 2011. The project is currently delayed due to an operators' strike.

North Main Street, PH VI: Ardennes Street to Edison Road

Construction is anticipated to begin in 2012.

Edgewater Drive Improvements

Niblock Excavating is the contractor. Sidewalks and curb improvements are taking place on the section that is one-way from Mishawaka Avenue to John Street.

Edison Road and Grape Road Intersection Improvements

This project will be bid in July 2011.

Douglas Road Medical Park, PH. II

Bridge footing construction is underway.

Fir Road Expansion, PH. I (Between the Toll Road bridge and Cleveland Road)

St. Joseph County closed the intersection of Fir Road and Cleveland Road the week of May 9; it will remain closed for four (4) months. The project is currently delayed due to an operator's strike.

Demolition of 413 and 421 North Cedar Street

This contract was awarded to R & R Excavating of Mishawaka for the amount of \$94,910. R & R was not the lowest quoter, but they were deemed the most responsive and responsible quoter. Grade-Rite Excavating of Granger was the lowest quoter, but after reviewing Grade-Rite's quote, it was determined that because of their lack of experience in large commercial demolitions, their very limited staffing, and concerns about the permitting process involved in a demolition of this size, we elected to award the contract to R & R Excavating. Demolition is scheduled to begin June 28.

Disposition of the Property Located to the North and 10 Feet to the East of 420 Lincolnway West

The Department is preparing to demolish the property recently acquired at 414 Lincolnway West in anticipation of the construction at Mishawaka River Center Apartments. We intend to pull up asphalt on the property owned by the Commission west of the alley. The employees and clients of the business at 420 Lincolnway West currently park on the asphalt. We approached the business about purchasing the property, and they are interested. The property was appraised by two independent commercial appraisers, and the average is \$25,000. With the Commission's permission, I'll advertise the property for sale and bids will be received at the July 25th meeting. The Commission will have the right to accept or refuse any bid that is below \$25,000. Commissioner O'Dell moved to approve advertising the property for sale. Commissioner Troiola seconded; motion carried.

NEIGHBORHOOD PROGRAMS

Mishawaka River Center Apartments

Requests for Pre-qualifications for general contractors were published in the South Bend Tribune and the Mishawaka Enterprise the first and second weeks of June. Requirements for submitting qualifications, as well as preliminary construction drawings were made available on the City's website. To ensure that we received submittals from the right pool of contractors, we posted insurance and bonding requirements, prevailing wage rate requirements, and we requested experience in multi-million dollar construction projects with an emphasis on historic rehabilitation. Qualifications were received at the June 21st meeting of the Board of Public Works and Safety from the following ten (10) companies:

Ziolkowski Construction	South Bend
Majority Builders	South Bend
Thompson Thrift Construction	Indianapolis
D. J. Construction	Goshen
Millstone, Inc.	North Salem
Gibson-Lewis Construction	Mishawaka
Casteel Construction	South Bend
Brown and Brown General Contractors	Wakarusa
Robert Henry Corporation	South Bend
Ancon Construction	Goshen

The applications are under review by the project architect, Kil Architecture and Planning. All contractors that submitted qualifications and that meet the minimum requirements as outlined in the Request for Pre-Qualifications will be invited to bid on the construction project in September.

PY 2011 CDBG Funding

The Department’s fiscal year starts January 1, but to date we have not received our Community Development Block Grant funds from HUD for 2011. I was not informed of the amount of our 2011 grant until June 10th. Every CDBG entitlement community’s allocation was reduced by 16.5% from the 2010 allocation. In Mishawaka we lost \$97,811; our grant went from \$593,794 in 2010 to \$495,983 for 2011. Cuts for 2012 are estimated to be anywhere from 9% - 60%. Since only 20% of our grant can be used for salaries and administration, large cuts would prevent us from paying salaries. I’ve met with the Mayor and the City Controller to discuss options for the Department if funding is cut as severely as some predict.

Neighborhood Stabilization Program 1 (NSP1)

As part of the City’s first Neighborhood Stabilization Grant, NSP1, we acquired and rehabilitated three (3) houses for use in the City’s Lease-to-Own Self-Sufficiency Program. We have qualified applicants for two of the houses, 313 W. 8th Street and 717 W. 7th Street. The applicant for 717 W. 7th Street is eager to move in and begin financial literacy and homeownership classes through GreenPath Debt Solutions.

The applicant for the house at 313 W. 8th Street is 39 years old and works as a risk assessor for

Greentree Environmental. He is a household of one, and his annual income of \$30,800 places him at 74.33% AMI for St. Joseph County, which is considered Moderate Income. While his credit score of 635 may qualify him for the First Time Homebuyer Program, he is more comfortable starting with the Self-Sufficiency Program. Commissioner Gebo moved to accept the applicant for the Self-Sufficiency Program. Commissioner Mammolenti seconded; motion carried.

Neighborhood Stabilization Program 3 (NSP3)

Our application for NSP3 funds proposed the acquisition of 13 foreclosed, vacant and/or abandoned properties within smaller areas of our NSP1 target area. Twenty-two properties have been identified as meeting the program criteria. NSP Coordinator David Thomas is currently working with our acquisition consultant, Neighborhood Development Associates, Inc. of South Bend, to make initial contact with property owners.

Summer of Service Program

The Student Weekend portion of the Summer of Service program took place June 16-19. Over 300 students from local churches participated in City beautification projects:

- Painting the warming shelter and gatehouse at George Wilson Park
- Painting restrooms at Merrifield, Crawford and Twin Branch Parks
- Painting the tool shed at Hums Park
- Mulching at Shiojiri, Beutter and Merrifield Parks
- Cleaning up debris at Prickett Marina
- Picking up trash along 4th Street Railroad tracks, Capital Avenue to Union Street

Neighborhood parties were held at Parkview Terrace, the Arbors, Townhouse East and Carriage House apartments. The kids also washed cars and handed out water bottles.

FIRST TIME HOMEBUYER PROGRAM

Construction is underway at four of our five houses: 611 E. 3rd, 311 Cleveland, 510 W. 10th Street and 407 W. 6th Streets. Applications are under review for the fifth house at 519 W. 6th Street.

YMCA BEFORE AND AFTER SCHOOL PROGRAM

The Commission approved funding \$10,000 to the YMCA’s Before and After School Program for the 2011-2012 school year. However, School City of Mishawaka has opted not to renew their contract with the YMCA. Instead, the Boys and Girls Club’s Compass Club will be expanded to all Mishawaka elementary schools beginning in August 2011. Since we haven’t received our 2011 grant agreement from HUD, we haven’t entered into contracts with any of the public service agencies we fund. Therefore, we are in a good position to make changes. The \$10,000 awarded to the YMCA will have to be rescinded, but the Commission has options for how to use those dollars. It is the Department’s recommendation that the \$10,000 be added to the Boys and Girls Club’s \$20,000 grant, increasing the amount to \$30,000. Commissioner Gebo moved to rescind YMCA funding. Commissioner Troiola seconded; motion carried. Commissioner Troiola moved to increase the Boys and Girls Club’s funding by \$10,000.00. Commissioner O’Dell seconded; motion carried.

NEXT MEETING

The next regular meeting of the Redevelopment Commission will be Monday, July 25th, 2011 at 6:30 p.m. in room 205.

The meeting was adjourned at 8:44 p.m.

Respectfully submitted:

Approved:

Kari Myers, Administrative Planner

M. Gilbert Eberhart, President

Lory L. Timmer, Community Development Director