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County Surveyor  
JESSICA J. CLARK, P.E.  
County Engineer  
WILLIAM S. SCHALLIOL, ESQ.  
Executive Dir. of Economic Development  
ABBY E. WILES, AICP  
Executive Dir. of Area Plan Commission



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DEPARTMENT OF INFRASTRUCTURE, PLANNING & GROWTH

## MEETING MINUTES

January 12, 2021, at 9:00 a.m.

## REDEVELOPMENT COMMISSION

Members Present by Zoom: Brian Pawlowski, Dennis Jordan, Jessica Clark, Thomas Gryp, Larry Beehler  
Staff Present: Chris Brown and Samantha Keultjes; Zoom: Bill Schalliol and Jamie Woods

### MEMBERS

#### Brian Pawlowski

President  
Board of Commissioners Appt.

#### Dennis Jordan

Vice-President  
Board of Commissioners Appt.

#### Jessica Clark, P.E.

Secretary  
Board of Commissioners Appt.

#### Thomas Gryp

Member  
Council Appointment

#### Jason Critchlow

Member  
Council Appointment

#### Larry Beehler

Advisory Member  
PHM School Corporation Appt.

#### Jamie Woods, Esq.

Counsel

1. Meeting Called to Order at 9:04 a.m. by Jamie Woods.
  - a. Administration of Oath & Election of Officers by Jamie Woods

Jamie Woods emailed the Oath of Office to the members to sign and requested that they be returned to be recorded with the Clerk's Office. The members then recited the Oath of Office.

Upon a nomination and a motion by Dennis Jordan, being seconded by Jessica Clark and unanimously carried, Brian Pawlowski was elected as President.

Upon a nomination and a motion by Jessica Clark, being seconded by Brian Pawlowski and unanimously carried, Dennis Jordan was elected as Vice-President.

Upon a nomination and a motion by Dennis Jordan, being seconded by Brian Pawlowski and unanimously carried, Jessica Clark was elected as Secretary.

2. Approval of Minutes
  - a. December 4, 2020 – Special Meeting of the Redevelopment Commission

Upon a motion by Dennis Jordan, being seconded by Jessica Clark and unanimously carried, the minutes from the December 4, 2020 Special Meeting of the Redevelopment Commission were approved.

4. Economic Development Area Updates

Bill Schalliol stated that the December budget report is provided in the packet for the Commission members to review. He added that the increment disbursement is included in the reports.

Thomas Gryp: Is there anything in the material that you would like to point out to the Commission?

Bill Schalliol: As far as the December reports, no. We basically have spent as we usually do. The general numbers are as they generally are. I would note though that maybe when we talk about the budget side of things we'll talk a little bit about the increment disbursement and Steve can help a little bit in that conversation. That would maybe be the only thing that would be a little different is this is one of the two months of the year that we actually had income coming in.

a. General Redevelopment Commission

i. Budget Information (December report)

1. Wyatt EDA – Fund 4300
2. New Carlisle EDA – Fund 4301 (AA #2)
3. New Carlisle EDA – Fund 4302 (AA #1)
4. New Carlisle EDA – Fund 4303 (Special Taxing District)
5. Capital Avenue EDA – Fund 4401
6. Northwest Cleveland Road EDA – Fund 4402
7. General Redevelopment Commission – Fund 4403
8. Double Track Bond – Fund 4404

ii. 2021 Budget Information (For Approval)

(Audio Position: 7:40)

Bill Schalliol: Last month we submitted a general budget of where we thought we'd be. We did receive late in the year the disbursement information for TIF, as noted in the report. We put in a narrative this year trying to serve as an overview of all the information about the TIF budget but also serve as a work plan for 2021. I would note though that all the TIF districts came in with increment higher than projected except for the AM General/Capital Avenue TIF District simply because of failure to pay property taxes by one of the largest increment generators in the district. That has been corrected. We are working to verify that the payments have been made as well as a penalty payment. I don't know that we've received notice yet if the penalty payment has been made. That increment that was lost will be picked up in the June disbursement so it's not lost revenue, it's short-term lost revenue but that then cost us to make some changes in the AM General/Capital Ave budget. So there are some differences in that one. The Comprehensive Plan is in the budget report which is one of the new things too since the report last month. We spread that across three different TIF districts for payment. Everything else is pretty much as we described last month. I would note that we do have money in here that we're paying on a bond for the Double Track Project. The government has fully funded the Double Track Project so our money now is mixed in with all the federal money and state money to pay for that project. We would anticipate that revenue would continue to climb in each of the TIF districts as we continue to do economic development projects to move forward the budgets and this gives us at least a starting point. I would also note that if we compare our TIF districts to the City of South Bend or the City of Mishawaka TIF districts, it's amazing how much we do for as little revenue as we collect compared to some of the other districts but I would say that we're continuing to work to make healthier TIF districts as we go forward and appreciate your support on this year's budget.

Thomas Gryp: Going back to the AM General, will the delay in collections affect the timing of any expenditures for that particular project?

Bill Schalliol: No, because we had cash reserves because we hadn't done a couple of the projects, we don't really fall into a spot where we can't fund anything. If we were to not fund something immediately it might be some of the infrastructure improvements related to either the Twin Branch Industrial Park or some pavement improvements that need to be done on McKinley, but everything else we have cash on hand because projects didn't move as quickly as they could have in 2020. I hate to use the COVID delay as an excuse for why we didn't spend as much money but it really did slow some projects down and so that allowed us to have revenue balanced with project needs.

Thomas Gryp: It would be helpful to me, especially with the New Carlisle projects, if you could talk about in particular what the budget is for 2021 vs what it was for 2020 and what the differences are between the two.

Jessica Clark: A couple of the projects that we budgeted for in 2020 we carried over into 2021's budget because they were not completed. Mostly related to the infrastructure and the water projects themselves we've been having a lot of correspondence with the Town of New Carlisle regarding the existing water treatment plant and what is going to need to be done to that. We had budgeted funds in 2020 to address some of that need but that didn't occur yet so it basically carried over into the 2021 budget.

Bill Schalliol: The water treatment plant which is owned by the Town of New Carlisle, but obviously services the industrial area as well as the town is in need of a replacement. Originally it was planned for an upgrade but it looks like replacement and new site and new plant is going to be the direction of that project so we have put infrastructure in a couple different places in the New Carlisle budget to cover that. The Town originally projected that they were going to start doing bonding and public discussion about that project in 2020 but got delayed a little bit. Part of the challenge too was that the change in ownership of I/N Tek and I/N Kote with a new ownership group and partnership group coming may change some of the complexion of how I/N Tek and I/N Kote gets involved because the new ownership group looks to expand the service offerings at I/N Tek so that may increase water needs which may increase their participation in the project. So the year delay was good but the year delay also meant that there was revenue we didn't spend in that area.

Thomas Gryp: Is the Town of New Carlisle on board with the replacement and have they approved monies for their part of that investment?

Bill Schalliol: It is their project which we would be a partner in. It is still very early in their process. They're working with financial consultants trying to understand what the financial modeling looks like for their project so at this point in time we haven't been formally asked to be part of the project financially but we know that at some point there will be a need. Part of the challenge with the plant now is a capacity issue. So we're working with them as we do our planning for the Core Development Area on what buildout could look like. There's no reason to build a 20 million gallon per day plant if there's only a 15 million gallon per day need in the area. So we're going back working with some of our consultants, working with the town trying to right size what a water treatment plant would be and then figure out what our cost obligation, not only us but also new tenants into the park what their obligation would be to pay into that larger plant.

Do you build it small, build it scalable or is it a one time plant project. So all those things are really going to be the focus of the Town in 2021.

Brian Pawlowski: I noticed there was a quality of life project plan where funds were planned for that around the Niespodziany Ditch, I know Jason's not here but I know we're always interested in those types of projects. Any ideas you could give us on that one?

Bill Schalliol: Part of the agreement that the Redevelopment Commission and the Town of New Carlisle and the Township is part of that conversation and that agreement that we all signed. One of those conditions was leaving parts of the Niespodziany in place. So when we bought the Inland Steel piece of property at the Southwest corner of Edison and Walnut, half of that property is designated as certified forest and that certified forest sits on the west side of the Niespodziany Ditch corridor. So we're working with some representatives from the town and also some other groups to look at how we can leave in place the wetlands and sections of the ditch or maybe even the whole ditch depending on development designs but to start building some quality of life elements with that. So whether it's improving the wetland characteristics, whether it's doing some additional tree planting through that corridor, whether it's doing some interpretation of the natural aspects of the ditch and how it relates to the Kankakee River Basin. All of those are pieces that have been talked about. As you look at the Niespodziany Ditch, which starts just south of US 20, if you put water into that ditch ultimately it goes out in the Gulf of Mexico through the Kankakee out to the Mississippi. So there's an opportunity for some interpretation on that so as we talk about quality of life there's not only the natural sustainable pieces but also then some passive recreational aspects there being talked about as part of that corridor and some of the buffering that could occur along that corridor.

Thomas Gryp: Are there any other major changes between the 2021 and 2020 budget for the New Carlisle projects?

Jessica Clark: The other thing to note is the inclusion of the New Carlisle loop of the broadband expansion. While we have the EDA Grant that is funding the 24 mile loop, we have the section that goes through the town to hopefully better provide service through the schools, the libraries, the fire department, that type of thing. That is budgeted for 2021. Also some continuation of parks, some coordination projects with Bendix Woods that is a carry over more from 2020 into 2021. We also had budgeted funds in a more general transportation infrastructure line item, we separated out some of that money into a more specific focus and that's targeting the SR 2, Larrison Blvd., Snowberry kind of looking at the connector if US 20 would connect to SR 2. That project is also into 2021 and that's kind of where the monies are focused.

Thomas Gryp: Going back to the loop project, in this allocation, is the cost related to the last mile included? Meaning, we put the loop in but what about the connection from the loop to the particular school or business. Is that included in the funds or will that be a cost requirement of the recipient?

Bill Schalliol: Generally that's a partner cost if you will. So we put in that Fiber Choice Light manages the fiber and then that connection piece between point a and point b is usually

the responsibility of the private party. But there certainly could be some allocation to last mile connections. That's something that we could have a conversation about as we get that system built out. I know that we do have some pieces that right away are going to be connected in, the Navistar Proving Grounds, Bendix Woods are two pieces that automatically are going to be partnered in and we're trying to plan for locations for connectivity points for that. Last mile for Navistar for example wouldn't be a cost that the County would necessarily bare, but it likely will be with Bendix Woods. One of the things we've been looking at with Bendix Woods and with Navistar, one of the big challenges we have on the west side is cell connectivity. So we're working with a cell provider in partnership with Choice Light to look at how we could put a tower out on the west side of the County. Bendix Woods and Navistar share the highest point in the county so if you put a tower on the highest point of the County then you could probably get a pretty good level of service. So there may be some costs to extend power and do some site work to get a tower into that site. Those are the kind of connectivity pieces but we could certainly look at a last mile connection program with the TIF revenue. We got a really good cost for project, we got a good partner that's going to work with us on our project to build and so that's why we have some extra revenue that that's something that we could certainly take a look at.

Thomas Gryp: I think that's going to be real important. Not necessarily for the businesses but for the schools and public services there. And we need to consider the cost to the actual consumer. Because often that can be very prohibitive to a normal home owner. So let's make sure that's included in there. Hate to have the loop in helping that community then have the community not be able to afford to plug into it.

Bill Schalliol: Certainly. And as we work with, for example the Town of Lakeville who has the Choice Light Fiber running right down the middle of Main St., it's how do you get access to the fiber. It's nice to have it but if you can see it but can't use it, it's not really of value to you. We'll certainly take a look at how we partner in that.

Dennis Jordan: One of the things that we do a poor job of is just telling folks, hey, we're putting in a broadband, we're putting in a quarter million dollars into sustainability etc. etc., just a little PR. Maybe the Commissioners could do that when it's up and running, just anything to get a positive word out would be helpful.

Bill Schalliol: Certainly.

Thomas Gryp: The fact that we allocate money to the budget, doesn't necessarily require us to spend it right? So we can put the money in the budget and approve it today but the actual allocations when we get down to spending it, that's a separate vote, is that true?

Jessica Clark: The budget themselves, we approve a budget so then the appropriation request is based from that budget. So you vote separately on the actual appropriation allocation. One thing I wanted to point out, if you take a look at the December reports, what we budgeted in 2020, I think in every single area we did not expend what we budgeted. So we try to be a little conservative on the budget, depending on what does happen, and it is kind of fluid throughout the year what kind of project may pop up, we want to make sure that we do have monies in place to be able to capitalize on an

opportunity, but if that opportunity does not occur during that year or maybe project costs are a little less, those funds are returned to the cash balance at the end of the year and the December budget report reflects that. The cash balances of the approved budget vs the actual cash balances is very different. They're all higher than what we in theory anticipated.

Brian Pawlowski: I always tend to think of the budgets as more strategy and commitment documents almost and then individual appropriations for contracts and actual work come down the line.

Upon a motion by Dennis Jordan, being seconded by Jessica Clark and unanimously carried, the 2021 Budget was approved.

- iii. Request to advertise for **Resolution 2021-01 – Appropriation Resolution** for February 9, 2021 (Audio Position:26:17)

Bill Schalliol: Now that we've got an approved budget, now we have to actually go through an appropriation process so what we have to do is advertise what the appropriations are going to be and Friday, I circulated a draft copy of what that Appropriate Resolution looks like. It basically breaks down these budget line items into the appropriate budget categories for the County's budget system. We'll present that to you at your February meeting then that will officially put the money into the various accounts so that we can spend it over the course of the year. So I just ask for your approval to advertise.

Thomas Gryp: Once it's in there, we still would then vote on the specific allocation? There's a lot of money in various special projects. You elude to it later but I don't mind putting it into those buckets but when we actually go to spend specific projects within that, we still have to vote on that correct?

Bill Schalliol: Correct. So all the contract that we bring to you over the course of the year are out of those specific allocations. We can do a better job of saying this is coming out of this allocation or this is coming out of this allocation line so we could put some of that information in our staff reports that we present to you so that you can see where those budgets track.

Thomas Gryp: So often these categories are just vague. For an outside person looking at it, it probably drives more questions than answers so to the extent you can, I would strongly encourage you to provide a little more detail where appropriate. That's just me agreeing that if I'm a tax payer I don't know what this stuff means. You've got economic development and you have special projects. What's that?

Jessica Clark: The special project line items, those are going more for your capital expenditure type projects. So for example, the Broadband expansion bid, that comes out of that line item. When we go to expand the New Carlisle Loop, that would fund that project. If we were building a water treatment plant, that would come from that type of line item. The economic development line item is more for services so if we have a design of a project it would more come from those. The 30,000 series are more services, that's where your legal fees come out of, your financial advisors, that type of thing. We really

don't have material accounts or salary accounts but pretty much they're separated between a service oriented type line item and then a capital expenditure type line item. When we buy property acquisition, that would come out of the special project line item.

Upon a motion by Jessica Clark, being seconded by Brian Pawlowski and unanimously carried, the request to advertise for Resolution 2021-01-Appropriation Resolution was approved.

- b. New Carlisle Economic Development Area (Audio Position: 29:55)
  - i. Project Update – Fiber Conduit Project

Chris Brown: The EDA outside of the topics that we talked about, our first pre-construction meeting is scheduled for January 20, 2021 with the contractor so we'll go over all of the necessary steps that they'll need to do to get this project moving. I did talk with Ryan Clark, the engineer who kind of designed everything from Lochmueller, and most of the outstanding permitting and coordinating is all going to be on the contractor right now. It sounds like most of the county stuff is taken care of, so that will be addressed at that pre-con meeting when we talk with them next Wednesday. Additionally, we've had preliminary discussions with Choice Light about the residential part of the broadband so everything with Choice Light from this point in the past has been from an industrial/commercial standpoint so most of the customers that we've been looking at for the IEC have all been from the industrial/commercial aspect. They do work with a residential provider who can then tap into the line, bring it into neighborhoods, so they are having preliminary discussions about what that looks like. There's a couple of neighborhoods along Timothy where it could be a good pilot program to see if there's interest. So Choice Light along with this Surf Broadband would go out to the neighborhood, would mark it and say would you have interest in participating in getting a line out here and then Surf Broadband would then spur off the main line and bring it into the neighborhood. So we're having those conversations to understand what the residential side looks like. That goes back to Tom's discussion about are there ways the County can provide a subsidized connection fee or something along those lines that we can definitely look at with those TIF revenues.

Thomas Gryp: I just reiterate that whether a person is going to do it or not do it it's all going to be dollars and cents. I think we should get in front of it in terms of how much money we as a commission want to contribute to that to make it economical for those folks.

Chris Brown: I absolutely agree with you on that, we can definitely look into that. So at this point, that's kind of the update on them. We anticipate construction to start in the spring and from everything I've heard, it's a three to six month period of construction so at this point I anticipate end of construction probably late summer early fall to get everything into the ground and connected.

- b. St. Joseph County Economic Development Area No. 3 (Audio Position: 33:15)  
(AM General EDA)

Bill Schalliol: There was some press late in the year about an Electric Last Mile Solutions Vehicle project, looking at the SF Motors/ AM General/General Motors building. We are working with that company, they are in the process of going through a public offering and

getting themselves positioned to make some announcement probably in February. At this point in time they haven't made a formal request to the County other than some basic assistance so we haven't had any conversations with the company yet about tax abatement or any financial need. They seem very well positioned, they seem to understand what they're doing in the process and in the project building. So it looks like that project is going to move forward without a lot of county assistance. We should know more in the next couple of weeks.

c. St. Joseph County Economic Development Area No. 3 (Capital Avenue EDA)

No Update at this time.

d. Wyatt Economic Development Area No. 1 (Wyatt EDA)

No update at this time.

e. Northwest Cleveland Road Economic Development Area (NWCR EDA)

No update at this time.

5. Additional Business

None at this time.

6. Public Comment (3 minute limit)

None at this time.

7. Adjournment

Upon a motion by Dennis Jordan, being seconded by Brian Pawlowski and unanimously carried, the January 12, 2021 Redevelopment Commission meeting adjourned at 9:38 a.m.

Next Meeting Date: February 9, 2021 at 9:00 am  
(Virtual or 4th Floor – Council Chambers)

The Title VI Coordinator has made available at this meeting/hearing a voluntary Public Involvement Survey to collect demographic 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.

