

- I. **Call to Order:** The RDA Board of Directors meeting was called to order at 10:00 a.m. CST on Thursday, September 12, 2019 with Chairman Donald P. Fesko presiding.
- II. **Roll Call:** Present: Chairman Donald P. Fesko, Bill Joiner, Christopher Campbell, Milton Reed, Randy Palmateer, Africa Tarver and Thomas Golab. Seven members were present constituting a quorum.
- III. **General Public Comment:** *None*
- IV. **Consent Agenda:** R. Palmateer motioned to approve the consent agenda with a second by C. Campbell. All were in favor and the motion was approved.

1. ***Minutes:*** Board Meeting of June 20, 2019
2. ***Reports:*** MWBE Quarterly Expenditure Compliance (2<sup>nd</sup> QTR 2019)
3. ***Reports:*** Buy Indiana Quarterly Report (2<sup>nd</sup> QTR 2019)
4. ***Reports:*** Zip Code Quarterly Report (2<sup>nd</sup>QTR 2019)

V. **Actions on Recommendations from Fiscal Task Force**

- i. **Review: Employee Handbook and Quality Control Manual:** S. Ziller reported ODS and RDA staff have updated the RDA's Employee Handbook and Quality Control Manual. The proposed updates to the manual are currently under legal review and can be found in Attachment E. Please refer to Attachment E for a complete list of updates.

S. Ziller asked the Board for approval of the Employee Handbook and Quality Control Manual contingent upon completed legal review as presented.

B. Joiner motioned to approve the Employee Handbook and Quality Control Manual contingent upon completed legal review with a second by T. Golab. All were in favor and the motion was approved.

- ii. **Award Amendment: EPA Revolving Loan Fund- Methodist Church, Gary, IN:** S. Ziller reported to the Board that the original Methodist Church RLF request and subsequent RDA board approval was for activities related to asbestos abatement. However, due to the extremely long, cool, and wet spring, the ruin structure at the Former Gary Methodist Church has filled with standing water so that dewatering is required prior to safely completing the asbestos abatement. The cost for technical support, testing, pumping, and discharging of water was not included in the original request. Per the RDA policy on use of the EPA Revolving Loan Fund, RDA is seeking Board approval for an increase in the original loan award from October 2018 for Methodist Church in Gary. The original award was in the amount of \$46,280 and we are requesting an increase of \$53,720 to make the overall award \$100,000.

S. Ziller asked the Board for approval of the amendment of the original RDA approved loan in October 2018 from \$46,280 to \$100,000 from the EPA Revolving Loan Fund contingent upon legal review and receipt of required loan agreement exhibits as presented.

R. Palmateer motioned to approve the amendment of the original RDA approved loan in October 2018 from \$46,280 to \$100,000 from the EPA Revolving Loan Fund contingent upon legal review

and receipt of required loan agreement as presented with a second by C. Campbell. All were in favor and the motion was approved.

- iii. **Loan Agreement Amendment: American Stair:** S. Ziller reported the RDA Board approved a No Interest Securitized Forgivable Loan from the now discontinued Deal Closing Fund (funds used to assist in the relocation of businesses to Lake and Porter County) in the amount of \$1,725,000 in 2014. American Stair commenced operations in June 2015 in Hammond. The company's financial incentive from the RDA was conditioned upon staffing requirements of 180 jobs by December 2018. American Stair reached its highest employment of 169 permanent employees in January 2017 (94% of the attainment requirement). The RDA reviews progress towards the agreed upon jobs creation number in December of the compliance year. The RDA is currently working with American Stair to meet the employment requirement. Also, American Stair is currently undergoing a refinancing of their debt. RDA and legal are currently working to modify the extent of the original term and review date to meet the additional 11 jobs to be in compliance with the RDA Loan Agreement. The RDA is seeking approval of an extension of the term (yet to be determined by RDA, American Stair and legal counsel) and a "rolling review date" instead of a December review date (fabrication and production is directly related to productions sales orders so employment levels fluctuate monthly to meet anticipated production demands).

S. Ziller asked the Board for approval of the review and possible amendment of the original loan agreement dated December 22, 2014 contingent upon legal review with a determination of the extended term and use of rolling review date as presented.

B. Joiner motioned to approve the amendment of the original loan agreement dated December 22, 2014 contingent upon legal review with a second by R. Palmateer. All were in favor and the motion was approved.

T. Golab asked what the current headcount is for American Stair.

S. Ziller responded and stated 169, so they are 11 short.

M. Reed asked what type of jobs and positions they are seeking.

S. Ziller responded and stated that they are seeking: production, manufacturing and seasonal jobs.

VI. **Project Status Review:**

a. **Surface Transportation and Development:**

- i. **Update:** B. Hanna gave an updated to the Board on the West Lake Corridor expansion and Double Track projects stating that the RDA continues to perform our role as the State's fiscal officer in concert with the IFA and NICTD staff. The RDA is primarily focused on cost containment and compliance with FTA rules. All three agencies are working well with the partnership in helping to promote the advancement of the two projects. The RDA also continues to enjoy the great deal of support from the Governor's office and the Governor's staff and also with Congressman Visclosky. The West Lake Corridor project is currently waiting for entry into

engineering which is a significant milestone to achieve and we are expecting that to be announced at any moment now going forward.

**b. Expansion of the Gary Chicago Airport:**

i. **Update:** *None*

**c. Shoreline Redevelopment:**

i. **Update:** *None*

**d. Transit Development Districts:**

i. **Update:** S. Ziller reported to the Board that the RDA is responsible to drawing the Transit Development Districts (or TDDs) around the proposed stations on the West Lake corridor and existing stations on the South Shore line. These TDDs will initially encompass an area of ½-mile around each station, with the option to expand that to a mile later on. Within the TDDs, incremental property and income tax revenues will be captured for use in funding infrastructure improvements and development incentives with the TDD. The RDA and its consulting team from Policy Analytics, KPMG and MKSK have met with officials from Munster, Dyer and Michigan City and are in the process of developing preliminary TDDs and development concepts for those communities. We are currently scheduling meetings with Hammond and Portage to begin the process in those two cities. Establishing the TDDs also requires at least two public meetings in each community, and we are now aiming to hold those meetings for Munster and Dyer in November and early December. Additionally, in August, the RDA began preparations for a marketing campaign aimed at the development community. The purpose of this campaign will be to introduce developers to Northwest Indiana and the RDA and pique their interest in investing in TOD in the region. Topics to be addressed in a series of videos and informational materials include:

- The RDA's role past and current in development within the region
  - Goals and objectives of the project
- Overview of the economics of the project and the investment being placed in to rail and TDDs
  - Overview of financial tools/ incentives
  - Overview/ Stats on previous projects
    - TDD and station overview

Lastly, the TDD Steering Committee's next meeting is scheduled for November 20th at 11 a.m. here at the Purdue Tech Center, and as always we would welcome your attendance. The meeting is public.

B. Joiner asked if the RDA will continue to track the overall capital investment and the jobs created so that we will be able to, in retrospect, go back and compare it to our performance in terms of our projections.

B. Hanna responded and stated absolutely. The RDA will also provide the report to the State Budget Committee and the Indiana General Assembly which will outline the return on investment, as promised.

**e. RDA Operations:**

i. **Update:** S. Ziller reported that in 2016, the RDA was asked to provide oversight for a façade program in Gary that would reinvest sales proceeds from the Gary Urban Enterprise Association (or GUEA) back into the community. Under the arrangement, the City of Gary administers the program and disperses the funds once both the city’s Redevelopment Commission and the RDA have signed off on a project. We are happy to say that the city and the RDA have approved the second façade grant since the establishment of the program. This grant, in the amount of \$2,102.88, is going to Vibrations juice bar in Miller to add a patio and outdoor seating to the front of the building. We have also asked our legal counsel and the AG’s office to review a proposed change in policy that would expand the geographic area in which businesses are eligible for a GUEA façade grant. Current policy limits the grants to areas around the Miller and Gary Metro train stations. However, our initial policy also stated that “This criterion may be altered in the future via resolution as bus rapid transit is expanded across the city and along the Broadway corridor.” After discussions with Gary, we believe it would be beneficial to the program to expand it along GPTC routes. That review is ongoing and we hope to have an updated policy for your review in the near future.

S. Ziller also noted that the RDA is currently reviewing policies, most specifically our MWBE/DBE compliance and a few others to update them for your eventual review. Those updated will be presented to the Board much like we did with the Employee Handbook to proposed changes and seek Board approval at our next Board meeting.

S. Ziller also added that the RDA is currently working on finishing the annual report and we should have something shortly to present.

Lastly, S. Ziller advised the Board that at the next Board meeting, we’ll have our proposed 2020 Administrative Budget for review and approval and the Board will be provided with the proposal in advance of that meeting.

**VII. Unfinished Business:**

i. **Update:** *None*

**VIII. New Business:**

- i. **Update:** *None*
  
- IX. **2019 Board Planning Calendar:** The quarterly Board meeting structure is reflected in the planning calendar.
  
- X. **Future Meeting Dates 2020**
  
- XI. **General Public Comment:** *None*
  
- XII. **Adjournment:** Without further business the meeting was adjourned.

*Respectfully submitted by Amy L. Jakubin*