

Culver Redevelopment Commission Minutes
Meeting December 21, 2020

1. The CRC meeting was held under guidance provided by Indiana Governor Holcomb's Executive Order 20-02 and the Culver Town Council Resolution 2020-002. CRC members Mr. Rich West, Mr. Paul de Benedictis and Ms. Sally Ricciardi attended the meeting at the Beach Lodge; Mr. Tom Yuhas, Ms. Sue McInturff, Ms. Karen Shuman and the public participated remotely. At the start of the meeting it was explained that the meeting was being recorded and participation in the meeting was consent to be recorded and to the rebroadcast of the recorded meeting. The recorded meeting will be posted on the Culver town webpage.
2. The meeting began at 5:00 PM. Roll Call was conducted; Mr. Rich West, Ms. Sally Ricciardi, Mr. Tom Yuhas, Mr. Paul de Benedictis, Ms. Karen Shuman (non-voting member) and Ms. Sue McInturff were present.
3. Approval of the November CRC Meeting Minutes. A *motion* to approve the CRC meeting minutes for the November 16, 2020 monthly meeting was made by Mr. Yuhas and seconded by Ms. McInturff. The Secretary conducted a roll call vote and the *motion* was unanimously approved.
4. Financial Report.
 - A. The December 2020 cash flow statement was shared with the CRC members.
 - B. The November financial statement was presented to the CRC members. A *motion* to approve the November 2020 financial statement as presented was made by Ms. Ricciardi and seconded by Ms. McInturff. The Secretary conducted a roll call vote and the *motion* was unanimously approved.
 - C. The claims approval process as modified under the TC Resolution 2020-002 was explained in the April 2, 2020 CRC meeting. Claims as provided by Ms. Heim were reviewed and discussed. A *motion* to approve the December claims as presented and for Mr. West to sign was made by Ms. Ricciardi and seconded by Ms. McInturff. The Secretary conducted a roll call vote and the *motion* was unanimously approved.
5. Town Manager's Report (Attachment 1).
 - A. Mr. Leist provided a report on the status of the town's Stellar projects as well as the County Stellar and Town Projects (see Attachment 1).
 - B. Bosse McKinney & Evans consulting agreement (see Attachment 1). CRC deferred on providing the funds requested by the town manager.

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- C. Residential TIF (see Attachment 1). Mr. Leist is pursuing the qualification requirements to see if Culver qualifies. He provided an informational update on a residential TIF and how it might help the town's development.
- D. Grant/idea night/funding (see Attachment 1). Mr. Leist outlined the Town Council/Visitors Center proposal to support Culver's businesses through the winter months during the Covid restrictions. CRC members discussed the merits of the idea. Mr. de Benedictis recommended the CRC member to participate on the review committee for this project NOT be affiliated with Town Council, Develop Culver, or the Chamber of Commerce. A *motion* to match Town Council's funding but not to exceed \$5,000 for this proposal was made by Mr. de Benedictis and seconded by Ms. McInturff. The Secretary conducted a roll call vote and the *motion* was unanimously approved.

6. Old Business

- A. Economic Development workshop (see Attachment 1). Mr. Leist stated they expect a proposal in January to continue economic development services in 2021 and work on a series of economic development items for the town, building off the work and recommendations of the group sessions this year.
- B. Branding Campaign. Mr. de Benedictis expressed concern that our current branding expenditures, while providing an "overall benefit for Culver" lacks formal intent, guidance, oversight or a means to measure results. He is seeking to understand how the Visitors Center (aka FindCulver) meets the specific needs of CRC. To that end, Mr. Matt Keedy, the Executive Director of the Visitors Center will provide a formal presentation at the January 2021 CRC meeting.

7. New Business

- A. Façade Grants. No new grant requests were presented at this time.
- B. MCEDC quarterly report. The report and discussion of the 2021 CRC/MCEDC contract is deferred until January when the new MCEDC President is here.
- C. Culver Community Schools Corporation (CCSC) capital building project. In an informational format, Ms. Shuman, President of CCSC, outlined a series of short term capital project ideas that might be appropriate for CRC TIF funding. She was also seeking input and ideas from CRC members for the school corporation to increase the student population in the coming year. CRC members provided feedback and recommended CCSC present its marketing/capital plan to the Town Council as well as making it part of the economic development effort.

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- D. Rescheduling January CRC meeting. Mr. West noted the current CRC meeting date in January falls on the MLK holiday, a day off for the town's employees. It was agreed that the January meeting be moved to 5 PM Monday, January 25, 2021.
8. Public Input. Mr. Kevin Berger updated the CRC members on the Paddocks housing development and answered CRC member questions about occupancy/tenant demographics.
9. Member Input. Mr. de Benedictis thanked Mr. Berger for providing a tour of the Paddocks condominiums and townhomes. He recommended that CRC work with Mr. Berger and the backers of the project in the new year to maximize the positive impact on the town and efforts to increase the number of year round residents.
10. Adjourn the meeting. A *motion* was made by Mr. de Benedictis to adjourn the meeting, seconded by Ms. McInturff. The Secretary conducted a roll call vote and the *motion* was unanimously passed at 6:04 PM.

Respectfully submitted,

Paul de Benedictis
CRC Secretary

Meeting Minutes/ 1 attachment

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Attachment 1

Town Manager CRC Report

December 2020

Stellar Projects –

SR 10 sidewalks and West Jefferson streetscape improvements are scheduled to go out to bid in mid-January through INDOT. Construction should start on these two in the spring. Lake Max Trails Phase 2 is still going through property acquisition and final design but is scheduled to be bid out in July. We received a proposal from Troyer Group for engineering services for the Jefferson and Slate trail funded through the county stellar application that will be in front of council Tuesday for their approval.

Bose, McKinney & Evans agreement -

Ginny, Paul and I discussed next steps on the municipal utility project, and we would like to have a follow up phone call with Bose McKinney & Evans who previously provided an analysis for us on the municipal electric utility concept here in Culver. We have used the existing consulting budget with Bose and our financial consultant and would like to request an additional \$1,000 for a follow up. **Action requested: motion to approve \$1,000 for Bose McKinney consultation.**

Economic Development Workshop –

Council has had to reschedule our final session with Cheryl a couple times due to other items coming up. We are now hoping to have her present in January, and she will also provide a proposal to continue her services into next year and work on a series of economic development items for the town building off the work and recommendations of the group sessions.

Residential TIF –

Cheryl Morphew mentioned the idea of exploring this as an option to facilitate more workforce housing in Culver. To qualify for this new program, you must demonstrate that less than 3% of your total single family housing units have been built in the last three years. I am still waiting on a list of all new residential construction from the last three years from the building department. Once I get that report from the county building department, I will have an idea of whether this is something we could pursue. The idea is that we could possibly create a new residential TIF area under the state statute and use new residential tax revenue to pay for infrastructure to make the development possible. Warsaw / Winona Lake just had one approved a few months ago to help with affordable housing in their community.

Small business pitch night –

Ginny Munroe, Matt Keedy at the visitors' center, members of Develop Culver, and I discussed this concept by email, and I ran it by Rich before asking to put it on the agenda. The idea is to do a grant "pitch" night virtually in January to provide funding for things like those outdoor plastic igloos for dining, space heaters, seasonal lighting, temporary art installations, seasonal

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decorations, outdoor furniture, outdoor market infrastructure, tents, etc. that might help our businesses be able to have people come out safely. The basic idea was having a pool of CRC and town funds available in January, coming up with some specific guidelines, and asking for one-page grant applications from local businesses by early January. We would then have a panel meet virtually and listen to them provide brief overviews. Preference would be towards purchases that could be made quickly and implemented for February and March to get people to eat out / visit shops safely, and if CRC funds would be used, it would be for capital purchases transferred to the town, we are just outsourcing the ideas for what to spend it on, and we would do some outreach to local businesses encouraging them to apply and pitch. A draft outline of how it would work is included on the following pages. **Action requested: motion to approve up to \$5,000 for this project.**

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CRC / TOWN PITCH NIGHT

Target Date: Launch program January 4 if approved, applications due January 15 at noon, pitch night on January 19 at 5:00 p.m. (tentative)

FUNDS

Recommended request amount is \$500 - \$5,00 range. There is no required match from the applicant, but it is encouraged (in kind or cash). A detailed budget must be submitted with the application, including quotes where possible.

GENERAL RULES

Project must be implemented or clearly benefiting one of the key commercial areas of town on Lakeshore Drive or Main Street.

At least 50% of the funds must go towards a tangible purchase of goods that would either be leased or owned by the town permanently (a higher percentage is fine, such as a grant to purchase outdoor furniture to place outside could be 100% towards the purchase of goods).

Materials or services must be open or visible to the general public, for the benefit of the general public, and prefer that the grant purchase be accessible in a public area (i.e. park, street, sidewalk, etc.), not inside a private business with restricted access. Potential examples include but are not limited to outdoor furniture, outdoor landscaping (permanent or temporary), seasonal lights or displays, fire pits, warming stations, public art, seasonal outdoor market equipment or furniture, or any other purchases designed to encourage people to visit commercial areas safely in the winter months.

Anyone can apply, but if you are not a business owner or property owner in the commercial district of town, you must have at least one business or property owner in the commercial district co-sign with you on the grant application. Any representative of the application can make the presentation on pitch night.

FOCUS

The focus of your pitch and application should be on a small project that could be implemented within two weeks, with minimal ongoing labor requirements, and must be fundable directly by the town and redevelopment commission. The project should be designed to encourage patrons to shop, eat, or play locally in a safe manner, following COVID-19 guidelines. It must be implemented in or for the benefit of our commercial district.

VOTING PANEL

Council member, Redevelopment Member, Chamber Board member, Town manager, DC member, and a youth participant from CCHS. Additional council member would be tie breaker if needed.

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Town of Culver Small Business Pitch Night

Grant Application

Completed forms must be returned to town hall, 200 E Washington St, c/o Jonathan Leist, or emailed to jleist@townofculver.org no later than noon on Friday, January 15th to be eligible.

Name of Applicant: _____

Name of Presenter (if different): _____

Associated Business or Property in the commercial district: _____

Please provide an overview of your proposed project, including an estimated timeline for implementation. Feel free to provide attachments showing specific items, cost, etc. for greater detail.

Please provide an item-by-item budget for the project, including all necessary purchases and any professional fees or ongoing costs anticipated with the project. Please attach any professional quotes separately.

Please describe how your project will help benefit the commercial district. Please be aware that this project will use tax dollars from the commercial district.

Is there anything else you would like to tell us about your project? Don't forget to attach any supporting documentation!