

VALPARAISO Redevelopment Commission

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Rob Thorgren
*Thorgren Tool &
Molding*

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Rick Urschel
*Urschel
Laboratories, Inc.*

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George Douglas
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Patrick Lyp

Intern

Cory Caldwell

Economic Development Coordinator

Lauren Orchard

Executive Director

Stu Summers

RDC MEETING AGENDA: Tuesday, July 17, 2018

9:00 a.m. Executive Session: The Valparaiso Redevelopment Commission will meet in Executive Session at 4:00 p.m. The Executive Session will convene at the Valparaiso Chamber of Commerce 162 W. Lincolnway pursuant to I.C. 5-14-1.5-6.1(b)(2)(B), I.C. 5-14-1.5-6.1(b)(2)(D), and I.C. 5-14-1.5-6.1(b)(9) for the purpose of discussing pending litigation, discussing strategy with respect to the purchase or lease of real property, and to discuss a job performance evaluation of individual employees.

9:05 a.m. (Immediately following Executive Session, whichever occurs later)
Valparaiso Chamber of Commerce, 162 W. Lincolnway.

1. Approval of June 14th, RDC meeting minutes (Trish)
2. Approval of Claims Register (Stu)
3. Approval of Financial Report (Stu)
4. Neighborhood Improvement Grant Pilot Program (Maggie)
5. Vale Park East Pathway Discussion (Stu/Nate)
6. ValpoNet Update (Patrick)
7. Discussion of Notice to Sell Eastport Business Park Property (Patrick)
8. Dome Property/Monarch Building Update (Mike Micka)
9. Public Comment
10. Adjournment
11. Signature Session

Future Meetings: (Dates subject to change) 4:00 P.M.

- August 9, 2018
- September 13, 2018
- **October 25, 2018**
- November 8, 2018
- December 13, 2018
- January 10, 2019
- February 14, 2019
- March 14, 2019
- April 11, 2019
- May 9, 2019



City Hall
166 W. Lincolnway
Valparaiso, IN 46383
219.548.4808

VALPARAISO REDEVELOPMENT COMMISSION
Regular Meeting Minutes
June 14, 2018

The regular meeting of the Valparaiso Redevelopment Commission was called to order at 4:22 p.m. on Thursday, June 14, 2018 at City Hall Council Chambers, 166 West Lincolnway, Valparaiso, Indiana. Rob Thorgren presided.

Members present were: Rob Thorgren, Rick Urschel, Matt Murphy, Trish Sarkisian, and George Douglas. Tim Bucher was absent. Also present were Public Works Director, Nate McGinley, Director of Community Engagement, Maggie Clifton, Attorney Patrick Lyp, Executive Director Stu Summers, Economic Development Coordinator, Lauren Orchard, and Redevelopment Intern, Cory Caldwell. Members of the media and public were also present.

ITEM #1-MINUTES

Ms. Sarkisian reported that copies of the May 10, 2018 regular meeting minutes were distributed to members for their review prior to the meeting. She has reviewed the minutes and found them to be accurate.

Motion: Mr. Urschel made a motion to approve the May 10, 2018 meeting minutes as presented. Mr. Douglas seconded the motion. A voice vote was taken and unanimously carried.

ITEMS #2 & #3- CLAIMS REGISTER AND FINANCIAL REPORT:

Mr. Summers reported that copies of the June 14, 2018 claims register and the May financial report were distributed to members for their review prior to the meeting. Mr. Summers also reported that the first draw of tax revenue and tax abatement fees are expected to be received and recorded on Monday, June 18. Approval as submitted was requested.

Motion: Mr. Douglas made a motion to approve the June 14, 2018 claims register and May financial report as submitted. Mr. Urschel seconded the motion. A voice vote was taken and unanimously carried.

ITEM #4 –AMERECO PROPOSALS, ANCO:

ITEM #4.5- OPERATION AND MANAGEMENT PLAN:

Ms. Orchard reported that the Commission had received a comfort letter from the Indiana Department of Environmental Management (IDEM) for the ANCO property, including the former industrial buildings and surrounding parking lots to the north. This comfort letter requires that no further work take place on site that includes any soil disturbance until an Operation Management Plan is put in place and is approved by IDEM. Ms. Orchard stated that she had received a quote from Amereco, the Commission's environmental consultant, to complete this work for \$3,750 and requested approval of that proposal.

Motion: Mr. Douglas made a motion to approve Amereco's proposal to complete an Operation Management Plan for \$3,750 with funds from the Bus Service Expansion Account. Mr. Urschel seconded the motion. A voice vote was taken and unanimously carried.

ITEM #4.6- NES CHANGE ORDER:

Ms. Orchard reported that during site investigations, the Commission's asbestos remediation contractor, NES, and environmental consultant, Amereco, had found a hidden corridor between the 2-story ANCO building and what is now Homenclature; this corridor was found to have asbestos. NES proposed to remediate this asbestos for \$4,450. Ms. Orchard reported that NES had performed all other projects 44% under budget, meaning that they currently have enough in their contract with the Commission to complete this work without raising their contract amount. Ms. Orchard asked the Commission to approve a no-cost change order to allow NES to complete this asbestos remediation.

Motion: Mr. Douglas made a motion to approve this Change Order valued at \$4,450 with no increase to the overall contract with funds from the Bus Service Expansion Account. Mr. Urschel seconded the motion. A voice vote was taken and unanimously carried.

TIEM #4.7 REMOVAL OF DRUMS CONTAINING HEAVY METALS:

Ms. Orchard reported that following asbestos remediation in the former ANCO factories, hazardous metals found on site were temporarily stored in three drums to be taken away by a licensed hazardous waste disposal company. Amereco sought proposals from hazardous waste disposal companies and the lowest proposal came from Disposal Solutions for \$925. Ms. Orchard requested approval of the proposal from Disposal Solutions with funds coming from the Bus Service Expansion account.

Motion: Mr. Douglas made a motion to approve the proposal for \$925 to remove three drums containing heavy metals, with funds from the Bus Service Expansion account. Ms. Sarkisian seconded the motion. A voice vote was taken and unanimously carried.

ITEM #5-ANCO:

ITEM #5.5 DIXON ENGINEERING BID SPECIFICATIONS:

Ms. Orchard reminded the Commission that in 2017 the water tower within the ANCO industrial complex had been assessed by Dixon Engineering for structural stability and paint coating. The report revealed that the tower is in fair condition but will need repairs if the Commission intends to keep the structure. Ms. Orchard stated that staff requested a proposal from Dixon Engineering to prepare bid specifications for water tower renovation including any structural repairs and sealing remaining lead-based paint and repainting the structure. The resulting bids from qualified contractors would give the commission a more concrete idea of the cost for renovating the water tower. Dixon has proposed to complete the preparation of bid specifications for \$4,000. Ms. Orchard requested approval of this proposal with funds from the Bus Service Expansion Account.

Motion: Mr. Urschel made a motion to approve the proposal of \$4,000 from Dixon Engineering with funds from the Bus Service Expansion account. Mr. Douglas seconded the motion. A voice vote was taken and unanimously carried.

ITEM #5.6-IDEM DEED RESTRICTIONS, ANCO BUILDINGS:

Mr. Lyp reported that the Commission had received a comfort letter from the Indiana Department of Environmental Management (IDEM) for the ANCO property, including the former industrial buildings and surrounding parking lots to the north. This comfort letter requires that three parcels collectively recorded under one deed for the ANCO buildings and two parking lots have deed restrictions placed on the parcels. Mr. Lyp stated that these restrictions were reviewed by the approved developer, Flaherty & Collins, and the Commission's environmental consultant, Amereco, and both entities found the restrictions to be satisfactory. Mr. Lyp asked that the Commission authorize and direct legal counsel to file these deed restrictions and comply with IDEM's comfort letter requirements.

Motion: Mr. Urschel made a motion to authorize and direct legal counsel to file these deed restrictions. Ms. Sarkisian seconded the motion. A voice vote was taken and unanimously carried.

ITEM #5.7-STRATEGUS, LLC AND ICE MILLER LLP

Mr. Summers asked that this item be added to the agenda. Mr. Summers requested authorization from the Commission to engage Strategus, LLC to act as financial advisor and Ice Miller, LLP to act as special counsel to assist in the development of the Bus Service Expansion project subject to document approval of the Commission's attorney.

Motion: Mr. Murphy made a motion to authorize and direct the Executive Director to engage Strategus LLC. and Ice Miller LLP to assist in the development of the BSE project. Mr. Urschel seconded the motion. A voice vote was taken and unanimously carried.

ITEM #6-PATHWAY FUNDING:

ITEM #6.5-COUNTY COOPERATION, SIDEWALKS:

Public Works Director, Nate McGinley, presented this item explaining that Public Works has the ability to manage and match funding for the reconstruction of a block of Indiana Avenue behind the Porter County Administration building and sidewalk construction surrounding the Porter County Courthouse. Mr. McGinley stated that these projects include the repaving of sidewalks and the addition of ADA ramps and asked for \$25,000 from the Commission for each of these two projects for a total contribution of \$50,000. Mr. McGinley reported that the Public Works department would contribute more than \$50,000 in additional funds for these projects. Mr. Summers stated that these funds would come from the Downtown Account.

This item was considered in a joint motion with item #6.6.

ITEM #6.6- VALE PARK EAST PATHWAY:

Mr. McGinley presented this item stating that in 2018 the Public Works department has the ability to expand the Vale Park East Pathway extending from the five-point roundabout to Sturdy Road on the north side of Vale Park Road. Mr. McGinley clarified that this work could be done through the City's current annual contract with Gariup with an additional contribution from the Commission of \$130,000. Mr. Summers stated that this cost would be paid from the Vale Park account, which requires a transfer from the North Calumet account to the Vale Park account of \$130,000.

Motion: Mr. Douglas made a motion to approve expenditures as requested in 6.5 and 6.6 with \$50,000 being contributed from the Downtown account for Porter County sidewalk projects and \$130,000 being contributed from the Vale Park account after a transfer from the North Calumet Account to the Vale Park Account. Mr. Urschel seconded the motion. A voice vote was taken and unanimously carried.

ITEM #7-AER APPRAISAL PROPOSAL RATIFICATION:

Mr. Caldwell presented this item explaining that the Commission is interested in selling three parcels of Commission-owned property in Eastport Center. To sell these properties, the Commission must secure two appraisals from two separate appraisers, using the average of the two appraisals as the listing price to comply with Indiana law. Mr. Caldwell reported that Commission staff sought proposals for appraisals from AER Group, whose two appraisers proposed to complete two appraisals for a total cost of \$2,800 and preliminarily approved this work to meet publishing deadlines for listing these parcels for sale. Mr. Caldwell asked that the Commission ratify the approval of these proposals.

Mr. Thorgren asked that a motion for item #7 be considered in the same motion as item #8.

ITEM #8-PUBLIC NOTICE TO RECEIVE BIDS ON SALE OF EASTPORT PROPERTY:

Mr. Lyp explained that to sell the three parcels in Eastport Center, as introduced by Mr. Caldwell, the Commission will need to publish a Public Notice to Sell Real Estate. Mr. Lyp explained that this notice outlines the average of two appraisals for the three parcels and a process for respondents to submit bids for the purchase of the real estate. Mr. Lyp clarified that this notice was submitted for publication on Thursday, June 14th for publication on June 18th and June 25th. Mr. Lyp asked that the Commission ratify approval of this publication.

Motion: Mr. Douglas made a motion to ratify approval of the proposal from AER group appraisers for \$2,800 with funds from the Economic Development account and to ratify the publication of the Notice to Sell Real Estate. Mr. Murphy seconded the motion. A voice vote was taken and unanimously carried.

ITEM # 9-LANDSCAPING SERVICES:

ITEM #9.5-K & D LANDSCAPING PROPOSAL, GARMONG AND ANCO:

ITEM #9.6-MODERN EDGE LANDSCAPING PROPOAL, ANCO RESIDENTIAL LOTS:

Mr. Caldwell explained that the Commission had received three proposals for landscaping work to maintain Commission-owned properties. Two proposals were from K&D landscaping, including a proposal to maintain landscaping at the Valparaiso Shell Building for a total of \$265/month and a second proposal for landscaping of grass lots to the north of ANCO properties totaling \$520/month. One additional proposal was received from Modern Edge to complete lawn care services at the former residential lots adjacent to ANCO for a first-time charge of \$300 per lawn care service and a recurring \$200 per lawn-care service and knotweed treatment of \$250 per application. Mr. Caldwell recommended approval of all three proposals.

Mr. Douglas asked how frequently Modern Edge would provide services on residential lots.

Mr. Summers responded that services would be used sparingly for purposes of public safety and code compliance rather than beautification.

Motion: Mr. Douglas made a motion to approve K &D's Valparaiso Shell building proposal with funds from the Industrial Parks account, K &D Landscaping's ANCO proposal with funds from the Bus Service Expansion account, and Modern Edge's proposal for ANCO residential lots with funds from the Bus Service Expansion account. Mr. Urschel seconded the motion. A voice vote was taken and unanimously carried.

ITEM #10-VALPONET SUBSCRIPTION AGREEMENTS:

This item was stricken from the Agenda.

ITEM #11-DISCUSSION: JULY AND OCTOBER MEETING DATE CHANGE:

Mr. Summers announced that Commissioners had decided to change the Thursday, July 12th meeting date to Tuesday, July 17th at 9am and to change the Thursday, October 11th meeting date to Thursday October 25th, at 4pm.

ITEM #-12- PUBLIC COMMENT:

Chris Pupillo- 302 Madison St. Valparaiso, IN 46385

Mr. Pupillo voiced concerns related to landscaping payments at the Valparaiso Shell Building and asked about the process and timeline for advocate input related to affordable housing and the ANCO redevelopment project.

Staff responded that the Commission is funding landscaping at the Shell Building to encourage prospects to see the building as a viable location with professionally-kept landscaping. Staff also stated that no letter of intent had been signed with future developer, Flaherty & Collins, and therefore the process for public input had not yet been established. Mr. Thorgren stated that there would be opportunities for advocates to have one-on-one conversations with the developer to discuss their concerns.

Mr. Pupillo stated that this was a good start and thanked the staff.

George Terrell-708 Lafayette Street, Valparaiso, IN 46383

Mr. Terrell commented that he supported affordable housing questions posed by Mr. Pupillo.

David Parker-455 Campbell Street, Valparaiso, IN 46385

Mr. Parker asked if there had been wetland studies done in the area.

Staff responded that wetland studies and drawings had been completed on Commission-owned property in the ANCO redevelopment area.

ITEM #13-ADJOURNMENT:

Mr. Summers said that he had no further items for the Commission's consideration. A motion was made by Mr. Douglas to adjourn the June 14, 2018 Redevelopment Commission meeting. Mr. Urschel seconded the motion. A voice vote was taken and unanimously carried. The June 14, 2018 Redevelopment Commission meeting adjourned at 4:44 pm

Trish Sarkisian, Secretary

CITY OF VALPARAISO REDEVELOPMENT COMMISSION JUNE 2018

		General Fund	Project Fund Bond Proceeds	Debt Reserve	Consolidated Valparaiso Allocation	Combined RDC Funds YTD
FUND #		711	712	714	715	As of: 1/1/2018
Balances as of 6/1/2018		\$3,488,665.86	\$765,593.29	\$1,722,275.84	\$5,655,699.20	\$13,975,611.64
	Revenues:					
711	Interest Income	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
711	Contributions/Donations	\$607,625.00	\$0.00	\$0.00	\$0.00	\$1,747,986.09
711	Transfer	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
711	Miscellaneous	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
711	Real Estate	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
711	Tax Abatement	\$218,077.93	\$0.00	\$0.00	\$0.00	\$218,077.93
711	Pilot Fees	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
711	Vnet Construction Deposits	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
711	Vnet Fiber Lease Payments	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
711	Vnet Other Income	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
711	Refunds/Reimbursements	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
712	2014 Series B Interest	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
712	2015 Series A Interest	\$0.00	\$356.48	\$0.00	\$0.00	\$2,494.84
714	Transfer In	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
715	Taxes (TIF Revenue)	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
715	Investment Proceeds	\$0.00	\$0.00	\$0.00	\$3,429,986.60	\$3,429,986.60
715	Interest Income	\$0.00	\$0.00	\$0.00	\$557.57	\$4,053.47
715	Transfers	\$0.00	\$0.00	\$0.00	\$97,877.71	\$587,675.21
715	Miscellaneous	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
715	Refunds/Reimbursement	\$0.00	\$0.00	\$0.00	\$0.00	\$162.00
TOTAL CASH REVENUE		\$825,702.93	\$356.48	\$0.00	\$3,528,421.88	\$5,990,436.14
	Expenditures:					
711	Operations Support	\$1,713.08	\$0.00	\$0.00	\$0.00	\$27,349.48
711	Green Initiatives	\$9,880.00	\$0.00	\$0.00	\$0.00	\$38,600.00
712	Project Series B 2014	\$0.00	\$0.00	\$0.00	\$0.00	\$141,952.61
712	Project Series A 2015	\$0.00	\$10,968.74	\$0.00	\$0.00	\$1,266,485.38
715	Transfer Out	\$0.00	\$0.00	\$0.00	\$0.00	\$589,720.00
715	Unappropriated	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
715	Management	\$0.00	\$0.00	\$0.00	\$8,625.00	\$48,672.64
715	Legal Fees	\$0.00	\$0.00	\$0.00	\$509.91	\$23,347.41
715	Financial Consultants	\$0.00	\$0.00	\$0.00	\$4,276.25	\$12,743.55
715	City Staff Reimbursements	\$0.00	\$0.00	\$0.00	\$0.00	\$120,000.00
715	Economic Development	\$0.00	\$0.00	\$0.00	\$0.00	\$3,333.00
715	Debt Service Principal	\$0.00	\$0.00	\$0.00	\$885,000.00	\$885,000.00
715	Debt Service Interest	\$0.00	\$0.00	\$0.00	\$277,570.00	\$277,570.00
715	Debit Service Fees	\$0.00	\$0.00	\$0.00	\$0.00	\$750.00
715	MOTD (Med. Office Tech.)	\$0.00	\$0.00	\$0.00	\$0.00	\$24,699.07
715	Educational Challenge Grants	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
715	Vale Park	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
715	Valponet	\$0.00	\$0.00	\$0.00	\$75,329.45	\$467,598.32
715	U.S. 30 Corridor	\$0.00	\$0.00	\$0.00	\$0.00	\$54,615.00
715	Bus Service Expansion	\$0.00	\$0.00	\$0.00	\$54,693.86	\$696,968.36
715	Silhavy Road	\$0.00	\$0.00	\$0.00	\$17,153.85	\$80,070.45
715	Industrial Park Project	\$0.00	\$0.00	\$0.00	\$5,625.00	\$30,160.47
715	Calumet/Vale Park/Bullseye	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
715	East Lincolnway	\$0.00	\$0.00	\$0.00	\$8,208.34	\$49,250.04
715	Downtown	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
715	Public Safety Equipment	\$0.00	\$0.00	\$0.00	\$0.00	\$500,000.00
TOTAL EXPENDITURES		\$11,593.08	\$10,968.74	\$0.00	\$1,336,991.66	\$5,338,885.78
Fund Balances: 06/30/2018		\$4,302,775.71	\$754,981.03	\$1,722,275.84	\$7,847,129.42	\$14,627,162.00
<i>Overall fund balance total includes money invested:</i>						
<i>6 month CD (maturing 7/19/2018: \$2,700,000.00 Trust Indiana \$10,000,000.00</i>						

Neighborhood Improvement Grant Pilot Program

Program Overview

The Neighborhood Improvement Grant Pilot Program is intended to give residents an opportunity to have direct input and influence into the improvement of Valparaiso's neighborhoods. The funds provide for small neighborhood-based projects with community-wide benefit. Improvement projects may include: 1) physical improvements like fixing sidewalks, park equipment or street lights; 2) public art displays that add unique character by representing the neighborhood; 3) neighborhood signage/branding and 4) other placemaking and community-building projects like a community garden. **The Redevelopment Commission will support neighborhood improvement projects of up to \$15,000 with additional funds possible for substantial improvement projects.**

The Neighborhood Improvement funds are provided by the City of Valparaiso Redevelopment Commission (RDC) and the grants are administered with support from the Community Engagement Director and City Administrator.

Time and Date Schedule for Funding Requests

Notice to Public

July 17, 2018

Informational Meeting *

July 21, 2018 at 10:00am
City Hall, 166 Lincolnway Drive

July 25, 2018 at 6:00pm
City Hall, 166 Lincolnway Drive

July 26, 2018 at 12:00pm
City Hall, 166 Lincolnway Drive

Technical Assistance Meeting

Schedule with staff before submitting final application.
Contact Maggie Clifton, mclifton@valpo.us or 219-462-1161.

Application Due

Applications must be submitted by 4:30pm on October 1, 2018. Please send electronically to mclifton@valpo.us or hard copies to Maggie Clifton at City Hall.

Notice of Approval

A review committee will submit their recommendations to the Redevelopment Commission (RDC). The recommendations from the committee will be discussed and decided upon at the October 25, 2018 RDC meeting. Applicants will be notified of acceptance or denial in writing on October 26, 2018.

** While it is not mandatory to participate in an informational meeting, it is highly encouraged to do so.*

Eligibility

Who can apply for a Neighborhood Improvement Grant? Applications are accepted from neighborhood-based organizations and groups. A neighborhood-based organization is one:

- With a majority of its members residing or doing business in a commonly recognized neighborhood within the City of Valparaiso;
- Whose purpose, at least in part, is to improve the quality of life in that area – new groups may be formed to complete a grant project;
- That may include representatives from churches, schools, businesses and other institutions operating in that neighborhood, as well as residents.

Who is not eligible to apply? Applications will not be accepted if submitted by:

- Single businesses
- Single institutions
- Single religious organizations
- Political groups
- Single Individuals

Eligible projects must improve or enhance public spaces (city owned property or right of ways) in Valparaiso neighborhoods. Projects must not conflict with existing City policy and applications shall be developed in conformance with all City codes. Any design must meet any and all regulations set forth by governing departments or agencies, including but not limited to Public Works, Planning, Engineering, Parks and Recreation and the American with Disabilities Act.

Evaluating Criteria

Proposals will be evaluated first for feasibility and then for merit. The following point system helps define what the review committee and RDC will be looking for in the final application. Submit application and documentation that supports efforts to include all members of the neighborhood in the development of the plan/project along with how it provides community-wide benefit (including documentation of the required notification to all interested parties).

- **Neighborhood Involvement:** up to 15 points. Assess the efforts of the applicant to involve neighborhood residents in the planning and implementation of the project. Additional consideration given to neighborhoods that hold neighborhood meetings regarding the project and promoting it in newsletters, flyers, petitions, etc. (provide appropriate documentation)
- **Neighborhood Investment:** up to 15 points. Assess whether the project is being supported by neighborhood residents financially or with additional in-kind or volunteer resources. 15 points will be given automatically if the neighborhood is investing 10% or more.
- **Provides community wide benefit:** up to 15 points. Assess whether the project improves the health or safety of residents, benefits a significant number of residents, reduces potential property damage, or provides a facility commonly found in other neighborhoods and provides community wide benefit.
- **Feasibility:** up to 10 points. Assess the applicant's involvement with other City departments with experience in completing similar projects. Consider any design and environmental concerns. Determine whether the project can be completed within one calendar year.
- **Longevity:** up to 10 points. Does the project entail a one-time large expenditure? Consider any long-term maintenance responsibilities. Assess, if completed, whether the project benefits will be retained over time. Consider the project's consistency with the City's existing plans.
- **Partnerships and Collaborations:** up to 10 points. Assess the efforts of the group to develop partnerships with other organizations to complete projects.

Please acknowledge that the guidelines issued for this program are just that – guidelines. The City reserves the right to exercise its discretion and review each application individually to determine if the proposed work meets the goals and objectives of the program. Said determination of eligibility rests on the discretion of the RDC and review committee. The city also reserves the right to deny a grant to any individual which has undisputed funds due and owing for unpaid property tax, ordinance violations bureau fees, water or sewer charges or court fines and costs.

Rules and Procedures for Notification of Interested Parties

For projects funded by the Neighborhood Improvement Grant Pilot Program, the applicant must notify all interested parties to ensure surrounding neighbors are aware of the neighborhood project; this procedure has been implemented as to assure those whose property may be affected by the project are properly notified. This process will be reviewed during the informational sessions and technical assistance meeting with city staff.

Application Form

The application allows the review committee and RDC to gather the information they need to evaluate the feasibility and merit of the neighborhood improvement project. Note that we are not asking for you to calculate a budget for the project on your own. The city departments will work together to assess what the budget estimate is after the applicant participates in a technical assistance meeting.

Neighborhood Improvement Grant Pilot Program

Applicant Neighborhood / Organization: _____

Project Contact Person: _____

Mailing Address: _____

Day Phone: _____ Evening Phone: _____ Email: _____

Project Name: _____

Project Location (Address): _____

Please describe the project in 50 words or less:

1. Applicant Organization

Please describe your organization (number of members, geographic boundaries, mission, membership policy, accomplishments). **Note there is no penalty if this group has simply come together to pursue this grant. We hope that this will lead to increased partnerships and convenings in the future.*

2. Project Information

Describe your proposed project. What do you want to do? Why do you want to do it?

3. Project Location

Please describe, in detail, the physical location(s) of the proposed projects. Identify the property owner(s). Provide proof of the property owner's permission to construct your proposed improvement. Why was this location chosen?

4. Neighborhood Involvement

Describe how members of the neighborhood were/will be involved in the planning and implementation of the project. Demonstrate participation by providing how neighborhood members were contacted, how many became involved and what sectors of your community they represent.

5. Ongoing maintenance

Submit an established ongoing maintenance plan for the life of your project.

6. Public Information

Describe how the public will benefit from this project. For example, area churches, schools and organizations.

7. Budget

Work with City staff to determine estimates for the proposed project as necessary.

8. Attachments

Attachments should demonstrate that the project is well planned and ready to go and the community supports the proposed project.

- Attach documentation of neighborhood support for the proposed project. This may include sign-on letter of support, minutes from a neighborhood association meeting, etc.
- Attach required permits, approvals and certificates to show you have the authorization for your project by the appropriate governing body. *City staff will support.*
- Attach copies of maps, site plans and/or construction drawings, as appropriate.
- If there is anything else the review board should know about your project, you may attach a brief (1 page or less) narrative.

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Item #6

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To: Valparaiso Redevelopment Commission
From: Lauren Orchard
SUBT: Vale Park East Pathway Discussion (Silhavy to Sturdy)
Date: July 17, 2018

Summary

In June 2018, the Commission approved expenditures totaling \$130,000 to construct pathway along Vale Park Road between the Five-point roundabout and Sturdy Road. Mr. Douglas asked that Commission staff consider extending this pathway construction further east between Sturdy Road and Silhavy Road. After the June RDC meeting, a member of the public also asked that this section of Vale Park be considered for pathway extension. Following these requests, staff asked the Public Works department to provide estimates for this pathway extension.

Construction Costs

Based on the City's 2018 contract with Gariup, the Public Works Director has estimated that this section of pathway would cost \$200,000 to construct and would cost an additional \$25,000 for drainage updates for a total construction cost (with 5% contingency) of \$235,000.

Addition of Utilities and Conduit

Our Engineering Department has recommended that this pathway extension include an extension of a sewer line. This would save the City costs associated with ripping up and replacing sidewalk during a future installation. Engineering Director, Tim Burkman, estimates that it would cost an additional \$100,000 to install 1200 feet of sewer line. The City Utilities Director says that he will need to consider whether or not he has the budget to complete this extension in 2018.

In addition to the installation of a sewer line extension, RDC staff see value in installing conduit left over from the ValpoNet project for future use. The Commission could donate ValpoNet fiber to the Public Works Department to install, but additional hand-holes would also need to be purchased and installed.

Easements/ROW

Seven or more properties along this pathway would need to dedicate right-of-way to the City before a pathway could be constructed. Will Rose, the City's GIS specialist, would draft easement agreements and RDC staff would reach out to property owners to ask for donations of Right-of-Way. The process for obtaining these easement agreements may impact the project's timeline.

RDC Budget

At the June 2018 meeting, the Commission approved a transfer from North Calumet to the Vale Park account to accommodate the \$130,000 needed for pathway construction between the Five-point roundabout and Sturdy Road. Once these costs are incurred, the Vale Park account will not have sufficient funds for the additional \$235,000 needed for construction and drainage updates. Therefore, an additional transfer within the RDC budget would be required to complete this work in 2018. Staff are currently undergoing a mid-year financial review and may consider this budget change at the direction of the Commission.