

PLYMOUTH REDEVELOPMENT COMMISSION

June 16, 2020

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The Plymouth Redevelopment Commission met in regular session at 5:30 p.m., Tuesday, June 16, 2020, in the Council Chambers of the City Building at 124 North Michigan Street, Plymouth, IN.

Members of the governing bodies of Marshall County, Center Township Advisory Board, West Township Advisory Board, Marshall County Solid Waste District, Plymouth Public Library Board of Trustees, the City of Plymouth Common Council and Plymouth Community School Board Members were invited to the meeting. There were no quorums present for any of those entities, physically or virtually.

As allowed by Governor Holcomb's Executive Order #20-04 and 20-09, Commissioners were able to attend the meeting virtually. President Mike Miley called the meeting to order. Miley, Commissioners Billy Ellinger and Melissa Christiansen attended the meeting virtually. Commission Nancy Felde, City Attorney Sean Surrisi, City Engineer Rick Gaul and Clerk-Treasurer Jeanine Xaver attended the meeting in person. Commissioner Tom Pedavoli arrived after roll call. Commissioner Craig Hopple was absent.

Commissioners Ellinger and Felde moved and seconded to approve the minutes of the regular session of May 19, 2020. The motion carried.

The following legal notice was advertised in the Pilots Newspaper on June 1 and June 8, 2020:

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Legals**

**NOTICE TO BIDDERS  
CITY OF PLYMOUTH,  
INDIANA  
PW-19-037 PIONEER DRIVE  
RECONSTRUCT CCMG  
2020-1**

Notice is hereby given that the CITY OF PLYMOUTH, Indiana, by and through its Redevelopment Commission, hereinafter referred to as the OWNER, will receive sealed bids for the PW-19-037 PIONEER DRIVE RECONSTRUCT CCMG 2020-1

at the office of the Clerk-Treasurer of the City of Plymouth - City Hall, 124 North Michigan Street, Plymouth, Indiana, 46563.

Sealed bids are invited and may be forwarded by registered mail, addressed to the City, in care of the Clerk-Treasurer by no later than 4:30 PM (local time) and will be considered by the OWNER at a regularly scheduled public meeting of the Redevelopment Commission on or after 5:30 PM (local time) on Tuesday, June 16,

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2020 at the City of Plymouth - City Hall, 124 North Michigan Street, 2nd floor, Plymouth, Indiana, 46563 (Garro Street Entrance). Proposals received by the Clerk-Treasurer after 4:30 PM (local time) shall be returned unopened. The bidder shall be responsible to make sure that bids are mailed or otherwise delivered to the Clerk-Treasurer before said time. One final call for bids shall be made prior to the opening of the bids at the subject meeting. The PW-19-037 PIONEER DRIVE RECONSTRUCT CCMG 2020-1 shall be the street reconstruction project as described in the project specifications.

A complete set of Contract Documents and Specifications may be obtained at the Clerk-Treasurer's Office between the hours of 8:30 a.m. and 4:30 p.m., local time, Monday through Friday. A non-refundable fee of \$50.00 is required at the time of Contract Documents and Specifications

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package procurement. A pre-bid meeting will be held at the City of Plymouth City Hall Council Chambers - Garro Street Entrance; 124 North Michigan Street - 2nd floor; 9:00 AM on Thursday June 4, 2020.

All bids received at the Office of the Clerk-Treasurer by 4:30 PM local time or delivered to the meeting prior to the last call will be opened publicly and read aloud by the Redevelopment Commission; 124 North Michigan Street, 2nd floor, (Garro Street entrance) at the above time.

Bids are to be submitted on Indiana Form No. 96 and shall be accompanied with the appropriate financial statement. Each bid shall be accompanied by a certified check or acceptable bid bond, in a sum of not less than five percent (5%) of the total bid amount. Bids shall be in sealed envelopes, marked with the name and place of business of the bidder. E-Verify employment documentation, City

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Nepotism documentation, Doing Business with Iran, and Tier 1 Contractor Certification Pursuant to IC 5-16-13 documentation shall be completed and submitted with the bid documents.

A performance bond equal to the contract price and a payment bond to insure the payment of subcontractors, contract laborers, material suppliers, and persons furnishing services will be required upon award of contract.

No bid shall be withdrawn after scheduled closing time for receipts of bids for at least forty-five (45) days. The Board reserves the right to reject any or all bids, to accept all, or any part of any bid received, and to waive any and all informalities in bidding, and to accept the lowest and/or best bid.

Board of Public Works and Safety  
Jeanine M. Xaver  
Clerk-Treasurer  
June 1 & 8, 2020-P  
June 1, 8, 2020 PW1903701up2020

City Attorney Surrisi made a final call for sealed bids for PW-19-037 Pioneer Drive Reconstruct CCMG project. The following sealed bids were opened and read aloud:

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Company	City	Base Bid	Alternate Bid
E & B Paving, Inc.	Rochester, IN	\$644,333.05	-\$0
HRP	South Bend, IN	\$737,532.60	-\$11,537.50
Walsh & Kelly	South Bend, IN	\$649,053.25	-\$19,537.50
Phend & Brown	Milford, IN	\$847,199.00	-\$ 5,903.50
Rieth Riley	South Bend, IN	\$733,911.00	-\$10,500.00

City Engineer Gaul recommended the bids be taken under advisement and allow the project to be awarded to the lowest responsive and responsible bidder at the next Board of Public Works and Safety meeting. City Attorney Surrisi noted that he is currently working with Marshall County on a Memorandum of Understanding regarding the detour on the county roads and will include an assessment of those roads before and after the detour.

Commissioners Ellinger and Pedavoli moved and seconded to take the bids under advisement and allow the Board of Public Works and Safety to award to the lowest responsive and responsible bidder. The motion carried.

Annual Presentation of Overlapping Taxing Units

City Attorney Surrisi presented information to the members and representatives of overlapping taxing units as required annually by state law. He played an AIM Indiana presentation which discussed tax increment financing and the purpose for TIF generate revenues. Surrisi outlined each TIF district in Plymouth, their history, and some potential plans for the future.

Surrisi touched on the Redevelopment Commission’s donation of \$100,000 towards Covid-19 Relief. Out of that donation, \$50,000 was pledged to Plymouth Economic Development Corporation’s Small Business Financial Support Program, which features “Getting Back Grants” and “Here to Stay Loans” for local businesses. He noted that they are also looking at applying for up to \$250,000 in OCRA grant funds, which would not require a grant administrator, as part of this aide for small businesses in Plymouth.

Surrisi added that this is not currently a project, however there could be potential for a redevelopment opportunity in TIF #2. The city demolished the old Clark Station (located at 400 E Jefferson Street) last year as part of its Unsafe Building program. Once the city is able, they will place a foreclosure action on the property in order to try and recuperate some funds from the expense of the demolition or gain control of the property.

Jamie Visker, representative from Winona Building Products, was present to discuss TIF District #5, which was established in 2018 specifically for the expansion of their facility on Western Avenue. Visker said the company was able to secure additional capital through a New Market Tax Credit. They are in the process of upgrading equipment which will double their output capacity from 500 million ft<sup>2</sup> to 1 billion ft<sup>2</sup> per year, which now gives the company cost competitiveness that they did not have prior to this expansion. He reviewed the products that they will be producing and said that they anticipate operating at full capacity sometime in the first quarter of 2021. Visker added that Winona Building Products is currently only utilizing half of the building and are in negotiations to rent the former Del Monte production portion of the building to another manufacturing company that would bring additional employment opportunities for Plymouth.

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TIF #1

**Update on Hoham Drive Reconstruction Project**

City Engineer Rick Gaul said there has been an increase in the estimated cost of the design due to increase in the underground storage. INDOT said this is reimbursable work, however the state does not have money right now. Gaul said it is likely that the city will have to pay the difference of this design cost increase, which is around \$150,000. If bids for the project come below the estimated cost, these leftover funds can be used to pay the difference.

**Update on Pioneer Drive Reconstruction Project**

Gaul provided an update on this project. The agreement with Lochmueller is ready for review and includes the additional \$52,800 that was discussed at the last Redevelopment Commission meeting. Ryan Clark, representative from Lochmueller, was present to discuss the agreement and provide an update on the maintenance of traffic for this project. Clark said the full-time construction inspector on the project is the additional \$52,800 and will be a Lochmueller inspector on site, 40-hours per week for two months. They will oversee daily operations and act as a liaison between the contractor and the city. This person will also oversee the re-routed traffic, including the monitoring of the county road, 7B, that will be used for detoured traffic during construction. Clark said that there is an existing 48-inch corrugated metal culvert east of the railroad. There is some concern about the condition of this culvert and how detoured truck traffic might affect it. Lochmueller has been out to look at the culvert. It is in good, to very good, condition and lies 9-10 feet below the surface of the roadway. Clark said that beyond 8-feet deep, the load bearing truck traffic no longer affects the underground pipes, so they do not foresee any issues with the truck traffic over this pipe.

Gaul recommended the commission approve amendment #2 with Lochmueller for the additional \$52,800, which brings the total preliminary design amount to \$227,900.

Commissioners Ellinger and Felde moved and seconded to approve amendment #2 with Lochmueller for the preliminary design agreement for the Pioneer Drive Reconstruction Project. The motion carried.

TIF #2 - No updates.

TIF #3

**Manufacturing Center Discussion**

Jerry Chavez, President of Marshall County Economic Development Corporation, was present to discuss this project with the commissioners. He said that they had anticipated breaking ground on this project at the end of May / beginning of June. Due to the Covid-19 pandemic, that timeline has been pushed out. They are currently re-evaluating the design and cost of the building and he is expecting a new cost estimate within the next two weeks. The plan is to have legal documents ready for the commissioners to review at their July meeting.

TIF #4

**River Gate South Project**

Felde asked where things stand on the outstanding punchlist items. Gaul said he was on-site when the contractor was working on the driveway, but has not been back to evaluate the end-product. Felde said the landscape architect is still working on the design. She has accepted the materials they would like to use. The landscape cannot be done until the curb stops are completed around the

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planters. It was decided that Mike Hite, Park Superintendent, should be part of the walk through once the plants are in so that the park department knows what they will be responsible for maintaining.

TIF #5 - No updates.

TIF #6 - No updates.

Approval of Redevelopment Invoices

President Miley presented the following invoices for the Commission's approval:

**To be paid from TIF 1**

- April progress payment to Lochmueller Group in the amount of \$1,887.41 for the Hoham Drive Project
- April progress payment to Lochmueller Group in the amount of \$20,268.09 for the Pioneer Drive Project
- Payment to the Pilot Newspaper in the amount of \$74.77 for the legal notice for the bid opening on June 16, 2020 for the Pioneer Drive Project

**To be paid from TIF 2**

- Donation to United Way for COVID Relief in the amount of \$50,000
- Donation to Marshall County Community Foundation for COVID Relief in the amount of \$50,000
- Transfer to the TIF Bond & Interest Fund in the amount of \$64,160 for the River Park Square bond payment

**To be paid from TIF Bond & Interest Fund**

- Payment to Bank of New York Mellon in the amount of \$64,160 for the River Park Square bond payment

**To be paid from TIF 3**

- Interim billing to Baker Tilly Municipal Advisors in the amount of \$7,500 for professional services provided through April 30, 2020, related to tax increment financing, which includes preparation of financial feasibility analysis for the proposed Manufacturing Center Project, providing assistance in the amendment of an existing TIF Area, preparation of tax impact statement, review of legal documents, attendance of meetings and other related services.

Commissioners Ellinger and Pedavoli moved and seconded to approve payment of the invoices as presented. The motion carried.

The following communications were provided to the Commissioners:

- 1993 TIF Trial Balance – May, 2020 (TIF #1)
- 2000 TIF Trial Balance – May, 2020 (TIF #2)
- 2005 TIF Trial Balance – May, 2020 (TIF #3)
- 2016 TIF Trial Balance – May, 2020 (TIF #4)

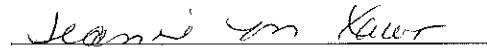
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Commissioners Felde and Pedavoli moved and seconded to accept the communications as presented. The motion carried.

The next meeting is scheduled for July 21, 2020, at 5:30 p.m. There being no further business to discuss, the meeting was declared adjourned at 6:47 p.m. after a motion and second by Commissioners Felde and Ellinger. The motion carried.

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*Jeanine M. Xaver, IAMC / CMC*  
Clerk-Treasurer