

# PLYMOUTH REDEVELOPMENT COMMISSION

February 20, 2024

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The Plymouth Redevelopment Commission met in regular session in the Council Chambers on the second floor of 124 North Michigan Street, Plymouth, Indiana on February 20, 2024 at 5:30 p.m.

President Mike Miley led the Pledge of Allegiance.

President Mike Miley called the meeting to order for Commissioners Billy Ellinger, Craig Hopple and Robin Cupka who were present at the meeting. Commissioner Nancy Felde was absent. Other attendees included Mayor Listenberger, City Attorney Houin, City Engineer Seller and Clerk-Treasurer Gorski. The public was able to see and hear the meeting through Microsoft Teams.

Commissioners Ellinger and Hopple moved and seconded to approve the minutes of the last Regular Session meeting of January 16, 2024 with the amendment that Street Superintendent Marquardt be added to the list of other attendees. The motion carried.

## TIF #1: U.S. 30 / Oak Road Economic Development Area

### **Hoham Drive Update**

There were no updates at this time.

## TIF #2: East Jefferson / Central Business Economic Development Area

### **Discussion of Water Street Townhomes Project**

City Attorney Houin states demolition bids for this project were opened at the January 22, 2024 Board of Public Works and Safety meeting and they were turned over to the developer who is awarding the bids. He states he spoke with Kevin Berger over email today and they are coordinating with Habitat for Humanity to come and clear some items out of the houses and working with the Plymouth Fire Department who will conduct some training within the houses. He states once all of that is done, they will demolish the houses. He explains they are also in the process of preparing the bid packets for the other subcontractor work that will be a part of the contract. He states those bids will also have to be opened at a public meeting so he is hoping to have that ready for the first Board of Public Works and Safety meeting in March. He states they are trying to get all of those bids awarded and lined up so they can work on it.

### **Proposal for Master Plan Service of the Michigan Street Corridor**

Houin states the next item he has for you in TIF #2 is a proposal you all should have received from Jones Petrie Rafinski (JPR) Engineers. He states if you are familiar with the original plans of the REES Theatre Renovation that you may recall that it included some upgrades to the sidewalk around the building. He states one of those items they wanted to do was include a bump out area that would extend the pedestrian area and provide people with a gathering place on the corner there and slow traffic around the corner to make it more pedestrian friendly along the outside of the building.

Miley asks if that is along LaPorte Street.

Houin responds by stating it is on the corner of LaPorte and Michigan Street. He states where it gets tricky is that Michigan Street is a State Highway that they will need to get INDOT approval to do anything that extends out onto Michigan Street. He understands they revised the plans at one point with an alternate that would only do LaPorte Street but ultimately, they would like to do the entire design entirely around the corner. He states Randy Danielson from the REES Theatre Committee reached out to Robert Heiden, who is a Plymouth native that is also an architect with JPR who has done a lot of work on the streetscapes projects they conducted in South Bend/ Mishawaka. He suggests going to downtown Mishawaka as it is much different than it used to be as it is a very impressive downtown area now and JPR did a lot of that design work. He states they came to Plymouth Complete Streets Committee to talk about their ideas and emphasize how quickly they would like to move forward with this. He states in that discussion, they also spoke about the rest of Michigan Street downtown and the side streets connecting to Michigan Street, along with the issues there. He adds that you all have had discussions about the state of the trees downtown and

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you are aware that the lighting and electrical lines are in poor condition. He states a lot of the infrastructure for the downtown sidewalks are really nearing end of life. He states something needs to be done and the sooner the better before it is completely crumbled to revitalize that space. He adds there are also some sections of sidewalk that need repair, some potential damage caused by drainage being done to the sidewalks, and a lot of little issues. He states once you start to address those, the Complete Streets Committee determined that it would be best to have a master plan so we know what we are aiming for. He states if they have a plan for what they want downtown Plymouth to look like, they can then take those projects in chunks as we identify funds either in your budget, the city's budget, or grant opportunities. He states they would all be aiming toward a unified vision of what the downtown streetscape would look like. He explains it would also benefit the REES Theatre, because if they ask INDOT for permission to do work on Michigan Street that they would have a much better chance gaining approval if it fits into a plan for the city itself. He explains with all of those motivations in mind, Mayor Listenberger, who at the time was Mayor Elect Listenberger, asked Robert Heiden to put together a proposal to do that planning work. He states that is what is before you now. He explains that he did email out a revised version from what was originally in your packet. He adds the only revision is the dates as it was originally proposed to start the work in January, and obviously there was not approval for them to move forward, but now we are started a little later than originally planned. He states the goal is to involve community input to have one or two meetings with the community/ stakeholders, so they can hear from them and get their ideas. He states Heiden has already attended a meeting of the Downtown Merchants and presented some of these ideas to them. He adds they were really supportive to see some of this work done. He explains we have already started some of this outreach even without the official approval. He states they would like to move very quickly on this so they can put that plan together so the REES Theatre can use that to move forward with their project and the city can move forward with updated their streetscape downtown.

Hopple asks if he is referring to both sides of the street where the REES Theatre is or just talking about the same side as the REES Theatre.

Houin responds by stating the REES's plan is just for that one corner. He explains that it is both sides of the corner which would include LaPorte and Michigan Street. He states from the Michigan Street right-of-way to the west is State Road 17 so that is where they would need INDOT approval. He states anything to the east of that right-of-way along LaPorte Street would only require city approval. He states he spoke with the Clerk-Treasurer and there was money budgeted in economic development initiatives for 2024. He states some of that was used for the expenses related to the bond issuance for the Water Street Townhomes Project but there was quite a bit left in that line item. He states about \$65,000 still remains. He adds there is plenty left in the budget to pay for this study and we are asking you to approve paying for this study out of TIF #2.

Miley asks if the Redevelopment Commission would be the funding body to this.

Houin responds by stating they will be asking you to pay for this out of the TIF #2 budget, specifically the economic development initiatives line.

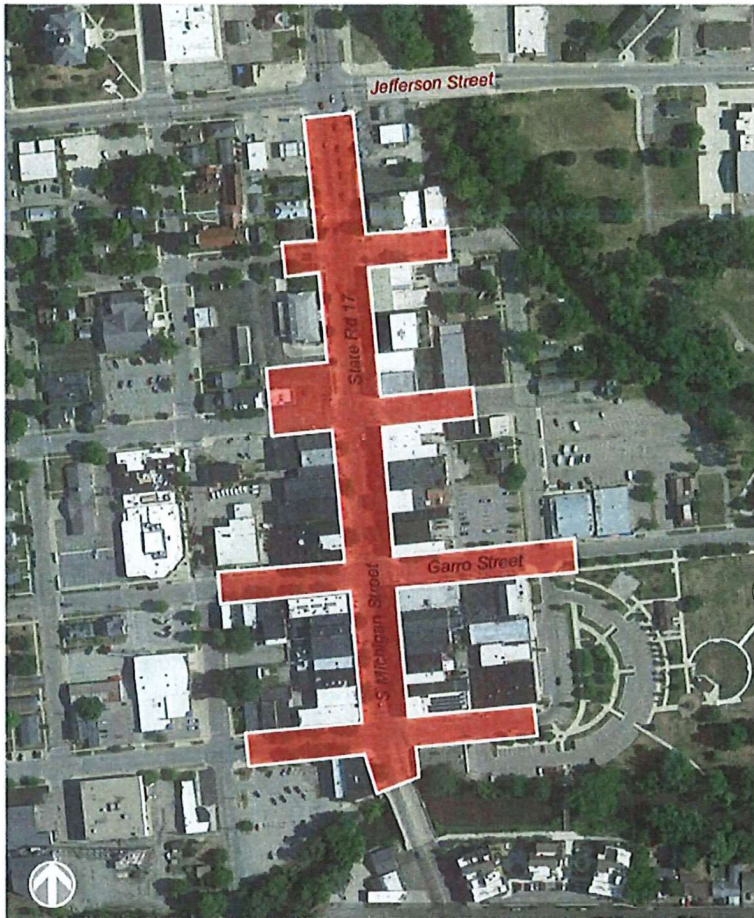
Listenberger references towards the end of the proposal that it shows an outline as seen below.



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## MICHIGAN STREET DOWNTOWN STREETScape MASTER PLAN

MASTER PLAN LIMITS  
PLYMOUTH, INDIANA  
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Miley states as you know from attending meetings prior this year that Nancy Felde on the committee has a real affinity for this downtown revitalization. He asks if there is a way that she can be included in some of those meeting groups. He believes she will be a real asset.

Houin responds by stating he would certainly hope to have input from any and all of you that want to give input. He said he mentioned prior to the meeting that he was a little disappointed to hear that she would not be here for the meeting tonight because he believed she would be the most excited about this proposal. He states he looks forward to working with her and introducing her to Robert Heiden so she can be a part of the process.

Miley states he believes this is a really exciting project and that it needs to be done as it would be a real asset to the community.

Commissioners Hopple and Ellinger moved and seconded to approve the proposal for Master Plan Service of the Michigan Street Corridor from Jones Petrie Rafinski as presented. The motion carried.

Kathy Bottorff with WTCA asks what the cost of the proposal is.

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Houin responds by stating the cost is \$15,400 and that he will provide a copy of that proposal to her.

## TIF #3: U.S. 30 / Pine Road Economic Development Area

Houin states the new City Engineer is getting up to speed on some of the projects including Commerce Street. He explains they met with VS Engineering, who did the initial work on that, so we can all get on the same page. He states we are in the process of scheduled a pre-construction meeting with Reith-Riley Construction who we awarded the bid to at your last meeting. He states that project is moving forward and we will find out soon when it will be on the schedule for this year.

## TIF #4: South Gateway / Western Downtown Economic Development Area

There were no updates at this time.

## TIF #5: Western Avenue Economic Development Area

There were no updates at this time.

## TIF #6: Plymouth/Goshen Trail Economic Development Area

### **Update on Centennial Crossings**

Houin states there is not much to update from the last meeting. He states the Mayor and himself met with representatives of Construction Management & Design, Inc. and they are interested in expansion to the East and that is all we know at the time. He adds a lot has to come together first for that to be feasible but it is a possibility in the future.

Miley asks what is left in closing out the original.

Houin responds by stating he believes it is just a matter of dedicating the infrastructure. He states he is not 100% sure on that but that is what he is aware of.

## TIF#7: Pretzel's Air Parcel

There were no updates at this time.

## Other Business:

### **Baker Tilly Draft Feasibility Study & Cost of Issuance Workpaper**

Houin references the Baker Tilly Agreement that the Clerk-Treasurer had sent out. He states they all met with Baker Tilly to discuss this and one of the things he tried to get away from in his law practice was billable hours. He states he does not think it is fair to clients and not fair to the professionals so he really prefers a flat fee contract. He explains that is exactly what Baker Tilly is proposing, which is a flat monthly fee. He states this proposal is a little higher than what was previously charged because there is some additional work included. He states it is his understanding there is a new law that the Redevelopment Commission is required to create an annual spending plan and that is included in this proposal. He mentions he spoke to the Deputy Clerk-Treasurer even before taking office as City Attorney in wanting to get a project list. He states he discovered that the Master Project List for all the Redevelopment Projects really existed only in the former City Attorney's head. He states he is happy to help and answer questions but thought it would be good to have a master list somewhere they had access to. He states it has already been put together and that he just has not had time to review it yet to see if he has any questions but we are working to ensure there is a master list available.

Miley states he thought a master list had to submitted to the state.

Clerk-Treasurer Gorski responds by stating not yet. She states we received this Baker Tilly Agreement right before the meeting last month and then she was at training so she was not able to present it to you at that time. She states for this agreement, Baker Tilly will be our go to for anything redevelopment. She states there are several required reports that have to be complete for the State every year. She states they also



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require informational meetings for other taxing entities that the former City Attorney used to always prepare for us. She states now that he is not here, Baker Tilly will be handling that for us. She states their cost will be \$2,500/ month, which will be split between all seven taxing districts.

Miley asks for clarification that Baker Tilly has done work for us in the past but not to the extent you are proposing to do. Gorski agrees.

Commissioners Ellinger and Hopple moved and seconded to approve the Baker Tilly TIF+ Services Agreement. The motion carried.

Approval of Redevelopment Invoices

**Paid from:**

**Hoham Drive Grant – TIF 1**

Lochmueller Group LLC                      Engineering Services for Reconstruction of Hoham Drive                      \$1,985.88

**TIF 2**

Bowen Printing                                      FedEx documents for Water St. Bond to ICE Miller & Bank of Oklahoma                                      \$53.29

**Total Amount of Claims \$2,039.17**

Commissioners Hopple and Ellinger moved and seconded to approve the Redevelopment Invoices as presented. The motion carried.

Acceptance of Communications

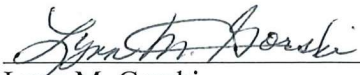
The following communications were provided to the Commissioners:

- Finalized December 2023 Financial Reports
- 1993 TIF Trial Balance – January, 2024 (TIF #1: U.S. 30 / Oak Road Economic Development Area)
- 2000 TIF Trial Balance – January, 2024 (TIF #2: East Jefferson / Central Business EDA)
- 2005 TIF Trial Balance – January, 2024 (TIF #3: U.S. 30 / Pine Road Economic Development Area)
- 2016 TIF Trial Balance – January, 2024 (TIF #4 South Gateway / Western Downtown EDA)
- 2019 TIF Trial Balance – January, 2024 (TIF #7 Pretzels Air Parcel)
- Michigan Street Master Plan Proposal
- Baker Tilly Draft Feasibility Study & Cost of Issuance Workpaper

Commissioners Hopple and Ellinger moved and seconded to accept the communications as presented. The motion carried.

Adjournment

The next meeting is scheduled for March 19, 2024 at 5:30 p.m. There being no further business to discuss the meeting was declared adjourned at 5:50 p.m. after a motion and second by Commissioners Ellinger and Hopple. The motion carried.

  
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Lynn M. Gorski  
Clerk-Treasurer