

Northeast Indiana Regional Development Authority (RDA)
Meeting Minutes
9/20/16

The meeting was held at 2:00PM at the Warsaw City Hall located at 102 S. Buffalo St., Warsaw, IN.

Attendance

Brad Bishop, Andrew Briggs, Gene Donaghy, Bob Marshall, Jeff Turner

Staff

Andrew Boxberger, Michael Galbraith, Amy Hesting, Erin Whittle

Call to Order and Introductions

Jeff Turner

Jeff Turner welcomed everyone to the Northeast Indiana RDA Development Board meeting.

Approval of Minutes

Jeff Turner

Jeff Turner asked for a motion to approve the minutes from the August 16, 2016 board meeting. Gene Donaghy asked that a mistake in the USF sub-recipient language be amended (minutes say RDA is awaiting a response from Trine).

Andrew Briggs motioned, Gene Donaghy seconded and the August 16, 2016 minutes were unanimously approved with the requested change.

Presentation: North Buffalo Street Redevelopment

Jeremy Skinner, David Matthews & Mayor Thallemer

Jeremy Skinner, David Matthews & Mayor Thallemer provided an overview of the North Buffalo Street Redevelopment project. The total cost of the project is \$17,560,000. The Warsaw Redevelopment Commission & Matthews Warsaw LLC are requesting \$3,500,000 (20%) in RCI funds. The money will be used for reconstruction of Buffalo Street and construction of the plaza. Because some properties have not yet been acquired, Jeff Turner raised a concern that the RDA will need to make sure documents include language that protects the board and ensures that projects are finished. Andrew Briggs, Bob Marshall, Andrew Boxberger & Michael Galbraith will work to research the financials to determine the financial viability of Matthews LLC and the proposed project. **Andrew Briggs made a motion to take the project under advisement, Gene Donaghy seconded and the North Buffalo Street Redevelopment project was unanimously approved to be taken under advisement.**

Open Road to One Million Projects

Jeff Turner

Manchester Early Learning Center—Jeff Turner opened the discussion. Jeff Turner asked for a motion to approve the application for the Manchester Early Learning Center. **Brad Bishop motioned, Bob Marshall approved and the Manchester Early Learning Center application was approved.**

Great Lakes Capital - Skyline Project: IEDC has approved the requested \$2.8 million; Andrew Boxberger has been negotiating the sub-recipient agreement with Skyline officials. Because of the unique nature of this project and the requirements of the other funding sources involved, three separate agreements were needed: sub-recipient agreement, an account control agreement and a construction monitoring agreement. Old National Bank will also submit a letter to Andrew Boxberger stating that they will not spend the RCI funds until they've spent \$20 million from other funding sources (estimated to be Spring 2017). Jeff Turner's employer is now an investor in this project and therefore Jeff has recused himself from this vote. Bob Marshall asked for a motion to sign the sub-recipient agreement, the account control agreement and the construction monitoring agreement and the cover letter, once it is received from Old National Bank. **Andrew Briggs motioned, Brad Bishop seconded and the motion was unanimously approved.** Andrew Boxberger suggested that the board authorize the vice chair to sign all of the agreements the cover letter. **Gene Donaghy motioned that Bob Marshall sign the three agreements and the cover letter from Old National Bank. Brad Bishop seconded and the motion was unanimously approved.**

University of Saint Francis: IEDC has approved the requested \$2.8 million & the sub-recipient agreement has been signed by Sister Elise Kriss. Jeff Turner asked for a motion to sign the sub-recipient agreement. **Bob Marshall motioned, Andrew Briggs seconded and the motion was unanimously approved.**

Trine University: IEDC has approved the request of \$2.8 million and the sub-recipient agreement has been signed by President Earl Brooks. Jeff Turner recused himself from this vote. Bob Marshall asked for a motion to sign the sub-recipient agreement. **Gene Donaghy motioned, Brad Bishop seconded and the motion was unanimously approved.**

Embassy Theatre-Indiana Hotel Renovation: The IEDC has approved the requested \$1.75 million & the sub-recipient agreement has been signed by Executive Director Kelly Updike. Jeff Turner asked for a motion to sign the sub-recipient agreement. **Bob Marshall motioned, Brad Bishop seconded and the motion was unanimously approved.**

DeKalb County YMCA—Youth Development Complex : The IEDC has approved the \$947,000 request and the IEDC has requested additional construction documents from the applicant.

Huntington Trails: The IEDC has approved the \$255,748 request. A Sub-Recipient Agreement is being developed by Andrew Boxberger.

RCI Fund Deposits

Michael Galbraith & Erin Whittle

No action needed.

2016 NEI RDA Operating Budget

Michael Galbraith

No changes to the proposed NEI RDA operating budget at this time. No action needed.

Claims

Jeff Turner & Erin Whittle

Jeff Turner requested a motion to approve the invoices for Carson Boxberger and Northeast Indiana Regional Partnership expenses as of year to date. **Bob Marshall motioned, Andrew Briggs seconded and the claims were unanimously approved.**

Project Evaluation Rubric

Michael Galbraith

Each board member has agreed to use the rubric on the Skyline and Trine projects to see how their evaluations compare before deciding whether or not to use the rubric in future decisions.

New Business

Michael Galbraith

The December meeting will be moved to December 13th because of the Christmas holiday.

Adjournment

Jeff Turner

With no further business to discuss, Jeff Turner asked for a motion to adjourn the meeting. **Andrew Briggs motioned, Brad Bishop seconded and the meeting was adjourned.**

Submitted: Gene Donaghy, Secretary