

Columbus Redevelopment Commission
REGULAR BOARD MEETING
May 20, 2013
6:00 p.m.



MINUTES

The Redevelopment Commission met in regular session on Monday, May 20, 2013 at 6:00 p.m. in the Columbus, Indiana Common Council Chambers. The meeting was chaired by Commission President Sarah Cannon. Other Commission members present were Frank Jerome, David Wright, Robert Abrams, Steven Scgalski, and Susan Fye.

Also present were Mayor Kristen Brown, Redevelopment Director Heather Pope; Stan Gamso, Counsel to the Commission; Gary Thompson, Property Manager for REI Real Estate Services LLC; Jayne Farber, Arts District Consultant; Tom Dell and Elaine DeClue of the Downtown Parking Steering Committee; Carl Malysz, Director of Community Development; Louis Joyner, Architect; and Richard McCoy, McCoy + Associates, conservation and culture consultant. Several members of the public were also present.

Except for matters raised by members of the public present, matters discussed during the meeting were those previously disclosed in a public notice of the meeting.

Call to Order

- 1) Roll Call by Sarah Cannon – Frank Jerome, David Wright, Susan Fye, Sarah Cannon, Robert Abrams (Non-Voting Member), and Steven Scgalski.

Discussion Items

- 1) Update on Parking Garage Management and Operations: Gary Thompson was introduced and provided a short, regular 30-day update regarding REI's operational activities in connection with the Jackson Street and 2nd Street Parking Garages, required by terms of the Commission's contract with REI to manage the garages commencing March 15, 2013. He described REI's operations as going well against their plan, accomplishing spring cleaning and maintenance tasks on schedule, explained that the security camera system was working and under control, that they had adjusted the lighting system which was beginning to save electricity costs, and they were testing the backup generator system for potential upgrades. They had also located a sizable water leak originating from the restaurant tenant spaces in the Jackson Street building, and were preparing to power wash both garages top-to-bottom beginning in June. He also stated that there was still a waiting list for 39 spaces in the Jackson Street Garage, and

referred Commissioners to REI's empty space count materials that were presented to the meeting by category for the month, including empty space counts in the Second Street Garage for the first time. He indicated he would be providing a single summary page reporting these aggregate counts for future meetings so that Commissioners would be able to more easily see the trends in space occupancy rates, and he discussed the most recent trends REI was seeing, by time of day, in each category of space and in each garage. There was specific reference to the consistently-observed 24%-25% vacancy rate of the 75 reserved USPS spaces in the Jackson Street Garage. Following discussion with the Commission and opportunity given for public comment, Mr. Thompson exited the meeting.

- 2) Arts District Update: Jayne Farber next updated the Commission on her and the various working teams', steering committees' and subcommittees' collaborative coalition engagement with others in the community to ensure inclusiveness and diversity in the continuing implementation of the Arts District's strategic plan, drafts of which had previously been shared with the Commission, explaining that the plan had now been finalized and was posted on the City's website. She discussed the regular meeting venue and schedule for the teams and committees, and highlighted that development of all components of the District, including studies that may be conducted for the Commission, would always include an analysis of financial and economic impacts of the initiatives. She also explained that charters to be consistent with the common goals and a shared vision for the District had been drafted by each of the teams as part of establishing governance mechanisms for implementation of the strategic plan, and that in June Jack Hess of the Institute for Coalition Building would be facilitating the teams' alignment of the various charters. She discussed that the various teams would then reconvene in July to prioritize the projects and initiatives to be worked on throughout the balance of 2013 and beyond.

She reminded the Commission that an RFP for a feasibility study in connection with restoration and repurposing of the Crump Theater had been distributed, saying that three excellent responses from consultants had been received on April 29th, and that two consultant finalists were to be invited for face-to-face interviews by the Crump project steering committee, which committee would be making a recommendation to the Commission at its June meeting. She also mentioned that revitalization of the Mill Race Park amphitheater from a programming and physical location point of view was also being studied by another team, and that there was a 6 Sigma team studying the feasibility of establishing an artisans center for artist workspaces, art classes and art sales in downtown Columbus, as well as discussions with the Visitors Center regarding the need for a downtown "welcoming communities" center. She also referenced the Library Plaza revitalization project, work of the infrastructure team, and certain grant-funded artistic and cultural programming and event opportunities. A discussion with the Commission then ensued as well as opportunity for public comment.

- 3) Urban Elements Project Update: Mr. Wright next provided a very brief update regarding status of the Commission's consideration of the proposed "Urban Elements" downtown commercial and residential development project that had been the subject of previous presentations to the Commission by Sprague Company and its representatives for tax increment financing (TIF) incentive. He explained that in order for the Commission to proceed with further consideration of the project for any possible incentive, more specific financial information with respect to the project was necessary to determine the need for an incentive, that he had requested that information from Sprague which it has agreed to provide, and that he expected to be receiving the information in the next few days. There was no further discussion by Commissioners or the public present regarding this item.

Action Items

- 1) Engagement of Downtown Parking Consultant: Heather Pope then introduced Mr. Dell and Ms. De Clue, representing the downtown merchants and restaurant associations, respectively, as members of the Downtown Parking Steering Committee, which committee had been formed as part of the urban infrastructure team assembled in connection with Arts District development. Ms. Pope named the other members of the Steering Committee and described their representative capacities for the Commission. She briefly explained that the Committee had received several excellent responses to an RFP soliciting parking consulting services that had been distributed by the Committee and her office, and turned the discussion over to Mr. Dell, who was serving as the Committee's Chairman, to present and describe the Committee's selection criteria, process and recommendation of a firm with which to commence negotiations for a contract to do a comprehensive parking study for the downtown area.

Mr. Dell then described in greater detail the RFP process and receipt of seven initial responses to the RFP and the scoring of each submission and consultant presentations to the Committee, and explained that the Committee was recommending the Commission negotiate a contract with the firm of Nelson\Nygard Consulting Associates of Boston, MA for this purpose. He explained that their proposal was far superior to all others against the criteria and that it was divided into two tasks; (i) evaluations and recommendations with respect to existing parking conditions, and (ii) additional things the Commission may wish to consider in addressing future growth of the downtown area, with separate costs proposed for each. He stated that the Committee was recommending the Commission consider including both tasks in any contract, totaling \$84,983 including direct expenses. He also explained that Nelson\Nygard scored particularly high in connection with the degree of proposed engagement and communication with community stakeholders in the process, and that they had addressed everything requested by the RFP. A lengthy discussion then ensued among the Commission, Ms. Pope, Mr. Dell and Ms. De Clue. Following opportunity for and comments from the public present, upon motion duly made by Steven Scgalski and seconded by Frank Jerome, **Resolution No. 12-2013**, in the form presented to the meeting and attached to these minutes authorizing entry into

contract negotiations with Nelson\Nygard to engage it for both parking study tasks for an amount not to exceed \$84,983 was unanimously approved.

- 2) Engagement of Urban Design Consultant: Mayor Brown and Jayne Farber next presented a proposal, consistent with the Arts District Strategic Plan, to engage a consultant to provide advice and guidance and to develop a plan, process and alternatives for the Commission as it relates to preservation of significant local buildings to sustain the City's architectural heritage. Mayor Brown then introduced Richard McCoy, conservator at the Indianapolis Museum of Art, who was to be leaving his position following 10 years with the museum in June, as the potential consultant to be engaged for this work, and describing his leaving that position and thereby making him available as a great opportunity for the City. A draft copy of a consulting agreement and Mr. McCoy's resume had been distributed to Commissioners for pre-reading in advance of the meeting. Mr. McCoy then described his credentials and experience in preservation and project work, including in Columbus with the Miller House and Garden and the recent preservation and restoration of the "Chaos" sculpture for the new Commons, as well as his teaching and development of a college-level museum studies program on preservation and restoration subjects.

He then described in detail the project work contained in the draft consulting agreement, which work he was proposing to do for a fee of \$30 per hour, not to exceed 2,080 hours or \$62,400 in the aggregate during any calendar year. The term of the contract was proposed to be for one (1) year, renewable in writing, and terminable by either Mr. McCoy or the Commission upon 30-days written notice to the other party. Following his presentation, opportunity for public comment and discussions among Commission members, Mayor Brown, Ms. Farber, Mr. McCoy and comments by Mr. Malysz and Mr. Joyner, upon motion duly made by Frank Jerome and seconded by David Wright, **Resolution No. 13-2013** in the form presented to the meeting and attached to these minutes authorizing entry into a consulting agreement with Mr. McCoy was unanimously approved, and a follow-on motion duly made by Frank Jerome and seconded by Steven Scgalski approving the signing of the contract in the form presented to the meeting was also unanimously approved.

- 3) Engagement of Commercial Real Estate Broker for Vacant Commons Space: Ms. Pope next reviewed the process in which she had been engaged to solicit proposals from interested local commercial realtors to locate a replacement leasehold tenant for the 310 Washington Street space in the Commons that had been vacated by Scotty's / Detours restaurants in conjunction with their lease termination. She stated that she had received proposals, including proposed brokerage fee commissions and listing agreement structures from Russell Development, F.C Tucker / Scott Lynch Group, Breeden, and Don R. Scheidt & Company, which proposals had been included in the Commissioners' pre-reading meeting materials along with a schedule comparing the four proposals. She also stated she had engaged Appraisers, Inc. locally and Mitchell Appraisals from

Indianapolis to provide a fair market rental value for the 5511 sq.ft. space. She also said she had been receiving numerous calls from interested parties and from others making suggestions regarding who they might like to see occupy the space. The Commission then discussed the proposals, stressing the importance of selecting a broker that would be the most successful and having the most experience in securing an attractive retail/restaurant tenant to occupy this valuable space as soon as practicable for the City's benefit, not necessarily one that would result in the lowest overall commission fees. After extensive discussion followed by public comment, including discussion of whether a restaurant tenant would be the best occupier of the space, given the number of existing and other new restaurants coming to downtown, upon motion duly made by Susan Fye and seconded by David Wright, **Resolution No. 14-2013** in the form, as modified, presented to the meeting and attached to these minutes was unanimously adopted to authorize entry into negotiations with Russell Development for commercial brokerage services to locate a leasehold tenant for the 310 Washington Street space.

- 4) Approval of Meeting Minutes: Upon motion duly made by Frank Jerome and seconded by Steven Scgalski, minutes of the Commission's April 15, 2013 regular meeting were unanimously approved.
- 5) Review and Approval of Monthly Claims for Payment: Following rejection of a preceding motion by Susan Fye that had been seconded by David Wright, upon subsequent motion duly made by Ms. Fye and seconded by David Wright, the Commission unanimously approved the seven dockets of monthly claims presented to the meeting, which claims had been reviewed individually by all Commissioners immediately prior to commencement of the meeting.

Adjournment

Upon motion duly made by Sarah Cannon and seconded by Frank Jerome, the meeting was adjourned at 8:30 p.m.

Approval of May 20, 2013 minutes.

Chairperson

Member

Member

Member

Member

Date: _____

RESOLUTION NO: 12-2013

RESOLUTION OF THE COLUMBUS REDEVELOPMENT COMMISSION
AUTHORIZING
REDEVELOPMENT DIRECTOR & LEGAL COUNCIL
TO NEGOTIATE A CONTRACT WITH
NELSON NYGAARD
TO PERFORM A PARKING ANALYSIS IN
DOWNTOWN COLUMBUS

Comes now the Columbus Department of Redevelopment, more commonly known as the Columbus Redevelopment Commission, and for this Resolution says as follows:

WHEREAS, Indiana Code §36-7-14-1 *et seq.* provides that a community may establish a Department of Redevelopment to be controlled by a Redevelopment Commission; and

WHEREAS, the City of Columbus, through its Common Council, did on August 19, 2003 create the City of Columbus Department of Redevelopment and the City of Columbus Redevelopment Commission ("Redevelopment Commission") by way of Ordinance Number 25, 2003; and

WHEREAS, the Redevelopment Commission has an ongoing project to establish an Arts District; and

WHEREAS, the Redevelopment Commission supports initiatives of the Arts District through the different team structures of the Arts District; and

WHEREAS, the Urban Infrastructure team of the Arts District wishes to embark on analyzing the parking in the Arts District due to comments from the citizens and business owners in the downtown expressing concern about the lack of sufficient parking; and

WHEREAS, the Parking Steering Committee, established by the Urban Infrastructure team was created to include representatives from the downtown merchants association, downtown restaurant association, Columbus Redevelopment Commission, Cummins and the Redevelopment Director; and

WHEREAS, the Parking Steering Committee, received over seven proposal and through numerous meetings and interviews with consultants; and

NOW, THEREFORE, IT IS RESOLVED:

1. The Parking Steering Committee requests Columbus Redevelopment Commission to engage the services of Nelson Nygaard to provide a current parking analysis of the Arts District.

2. Nelson Nygaard will also provide future assessments based on planning development in the Arts District.

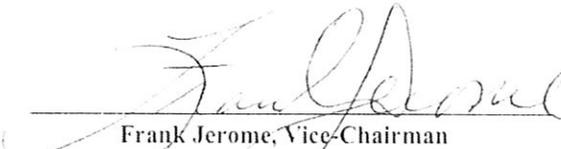
3. The Columbus Redevelopment Commission does hereby instruct the Redevelopment Director and Legal Counsel to enter into negotiations with same to develop a suitable contract to administer a parking analysis for the Arts District in Downtown Columbus, Indiana for an amount NOT TO EXCEED of ~~\$~~ \$4,983.00 Dollars.

4. Upon the successful negotiations of said contract the Commission does hereby empower its President, Sarah Cannon, to execute same without the further need for a meeting.

Adopted this 20th day of May, 2013.



Sarah Cannon, Chairman



Frank Jerome, Vice-Chairman



Dave Wright, Secretary

RESOLUTION NO: 13-2013

RESOLUTION OF THE COLUMBUS REDEVELOPMENT COMMISSION
TO ENGAGE SERVICES OF
RICHARD MCCOY

Comes now the Columbus Department of Redevelopment, more commonly known as the Columbus Redevelopment Commission, and for this Resolution says as follows:

WHEREAS, Indiana Code §36-7-14-1 *et seq.* provides that a community may establish a Department of Redevelopment to be controlled by a Redevelopment Commission; and

WHEREAS, the City of Columbus, through its Common Council, did on August 19, 2003 create the City of Columbus Department of Redevelopment and the City of Columbus Redevelopment Commission ("Redevelopment Commission") by way of Ordinance Number 25, 2003; and

WHEREAS, the Redevelopment Commission has established an Arts District in downtown Columbus, Indiana; and

WHEREAS, a goal of the Arts District as set forth in its Strategic Plan is to develop and preserve facilities with a specific project to explore, consider and encourage preservation of significant local buildings to sustain architectural heritage; and

WHEREAS, the Redevelopment Commission needs someone with specialized skills to provide advice and guidance in developing the Preservation Project; create a process and plan that promotes sustainable, voluntary and collaborative preservation, enhancement and sustainable use of the district's historic and significant built assets; identify, assess and catalogue architecturally significant structures to include public artworks, cultural landscapes and design elements; identify and prioritize maintenance and preservation needs; identify funding opportunities and tax incentives for preservation projects;

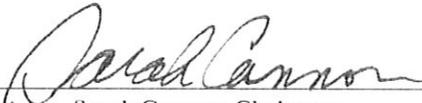
WHEREAS, the Redevelopment Commission desires to engage the service of Richard McCoy to act as the Preservation Project consultant for the Arts District, to the Commission, in order to achieve the aforementioned goals and objectives.

NOW, THEREFORE, IT IS RESOLVED:

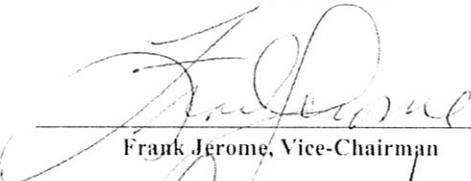
1. The Columbus Redevelopment Commission does hereby engage the services of Richard McCoy to provide the aforementioned services as the Preservation Consultant to the City of Columbus Redevelopment Commission for its Arts District Project.

2. The president is hereby authorized to execute a contract for consulting services with Richard McCoy for an amount not to exceed Sixty-Two Thousand Four Hundred Dollars (\$62,400) for a one (1) year term.

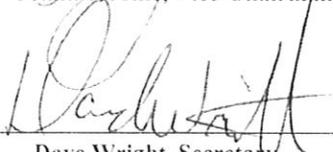
Adopted this 20th day of MAY, 2013.



Sarah Cannon, Chairman



Frank Jerome, Vice-Chairman



Dave Wright, Secretary

RESOLUTION NO: 14-2013

RESOLUTION OF THE COLUMBUS REDEVELOPMENT COMMISSION
AUTHORIZING
REDEVELOPMENT DIRECTOR & LEGAL COUNCIL
TO NEGOTIATE A CONTRACT
WITH A LOCAL COMMERCIAL REAL-ESTATE BROKER

Comes now the Columbus Department of Redevelopment, more commonly known as the Columbus Redevelopment Commission, and for this Resolution says as follows:

WHEREAS, Indiana Code §36-7-14-1 *et seq.* provides that a community may establish a Department of Redevelopment to be controlled by a Redevelopment Commission; and

WHEREAS, the City of Columbus, through its Common Council, did on August 19, 2003 create the City of Columbus Department of Redevelopment and the City of Columbus Redevelopment Commission ("Redevelopment Commission") by way of Ordinance Number 25, 2003; and

WHEREAS, the Commons Board manages the Commons day-to-day activity and has oversight of the Commons property pursuant to Ordinance Number 11, 2010; and

WHEREAS, the Commons Board entered into a Master Lease with the Redevelopment Commission for the purpose of managing the four (4) retail spaces in the Commons on October 15, 2012 and where same was adopted, approved and executed by the Redevelopment Commission by way of its resolution 1-2013 on January 9, 2013; and

WHEREAS, on March 17, 2013, the tenant space occupied by Scotty's/Detour's, located at 300 Washington Street, was vacated by the tenant; and

WHEREAS, the Redevelopment Commission desires to locate a tenant to occupy the vacant space that will serve the goals and desire of the Commons Board and satisfy the highest and best possible use of the space; and

WHEREAS, the Redevelopment Commission sent request for proposal and bids to local commercial real estate brokers to solicit offers for services to contract a new tenant for the vacated space; and

WHEREAS, four (4) local commercial brokers have submitted responses to said request; and

WHEREAS, the Redevelopment Commission did review and consider all four (4) responses in a public meeting on this date.

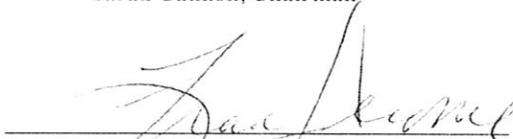
NOW, THEREFORE, IT IS RESOLVED:

1. The City of Columbus Redevelopment Commission, after having considered all responses to its request for services to commercial real estate brokers has determined that it is reasonable to engage the services of RUSSELL DEVELOPMENT to locate a tenant for the presently vacant space located at 310 Washington Street, Columbus, IN.
2. The Columbus Redevelopment Commission does hereby instruct the Redevelopment Director and Legal Counsel to enter into negotiations with same to develop a suitable contract to market and contract a tenant for commercial space located at 310 Washington Street consisting of some five-thousand-five-hundred and eleven square feet (5,511 sq. ft.).
3. ~~Upon the successful negotiations of said contract the Commission does hereby empower it's President, Sarah Cannon, to execute same without the further need for a meeting.~~

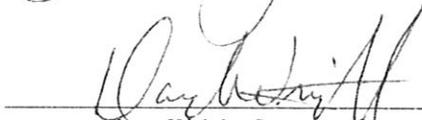
Adopted this 20th day of May, 2013.



Sarah Cannon, Chairman



Frank Jerome, Vice-Chairman



Dave Wright, Secretary