

**TOWN OF MUNSTER
MINUTES OF A MEETING OF THE REDEVELOPMENT COMMISSION
DECEMBER 28, 2015**

A regular meeting of the Munster Redevelopment Commission convened at 6:33 p.m. on Monday, December 28, 2015, at the Munster Town Hall. Present were Commissioners Andy Koultourides, David B. Nellans, John P. Reed, and Joseph A. Simonetto. Commissioner John W. Edington and School Town of Munster Representative Judy Florczak were absent. Mr. Koultourides presided. Also present were Treasurer and Executive Secretary David F. Shafer, Accounting Supervisor Patricia L. Abbott, Executive Director Dustin Anderson, and Attorney Eugene M. Feingold. The news media were not represented.

OPEN TO THE PUBLIC

No one rose to claim the floor, and the floor was closed.

CONSENT AGENDA

APPROVAL OF MINUTES

Approval of the minutes of the meeting held on December 14, 2015
Approval of the minutes of a special joint meeting of the Munster Town Council, Redevelopment Commission and Economic Development Commission held on December 14, 2015

ACCOUNTS PAYABLE VOUCHER REGISTERS

Confirmation of Voucher Register #R15-12G dated 12/17/15 totaling \$12,434.41
Confirmation of Voucher Register #R15-12H dated 12/16/15 totaling \$3,764.00
Approval of Voucher Register #R15-12I dated 12/21/15 totaling \$19,362.55
Approval of Voucher Register #R15-12J dated 12/28/15 totaling \$5,250.00
Confirmation of Voucher Register #R15-12K dated 12/23/15 totaling \$368,081.69
Approval of Voucher Register #R15-12L dated 12/28/15 totaling \$3,746.10
Confirmation of Voucher Register #R15-12M dated 12/24/15 totaling \$3,737.50

Commissioner Simonetto moved, with a second by Commissioner Nellans, to suspend the rules, waive the readings, and adopt the Consent Agenda as presented. Commissioners, Nellans, Reed, Simonetto, and Koultourides voted in favor; none voted against. The motion carried and the Consent Agenda was adopted as presented.

NEW BUSINESS

MUNSTER BUSINESS COMPLEX LEASE APPROVALS

Earlier this year it was determined that all leases at the Munster Business Complex will be put on a month-to-month basis once the current lease terms expire. Tenants were informed of the situation. The following leases will expire on or before December 31, 2015, will be on a month-by-month basis, and are presented to the Commission for approval.

Lessee	Unit Address	Monthly Rent
Closet Organizers	9462-9464 Calumet Avenue	\$ 1,648.00
Klarer Automotive	9430-B Calumet Avenue	\$ 1,735.43
Ledewski LLC	9360 Calumet Avenue	\$ 703.50
O'Hara's Sports, Inc.	9450-56 Calumet Avenue	4983 7/50
Pinder Industries, Inc.	9368-9372 Calumet Avenue	\$ 1,745.08
Solan's, Inc.	9480 Calumet Avenue	\$ 1,258.43
Viewpoint Window Works, Inc.	9366 Calumet Avenue	\$ 664.42

Commissioner Reed moved, with a second by Commissioner Simonetto, to approve leases as presented. Commissioners Nellans, Reed, Simonetto, and Koultourides voted in favor; none voted against. The motion carried.

APPROVAL OF AGREEMENT: MUNSTER BUSINESS COMPLEX

The Munster Redevelopment Commission has directed Staff to dispose of the Munster Business Complex. Staff has determined that the best course of action is to bring the properties to market with all zoning changed to planned unit development, development standards adopted including prohibited uses, and all easements secured to include those needed for the Grade Separation Project and Pennsy Greenway extension.

The Town has a standard master agreement with SEH Engineers. SEH has proposed, and Staff agreed, to enter into a separate agreement for the work related to the Munster Business Complex. This is a discreet project with a clear beginning and end which allow for clarity in accounting and management for both parties. As a lump-sum project, the Town has better control over cost overruns. Performance incentives are included for the consultant to complete the project early or under budget.

Twelve separate, potential tasks have been identified as follows.

<u>Task</u>	<u>Description</u>	<u>Lump Sum</u>	<u>Hourly</u>	<u>Task</u>	<u>Description</u>	<u>Lump Sum</u>	<u>Hourly</u>
1	Project Management		x	7	Wetland Investigation		\$ 4,000
2	Title Research	\$ 2,500		8	Change of Zoning		x
	Topographical/Boundary				Preliminary & Final Plats of		
3	Survey	\$ 7,000		9	Subdivision	\$ 5,100	
	Phase I Environmental Site				Developmental Standardes		x
4	Assessment	\$ 6,700		10			x
5	Pre-Demolition Inspections		\$ 9,000	11	Property Appraisals		\$ 8,500
6	Geotechnical Investigation		\$ 2,750	12	Sale/Bid Documents		x

Tasks 1, 8, 10, and 12 will be billed on an hourly basis with any single task not to exceed \$10,000.00 without prior Council authorization. Tasks 5, 6, 7, and 11 are an average of the projected cost range. Task 6 will be performed if requested and Task 7 if necessary. The total lump-sum work is \$21,300.00 and the total hourly work is \$24,250.00 for a grand total of \$45,550.00.

The Munster Town Council approved the 2016 CREDIT plan at their meeting of November 23, 2015 which included \$47,350.21 for this project. This matter was presented to and approved by the Council at their meeting earlier in this evening.

Commissioner Nellans moved, with a second by Commissioner Simonetto, to authorize the Town Manager to sign the Supplemental Letter of Agreement with Short Elliot and Hendrickson (SEH) for the divestiture of the Munster Business Complex. Commissioners Nellans, Reed, Simonetto, and Koultourides voted in favor; none voted against. Motion carried.

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ADJOURNMENT

There being no further business to come before the Commission, and upon a motion by Commissioner Nellans, seconded by Commissioner Reed, the meeting adjourned at 6:36 p.m.

Andy Koultourides, President

ATTEST:

David F. Shafer, Executive Secretary

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