



**TOWN OF MUNSTER, INDIANA
PARK DISTRICT BONDS OF 2018**

Planning Calendar

<u>TARGET DATE</u>	<u>ACTION</u>	<u>RESPONSIBLE PARTY</u>
Tuesday 09/18/18	Park Board holds regular meeting; finalizes scope of work for the projects to be funded with the bond proceeds	T, LC
By Friday 09/21/18	Circulate initial drafts of the: (a) declaratory resolution of the Park Board; (b) notice of public hearing regarding the Declaratory Resolution, the bonds and the additional appropriation; (c) notice of bond sale; (d) notice of determination to issue bonds; (e) confirmatory resolution of the Park Board; (f) additional appropriation resolution of the Park Board; (g) bond resolution of the Park Board; and (h) ordinance of the Town Council approving the project, the bonds and the additional appropriation of the Park District	BC
By Wednesday 09/26/18	Comments due on draft resolutions/ordinance and notices previously circulated; Brad Bingham distributes revised drafts of resolutions/ordinance and notices	All, BC
Monday 10/01/18	Greg Vitale delivers the 10/05/18 notice to <i>The Times</i> (Notice of Public Hearing on Declaratory Resolution, Bonds and Additional Appropriation) (regular deadline is 4 business days prior to publication date)	T, BC
Tuesday 10/02/18	Park Board holds regular meeting and adopts the declaratory resolution, including the scope of work for the projects	T, LC
By Friday 10/05/18	Publish Notice of Public Hearing on Declaratory Resolution, Bonds and Additional Appropriation in <i>The Times</i> (at least 10-days prior to public hearing)	T
Tuesday 10/16/18	Park Board holds regular meeting and conducts public hearing (a) on the contents of the declaratory resolution and the scope of work for the projects, (b) to disclose the purposes for which the bond issue is proposed, the amount of the proposed issue, and all other pertinent data, and (c) on the appropriation of the proceeds of the bonds. Park Board adopts (1) confirmatory resolution, (2) additional appropriation resolution, and (3) bond resolution	T, LC
By Monday 11/05/18	Greg Vitale delivers the 11/09/18 and 11/16/18 notices to <i>The Times</i> (Notice of Bond Sale and Notice of Determination to Issue Bonds) (deadline is 4 business days prior to publication date)	T
Monday 11/05/18	Town Council holds regular meeting and adopts ordinance approving the project and the issuance of the bonds (<u>Note</u> : Requires unanimous consent to waive rules in order to consider ordinance for adoption at same meeting introduced)	T, LC

Friday 11/09/18	Publish the Notice of Bond Sale and the Notice of Determination to Issue Bonds in <i>The Times</i> (<u>first</u> time); Post the Notice of Determination to Issue Bonds in three (3) public places	T
Friday 11/16/18	Publish the Notice of Bond Sale and the Notice of Determination to Issue Bonds in <i>The Times</i> (<u>second</u> time)	T
Wednesday 11/28/18	Deadline to submit bids on bonds received; bonds awarded to lowest bidder (date of bond sale must be at least 15 days after first publication of Notice of Bond Sale and at least 3 days after second publication of Notice of Bond Sale)	T
Week of 12/03/18	Brad Bingham prepares and distributes closing documents to Town and Park Board officials and purchaser of the bonds; pre-closing matters	BC
Thursday 12/13/18	Closing on bonds; funds transferred to Town	All

RESPONSIBLE
PARTIES

BC	=	Barnes & Thornburg LLP, as bond counsel
LC	=	Dave Wickland, Esq., as counsel to Park District
T	=	Park District & Town representatives, as issuer of the Bonds

- NOTES:
1. All dates set forth above are preliminary and subject to change. Depending on circumstances, the order in which the above steps are taken may change, and certain steps may be consolidated into other steps.
 2. Officials of the Town and the Park Board will have the responsibility to provide open door law notices of meetings of the Park Board and Town Council in accord with the Town's and Park Board's usual practice, and will be responsible for delivering all notices for publication to the local newspaper.
 3. This planning calendar assumes the 60-day petition-remonstrance process does not apply because the total cost of the project paid by the Park District is not greater than \$5,000,000 and therefore the project is not a "controlled project". If the petition-remonstrance were to apply, many actions on this planning calendar would be delayed by approximately three to five months.
 4. We have not included in this timetable the steps required to bid construction contracts or to establish a common construction wage for the projects (if necessary). We understand that the architect will work with the Town and Park Board officials in connection with advertising for construction bids and receiving and accepting bids. All bids received and accepted must be contingent on obtaining financing, must be within budget and must be accepted by the Park Board prior to the bond sale.