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CIRDA Meeting Minutes

August 28, 2015

5:00PM

MIBOR 1912 N. Meridian Street, Indianapolis IN

Committee Members Present:

Tavonna Harris Askew, City of Indianapolis

Keith Lauter, City of Greenwood

Chris Pryor, City of Carmel

Jack Russell, City of Westfield

Bill Sheldrake, City of Indianapolis

Others Present:

Anna Gremling, MPO

Sean Northup, MPO

I. Welcome and Introductions

Gremling called the meeting to order and introductions were made around the room.

II. Approval of the Meeting minutes dates August 18, 2015

Gremling noted two corrections of the meeting minutes. Mark Fisher and Mike Terry are noted as board members and should be listed as "Others Present". Gremling noted that these should be struck prior to approval. Pryor noted that the zip code was incorrect on the meeting minutes as well.

MOTION by Russell, SECOND by Sheldrake to approve the August 18, 2015 meeting minutes with the three corrections resolved.

III. Approval of Resolution 2015-RDA-001

Gremling noted that this resolution approved the Regional Development plan as the plan for the Central Indiana Regional Development Authority. The latest version of the plan was distributed to the committee members for review. Gremling noted that the final tweaks are being made to the plan for submission on August 31st if the board concurs. The plan is centered on three projects and it is intended to use the plan as the Regional Cities application. The projects include the Indy Connect Redline project \$15M, 16 Tech \$10M and Regional Trails \$5M.

MOTION by Lauter, SECOND by Harris Askew to approve resolution 2015-RDA-001.

- IV. Approval of Resolution 2015-RDA-002
Gremling noted that this resolution authorizes formal notification of the Central Indiana Regional Development Authority and authorizes the submission of the Regional Development Plan for Regional Cities funding. Sheldrake Requested that a copy of the letter be sent to the committee.

MOTION by Russell, SECOND by Pryor to approve resolution 2015-RDA-002.

- V. Red Line Letter of Support
Gremling noted that a letter of support for the red line was included in the packet. As discussed at the previous meeting the redline project will seek federal Small Starts funds to assist in the capital build out of the project. As part of the application process, letters of support are seen as local support of the project. Since the Red Line is a project in the Regional Development Plan, it makes sense to have this group go on record supporting the project through a formal letter.

MOTION by Sheldrake, SECOND by Harris Askew to approve red line letter of support.

- VI. Other Items of Business
Gremling reminded the group at the December Central Indiana Regional Development Authority we will need to hold office elections for the following positions: Chair, Vice Chair and Treasurer/Secretary. Gremling also noted that the committee would review bylaws at the December meeting. Sheldrake asked if the committee could see the draft bylaws ahead of time. Gremling agreed the bylaws would be sent out early for review.

- VII. Adjournment

MOTION by Harris Askew, SECOND by Lauter to adjourn the meeting at 5:21pm.

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CIRDA Meeting Minutes
December 17, 2015
3:00PM
MIBOR 1912 N. Meridian Street, Indianapolis IN

Committee Members Present, Representing a Quorum:

Tavonna Harris Askew, City of Indianapolis
Keith Lauter, City of Greenwood
Chris Pryor, City of Carmel
Jack Russell, City of Westfield

Others Present:

Anna Gremling, MPO
Sean Northup, MPO
Ryan Wilhite, MPO
Jessica Kartes, MPO
Mike Terry, IndyGo
Mark Fisher, Indy Chamber

I. Welcome and Introductions

Gremling called the meeting to order and introductions were made.

Askew noted a preference to be referred to as Askew instead of Harris Askew.

MOTION by Askew, SECOND by Lauter to approve the August 28 meeting minutes.

II. Regional Cities Update

Gremling noted the need to determine the role of the RDA following the decision to not award Indianapolis with the Regional Cities grant.

Fisher presented an overview of the Regional Cities decision and made recommendations for CIRDA moving forward.

III. Election of Officers

Gremling opened the floor for nominations for Chair, Vice Chair, and Secretary-Treasurer.

Russell nominated **Chris Pryor** for Chair.

Lauter volunteered for Secretary-Treasurer.

Both **Russell** and **Askew** volunteered for Vice Chair. A secret ballot was held. **Gremling** reviewed the ballots and determined the results to be a tie, with two votes for **Jack Russell** and two votes for **Tavonna Harris Askew**.

MOTION by Russell, SECOND by Lauter to appoint Chris Pryor as Chair and Keith Lauter as Secretary-Treasurer.

MOTION by Russell, SECOND by Pryor to nominate Tavonna Harris Askew for Vice Chair; QUESTION CALLED by Pryor to appoint Tavonna Harris Askew as Vice Chair, motion carries.

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IV. Bylaws

Wilhite presented an overview of the draft bylaws and discussion was held on the potential language of the bylaws and clarifications to be made.

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V. *Election of Officers (cont.)*

VI. *Adjournment*

MOTION by Pryor, SECOND by Russell to adjourn the meeting at 4:25pm.

CIRDA Meeting Minutes
March 23, 2016
3:00PM
MIBOR 1912 N. Meridian Street, Indianapolis IN

Committee Members Present, Representing a Quorum:

Chris Pryor, City of Carmel
Bill Sheldrake, City of Indianapolis
Keith Lauter, City of Greenwood

Others Present:

Anna Gremling, MPO
Ryan Wilhite, MPO
Jessica Kartes, MPO

I. Welcome and Introductions

Pryor called the meeting to order and introductions were made.

II. Meeting Minutes

Pryor proposed to move Item V (Election of Officers, Cont.) to Item III (Election of Officers).
MOTION by Lauter to approve meeting minutes with correction, SECOND by Sheldrake.

III. 2015 Report

Gremling explained the purpose of the 2015 Report to be submitted to the Indiana Economic Development Corporation (IEDC) per RDA legislative requirements.

Sheldrake proposed to include past meeting dates.

MOTION by Sheldrake to approve the 2015 Report for submittal to IEDC, SECOND by Lauter.

IV. Bylaws

Wilhite recommended changes to the draft bylaws language requiring written agreement of executives in regards to membership. Discussion followed regarding the filling of vacancies and whether agreement must be unanimous. Wilhite clarified that the state statute requires the unanimous approval of appointments. **Sheldrake** asked if 'unanimous' should be added to bylaws language. **Pryor** asked about including language regarding addition appointments. **Gremling** noted that the legislation limits CIRDA to a five-member board. Discussion of the challenges presented by this restriction followed. The board then discussed whether there was a need for term limits. It was suggested that the language regarding term limits needs to be clarified in the bylaws. **Sheldrake** asked if there is limitation for liabilities in the draft bylaws. **Wilhite** clarified that there is not language regarding the limitation for liabilities included in the draft bylaws.

V. Financials

Gremling presented the audit letter from the London Witte Group and noted that CIRDA had no financial activity in 2015. **Gremling** also noted that funding will need to be determined for the 2016 audit, and that the City of Indianapolis is willing to cover staff time for 2016.

VI. RDA Future Activities

A discussion was held regarding the future activities of the RDA. **Pryor** proposed to seek feedback from IEDC regarding meeting requirements.

VII. Legislative Update

Gremling presented an overview of the status of the 2015 Regional Cities competition, noting that all three awards were authorized and fully funded by the state legislature. A discussion was held on the effect of the authorization on potential future competitions, and on whether projects would be tracked for completion and success.

VIII. Other Items of Business

MOTION by Sheldrake to waive per diem for 2016, SECOND by Lauter.

QUESTION CALLED by Pryor to approve waiver of per diem for 2016, MOTION CARRIES.

IX. Adjournment

MOTION by Lauter, SECOND by Sheldrake to adjourn the meeting at 4:05pm.

Central Indiana Regional Development Authority
December 2, 2016
3:00 pm
Metropolitan Board of Realtors
1912 N. Meridian Street, Indianapolis, IN

Committee Members Present, Representing Quorum:

Tavonna Askew, City of Indianapolis
Chris Pryor, City of Carmel
Jack Russell, City of Westfield
Bill Sheldrake, City of Indianapolis

Others Present:

Anna Gremling, MPO
Sean Northup, MPO
Ryan Wilhite, MPO
Taylor Firestine, MPO
Chris Steinmetz, City of Indianapolis, OCC

I. Welcome and Introductions

Pryor called the meeting to order at 3:05 PM.
Introductions were made around the room.

II. Meeting Minutes

Gremling noted one correction to March meeting minutes; date incorrectly stated 2015 instead of 2016.
MOTION by Sheldrake to approve meeting minutes with correction, SECOND by Russell.

III. Bylaws

Wilhite reviewed the bylaws with the committee. **Sheldrake** commented that the municipal indemnification ordinance language should be added, as well as specification with respect to conflict of interest in purchasing decisions. **Askew** recommended striking “unanimous” and replacing with “pursuant to” in language under Section 4.03 (a). Discussion followed on need for financial and budgetary information to be outlined within the bylaws. The cost of dues is determined by the board—**Sheldrake** requests defining how dues are based. **Gremling** noted that the MPO defines dues based on population, but would be open to other options. **Wilhite** notes that if the CIRDA adopts this approach, excluded municipalities under the Unigov statue would need to be included. **Sheldrake** says that the board should be presented a budget for review and approval prior to the start of the next fiscal year, reflecting the realities of member municipalities. **Askew** agrees, noting that the budget should be reviewed annually and presented in meetings. **Gremling** recommends drafting a budget prior to the next meeting for the 2018 budget cycle. **Wilhite** agrees to review language regarding unpaid dues and transfers for projects. **Askew** asks for clarification on use of the term “proxy.” **Gremling** suggested that if the proxy clause is used, a written

notification should be made prior to the meeting. Members in agreement that this language should be expanded to include a “designated proxy,” per appointment authority approval. **Wilhite** says the language is dictated by statute, but will check to see if clarification can be added. **Northup** asks if bylaws language can be more restrictive than statute. **Steinmetz** noted that as a “general rule,” local regulations can be more restrictive than the state’s. **Askew** asks if the group has legal counsel to the RDA, with Gremling noting that **Steinmetz** is the DMD/MPO counsel. **Sheldrake** and **Askew** agree that they are comfortable with OCC representation, but believe language should be added to include the possibility of outside council, which may be warranted for larger issues. **Askew, Sheldrake,** and **Wilhite** discuss term limits. **Wilhite** says language can be added. **Sheldrake** requests that aforementioned financial additions should be made as soon as possible. **Northup** and **Gremling** agree that this can be done, with actual expenses presented at the January meeting.

IV. *City of Indianapolis Agreement*

Gremling introduces item. Copies of the resolution, provided by **Steinmetz**, are distributed around the table. **Gremling** notes that items for approval should be vetted by appointment authority prior to RDC meetings. **Askew** asks about funding deadlines, with **Gremling** saying that it would be best to finalize as soon as possible, as funds should be spent by June 30th. **Sheldrake** questioned if passing the resolution will have long-term policy impacts. **Gremling** notes that it can be written mutually at any point in time for any member municipalities. **MOTION by Askew, SECOND by Pryor to approve MOU agreement with the City of Indianapolis**

V. *Next Steps*

Bylaw edits discussed should be reviewed as soon as possible. **Wilhite** notes that elections will be at the next meeting, January 25, 2017. The slate will be distributed before that meeting.

VI. *Other Items of Business*

Pryor comments on mixed-response to Regional Cities funds from members of the General Assembly. Will monitor developments at the Statehouse, as the 2017 Legislative Session begins in January.

VII. *Adjournment*

MOTION by Pryor, SECOND by Sheldrake to adjourn the meeting at 4:20 pm.

Central Indiana Regional Development Authority
February 7, 2017
1:00 pm
Metropolitan Board of Realtors
1912 N. Meridian Street, Indianapolis, IN

Committee Members Present, Representing Quorum:

Tavonna Askew, City of Indianapolis
Keith Lauter, City of Greenwood
Chris Pryor, City of Carmel
Jack Russell, City of Westfield
Bill Sheldrake, City of Indianapolis

Others Present:

Anna Gremling, MPO
Taylor Firestine, MPO
Ryan Wilhite, MPO

I. Welcome and Introductions

Pryor called the meeting to order at 1:03 PM.
Introductions were made around the room.

II. Meeting Minutes

MOTION by Askew to approve meeting minutes, SECOND by Sheldrake.

III. Elections

MOTION by Sheldrake to close and approve nominations, SECOND by Russell.

IV. Bylaws

Wilhite distributed a memo reviewing suggested modifications made to bylaws since December 2nd meeting.

Changes included:

1. Addition of specific language on a budget and budget presentation;
2. Specific language on fiscal powers of the RDA; and
3. Statutory references.

Additionally, indemnification language was spelled out for each board member in the bylaws. **Wilhite** mentions the current iteration of the bylaws will be updated to include Carmel's and Westfield's indemnification language, which are still outstanding. Pending final review from members, the bylaws are anticipated to be approved at the second quarter CIRDA meeting on April 19th.

Askew asked whether it would be each board member's responsibility to ask for funding amount from members' respective jurisdictions. **Gremling** replied that this can be a combination of both, the MPO and board members having those conversations with necessary staff. **Sheldrake** asks if invoice can be presented to appointing authority in advance of submittal to the City. **Gremling** notes there is flexibility with this; **Sheldrake** and **Askew** confirmed they would like feedback beforehand. **Gremling** ran through the annual budgeting process, presenting in the first quarter meeting, approval in second quarter meeting, then invoiced to jurisdiction/appointing authorities.

Askew and **Pryor** concur that they would like to run bylaws by their appointing authority prior to the second quarter meeting in April for their approval; March 15th was mutually set as the deadline for final comments to be made to the bylaws. **Firestine** is responsible for emailing reminders to appointing authorities (cc: board members) two weeks out from that date.

Askew asked if the Indianapolis Office of Corporation Counsel (OCC) was added to bylaws for in-house legal representation. **Gremling** noted that there were no costs in writing from OCC, but the CIRDA would not be charged more than \$10,000 annually; outside legal counsel would cost more—around \$25,000. **Russell** asked if it would be worth putting to bid; **Gremling** said a request for qualifications process may be necessary. **Lauter** said from a budget perspective, OCC seems sufficient at this time. **Sheldrake** and **Askew** agreed, with **Askew** requesting the addition of language "reserving the right to retain your own counsel," but otherwise, using the Indianapolis OCC.

V. *Grant Agreement*

Gremling noted that legal counsel has reviewed and approved agreement with the Indiana Economic Development Corporation (IEDC), with some added clauses on indemnification. **Lauter** asked if the total amount not to exceed \$150,000 is fixed. **Sheldrake** said the language gives some cushion in the case that funding is not secured. **Sheldrake** asked if the grant is provided in full, or to be drawn from (reimbursable). **Gremling** responded that the grant is reimbursable. **Pryor** asked how required quarterly reports will be handled. **Gremling** said that this will be an administrative function of the MPO, though the MPO has not decided whether to do 30-day or quarterly drawdowns; copies of the reports can be made available.

MOTION by Askew to approve grant agreement with the Indiana Economic Development Corporation, Resolution No. 2017-RDA-002, SECOND by Lauter.

VI. *Budget*

Firestine and **Gremling** present the proposed annual budget. **Sheldrake** asked if the strategic planning line item would be completed by the MPO or an outside vendor. **Gremling** responded that this will be outsourced. **Lauter** suggested the board review feedback from the failed Regional Cities proposal and **Gremling** noted that a presentation of what other projects Indiana RDAs are funding will occur at each future meeting to help

facilitate dialogue and set goals moving forward. **Askew** and **Russell** noted edits needed to be made to the proposed budget to account for in-house legal counsel and revised within the \$150,000 ceiling. All member concurred with Scenario 2 (Active Members Only) for payment of dues, with **Wilhite** agreeing to update the bylaws to reflect this change.

VII. *Other Items of Business*

Gremling mentioned that Regional Cities Day at the Statehouse will be February 15th from 11:00 am to 2:00 pm. The CIRDA will have a table at the event, including informational handouts and copies of the grant application.

Pryor noted that Senate Bill 507 could bring dramatic changes to the functions of an RDA in Indiana, with a focused scope on economic development responsibilities.

VIII. *Adjournment*

MOTION by Sheldrake, SECOND by Russel to adjourn. Pryor closes the meeting at 2:13 pm.

Central Indiana Regional Development Authority
April 19, 2017
3:00 p.m.
Metropolitan Board of Realtors
1912 N. Meridian Street, Indianapolis, IN

Committee Members Present, Representing Quorum:

Tavonna Askew, City of Indianapolis
Keith Lauter, City of Greenwood
Chris Pryor, City of Carmel
Jack Russell, City of Westfield

Others Present:

Anna Gremling, MPO
Taylor Firestine, MPO
Sean Northup, MPO
Chris Steinmetz, City of Indianapolis, OCC
Mark Fisher, Indy Chamber
Cindy Benedict, Stones3 Resources LLC

I. Welcome and Introductions

Pryor called the meeting to order at 3:02 p.m. and introductions were made.
Pryor proposed adjusting the agenda to allow **Fisher** to present first due to time.

II. Regional Cities Award Feedback / RDA Statehouse Update

Fisher noted that despite having the Regional Cities application with the highest ROI score, Central Indiana was not awarded a Regional Cities grant. This could be due, in part, to statistics showing Central Indiana as the fastest growing region in the state, making it less politically feasible to award Regional Cities funds to Central Indiana (the goal of the Regional Cities Initiative was to jumpstart quality of life projects to make communities more attractive for talent attraction/retention). There has been some pushback in the General Assembly's 2017 session to rollout a second round of Regional Cities funding and some questions on RDA powers (e.g. eminent domain, taxing authority, etc.). Large-scale funding opportunities should not be expected until the next state budget cycle. IEDC has proposed legislation to consolidate various tax credit programs (e.g. dinosaur tax credit) and entrusting more responsibility in regional development authorities.

Lauter asked if the Regional Cities Initiative's objective is to grow by attracting outside economic development. **Fisher** responded that 80 to 90 percent of Central Indiana's growth is occurring from the in-state migration at the expense of other regions. Stabilizing these regions is critical, which is why it was not politically feasible for Central Indiana to be awarded with Regional Cities funds. However, it is also unsustainable for Central Indiana to rely on in-state migration— "we need to compete on a national and global scale." As such, the Indy Chamber will continue to support Regional Cities, but will not likely make it a top

priority in future years.

Gremling asked **Fisher** what the Indy Chamber's thoughts were moving forward on an MPO/CIRDA strategic plan. **Fisher** encouraged those involved with the effort to think big and not leave anything outside of scope. It is also important that the CIRDA grow from five seats (currently limited by statute) to truly envelop the nine-county region.

Gremling asked if the Indy Chamber would be willing to help with legislative issues as well as opportunities for other planning grants. **Fisher** responded that the Chamber will help with legislative strategy and building consensus with regional elected officials. Though CIRDA was not awarded Regional Cities grants, the projects listed in its application continue to move forward: The legislature will be allocating \$20 million for the Bioscience Institute, the anchor tenant of 16Tech, and the Red Line continues moving forward with the approval of the Marion County Transit Plan funding stream. Fisher urged CIRDA members to be proactive in organization and updating regional development plan heading into the General Assembly's 2019 budget session, should the IEDC and General Assembly seek a second round of capital grants.

Northup asked **Fisher** whether legislators are tracking projects and successes of Regional Cities Award recipients. **Fisher** mentioned that legislators are increasingly moved by quality of life and talent attraction as economic development tools, instead of the traditional approaches of low cost, low regulation.

Pryor asked **Fisher** if there were any fears of losing future opportunities because the CIRDA missed out on the first round of Regional Cities funds. **Fisher** responded that this is not the case, as the CIRDA's submission fulfilled all of the original criteria. Regardless of Regional Cities funds, the projects highlighted in Central Indiana's application were going to progress.

III. *Meeting Minutes*

MOTION by Lauter to approve 1st quarter meeting minutes, SECOND by Russell.

IV. *Resolution 2017-RDA-001 Bylaws*

Pryor introduces first item for approval.

Gremling, taking place of **Ryan Wilhite** (MPO), summarizes the comment and review period for latest edits to the bylaws. There were two comments: one from the City of Lawrence on legal liability and indemnification and one from the City of Indianapolis on bonding. Responses to the two municipalities were accepted, with tweaks relating to bonding and formatting with the PDF.

Pryor asked for any further thoughts on the bylaws. **Askew** asked if the bylaws could include a review time. **Gremling** agreed that this can be included. **Pryor** asked **Steinmetz** if the CIRDA could pass the bylaws resolution with extra language for a review procedure. **Steinmetz** affirmed that the CIRDA can motion to approve the bylaws, subject to procedures

establishing review.

MOTION by Pryor to approve Resolution 2017-RDA-001 establishing CIRDA bylaws, SECOND by Russell.

- V. *Resolution 2017-RDA-004 Proposed 2017 Budget*
Pryor introduces second item for approval.

Northup summarizes the proposed budget for 2017. He notes that so far, costs have only occurred for MPO administration, with no funds drawn down yet. Estimated staff time and other expenses are listed with average pay rates. Tasks include bylaws completion, four quarterly meetings, three-year audit, strategic planning, education and outreach, annual report and public meeting notice composition, for a total of \$150,000. The second chart lists member dues, which will not be drawn until 2018. The CIRDA is 100 percent state funded in 2017 through a grant from the IEDC.

Pryor asked whether the \$50,000 allocated for strategic planning was going to be charged to a contractor or the state. **Northup** noted that it was be a contractor fee with staff time built in. **Lauter** asked how many firms were solicited in the strategic planning RFQ. **Gremling** mentioned that there were some 140.

MOTION by Pryor to approve Resolution 2017-RDA-004, SECOND by Russell.

- VI. *Resolution 2017-RDA-005 Indy MPO/CIRDA Strategic Plan*
Pryor introduces third item for approval.

Gremling laid out two approaches for approving the resolution. The CIRDA could schedule a May meeting prior to the third quarter meeting scheduled for July to approve the resolution, or it may authorize the MPO to enter into an agreement with a contractor with only the Chair and Vice Chair's signatures. No matter the option, the CIRDA will need a member to join the selection committee and help review strategic plan proposals.

Askew asked that since there is already representation from the City of Indianapolis, should a CIRDA member with a non-Indianapolis seat join the selection committee. **Gremling** answered to the affirmative. **Russell** agreed to assist on the selection committee.

Northup presents a PowerPoint outlining the MPO's 2013 Organizational Study findings and what the MPO/CIRDA strategic plan hopes to accomplish for both agencies, identifying their roles in regional governance.

Gremling noted that the CIRDA funds would be outlined in a separate contract from the MPO's within the strategic plan.

Pryor asked CIRDA members if the group was comfortable with the current resolution or if a

newly-scheduled meeting should be convened for the resolution's passage once a contractor is selected. **Lauter** said he felt comfortable ceding authority to Chair and Vice Chair. **Askew** said it would be more prudent to convene a May meeting. **Lauter** deferred to **Askew's** suggestion. **Gremling** said **Firestine** would be responsible for organizing a May meeting date.

MOTION by Askew to table Resolution 2017-RDA-005 to May meeting, SECOND by Lauter.

VII. *Resolution 2017-RDA-003 Stones3 Resources*

Pryor introduces fourth item for approval.

Gremling provided overview of resolution for education and engagement. She noted that the MPO has requested an extension to spend down IEDC funds after August deadline. She mentioned **Benedict** has been involved in much of the MPO's previous transit outreach and public engagement.

Benedict introduced herself and body of work, especially on the transit referendums, and walk through a demo of MetroQuest survey. **Askew** voiced concerns with the length of the survey and the number of clicks. She feared that it might be too time-consuming for most people to complete and questioned how it would reach people with no internet access. **Gremling** said that the MPO has successfully used MetroQuest on previous projects and it is considered an industry best practice for long range transportation, transit, etc. She also mentioned that interns will solicit feedback using iPads at target areas in the community. **Benedict** also noted that MetroQuest allows for rich input, especially as less people are attending public meetings.

Pryor asked what media the survey would be pushed out to. **Benedict** said newspapers, social media, and promotions and ad campaigns will target six different demographic groups (18+).

Pryor asked if these results will be made public. **Benedict** and **Gremling** responded that, no matter the outcome of the survey, the objective is to drum up talk on transit in the region.

Askew said it was important moving forward to emphasize why Marion County is not included in this effort (moot point due to the IndyGo transit plan's passage). **Gremling** agreed that this was important, as IEDC did not want funds from the grant used for Marion County.

Pryor asked if the CIRDA board members if they had any further questions or discussion on engaging Cindy in the contract. **Lauter** asked if any future referendums could pass without education and engagement. **Gremling** responded that education is key in making the public aware of transit. Being a part of the Marion County Transit Plan process, the MPO has experience and resources in education and engagement. **Russell** with its importance, pointing out that businesses in Hamilton County are struggling to fill jobs in Westfield and

Carmel due to transportation constraints of workforce in the region.

Pryor says he has previously worked with **Benedict** and feels comfortable engaging her in an outreach role. **Lauter** said he had no objections. **Askew** said she was not opposed, but noted that outreach must be fully engaged and representative of diverse populations. She also said that moving forward, there should be touchpoints throughout the process.

MOTION by Lauter to approve Resolution 2017-RDA-003, SECOND by Russell.

VIII. Adjournment

Steinmetz distributed copies of the proposed 2018 budget to be considered for approval at the next meeting.

Pryor adjourns meeting at 5:10 p.m.

Central Indiana Regional Development Authority

May 24, 2017

2:00 p.m.

Metropolitan Board of Realtors

1912 N. Meridian Street, Indianapolis, IN

Committee Members Present, Representing Quorum:

Tavonna Askew, City of Indianapolis

Keith Lauter, City of Greenwood

Chris Pryor, City of Carmel

Bill Sheldrake, City of Indianapolis

Others Present:

Anna Gremling, MPO

Sean Northup, MPO

Taylor Firestine, MPO

Chris Steinmetz, City of Indianapolis, OCC

Lori Kaplan, Central Indiana Regional Transportation Authority (CIRTA)

I. Welcome and Introductions

Chris Pryor called the meeting to order at 2:10 p.m. and introductions were made.

ITEMS FOR APPROVAL

II. Meeting Minutes

MOTION by Tavonna Askew to approve 2nd Quarter meeting minutes, SECOND by Keith Lauter.

III. Resolution 2017-RDA-006 2018 Budget

Pryor introduced first item for approval.

Bill Sheldrake asked how much of the IEDC grant had been used to date. **Anna Gremling** replied that there have been zero drawdowns, but anticipated that funds would be spent down by end of 2017. There was some discussion with the board on reporting annual revenues and expenditures. **Gremling** noted that financial reports will be presented once drawdowns begin.

MOTION by Lauter to approve Resolution 2017-RDA-006 approving the 2018 budget, SECOND by Sheldrake.

IV. Resolution 2017-RDA-005 Strategic Planning

Pryor introduced second item for approval. **Askew** motioned to un-table the resolution from the April 19th meeting, with a second by **Lauter**.

Gremling summarized the vendor selection process, recommending that the board approve the selection committee's request to enter into an agreement for strategic planning with Fourth Economy Consulting.

There was some clarification on the MPO's scope of strategic planning in relation to the CIRDA's, as well as the makeup of the selection committee. **Gremling** noted that the committee was convened from IRTC members and included CIRDA Chair **Pryor**. **Askew** commented on the need to clarify legal counsel in contract negotiations.

MOTION by Pryor to approve Resolution 2017-RDA-005, SECOND by Sheldrake.

STATUS REPORTS

V. *Statewide RDA Projects Update*

Taylor Firestine reported to the board significant projects, planned or underway, that have received Regional Cities Initiative (RCI) funds throughout the state's three award-recipient RDAs.

OTHER ITEMS

VI. *Remaining 2017 Board Dates*

Gremling noted that future CIRDA meeting dates will be rescheduled for dates and time yet to be determined. The new dates will consider IRTC meeting dates for the benefit of the strategic planning consultants who will be traveling from out of state. **Firestine** assigned to follow up with board members on scheduling new meeting dates.

Gremling noted that IEDC is working on extending the grant agreement to December 2017.

VII. *Adjournment*

MOTION by Pryor to adjourn meeting, SECOND by Askew.

Meeting adjourned at 2:50 p.m.

Central Indiana Regional Development Authority
August 24, 2017
2:00 p.m.
Metropolitan Board of Realtors
1912 N. Meridian Street, Indianapolis, IN

Committee Members Present, Representing Quorum:

Tavonna Harris Askew, City of Indianapolis
Keith Lauter, City of Greenwood
Chris Pryor, City of Carmel
Jack Russell, City of Westfield
Bill Sheldrake, City of Indianapolis

Others Present:

Cindy Benedict, Stones3 Resources (via conference call)
Taylor Firestine, Indianapolis Metropolitan Planning Organization (MPO)
Austin Gibble, IndyGo
Anna Gremling, MPO
Cole McDaniel, member of the public
Chris Meulbroek, MPO
Sean Northup, MPO
Rich Overmoyer, Fourth Economy
Chris Steinmetz, City of Indianapolis—Office of Corporation Counsel (OCC)

I. ***Welcome and Introductions***

Chris Pryor called the meeting to order at 2:02 p.m. and introductions were made around the room.

ITEMS FOR APPROVAL

II. ***Meeting Minutes***

MOTION by Tavonna Harris Askew to approve meeting minutes from May 24, 2017, SECOND by Keith Lauter.

III. ***Resolution 2017-RDA-007 Amendment to IEDC Grant Agreement***

Anna Gremling introduced second item for approval.

Gremling explained that the resolution seeks to amend the Indiana Economic Development Corporation (IEDC) Grant Agreement, ratifying the previous contract language to extend grant funds to December 31, 2017.

MOTION by Jack Russell to approve Resolution 2017-RDA-007, SECOND by Harris Askew.

IV. ***Resolution 2017-RDA-008 Matchbook Creative Inc.***

Gremling introduced third item for approval.

Gremling explained that the resolution approves a contract with Indianapolis-based Matchbook Creative Inc. for the CIRDA's website development and branding as necessary to improve transparency and establish familiarity with the CIRDA. The expenses are included in the IEDC grant budget.

Harris Askew requested that language be included in the agreement's scope of work requesting that vendor will cooperate with transferring website service to a new host, as necessary. Sean Northup agreed this could be added.

Chris Steinmetz said the motion on Resolution 2017-RDA-008 would be subject to inclusion of language requiring that vendor agree to transitional work if a subsequent vendor comes along.

MOTION by Lauter to approve Resolution 2017-RDA-008, SECOND by Bill Sheldrake.

Gremling opened the board for inclusion in the design and website development process. **Harris Askew** requested that the board review the website before going live and that the webpage be easy and intuitive to navigate.

V. **Resolution 2017-RDA-009 Legal Services**

Gremling introduced third item for approval.

The resolution includes a memorandum of understanding (MPO) to fund the CIRDA's portion of the City of Indianapolis' Office of Corporation Counsel (OCC) for legal services.

There was an extended discussion regarding whether the flat fee of \$41/hour (as outlined in the MOU) or a flat rate of \$2,500/quarter is preferred by the board. The board agreed that the flat rate was preferable.

Harris Askew suggested that the board grant authorization for **Gremling** to work with OCC in revising the MOU. Board affirmed.

MOTION by Harris Askew to approve Resolution 2017-RDA-009, SECOND by Lauter, subject to ongoing negotiations regarding flat versus hourly pay rates.

STATUS REPORTS

VI. **Strategic Plan**

Rich Overmoyer of Fourth Economy provided the board with an update on his firm's strategic plan efforts specific to the CIRDA via PowerPoint.

VII. **Education and Engagement Update**

Cindy Benedict, representing Stones3 Resources, joined the meeting via conference call to provide an update on ongoing public outreach regarding transit in Hamilton and Johnson counties. Over 1,000 people were connected over the summer months.

Some discussion based around expanding outreach to church or community groups in future (beyond festivals or heavily-trafficked locales) to reach diverse members of community. **Sean Northup** added that transit referendums are on the horizon for 2020, giving time to build coalition and planning efforts. **Pryor** asked what the response had been from local chambers of commerce. **Benedict** replied that Greenwood and Westfield are engaged; Hamilton County chambers met jointly and seemed interested in a business survey.

VIII. **Financial Update**

Northup of the Indianapolis MPO provided a summary of the financial update reporting the CIRDA's expenses since May's meeting.

IX. **Purple Line Update**

Austin Gible of IndyGo provided the board with an update on planning efforts for the Purple Line bus rapid transit line via PowerPoint.

OTHER ITEMS OF BUSINESS

X. **Resolution 2017-RDA-010 Small Starts Grant**

Following **Gibble**'s presentation, the board considered a resolution publicly supporting the Purple Line project, including a letter of support for IndyGo's federal Small Starts Grant Application.

MOTION by Sheldrake to approve Resolution 2017-RDA-010, SECOND by Russell.

Gremling reminded board members that their respective jurisdictions have been invoiced since May's meeting. A suggestion was offered to log who has paid in revenues for next financial report.

XI. **Adjournment**

MOTION by Pryor to adjourn meeting, SECOND by Russell.

Meeting adjourned at 3:47 p.m.

**Central Indiana Regional Development Authority
Meeting Minutes
October 24, 2017**

2:00 p.m.

Indianapolis Public Transportation Corporation (IndyGo)
1501 West Washington Street, Indianapolis, IN 46222

Committee Members Present, Representing Quorum:

Tavonna Harris Askew, City of Indianapolis
Keith Lauter, City of Greenwood
Chris Pryor, City of Carmel
Jack Russell, City of Westfield

Others Present:

Anna Gremling, Indianapolis Metropolitan Planning Organization (MPO)
Sean Northup, MPO
Taylor Firestine, MPO
Chris Steinmetz, City of Indianapolis—Office of Corporation Counsel (OCC)
Rich Overmoyer, Fourth Economy

1. **Welcome and Introductions**

Chris Pryor called the meeting to order at 2:17 p.m. and introductions were made around the room.

ITEMS FOR APPROVAL

2. **Meeting Minutes**

MOTION by Keith Lauter to approve meeting minutes from August 24, 2017, SECOND by Jack Russell.

3. **Resolution 2017-RDA-011 IEDC Grant Extension**

Anna Gremling introduced second item for approval.

Gremling explained that the resolution seeks to amend the Indiana Economic Development Corporation (IEDC) Grant Agreement, ratifying the previous contract language to extend grant funds to June 1, 2018. No concerns were made by IEDC. **Pryor** voiced interest in hearing what other RDAs are doing statewide with their IEDC grants.

MOTION by Tavonna Harris Askew to approve Resolution 2017-RDA-011, SECOND by Russell.

4. **Resolution 2017-RDA-012 Envision Sustainability Tools Inc.**

Gremling introduced third item for approval.

Gremling said that the MPO recommended Envision Sustainability Tools Inc.'s MetroQuest surveys as public engagement input for continued regional transit education. The contract would split costs with the MPO's use of MetroQuest on transit engagement and education.

Taylor Firestine presented an overview on MetroQuest, explaining the MPO's experiences with the tool as an industry best practice.

Discussion was had on market penetration with MetroQuest supplementing traditional public meetings.

MOTION by Russell to approve Resolution 2017-RDA-012, SECOND by Lauter.

STATUS REPORTS

5. *Financial Update*

Sean Northup provided a summary of the updated financial report for the CIRDA's expenses since the August 24th meeting, as well as 2018 dues received.

Gremling noted reissuing dues in 2018.

Gremling also mentioned that IEDC reimbursements will be included under revenue on next financial report.

6. *Strategic Plan Update*

Rich Overmoyer of Fourth Economy provided a presentation updating the CIRDA on his firm's strategic planning efforts, including statewide RDA interview findings and results from the Economic Development Panel hosted by the Indianapolis MPO's component of the strategic plan. Discussion commenced on the statutory authority and opportunities for how the CIRDA fits within the larger regional organizational governance structure.

Harris Askew voiced concern for how the CIRDA will tap into issues from the region's grassroots organizations to ensure members of the public have say on opportunities. CIRDA needs to wholly represent the diversity of the region. **Overmoyer** said this is crucial, with board in agreement. **Pryor** stated need to balance needs of all communities to help with regional buy-in.

OTHER ITEMS OF BUSINESS

7. *Education and Engagement Update*

Gremling noted **Stones3 Resources** is close to closing out contract.

8. *Website Update*

Gremling invited board member feedback on logo and website development for the CIRDA, provided by Matchbook Creative.

9. *Adjournment*

MOTION by Pryor to adjourn meeting, SECOND by Harris Askew.

Meeting adjourned at 3:50 p.m.

Central Indiana Regional Development Authority
Meeting Minutes
December 14, 2017
3:00 p.m.
MIBOR Board Room
1912 North Meridian Street, Indianapolis, IN 46202

Committee Members Present, Representing Quorum:

Tavonna Askew, City of Indianapolis
Keith Lauter, City of Greenwood
Chris Pryor, City of Carmel

Others Present:

Anna Gremling, Indianapolis Metropolitan Planning Organization (MPO)
Sean Northup, MPO
Taylor Firestine, MPO
Chris Steinmetz, City of Indianapolis—Office of Corporation Counsel (OCC)
Rich Overmoyer, Fourth Economy
Philip Roth, Central Indiana Regional Transportation Authority (CIRTA)

1. ***Welcome and Introductions***

Chris Pryor called the meeting to order at 3:05 p.m. and introductions were made around the room.

ITEMS FOR APPROVAL

2. ***Meeting Minutes***

MOTION by Tavonna Askew to approve meeting minutes from October 24, 2017, SECOND by Keith Lauter.

3. ***Resolution 2017-RDA-013 Legal Services***

Anna Gremling introduced second item for approval.

Chris Steinmetz explained revisions made to the original resolution and memorandum of understanding (MOU) that was presented for approval at the August 24, 2017 board meeting. The board tabled the agreement to negotiate billing. The revised agreement reflects accurate hourly rate, based on lowest bid for conflict services with the City of Indianapolis OCC.

Discussion ensued on the “not to exceed \$10,000” stipulation of the agreement. It was suggested that additional language clarifying this and other provisions would be beneficial. **Gremling** mentioned that because the Indiana Economic Development Corporation (IEDC) grant was extended, concerns can be addressed and resolution and MOU revised for approval at the February 2018 meeting.

MOTION by Keith Lauter to table Resolution 2017-RDA-013, SECOND by Tavonna Askew.

STATUS REPORTS

4. ***Financial Update***

Sean Northup presented the financial report, as of December 14, 2017.

5. ***Website and Branding Update***

Taylor Firestine updated board on Matchbook Creative's work on branding and website development, including a walk-through of the website and samples of branding materials.

6. ***MetroQuest Update***

Anna Gremling updated the board on the contract with Envision Sustainability Tools (MetroQuest) for public engagement. The actual RDA contribution was approximately \$7,000, which was approximately \$10,000 less than the approved amount.

7. ***Strategic Plan Update***

Rich Overmoyer presented update on development of a Regional Economic Competitiveness Strategy which was presented earlier in the week to the Indianapolis Regional Transportation Council (IRTC) Administrative Committee. It was suggested that a guide defining acronyms used in the region would be beneficial. As a regional convener, the MPO would assist the RDA and partners in setting regional goals and identifying projects. CEDS and EDD discussion.

Discussion ensued on existing gaps, including the need for an Economic Development Administration (EDA)-designated Economic Development District (EDD) in Central Indiana. **Tavonna Askew** suggested explicitly stating the scope of the process in the plan's executive summary for public to understand what was and was not considered. Engaging a diverse cross-section of the region into the decision-making process was highlighted as an opportunity for improvement. **Overmoyer** stated that a document will be provided before the February 2018 board meeting.

Sean Northup and **Rich Overmoyer** defined projected timeline of simultaneous regional strategic planning activities.

OTHER ITEMS OF BUSINESS

8. ***2018 Meeting Schedule***

Anna Gremling reminded board members to confirm availability for 2018 meeting dates. Once confirmed, office schedule will be emailed to members and made public.

The Ball State University Center for Business & Economic Research *Regional Cities Initiative: Preliminary Economic Impacts* study was distributed to board members.

9. ***Adjournment***

MOTION by Tavonna Askew to adjourn meeting, SECOND by Keith Lauter.

Meeting adjourned at 4:13 p.m.

Central Indiana Regional Development Authority
Meeting Minutes
August 23, 2018
3:00 p.m.
MIBOR Board Room
1912 North Meridian Street, Indianapolis, IN 46202

Committee Members Present, Representing Quorum:

Keith Lauter, City of Greenwood
Chris Pryor, City of Carmel
Bill Sheldrake, City of Indianapolis

Others Present:

Anna Gremling, Indianapolis Metropolitan Planning Organization (MPO)
Sean Northup, MPO
Taylor Firestine, MPO
Chris Steinmetz, City of Indianapolis—Office of Corporation Counsel (OCC)
Rusty Carr, City of Indianapolis—Department of Metropolitan Development (DMD)
Kim Irwin, Health by Design

1. ***Welcome and Introductions***

Chris Pryor called the meeting to order at 3:05 p.m. and introductions were made around the room.

ITEMS FOR APPROVAL

2. ***Meeting Minutes***

MOTION by Keith Lauter to approve meeting minutes from December 14, 2017, SECOND by Bill Sheldrake.

3. ***Resolution 2017-RDA-013 Legal Services***

Anna Gremling introduced second item for consideration.

This resolution was tabled at the December 14, 2017 meeting.

MOTION by Bill Sheldrake to un-table Resolution 2017-RDA-013, SECOND by Keith Lauter.

Chris Steinmetz discussed previous conversation on Indianapolis providing legal services through a memorandum of understanding. **Gremling** provided historical context—at the December 14th RDA meeting, there was a discussion on whether legal services should be charged as a flat rate or not. In 2018, invoices were received with the City of Indianapolis asking to receive a credit for providing legal services for \$10,000, therefore reducing their 2018 dues by \$10,000. This was not agreed upon, because annual legal fees may not amount to \$10,000 annually.

Gremling mentioned she could reissue 2018 invoices to those communities who haven't paid, but those who have, can be credited for 2019 dues. The 2018 budget would be amended to strike legal expenditures entirely.

MOTION by Keith Lauter to adjust budget to remove legal services and refund dues to those municipalities that have already paid, SECOND by Bill Sheldrake.

Steinmetz recommended tabling Resolution 2017-RDA-013 permanently.

MOTION by Bill Shelldrake to permanently table Resolution 2017-RDA-013, SECOND by Keith Lauter.

4. **Resolution 2018-RDA-003 Legal Services MOU**

Discussion ensued on whether the RDA has legal representation? Discussion between **Bill Shelldrake**, **Anna Gremling**, and **Chris Steinmetz** on RDA's legal representation. All agreed a memorandum of understanding is necessary. **Gremling** suggests sending it out for comments before the planned October meeting.

MOTION by Bill Shelldrake to revise Resolution 2018-RDA-003 to reflect discussion by the board that City of Indianapolis will provide legal services and representation, as needed, for RDA board, SECOND by Keith Lauter.

5. **Resolution 2018-RDA-002 Audit**

Rusty Carr discussed audit by London Witte Group (LWG), including necessary edits.

Chris Steinmetz drafted resolution to ratify Lauter's execution of the engagement letter. **Steinmetz** agreed to incorporate language noting three errors:

- \$42 million allocated to CIRDA (p. 6 of "Notes to the Financial Statements" portion of the audit report—\$42 million is the total amount allocated to RDAs across the state;
- Statement that reads, "since the inception of the RDA, there have been no contracts awards for approved projects within Center Indiana (p. 7 of "Notes to the Financial Statements" portion of the audit report); and
- Statement that reads, "we intend to distribute report onto to your management (p. 22 of overall packet presented at this meeting).

MOTION by Keith Lauter to approve Resolution 2018-RDA-002, contingent on LWG correcting noted errors and to retroactively engage LWG, SECOND by Bill Shelldrake.

6. **Resolution 2018-RDA-001 Blue Line Letter of Support**

Anna Gremling described the Blue Line letter of support that would help supplement IndyGo's Small Starts Application.

MOTION by Bill Shelldrake to approve Resolution 2018-RDA-001, SECOND by Keith Lauter.

7. **Elections**

MOTION by Bill Shelldrake to retain current officers, SECOND by Keith Lauter.

STATUS REPORTS

8. ***Meeting Notes from 2/22/2018***

Taylor Firestine reviewed unofficial meeting notes from February 22, 2018. The board and guests had no questions.

9. ***Financial Report/2019 Scenarios***

Sean Northup noted that LWG's invoice has not yet been coded in the financial tracking system.

Northup presented three scenarios for the RDA in 2019 and their relationship to the MPO Strategic Plan recommendations, including the possibility of the RDA being designated as the region's Economic

Development District (EDD) through the Comprehensive Economic Development Strategy (CEDS) process. The RDA could be the agency to carry out this effort.

Some discussion was had between **Keith Lauter**, **Bill Sheldrake**, and **Anna Gremling** on regional economic development from other stakeholders in Central Indiana. Prevailing thought is a need to improve cooperation regionally on economic development. Due to 2019 being a local election year, conversations on the RDA as CEDS implementer would likely be postponed until 2020.

Gremling mentioned that she is consulting with the Indiana Economic Development Corporation (IEDC) on auditing budgets as well as five-member board representation requirement.

MOTION by Keith Lauter to approve Scenario 2 budget, adjusted for legal services, SECOND by Bill Sheldrake.

10. **Strategic Plan Update**

Sean Northup presented recommendations from RDA Strategic Plan, prepared by Fourth Economy. Document outlines the outstanding needs that the RDA could help fulfill for regional economic development.

Bill Sheldrake proposed to accept and approve the RDA Strategic Plan with the caveat that more consideration should be taken in the role of the RDA in updating the CEDS.

MOTION by Bill Sheldrake to approve the RDA Strategic Plan, SECOND by Keith Lauter.

11. **RDA Schedule/Meeting Frequency**

Anna Gremling requested that the RDA board meeting schedule be revisited.

Bill Sheldrake suggested meeting only when agenda items of business necessitate with a preference for different dates and times than what was decided upon earlier in the year. **Taylor Firestine** agreed to follow-up with board members using Doodle.

Sean Northup asked if there are any status updates that the RDA would like to be privy to moving forward. **Sheldrake** answered that he would be interested in hearing more regional planning efforts. **Gremling** agreed that these updates can be provided moving forward.

OTHER ITEMS OF BUSINESS

12. **Greater Indianapolis Progress Committee**

Chris Pryor mentioned that GIPC is looking at regional taxation at the Indy Chamber Inclusive Growth presentation.

13. **Adjournment**

MOTION by Bill Sheldrake to adjourn meeting, SECOND by Keith Lauter.

Meeting adjourned at 5:00 p.m.

Central Indiana Regional Development Authority
Meeting Minutes
October 29, 2018
1:00 p.m.
MIBOR Board Room
1912 North Meridian Street, Indianapolis, IN 46202

Committee Members Present, Representing Quorum:

Tavonna Askew, City of Indianapolis Representative
Keith Lauter, City of Greenwood Representative
Bill Sheldrake, City of Indianapolis Representative
Mitch Frazier, City of Westfield Representative

Others Present:

Anna Gremling, Indianapolis Metropolitan Planning Organization (MPO)
Sean Northup, MPO
Taylor Firestine, MPO
Chris Steinmetz, City of Indianapolis, Office of Corporation Counsel (OCC)
Philip Roth, Central Indiana Regional Transportation Authority (CIRTA)

1. ***Welcome and Introductions***

Tavonna Askew called the meeting to order at 1:04 p.m. and introductions were made around the room.

ITEMS FOR APPROVAL

2. ***Meeting Minutes***

MOTION by Bill Sheldrake to approve meeting minutes from August 23, 2018, SECOND by Keith Lauter.

3. **Resolution 2018-RDA-003 Legal MOU**

Chris Steinmetz described the MOU's latest iterations based on feedback from board members and the City of Indianapolis. Legal services will be provided by the City with no fee, with the option for the CIRDA to enter into an agreement in the course of litigation.

Discussion ensued between **Tavonna Askew**, **Chris Steinmetz**, and **Anna Gremling** on specifics.

MOTION by Keith Lauter to approve Resolution 2018-RDA-003, SECOND by Bill Sheldrake.

4. **Resolution 2018-RDA-004 Website Maintenance**

Anna Gremling described background information and intent of creating a standalone website for the CIRDA as a means of improving public access and transparency, especially in anticipation of future funds and/or projects. Matchbook Creative is the same firm the MPO uses for the agency's website. The agreement would provide services through FY 2020.

Bill Sheldrake questioned whether the total not to exceed amount of \$3,600 was for 2019 and 2020 separately, or totaled for both years. **Anna Gremling** confirmed that the not to exceed amount was for both years total. **Mitch Frazier** asked if the agreement's funds derived from grant funding or local match dues. **Anna Gremling** responded that it is being funded through local match dues. **Frazier** added that he would like to meet and discuss how to best leverage the website for the benefit of the CIRDA.

MOTION by Bill Sheldrake to approve Resolution 2018-RDA-004, SECOND by Mitch Frazier.

5. **Resolution 2018-RDA-005 RDA Audit**

Anna Gremling reviewed the three mistakes noted in the CIRDA's 2017 audit presented at the August meeting. She recognized **Keith Lauter** for his expertise in completing the 2017 audit as well as negotiating a lower standard price to cover the CIRDA's 2018 audit expenses.

Chris Steinmetz reminded board members that the resolution presented at the August meeting ratified the letter of engagement with London Witte Group (LWG), while this resolution is now accepting the audit's findings and authorizing Board Chair Chris Pryor to sign.

For the record, a typo was noted on the meeting agenda distributed to board members and guests. This resolution was misidentified as 2018-RDA-002 but should read 2018-RDA-005.

Tavonna Askew suggested that LWG present their audit findings directly to the board in 2019.

MOTION by Keith Lauter to approve Resolution 2018-RDA-005, SECOND by Bill Sheldrake.

STATUS REPORTS

6. **Financial Report**

Sean Northup distributed the latest financial report and discussed overall themes. **Anna Gremling** mentioned that member invoices have been drafted and would be mailed to elected officials in the next week or two; Anna agreed to copy CIRDA representatives. Since Westfield and Greenwood are current on dues, Indianapolis will pay its revised amount. Carmel will pay either the new or old amount. If Carmel pays old dues amount, the city will be credited in 2019.

Sean Northup noted that unlike years past, the budget will be 100% local match as no grant funds are available at this time. **Anna Gremling** notified the board that she would be meeting soon with Mark Wasky of Indiana Economic Development Corp. on future grant opportunities.

Mitch Frazier asked if the CIRDA had identified a "wish list" of projects and questioned how such a list is developed: "Does the MPO or [CIRDA] board come up with this?" **Anna Gremling** replied that, historically, the MPO has brought ideas to the fore, but would welcome board member ideas moving forward.

7. **Regional Planning Efforts**

Sean Northup and **Anna Gremling** provided the board with an overview of current regional planning efforts. Items discussed included the recently-adopted RDA Strategic Plan completed by Fourth Economy Consulting, CICEO, and a regional revenue stream bill slated for consideration in the General Assembly.

Anna Gremling presented a PowerPoint overview of the Indianapolis MPO's recently-adopted Strategic Plan. Part of the MPO's Strategic Plan identified mechanisms and agencies to lead an updated Comprehensive Economic Development Strategy (CEDS) Plan, which could be the responsibility of the CIRDA. She noted that a CEDS Plan will need to be completed in the next two years, with evaluation of funding options ongoing.

There was some discussion between **Sean Northup** and **Bill Sheldrake** regarding differences in statute for the Northwest Indiana RDA (created in 2005) and other RDAs throughout the state (created in 2008). **Sheldrake** agreed with **Northup** that the imperatives behind either a Regional Development Plan or a CEDS Plan are the same—there's no need to replicate efforts. **Northup** also mentioned the approaches of peer regions, such as Denver (DRCOG) and Atlanta (ARC), in establishing their economic development districts (EDDs).

Gremling distributed handouts to board members outlining the different organizational structures and functions the MPO is considering following its official move-out and redesignation from the City of Indianapolis. Discussions ensued on the pros and cons of each and the preferred alternative options. **Sheldrake** and **Northup** discussed specifics regarding models from peer regions.

Mitch Frazier and **Sean Northup** discussed the preferred alternative option and CICEO's proposed regional revenue stream bill, touching on taxing authority versus federal grant funds. One couldn't offset the other. **Bill Sheldrake** discussed the term "quality of life" and how these projects tie into essential infrastructure investments that the region's lacking when compared with peers. Anna Gremling added that layering funding pots is a strategy to help move the region ahead.

Tavonna Askew asked what the next steps would be. **Anna Gremling** responded that fundraising for the CEDS Plan will be the agency's focus with CIRDA moving forward into 2019. She estimated that it will take three to six months to initiate fundraising and another 18 months to complete the process. Meanwhile, the MPO will be working toward independence from the City of Indianapolis, regardless of the status of the proposed regional revenue stream bill. Discussion ensued between **Mitch Frazier** and **Tavonna Askew** on fundraising.

8. **2019 Prospective Meeting Dates**

Board members discussed their preferred days of the week and times for holding meetings in 2019. **Taylor Firestine** agreed to follow-up with an email to the board containing a Doodle poll for selecting dates.

OTHER ITEMS OF BUSINESS

9. **Adjournment**

MOTION by Keith Lauter to adjourn meeting, SECOND by Mitch Frazier.

Meeting adjourned at 2:13 p.m.

Central Indiana Regional Development Authority
Meeting Minutes
May 3, 2019
3:00 p.m.
MIBOR Board Room
1912 North Meridian Street, Indianapolis, IN 46202

Committee Members Present, Representing Quorum:

Mitch Frazier, City of Westfield
Keith Lauter, City of Greenwood
Dr. Roderick Perry, City of Indianapolis
Chris Pryor, City of Carmel

Committee Members Absent:

Tavonna Askew, City of Indianapolis

Others Present:

Anna Gremling, Indianapolis Metropolitan Planning Organization (MPO)
Sean Northup, MPO
Taylor Firestine, MPO
Chris Steinmetz, City of Indianapolis—Office of Corporation Counsel (OCC)
Rick Cockrum, Capitol Assets, LLC
Kim Irwin, Health by Design
Erica Tait, Health by Design

1. ***Welcome and Introductions***

Chair Chris Pryor called the meeting to order at 3:07 p.m. and introductions were made around the room. Welcome to newest board member, **Dr. Roderick Perry**, Representative for the City of Indianapolis.

ITEMS FOR APPROVAL

2. ***Meeting Minutes***

MOTION by Keith Lauter to approve meeting minutes from October 29, 2018, SECOND by Mitch Frazier, pending recommended revision to correct year on Page 2, Section 5 in the sixth sentence. Motion passed.

3. ***Resolution 2019-RDA-001 Audit***

Anna Gremling explained that the Central Indiana RDA was granted an extension by the Indiana Economic Development Corporation (IEDC) to complete the agency's 2018 audit beyond original April 1st deadline to compile required information. City of Greenwood Representative **Keith Lauter** was recognized for negotiating a revised fee with London Witte Group (LWG)—decreasing the fee from \$15,000 to \$9,000. As CIRDA's Secretary-Treasurer, **Lauter** signed the engagement letter, included as Exhibit A to Resolution 2019-RDA-001.

MOTION by Keith Lauter to approve Resolution 2019-RDA-001, SECOND by Mitch Frazier. Motion passed.

4. **Resolution 2019-RDA-002 2019 Budget**

Sean Northup introduced the 2019 budget which was not previously approved at the October 29, 2018 CIRDA board meeting. The \$18,700 budget is composed of membership dues (based on population) by the member municipalities of Indianapolis, Carmel, Greenwood, and Westfield.

Some discussion ensued on the distinction between Included Towns and Excluded Town and Cities in Marion County. Per bylaws, all Included Towns and the Excluded Cities of Beech Grove, Lawrence, and Southport are part of the Indianapolis membership and dues calculation. The Excluded Town of Speedway is not a member and is not part of the dues calculation.

City of Westfield Representative **Mitch Frazier** requested revisiting the Central Indiana RDA's \$5,000 expenditure budgeted for website maintenance through its contract with Matchbook Creative.

MOTION by Mitch Frazier to approve Resolution 2019-RDA-002, SECOND Keith Lauter. Motion passed.

5. **Resolution 2019-RDA-003 2020 Budget**

Sean Northup introduced the 2020 budget for approval. He noted this is anticipated to be essentially flat (100% local funds). **Northup** also mentioned that the MPO will kickstart the Comprehensive Economic Development Strategy (CEDS) for Central Indiana this year.

Gremling and **Northup** confirmed that all members appear current, but will doublecheck to confirm that 2019 dues were paid.

Frazier asked how the CEDS process may impact the 2020 budget. **Gremling** responded that if the Central Indiana RDA decides to take ownership of the CEDS, the budget could be amended.

MOTION by Keith Lauter to approve Resolution 2019-RDA-003, SECOND by Dr. Roderick Perry. Motion passed.

6. **Elections**

Gremling mention that, per bylaws, elections should be held in annually at the Central Indiana RDA's Q1 meeting.

Chris Pryor and **Keith Lauter** agreed to maintain their current roles on the board, Chair and Secretary-Treasurer, respectively. Should **Tavonna Askew** no longer serve on the board, **Frazier** agreed to take on her role as Vice Chair.

MOTION by Keith Lauter to appoint Mitch Frazier Vice Chair of the Central Indiana RDA, in lieu of Tavonna Askew vacating her seat. SECOND by Mitch Frazier. Motion passed.

Northup informed board members that Regional Development Authority (RDA) statute was assigned to a summer legislative study committee in the Indiana General Assembly. It's possible that board members may be invited to provide testimony before the committee in coming months.

STATUS REPORTS

7. **Financial Report**

Northup presented the financial report, including 2018 close-out. He noted that no expenses have been incurred yet in 2019.

8. **Strategic Plan Update**

Gremling provided a brief summary updating the board on the MPO's Strategic Plan implementation and moved *Agenda Item 9. Legislative Update* with **Rick Cockrum** up on the docket.

- MPO's Organizational Structure

Gremling presented a summary of the Indianapolis MPO Strategic Plan and how it connects with CIRDA's Strategic Plan, both of which were completed in 2018. She discussed the MPO's role to "convene, inform, plan, and fund," as well as the panels that were developed on the areas of transportation, housing, land use, water, economic development, and data.

Discussion ensued on the MPO's preferred governing structure and the need for enabling legislation. **Rick Cockrum**, of Capitol Assets, LLC, provided insight into the 2019 Legislative Session. An amendment to the RDA statute was assigned to the Ways and Means Committee at the end of the legislative session, then relegated to summer study committee. The Northwest Indiana Regional Development Authority was the first RDA designated in Indiana with its own state statute. RDAs eventually became the vehicles for the Pence Administration's Regional Cities Initiative grant funding program.

Cockrum noted recent developments in regionalism at the Statehouse, including so-called "Investment Hubs"—legislation that could enable cities, towns, and counties to create their own RDAs contingent on a food and beverage or local income tax. Fifty percent of this new revenue would fund a catalytic project of regional significance, fifty percent would stay with the local government where it was generated. He mentioned that the "Investment Hubs" legislation does not address pre-existing RDAs. In addition, **Cockrum** mentioned a task force was created by the state to investigate water supply and water quality.

Northup added that by statute, RDAs have eminent domain powers, authority to issue bonds, etc. Almost all powers have been stripped from the Central Indiana RDA.

Frazier asked for MPO staff perspective on merits of the current RDA governing structure versus the proposed RDA structure. **Northup** explained a hybrid would be best, using Atlanta Regional Commission (ARC)'s umbrella structure as an example. He then presented a scenario known as the Central Indiana Regional Commission to illustrate how a similar structure might look in Central Indiana.

Frazier asked about the MPO's transportation funding process as it relates to the governing structure. **Gremling** responded that through a competitive annual call for projects, member jurisdictions apply for federal funding from the Federal Transit Administration (FTA) and Federal Highway Administration (FHWA) and are awarded through objective scoring criteria. She and **Northup** discussed how the MPO designation and associated funds could be layered with other federally-administered funds, like Economic Development Administration (EDA) program funding through the designation of an Economic Development District (EDD).

Northup discussed the pros and cons of the RDA versus Regional Planning Commission (RPC) government structures and how the MPO intends on tackling the issue by the agency's June 1, 2020 re-designation date as an independent organization. **Kim Irwin**, of Health by Design, asked if a council of governments legislation could be considered. **Northup** responded that the COG structure was outlawed by state statute in the early-1990s. **Erica Tait**, of Health by Design, asked if the MPO and CIRDA would compete, should the MPO adopt the RDA structure on the interim. **Northup** responded that this wouldn't be an issue since both groups would be funded through their own revenue streams.

- Comprehensive Economic Development Strategy / Regional Development Plan

Taylor Firestine provided a presentation on the process of adopting a Comprehensive Economic Development Strategy (CEDS) as part of the Economic Development Administration (EDA)'s requirements for designating an Economic Development District (EDD)—something the MPO will be taking on as part of its expanded role as a regional convener. The presentation included information on the federal funding programs currently restricted to Central Indiana and highlighted economic development projects and programs supplemented by EDA grants administered to peer regions.

Pryor asked whether the Central Indiana Chief Elected Officials (CICEO) has been briefed on the MPO moving forward with CEDS. **Gremling** affirmed and discussed how the process would happen if led by the MPO. Northup recommended that the entire CIRDA board participate in the CEDS steering committee.

Chair Chris Pryor entertained a motion of support.

MOTION by Mitch Frazier to support the MPO in pursuit of CEDS and incorporating a list of priority projects for the Central Indiana RDA, SECOND by Keith Lauter. Motion passed.

OTHER ITEMS OF BUSINESS

9. ***Other Items of Business***

Gremling reminded board members **Chris Pryor** and **Keith Lauter** to provide reappointment letters from their respective mayors to enter into second four-year terms on the Central Indiana RDA.

10. ***Adjournment***

MOTION by Chris Pryor to adjourn meeting, SECOND by Mitch Frazier. Motion passed.

Meeting adjourned at 4:53 p.m.

Central Indiana Regional Development Authority
Meeting Minutes
August 19, 2019
3:00 p.m.
MIBOR Board Room
1912 North Meridian Street, Indianapolis, IN 46202

Committee Members Present, Representing Quorum:

Chris Pryor, City of Carmel Representative
Mitch Frazier, City of Westfield Representative
Keith Lauter, City of Greenwood Representative
Tavonna Askew, City of Indianapolis Representative
Dr. Roderick Perry, City of Indianapolis Representative

Others Present:

Anna Gremling, Indianapolis Metropolitan Planning Organization (MPO)
Sean Northup, MPO
Taylor Firestine, MPO
Danielle Gerlach, MPO
Chris Steinmetz, City of Indianapolis, Office of Corporation Counsel (OCC)
Rick Cockrum, Capitol Assets, LLC
Brian Cherry, LWG
James Higgins, LWG

1. **Welcome and Introductions**

Chris Pryor called the meeting to order at 3:05 p.m. and introductions were made around the room.

2. **Legislative Session Update**

Rick Cockrum of Capitol Assets, LLC, briefed those in attendance. He noted that a committee hearing was scheduled for September 30th regarding regional “investment hubs” legislation. Committee Chair is State Senator Travis Holdman. Eight of the 14 committee members represent districts in Central Indiana. The Central Indiana RDA and MPO will be following this legislation closely in the next legislative short session, which begins in January. **Cockrum** noted that there was not information on who would be providing testimony, in response to a question posed by **Chris Pryor**.

Anna Gremling mentioned that the MPO is currently working on a legislative roadmap, piecing together the best parts of regional planning commission (RPC) and regional development authority (RDA) statutes to develop new legislation specific to Central Indiana.

Mitch Frazier asked if the regional “investment hubs” legislation would add taxation. **Cockrum** answered that it would be based on a local income tax to allow flexibility to municipalities. Additional funding mechanisms could be food and beverage and/or income taxes. **Sean Northup** confirmed that the original bill contained a menu of taxing mechanisms. A “regional income TIF” was a regional compromise discussed. However, the Central Indiana governance legislation is most important for the MPO as it transitions out from the City of Indianapolis.

ITEMS FOR APPROVAL

3. **Meeting Minutes**

Keith Lauter noted a revision to Item 6 in the May 3, 2019 minutes. Clarifying language is needed in the motions. **Gremling** suggested adding “in lieu of **Tavonna Askew** vacating her position as Vice Chair.”

MOTION by Lauter to approve meeting minutes from May 3, 2019, pending noted revisions, SECOND by Frazier. Motion passed.

4. **Resolution 2019-RDA-006: 2018 Audit**

Brian Cherry and **James Higgins** of London Witte Group (LWG) presented a summary overview of the Central Indiana RDA’s 2018 Audit. There was a clean opinion with no adjusting journal entries, meaning all financial information was accurate. Expenses decreased by \$100,000 between 2017 and 2018. They noted that future audits will be reviewed by the State Board of Accounts (resulting from a legislative change that went into effect on July 1, 2019). A new engagement letter with specific language should be expected.

Lauter asked if this change would cause delays. **Cherry** replied that there should be no noticeable changes.

Gremling confirmed with LWG associates that the process will remain the same, regardless of funds. However, additional grant funding will receive more oversight.

Lauter noted a revision to the last paragraph of the resolution. The final sentence should read ...”approve the results of the 2018 audit conducted by London Witte Group...”, not 2017.

MOTION by Tavonna Askew to approve Resolution 2019-RDA-006, with modification noted by Lauter, SECOND by Keith Lauter. Motion passed.

5. **Resolution 2019-RDA-004: Termination of MOU**

Anna Gremling described the MPO’s proposed temporary organization structure via PowerPoint presentation. She summarized findings of strategic planning effort and recommendations to adopt four pillars of work (Convene, Inform, Plan, and Fund). The next step for the agency is to codify its role as a new regional governance structure for Central Indiana. She noted that the regional planning commission statute is what most MPOs are organized as in Indiana. However, the MPO’s board (the Indianapolis Regional Transportation Council—or IRTC) recommended temporarily adhering to the regional development authority (RDA) statute to simplify board structure while the new Central Indiana governance legislation is considered in the Statehouse. This would be presented to the IRTC Policy Committee meeting on Wednesday, August 21st. **Gremling** stressed this was a short-term solution.

Tavonna Askew mentioned that she would not voting in favor of this resolution after brief conversation with the City of Indianapolis Mayor’s Office. **Gremling** and **Askew** agreed to meet with the Mayor’s Office to answer any outstanding questions on the MPO’s plan.

Mitch Frazier noted that internal control needs to be put in place. He also mentioned the need to be thoughtful in how the Central Indiana RDA applies appropriate controls on funding administration should the board takes on this role.

Northup discussed the membership requirements set by RDA statute. Any RDA members who are contiguous with other members may join. There is opt-in, opt-out language. He noted there is no rush to have the MPO’s 37-member governments to pass ordinances becoming RDA members. He mentioned that current RDA statute does not adequately define how members are selected. However, the RDA statute will receive more attention in the next legislative session.

Lauter asked about a possible two-phased approach—1.) Changing the structure with existing members, then 2.) Expand and invite others to join.

Gremling suggested scheduling a follow-up meeting between August 19th and the next Central Indiana RDA board meeting scheduled for November 15th to work out any questions or concerns on the resolution with each RDA member's elected officials.

Northup noted that the MPO is federal designation, while the RDA is state-designated. **Gremling** answered **Frazier's** question on the number of members currently on the IRTC Policy Committee.

Askew asked if the MPO could provide the PowerPoint presentation to Central Indiana RDA board members.

Pryor questioned how the Central Indiana RDA board responsibilities might change if it were to become the MPO's interim fiduciary agent. **Gremling** responded that monthly meetings would most likely be the norm, rather than quarterly. Responsibilities for the RDA board would include contract approvals, financials, approving base pay ranges, etc. She further explained that 100 percent of overhead costs will come directly from the MPO. As the agency diversifies into other areas, finances will evolve to cover other non-MPO functions. Some discussion ensued on flexing monies to special projects, local match, etc.

Pryor asked that if the RDA board approved this arrangement, when would it take effect. **Gremling** replied that June 1, 2020 (second quarter of 2020) is the anticipated start date. This would be built into the Central Indiana RDA's 2020 meeting schedule that will be finalized in the fourth quarter of 2019. **Gremling** encouraged RDA members to contact her with any questions or concerns over the ensuing 30 days.

MOTION by Tavonna Askew to table Resolution 2019-RDA-004, SECOND by Keith Lauter. Motion passed.

6. **Resolution 2019-RDA-005: Matchbook Creative**

Gremling presented the resolution for approval. The MPO negotiated the amount with Matchbook Creative to maintain and service the Central Indiana RDA website. This agreement includes a clause to incorporate the option the RDA becomes the MPO's fiduciary agent.

MOTION by Mitch Frazier to approve Resolution 2019-RDA-005, SECOND by Tavonna Askew. Motion passed.

STATUS REPORTS

7. **Financial Report**

Northup discussed the latest financial report. He mentioned that the MPO has received local matches from the three of the four communities. The City of Indianapolis is waiting on end of fiscal year. There have been no RDA expenses to update. Sean noted that 2020 invoices have been mailed to member communities.

8. **Strategic Plan**

Anna Gremling spoke on this item during discussion of Item 5. Resolution 2019-RDA-004: Termination of MOU.

OTHER ITEMS

9. **Other Items of Business**

Gremling updated the Central Indiana RDA board on the MPO's Comprehensive Economic Development Strategy (CEDS) project. She mentioned that the Indy Chamber led the effort in 2014 but wasn't quite finished for a number of reasons. The MPO agreed to shoulder the updated CEDS process and seek Economic Development District (EDD) designation to open Central Indiana to federal funding currently being missed-out on. The MPO's fundraising goal is \$120,000. Indy Chamber has agreed to match 50 percent to the MPO's \$30,000 set aside for Indiana Economic Development Corporation (IEDC) Innovation Grant (\$60,000), plus another \$60,000 Technical Assistance Grant from Economic Development Administration (EDA).

Frazier asked for clarification on a timeline. **Gremling** explained what's expected and the possibly of the MPO convening a regional economic development panel. **Gremling** confirmed with **Pryor** that the CEDS process will probably kickoff around June 1, 2020.

In other items, **Gremling** mentioned that Vice Chair **Askew** will be stepping down once the City of Indianapolis Mayor's Office appoints a new member. **Gremling** and board members thanked her for her service to the board.

Pryor suggested scheduling an RDA meeting immediately after the September 30th legislative committee meeting to invite **Rick Cockrum** to update Central Indiana RDA members.

10. **Adjournment**

MOTION by Keith Lauter to adjourn meeting, SECOND by Mitch Frazier. Motion passed.

Meeting adjourned at 4:20 p.m.